

CITY OF HIGHLAND REGULAR MEETING OF THE CITY COUNCIL AGENDA

REGULAR MEETING

February 23, 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

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/93285571685>

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

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

Meeting ID: 932 8557 1685#

*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 23, 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 23, 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.

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 23, 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 – February 9, 2021 City Council Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Minutes – February 9, 2021 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
4. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 718 for February 23, 2021, in the amount of \$1,833,864.03 and Payroll of \$105,349.17.
5. Treasurer's Report for January 2021
RECOMMENDATION: That the City Council receive and file Treasurer's Report for January 2021.
6. Records Destruction Authorization
RECOMMENDATION: That the City Council approve the destruction of certain records.

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

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

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

No public hearing.

CITY COUNCIL LEGISLATIVE

7. Appoint Three (3) Members of the Public to the Historic and Cultural Preservation Board
RECOMMENDATION: That the City Council appoint three (3) members of the public to the Historic and Cultural Preservation Board.
8. City of Highland Active Transportation Plan (ATP) – A Comprehensive Plan for the Network of Trails, Bike Lanes, Sidewalks and Other Elements to Support Safe Walking and Bicycling in the City
RECOMMENDATION: The Planning Commission recommends the City Council take the following action:
 1. Adopt Resolution No. 2021-_____ adopting the City of Highland Active Transportation Plan (ATP), and directing staff to file a Notice of Exemption with the County Clerk of the Board.
9. Bid Award – Bid No. 2020-03, “Boulder Avenue Improvements” (Project No. brg04004a)
RECOMMENDATION: That the City Council consider and select the option to either:
 1. Award the contract to the third lowest responsible bidder, H&H General, in the amount of \$3,386,524.95;
 - OR
 2. Reject all bids and readvertise for construction bids.

10. Construction Management Services for the Boulder Avenue Improvements Project (Project No. brg04004a)
RECOMMENDATION: That the City Council:
1. Approve Professional Services Agreement for construction management and inspection services with TKE Engineering, Inc., (TKE) for Boulder Avenue Improvement Project for a not-to-exceed amount of \$535,761; and
 2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.
11. City Manager Report and Comments (Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
12. 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

In memory of:
Ronnie Chacon

Regular Meetings

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 18, 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 18, 2021



Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

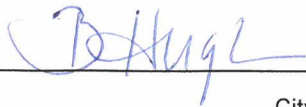
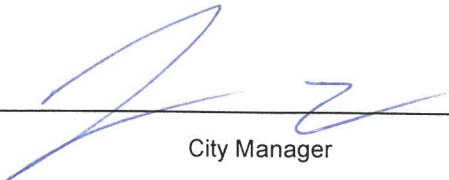
DATE: February 23, 2021

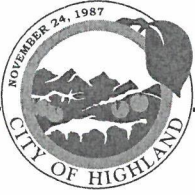
FROM: Joseph A. Hughes, City Manager

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. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

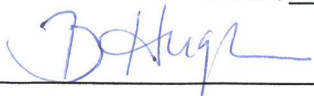
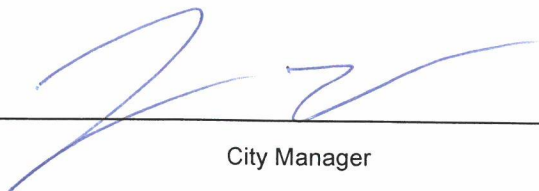
DATE: February 23, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – February 9, 2021 Special Meeting

RECOMMENDATION: Approve the minutes as submitted.

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

**MINUTES
CITY COUNCIL SPECIAL MEETING
FEBRUARY 9, 2021**

The meeting was conducted as a teleconference/Zoom meeting in City Hall at 27215 Base Line, Highland, California. All votes during the meeting were conducted by roll call.

CALL TO ORDER

The special meeting of the City Council of the City of Highland was called to order at 5:01 p.m. by Mayor Lilburn.

PUBLIC COMMENT

None

ROLL CALL

Present: Chavez, Lilburn, McCallon, Timmer
Absent: Solano

CLOSED SESSION

At 5:03 p.m., City Manager Hughes read the City Council into closed session regarding the following:

CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION

The City Council met in closed session with the City Attorney pursuant to Government Code Section 54956.9(d)(4) with respect to one matter of potential litigation.

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 5:18 p.m.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor



STAFF REPORT

TO THE CITY COUNCIL

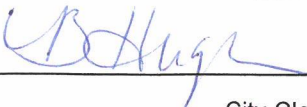
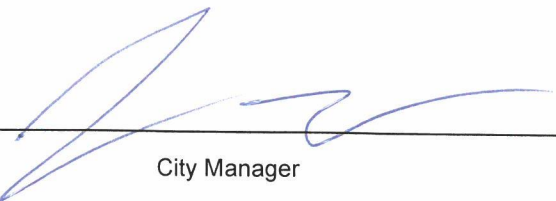
DATE: February 23, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – February 9, 2021 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

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

**MINUTES
CITY COUNCIL REGULAR MEETING
FEBRUARY 9, 2021**

This meeting was conducted as a Videoconference/Zoom 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 6:01 p.m. by Mayor Lilburn.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Timmer
Absent: Solano

REPORT FROM CLOSED SESSION

City Attorney Marroquin stated the City Council met in closed session tonight pursuant to Government Code section 54956.9 (d)(4) with respect to one matter of potential litigation. In compliance with Government Code Section 54957.1 she is reporting the City Council provided direction to staff to intervene in an action and that the defendants and the particulars shall once formally commence to be disclosed to any person that so inquires about them. Mayor Lilburn, Mayor Pro Tem McCallon, Council Member Timmer, and Council Member Chavez all voted to support intervening in the action.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

City Clerk Hughes read public comment received from Jonathan Hawes regarding his concerns for the City of El Monte.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Chavez, to approve the consent calendar as submitted. Motion carried on a roll call vote, 4-0, with Council Member Solano being absent.

1. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
2. Minutes – January 26, 2021 City Council Regular Meeting
Approved the Minutes as submitted.

3. Warrant Register
Approved 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)
 1. Accepted Project No. 2020-02, “Fire Station #2 Roof Top Coat Over Existing Poly Foam Roof System” as complete;
 2. Authorized the Mayor to sign the Notice of Completion; and
 3. Directed the City Clerk to file the Notice of Completion.

CITY COUNCIL PUBLIC HEARING

5. Allocation of the City of Highland’s Community Development Block Grant Funds for Fiscal Year 2021-2022

Mayor Lilburn stated she will be recusing herself from participating in this matter. She is employed by the Highland Senior Center which is one of the applicants seeking funding for the CDBG funds and as such she has a financial conflict of interest in this matter. She will not be participating in this matter and she will now turn the meeting over to Mayor Pro Tem McCallon as she will be leaving the meeting completely.

Mayor Pro Tem McCallon opened the public hearing.

Assistant Community Development Director Stater stated the City’s allocation for the next fiscal year will be slightly greater than last year’s, we were anticipating receiving \$427,078. As you are aware the maximum of 15% of that may be used for public service projects for which the City has received four eligible applications and then a minimum of the remainder 85% must be utilized for construction improvement projects. The two projects within the construction category are City projects, one a continuing project for enhanced code enforcement for \$159,271 and one for the construction of pavement improvements on Cunningham Street from Ninth Street to Base Line in the amount of \$200,000. Available for public service projects is \$64,061. So, there is funding available to fund each of the applications in full. She would like to direct your attention to pages 12 and 13 of the staff report. Those are the tables that show all the eligible applications and the funding available for those. She would like to make a correction on page 13, the second project for Highland Family YMCA, there is a typo that it says the funding requested by the YMCA was \$15,000 that should be \$12,500. The \$15,000 was a carry-over from last year. That would also amend the total requested, which is the second line from the bottom, from \$65,000 to \$62,500. Each of the applicants in the public service category have provided letters to be read into the record and are available to answer any questions.

Mayor Pro Tem McCallon stated we will now hear from the four applicants who applied for public service grants. They will each make a brief statement and will be available to answer any questions posed by the Council. First, we will have San Bernardino County Library. He understands they have submitted a letter.

City Clerk Hughes read a letter from Latoya Courtney, Librarian, in support of the San Bernardino County Library.

City Clerk Hughes read a letter from Noraly in support of the Highland YMCA.

City Clerk Hughes read a letter from Olga and Onecimo Perez in support of the Highland YMCA.

City Clerk Hughes read a letter from Kristin Bustos in support of the Highland YMCA.

City Clerk Hughes read a letter from Rachel Fix in support of the Highland YMCA.

Lindsey Cobaugh, Executive Director of the Highland YMCA, spoke in support of the Highland YMCA.

City Clerk Hughes read a letter from Michelle Williamson in support of the Central Little League.

City Clerk Hughes read a letter from Diane Harvey, Board of Directors President, in support of the Highland Senior Center.

City Clerk Hughes read a letter from Mae Lucero in support of the Highland Senior Center.

Mayor McCallon inquired if the Council has any questions of the applicants. Hearing none, he inquired if we have received any public comments on the agenda item.

City Clerk Hughes responded, we have not.

Mayor McCallon inquired if we have received any additional public comments during the public hearing.

City Clerk Hughes responded, we have not.

Mayor McCallon stated the public hearing is now closed and bring it back to Council for discussion and action.

Mayor McCallon stated this year we have an easier job. We have more money than we have requests.

Council Member Timmer stated it is a pleasure to look at more funding than we have requests. On construction account, what he would suggest is, are we allowed to roll over the extra money to one of the accounts or do we have to hold that in a separate account?

Assistant Community Development Director Stater stated we have an additional \$5,307. She would recommend we hold that in our unallocated funds and then that will give us more flexibility through the year to use on projects that require it. We have various street projects that are currently open and future projects that those could be used towards.

Council Member Timmer stated so we could not just roll it into the \$200,000 account.

Assistant Community Development Director Stater stated we could not because we do not show a need for it there at this time. If there is in the future and we hold it in unallocated funds we can then use it.

Council Member Timmer stated okay, then he moves we go ahead approve the two requests and the additional funds to be rolled over to future allocations.

A MOTION was made by Council Member Timmer, seconded by Council Member Chavez, to prioritize funding of FY 2021-2022 Community Development Block Grant Applications in the following allocation amounts, LOG Number HIGH21CN-002 City of Highland Street Improvements Cunningham Street between 9th Street and Base Line in the amount of \$200,000 and LOG Number HIGH21CN-003 for City of Highland Enhanced Code Enforcement Officer in the amount of \$159,271. Motion carried, 3-0, with Mayor Lilburn abstaining and with Council Member Solano being absent.

Council Member Timmer stated just to clarify, since we have more funding than requests, we cannot reallocate that to an existing request, we must put it in a hold over account.

Assistant Community Development Director Stater stated correct, until we show a need for it.

Council Member Timmer stated he will move that we go ahead and allocate the funding to all four requests as submitted and the remainder amount to be put into a hold over account for future allocations.

A MOTION was made by Council Member Timmer, seconded by Council Member Chavez, to prioritize funding of FY 2021-2022 Community Development Block Grant Applications in the following allocation amounts, LOG Number HIGH21PS-019 San Bernardino County Library in the amount of \$10,000, LOG Number HIGH21PS-027 Highland Family YMCA in the amount of \$15,000, LOG Number HIGH21PS-036 Highland Senior Center in the amount of \$25,000 and LOG Number HIGH21PS-049 Central Little League in the amount of \$15,000. Motion carried, 3-0, with Mayor Lilburn abstaining and Council Member Solano being absent.

Mayor Lilburn returned to the meeting.

CITY COUNCIL LEGISLATIVE

6. 2021/2022 Work Program

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

City Clerk Hughes read a letter from Eric Ustation, Director of Local Intergovernmental Affairs, in support of the State Route 210/Victoria Avenue Interchange Project being a part of the 2021/2022 Work Program.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Chavez, to adopt the 2021/2022 Work Program. Motion carried on a roll call vote, 4-0, with Council Member Solano being absent.

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

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

A MOTION was made by Mayor Pro Tem McCallon, seconded by Mayor Lilburn, to:

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. Motion carried on a roll call vote, 4-0, with Council Member Solano being absent.

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

City Manager Hughes stated he would like to give a couple brief updates. First, he wanted to give an update regarding COVID. Right now, county-wide there has been 279,000 confirmed cases, and in the City of Highland there has been 7,570 confirmed cases. There has been 2.3 million people tested in the County and there have been 58,000 Highland residents tested. There have been 2,142 deaths in the County and 57 have been Highland residents. Hospitalizations, the peak was 1,785 people hospitalized and we are down to 822 as of today. The ICU, the peak was 363 and we are now down to 203 people in ICU. Ventilators, the peak was 435 and we are down to 227 people still on ventilators. We are still solidly in the purple tier; the numbers are going down, and they are going down rather dramatically, but we are still in that purple tier level. The County is continuing its hotline at (909) 387-3911. Information regarding vaccinations can be found at www.sbcovid19.com and the County is still targeting residents over 65 years of age. It is his understanding there may be some tweaks being done in the near future. He has a conference call tomorrow with the CAO's office, and he will get some more information on that and how priorities may change. There is also the potential of changes to how the vaccines will be distributed in the State as well. He also wanted to bring you up to speed on a couple of projects. East Valley Water District's contractor is starting, what will be in total, 5 miles of new 30-inch recycled water line construction along 3rd Street between Central Avenue and Palm. Changeable message signs were placed on 3rd Street on February 5 to alert motorists of the lane closures. The work on this segment of 3rd Street is anticipated to be completed March 5. The 30-inch recycled water line alignment will be constructed from the Sterling National Resource Center along 6th Street to Central Avenue, Central Avenue to 3rd Street, 3rd Street back to 5th Street at Church Avenue and then along Greenspot Road to the Weaver Basin, which is a 50-acre site to be located on the southeast corner of Merris Street and Old Greenspot Road north of Abbey Way. The SR210 Interchange project is scheduled to shift the pedestrian walkway on Base Line to the north side, to accommodate work along the south side, beginning at the 76-gas station and continuing east across Base Line Bridge. K-Rail will be extended on the south side of Base Line, in front of the gas station, to eliminate the dedicated right turn lane at the eastbound onramp. Motorists traveling eastbound will enter the eastbound onramp from the number two lane and it will become a through and right turn lane. Bicyclists traveling eastbound on Base Line, across the bridge, will share the number two lane with motorists. The affected businesses have been notified and are aware of these traffic control changes. These adjustments will be implemented beginning February 19. Some Planning related issues; Nikko's Burgers, a prominent A frame building on the north side of Base Line suffered a fire a few months back. They submitted plans to rebuild and to expand the restaurant, keeping with its original character, and enlarging and modernizing the interior dining area. The Arco at Seine and Base Line has submitted plans to add a drive-thru car wash at the westerly side of the property. The plans are currently under review and the project will be scheduled for Planning Commission in coming months. The City's 6th Cycle Housing Element consultant has worked closely with staff over the last few months and have recently submitted the first draft of the housing element for staff review.

The 6th Cycle Housing Element is on track for approval in the fall. CGI Communications, who does promotional videos for the City, which we have on our website and they do free of charge, have been working with staff to update the videos. This has been occurring over the last few weeks and it will take approximately twelve more weeks for CGI and staff to complete the editing and approval process. Once this is done, the videos will be updated to the website. Some stats from the Fire Department. For the month of January, they have responded to 657 emergencies in the City, of which, 478 were medical emergencies. There were 38 traffic collisions, 14 structure fires, 2 vegetation fires, 8 vehicle fires and 2 hazardous material emergencies. There were also 28 public assists, 16 rubbish fires, 19 ringing alarms, 23 false alarms, and 29 miscellaneous calls. The Police Department, in the last 2 weeks, have responded to 1,698 calls, 66 reports and have made 103 arrests. The City is continuing our Senior Grocery Delivery Program. Anyone interested can contact City Hall and we will get them in touch with Public Services. There will be a Used Oil Filter Exchange and Recycling Event at Auto Zone on Saturday, March 6 from 9am to 2pm. Burrtec Waste, for the month of January, had 203 illegal dumping work orders.

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

None

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

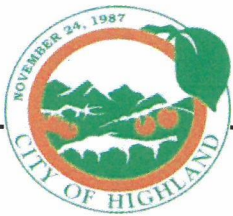
There being no further business, Mayor Lilburn adjourned the meeting at 7:15 p.m. in memory of John Taber, Robert McMurrich, and Salvador and Maxima Rios-Gonzales.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 23, 2021

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Leticia Nava-Cruz, Senior Accountant

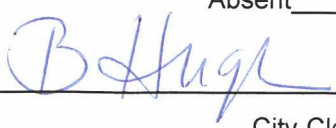
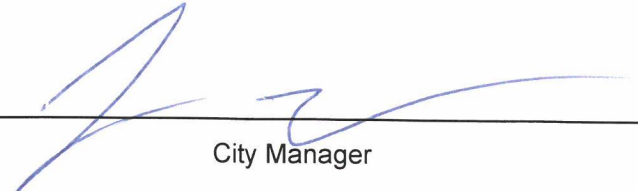
SUBJECT: Warrant Register #718

RECOMMENDATION: City Council to approve Warrant Register #718; Warrants in the amount of \$1,833,864.03 and Payroll in the amount of \$105,349.17.

FISCAL IMPACT: The total of Cash and Expenditures is \$1,939,213.20.

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

BACKGROUND: See Printouts Attached.

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

CITY OF HIGHLAND
WARRANT REGISTER #718

February 23, 2021

Warrants:

2/9/2021 Ck#82371-82406	116,185.60
2/12/2021 Payroll Wire #547-550 & Ck #82407-82408	57,136.08
2/16/2021 Ck#82409-82445	1,660,542.35

Total Warrants \$ 1,833,864.03

Payroll:

2/12/2021 Direct Deposits #10439-10478	102,298.84
2/12/2021 Ck #616-618	3,050.33

Total Payroll \$ 105,349.17

Total Warrants & Payroll \$ 1,939,213.20

APPROVED BY:

Larry McCallon
Finance Subcommittee

Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82371	2/9/2021	000015 AMERICAN PLANNING ASSOCIATION	MEMBERSHIP: QUINTANILLA MEMBERSHIP: QUINTANILLA 001.4100.4310 MEMBERSHIP: TAFOLLA MEMBERSHIP: TAFOLLA 001.4100.4310	398.00 99.00 Total : 497.00
82372	2/9/2021	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SERVICES EMPLOYEE SUPPORT SERVICES 001.1600.4537	 375.00 Total : 375.00
82373	2/9/2021	000085 EAST VALLEY WATER DISTRICT	CORP YARD-JAN CORP YARD-JAN 004.8310.4030 CORP YARD-JAN CORP YARD-JAN 004.8310.4030 CORP YARD-JAN CORP YARD-JAN 004.8310.4030 ATHLETIC CTR-JAN ATHLETIC CTR-JAN 001.6000.4030 ATHLETIC CTR-JAN ATHLETIC CTR-JAN 001.6000.4030 YMCA COMMUNITY PARK-JAN YMCA COMMUNITY PARK-JAN 001.6000.4030 COMMUNITY PARK-JAN COMMUNITY PARK-JAN 001.6000.4030 COMMUNITY PARK-JAN COMMUNITY PARK-JAN 001.6000.4030	 70.27 114.03 487.66 35.14 273.61 172.28 2,070.96 52.70

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
82373	2/9/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			CUNNINGHAM PARK-JAN	
			CUNNINGHAM PARK-JAN	
			016.8540.4030	72.81
			OAK CREEK PARK-JAN	
			OAK CREEK PARK-JAN	
			016.8540.4030	793.03
			COMM. CTR-JAN	
			COMM. CTR-JAN	
			001.6000.4030	52.70
			COMM. CTR IRRIGATION-JAN	
			COMM. CTR IRRIGATION-JAN	
			001.6000.4030	441.36
			LIBRARY/ELC-JAN	
			LIBRARY/ELC-JAN	
			001.6000.4030	70.27
			LIBRARY/ELC-JAN	
			LIBRARY/ELC-JAN	
			001.6000.4030	147.13
			LIBRARY/ELC-JAN	
			LIBRARY/ELC-JAN	
			001.6000.4030	595.02
			LMD 10-JAN	
			LMD 10-JAN	
			012.8500.4030	712.04
			LMD 10-JAN	
			LMD 10-JAN	
			012.8500.4030	742.88
			LMD 30-JAN	
			LMD 30-JAN	
			012.8500.4030	228.30
			LMD 34-JAN	
			LMD 34-JAN	
			012.8500.4030	76.67
			LMD 36-JAN	
			LMD 36-JAN	
			012.8500.4030	118.84

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82373	2/9/2021	000085	000085 EAST VALLEY WATER DISTRICT (Continued)	
			Total :	7,327.70
82374	2/9/2021	000090 FEDEX	OVERNIGHT MAIL OVERNIGHT MAIL 001.4100.4210	
			Total :	45.30
82375	2/9/2021	000127 K & L HARDWARE	STATION #1 SUPPLIES STATION #1 SUPPLIES 028.2050.4070 STATION #1 SUPPLIES 029.2100.4070 STATION #1 SUPPLIES STATION #1 SUPPLIES 028.2050.4070 STATION #1 SUPPLIES 029.2100.4070 STATION #1 SUPPLIES STATION #1 SUPPLIES 028.2050.4070 STATION #1 SUPPLIES 029.2100.4070	
			Total :	115.78
82376	2/9/2021	000165 AT&T	CORP YARD-JAN CORP YARD-JAN 004.8310.4060	
			Total :	471.44
82377	2/9/2021	000165 AT&T	CITY HALL-JAN CITY HALL-JAN 042.9510.4060	
			Total :	311.89
82378	2/9/2021	000165 AT&T	WHITE PAGES-FEB WHITE PAGES-FEB 042.9510.4066	
			Total :	18.17

Bank code : wfb

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Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
82380	2/9/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			SIGNALS-JAN	
			013.8510.4011	37.42
			OAK CREEK PARK-JAN	
			OAK CREEK PARK-JAN	
			016.8540.4010	14.13
			LMD#48C-JAN	
			LMD#48C-JAN	
			012.8500.4010	307.97
			LMD#48B-JAN	
			LMD#48B-JAN	
			012.8500.4010	12.88
			UPLIGHTING LMD 48-JAN	
			UPLIGHTING LMD 48-JAN	
			013.8510.4011	28.71
			UPLIGHTING LMD 48-JAN	
			012.8500.4010	2.86
			HIGHLAND AVE ALPR-JAN	
			HIGHLAND AVE ALPR-JAN	
			001.2000.4062	11.63
			HIGHLAND AVE ALPR-JAN	
			HIGHLAND AVE ALPR-JAN	
			001.2000.4062	12.95
			LS 2 B CITY WIDE STREET LIGHTS-JAN	
			LS 2 B CITY WIDE STREET LIGHTS-JAN	
			013.8510.4011	19,723.21
			LMD 13-JAN	
			LMD 13-JAN	
			012.8500.4010	10.16
			LMD#48C-JAN	
			LMD#48C-JAN	
			012.8500.4010	12.56
			STATION #1-JAN	
			STATION #1-JAN	
			028.2050.4010	234.69
			STATION #1-JAN	
			029.2100.4010	234.68
			LMD #55-JAN	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82380	2/9/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD #55-JAN	
			012.8500.4010	12.71
			CITY HALL-JAN	
			CITY HALL-JAN	
			042.9510.4010	366.92
			STATION #2-JAN	
			STATION #2-JAN	
			028.2050.4010	142.40
			STATION #2-JAN	
			029.2100.4010	142.40
			AURANTIA PARK-JAN	
			AURANTIA PARK-JAN	
			001.6000.4010	56.66
			CUNNINGHAM PARK-JAN	
			CUNNINGHAM PARK-JAN	
			016.8540.4010	12.56
			HIGHLAND COMMUNITY PARK-JAN	
			HIGHLAND COMMUNITY PARK-JAN	
			001.6000.4010	196.73
			CANYON OAK PARK-JAN	
			CANYON OAK PARK-JAN	
			016.8540.4010	17.88
			Total :	33,067.85
82381	2/9/2021	000208 STAPLES CREDIT PLAN	2021 CALENDARS	
			2021 CALENDARS	
			001.4200.4200	43.08
			IT HEADSET FOR ZOOM MEETINGS	
			IT HEADSET FOR ZOOM MEETINGS	
			001.1450.4200	24.23
			2021 CALENDARS	
			2021 CALENDARS	
			001.4200.4200	86.15
			COMPUTER HEADSETS	
			COMPUTER HEADSETS	
			001.4600.4250	129.26
			OFFICE SUPPLIES	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
82381	2/9/2021	000208 STAPLES CREDIT PLAN	(Continued) OFFICE SUPPLIES 004.8310.4200	115.69
Total :				398.41
82382	2/9/2021	000291 HIGHLAND COMMUNITY NEWS	NEWSPAPER PUBLICATIONS NEWSPAPER PUBLICATIONS 001.1200.4300	1,747.08
Total :				1,747.08
82383	2/9/2021	000426 LEAGUE OF CALIF CITIES	MEMBERSHIP DUES-2021 MEMBERSHIP DUES-2021 001.1000.4310	18,427.00
Total :				18,427.00
82384	2/9/2021	000598 PR PRINTING	BUS CARDS: A. TAFOLLA BUS CARDS: A. TAFOLLA 001.4100.4200	39.96
Total :				39.96
82385	2/9/2021	000769 SMOTHERS APPRAISAL	APPRAISAL: NWC 6TH ST & VICTORIA AVE APPRAISAL: NWC 6TH ST & VICTORIA AVE 001.1450.4558	2,000.00
Total :				2,000.00
82386	2/9/2021	001114 PARKHOUSE TIRE, INC.	ME541 FRONT TIRES ME541 FRONT TIRES 028.2050.4240 ME541 FRONT TIRES 029.2100.4240	969.46
Total :				969.45
82387	2/9/2021	001193 LIFE ASSIST, INC.	FS#3: PARAMEDIC SUPPLIES FS#3: PARAMEDIC SUPPLIES 028.2050.4207 FS#3: PARAMEDIC SUPPLIES FS#3: PARAMEDIC SUPPLIES 028.2050.4207 PARAMEDIC SUPPLIES	517.28
				279.29

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
82387	2/9/2021	001193 LIFE ASSIST, INC.	(Continued) PARAMEDIC SUPPLIES 028.2050.4207	237.05
Total :				1,033.62
82388	2/9/2021	001476 TIME WARNER CABLE	CITY HALL TELE/INT-FEB CITY HALL TELE/INT-FEB 042.9510.4065	1,640.17
Total :				1,640.17
82389	2/9/2021	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-JAN PROFESSIONAL SERVICES-JAN 023.3890.4554	3,000.00
Total :				3,000.00
82390	2/9/2021	001677 YMCA OF THE EAST VALLEY	CDBG MONTHLY REIMB-JAN CDBG MONTHLY REIMB-JAN 006.8400.4348	2,248.30
Total :				2,248.30
82391	2/9/2021	001679 MC CRAY'S ENTERPRISES	E541A: REPAIRS E541A: REPAIRS 029.2100.4240 E541A: REPAIRS 028.2050.4240	4,868.21
Total :				4,868.15
82392	2/9/2021	001980 GOLDEN VALLEY MEDICAL	OXYGEN FOR MEDICAL AIDS OXYGEN FOR MEDICAL AIDS 028.2050.4207	60.00
Total :				60.00
82393	2/9/2021	002511 RECORDER-CLERK CO OF SB	RECORDING SERVICES RECORDING SERVICES 001.1200.4506 RECORDING SERVICES RECORDING SERVICES 001.1200.4506 RECORDING SERVICES	20.00 100.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82393	2/9/2021	002511 RECORDER-CLERK CO OF SB	(Continued) RECORDING SERVICES 001.1200.4506 RECORDING SERVICES RECORDING SERVICES 001.1200.4506	120.00 120.00
Total :				360.00
82394	2/9/2021	003144 REVENUE & COST SPECIALISTS,	CITY FEE STUDY UPDATE CITY FEE STUDY UPDATE 001.1700.4621	5,318.00 5,318.00
Total :				5,318.00
82395	2/9/2021	003689 TPX COMMUNICATIONS	CORP YARD/CITY HALL PHONES-FEB CITY HALL PHONES-FEB 042.9510.4060 CORP YARD PHONES-FEB 004.8310.4060	290.90 1,262.02
Total :				1,552.92
82396	2/9/2021	003713 SATCOM GLOBAL LTD.	SATELLITE PHONES-FEB SATELLITE PHONES-FEB 042.9510.4061 SATELLITE PHONES-FEB 028.2050.4061 SATELLITE PHONES-FEB 029.2100.4061 SATELLITE PHONES-FEB 001.2000.4061	42.75 21.37 21.38 42.75
Total :				128.25
82397	2/9/2021	004073 FIRE ETC	FS#3: 14" BLADE FS#3: 14" BLADE 029.2100.4203 FS#3: 14" BLADE 028.2050.4203	319.44 319.43
Total :				638.87
82398	2/9/2021	004298 ZOLL MEDICAL CORPORATION	FS#3: PARAMEDIC SUPPLIES	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82398	2/9/2021	004298 ZOLL MEDICAL CORPORATION	(Continued)	
			FS#3: PARAMEDIC SUPPLIES	
			028.2050.4207	832.95
			FS#3: PARAMEDIC SUPPLIES	
			FS#3: PARAMEDIC SUPPLIES	
			028.2050.4207	123.42
			Total :	956.37
82399	2/9/2021	005123 HDL SOFTWARE, LLC	BUS LIC ANNUAL SUPPORT	
			BUS LIC ANNUAL SUPPORT	
			001.1700.4255	4,498.87
			Total :	4,498.87
82400	2/9/2021	005358 FLEET SERVICES INC	EMERGENCY REPAIR FOR ME541	
			EMERGENCY REPAIR FOR ME541	
			028.2050.4240	146.22
			EMERGENCY REPAIR FOR ME541	
			029.2100.4240	146.22
			FUEL ADDITIVE FOR ENGINE 543	
			FUEL ADDITIVE FOR ENGINE 543	
			028.2050.4220	29.57
			FUEL ADDITIVE FOR ENGINE 543	
			029.2100.4220	29.56
			Total :	351.57
82401	2/9/2021	005402 BORDIN SEMMER LLP	VAUGHN-OCT-DEC	
			VAUGHN-OCT	
			041.9500.4390	90.00
			VAUGHN-NOV	
			041.9500.4390	2.00
			VAUGHN-DEC	
			041.9500.4390	90.00
			Total :	182.00
82402	2/9/2021	005567 FIRE APPARATUS SOLUTIONS	ME543: REPAIRS FOR OPERATION	
			ME543: REPAIRS FOR OPERATION	
			029.2100.4240	4,035.60
			ME543: REPAIRS FOR OPERATION	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82402	2/9/2021	005567 FIRE APPARATUS SOLUTIONS	(Continued) 028.2050.4240	4,035.60
Total :				8,071.20
82403	2/9/2021	005737 AGA ENGINEERS, INC.	ON-CALL TRAFFIC ENGINEERING SERVICES-JAN ON-CALL TRAFFIC ENGINEERING SERVICES-JAN 020.8440.4550 TRAFFIC SIGNAL MONITORING SERVICES-JAN TRAFFIC SIGNAL MONITORING SERVICES-JAN 020.8440.4550	3,225.00
Total :				3,200.00
82404	2/9/2021	005739 GORITZ, CAMILLE	MILEAGE REIMB-GORTIZ MILEAGE REIMB-GORTIZ 001.4100.4332	9.78
Total :				9.78
82405	2/9/2021	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES OFFICE SUPPLIES 001.1600.4200 OFFICE SUPPLIES OFFICE SUPPLIES 001.6020.4200 OFFICE SUPPLIES OFFICE SUPPLIES 001.4200.4200 MONITOR CABLE & ADAPTERS MONITOR CABLE & ADAPTERS 042.9510.4208 FIN: MONITORS FIN: MONITORS 001.1700.4203 FIN: MONITORS 001.1700.4200 B&S SUPPLIES B&S SUPPLIES 001.4500.4200 B&S SUPPLIES	25.00 58.12 58.12 103.50 1,379.28 460.68 247.51

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82405	2/9/2021	005771 AMAZON CAPITAL SERVICES	(Continued) B&S SUPPLIES 001.4500.4200	214.42
Total :				2,546.63
82406	2/9/2021	005864 IE, INC.	OUT OF CITY BUS LIC REFUND OUT OF CITY BUS LIC REFUND 001.1450.7450 OUT OF CITY BUS LIC REFUND 051.1493	155.00
Total :				4.00
36 Vouchers for bank code : wfb				159.00
36 Vouchers in this report				116,185.60
Bank total :				116,185.60
Total vouchers :				116,185.60

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
547	2/12/2021	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			004.1170	937.12
			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	311.32
			ICMA DEFERRED COMP 457: Payment	
			070.1170	237.06
			ICMA DEFERRED COMP 457: Payment	
			001.1170	7,431.76
			Total :	9,742.26
548	2/12/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS: Payment	
			006.1145	672.76
			PERS: Payment	
			010.1145	832.32
			PERS: Payment	
			012.1145	169.03
			PERS: Payment	
			016.1145	169.02
			PERS: Payment	
			023.1145	93.53
			PERS: Payment	
			024.1145	18.78
			PERS: Payment	
			041.1145	445.93
			PERS: Payment	
			042.1145	311.55
			PERS: Payment	
			070.1145	734.15

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
548	2/12/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			001.1145	25.79
			PERS SURVIVOR: Payment	
			004.1145	4.04
			PERS SURVIVOR: Payment	
			006.1145	1.30
			PERS SURVIVOR: Payment	
			010.1145	1.07
			PERS SURVIVOR: Payment	
			012.1145	0.57
			PERS SURVIVOR: Payment	
			016.1145	0.57
			PERS SURVIVOR: Payment	
			023.1145	0.24
			PERS SURVIVOR: Payment	
			024.1145	0.04
			PERS SURVIVOR: Payment	
			041.1145	0.34
			PERS SURVIVOR: Payment	
			042.1145	0.77
			PERS SURVIVOR: Payment	
			070.1145	0.61
			EPMC: Payment	
			001.1145	596.83
			EPMC: Payment	
			004.1145	94.39
			EPMC: Payment	
			006.1145	19.54
			EPMC: Payment	
			010.1145	23.75
			EPMC: Payment	
			012.1145	2.35
			EPMC: Payment	
			016.1145	2.35
			EPMC: Payment	
			023.1145	6.55

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
548	2/12/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			024.1145	0.56
			EPMC: Payment	
			041.1145	31.22
			EPMC: Payment	
			042.1145	11.36
			EPMC: Payment	
			070.1145	51.36
			PERS: Payment	
			001.1145	14,280.94
			PERS: Payment	
			004.1145	2,326.29
			Total :	20,929.90
549	2/12/2021	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			010.1140	163.76
			MEDICARE: Payment	
			012.1140	40.20
			MEDICARE: Payment	
			016.1140	40.22
			MEDICARE: Payment	
			023.1140	18.88
			MEDICARE: Payment	
			024.1140	4.42
			MEDICARE: Payment	
			041.1140	74.02
			MEDICARE: Payment	
			042.1140	73.26
			MEDICARE: Payment	
			070.1140	124.62
			FEDERAL TAXES: Payment	
			001.1120	11,158.90
			FEDERAL TAXES: Payment	
			004.1120	1,645.94
			FEDERAL TAXES: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
549	2/12/2021	000119 INTERNAL REVENUE SERVICE	(Continued)	
			006.1120	569.25
			FEDERAL TAXES: Payment	
			010.1120	505.92
			FEDERAL TAXES: Payment	
			012.1120	62.26
			FEDERAL TAXES: Payment	
			016.1120	62.26
			FEDERAL TAXES: Payment	
			023.1120	55.27
			FEDERAL TAXES: Payment	
			024.1120	14.61
			FEDERAL TAXES: Payment	
			041.1120	405.09
			FEDERAL TAXES: Payment	
			042.1120	193.80
			FEDERAL TAXES: Payment	
			070.1120	544.17
			SOCIAL SECURITY: Payment	
			001.1140	594.32
			MEDICARE: Payment	
			001.1140	2,996.50
			MEDICARE: Payment	
			004.1140	474.54
			MEDICARE: Payment	
			006.1140	140.96
			Total :	19,963.17
550	2/12/2021	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	4,249.38
			STATE TAXES: Payment	
			004.1130	695.39
			STATE TAXES: Payment	
			006.1130	217.25
			STATE TAXES: Payment	
			010.1130	251.79

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
550	2/12/2021	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			012.1130	22.79
			STATE TAXES: Payment	
			016.1130	22.79
			STATE TAXES: Payment	
			023.1130	14.53
			STATE TAXES: Payment	
			024.1130	4.98
			STATE TAXES: Payment	
			041.1130	164.72
			STATE TAXES: Payment	
			042.1130	74.94
			STATE TAXES: Payment	
			070.1130	239.88
			Total :	5,958.44
82407	2/12/2021	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	11.26
			ARROWHEAD UNITED WAY: Payment	
			004.1180	0.77
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.25
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.72
			Total :	15.00
82408	2/12/2021	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.49
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.49
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	109.94
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	12.82
			AFLAC ACCIDENT INSURANCE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82408	2/12/2021	003804 AFLAC WWHQ	(Continued)	
			012.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.81
			AFLAC ACCIDENT INSURANCE: Payment	
			024.1181	0.26
			AFLAC CANCER INSURANCE: Payment	
			001.1181	18.63
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	211.32
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	24.70
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.50
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	73.59
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.71
			AFLAC DENTAL: Payment	
			001.1181	27.88
			AFLAC DENTAL: Payment	
			004.1181	0.55
			AFLAC DENTAL: Payment	
			041.1181	1.66
			AFLAC DENTAL: Payment	
			070.1181	0.57
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	2.96
			Total :	527.31

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
6		Vouchers for bank code : wfb		
			Bank total :	57,136.08
6		Vouchers in this report		
			Total vouchers :	57,136.08

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82409	2/16/2021	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-FEB POLICE SERVICES-FEB 001.2000.4560	891,763.00
Total :				891,763.00
82410	2/16/2021	000043 BALLARD PLUMBING HEATING & AIR	HVAC MAINTENANCE (1ST & 2ND QUARTER) CORP YARD: HVAC MAINTENANCE (1ST & 2ND 004.8310.4588	550.00
			HVAC MAINTENANCE (1ST & 2ND QUARTER) FS#2: HVAC MAINTENANCE (1ST & 2ND 028.2050.4588	112.50
			FS#2: HVAC MAINTENANCE (1ST & 2ND 029.2100.4588	112.50
			HVAC MAINTENANCE (1ST & 2ND QUARTER) FS#1: HVAC MAINTENANCE (1ST & 2ND 028.2050.4588	112.50
			FS#1: HVAC MAINTENANCE (1ST & 2ND 029.2100.4588	112.50
			HVAC MAINTENANCE (1ST & 2ND QUARTER) FS#3: HVAC MAINTENANCE (1ST & 2ND 028.2050.4588	112.50
			FS#3: HVAC MAINTENANCE (1ST & 2ND 029.2100.4588	112.50
Total :				1,225.00
82411	2/16/2021	000127 K & L HARDWARE	STATION #1 SUPPLIES STATION #1 SUPPLIES 028.2050.4070	9.69
			STATION #1 SUPPLIES 029.2100.4070	9.69
			STATION #3 SUPPLIES STATION #3 SUPPLIES 028.2050.4070	6.45
			STATION #3 SUPPLIES 029.2100.4070	6.45
			STATION #1 SUPPLIES STATION #1 SUPPLIES	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82411	2/16/2021	000127 K & L HARDWARE	(Continued) 028.2050.4070 STATION #1 SUPPLIES 029.2100.4070	23.96 23.96
Total :				80.20
82412	2/16/2021	000143 COMMUNITY WORKS DESIGN GROUP	ICH09001 PM RDA07-DEC ICH09001 PM RDA07-DEC 010.3830.6813 PLAN CHECK LANDSCAPE-DEC PLAN CHECK LANDSCAPE-DEC 001.4100.4554 BUILDING AND SAFETY PLAN CHECK-DEC BUILDING AND SAFETY PLAN CHECK-DEC 051.1493	465.00 310.00 155.00
Total :				930.00
82413	2/16/2021	000190 SAN BERNARDINO COUNTY	ICH09001 PM RDA07 -DEC ICH09001 PM RDA07-DEC 010.3830.6813 ICH09001 PS&E RDA07-DEC ICH09001 PS&E RDA07-DEC 010.3830.6813 ICH09001 CON RDA07-DEC ICH09001 CON RDA07-DEC 010.3830.6813 ICH09001 R/W RDA07 - DEC ICH09001 R/W RDA07-DEC 010.3830.6813	8,095.39 787.23 646,932.95 955.11
Total :				656,770.68
82414	2/16/2021	000211 STRADLING YOCCA CARLSON RAUTH	GENERAL-JAN GENERAL-JAN 070.7000.4520	247.20
Total :				247.20
82415	2/16/2021	000222 UNDERGROUND SERVICE ALERT	DIG ALERT TICKETS-FEB DIG ALERT TICKETS-FEB 004.8310.4553	112.30

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82415	2/16/2021	000222	000222 UNDERGROUND SERVICE ALERT (Continued)	
			Total :	112.30
82416	2/16/2021	000233	WAXIE SANITARY SUPPLY	
			FS#1: JANITORIAL SUPPLIES	
			FS#1: JANITORIAL SUPPLIES	
			028.2050.4055	61.30
			FS#1: JANITORIAL SUPPLIES	
			029.2100.4055	61.30
			Total :	122.60
82417	2/16/2021	000287	DANTUONO, CHARLES	
			P/W ROUTER	
			P/W ROUTER	
			004.8310.4203	64.64
			Total :	64.64
82418	2/16/2021	000662	HI WAY SAFETY INC	
			COMMUNITY PARK AUTHORIZED ACCESS SIGNS	
			COMMUNITY PARK AUTHORIZED ACCESS SIGNS	
			001.6000.4206	202.05
			Total :	202.05
82419	2/16/2021	000744	D&T AUTO REPAIR	
			VEH#127: FRONT & REAR BRAKES	
			VEH#127: FRONT & REAR BRAKES	
			001.4500.4240	288.23
			Total :	288.23
82420	2/16/2021	000774	ARROWHEAD CREDIT UNION-DEPT 91	
			ULTIMATE INTERNET ACCESS	
			ULTIMATE INTERNET ACCESS	
			042.9510.4208	40.00
			MICROSOFT INCIDENT SUPPORT	
			MICROSOFT INCIDENT SUPPORT	
			042.9510.4627	499.00
			DRI CRASH PLAN	
			DRI CRASH PLAN	
			042.9510.4208	19.98
			TELECONFERENCE MEETING	
			TELECONFERENCE MEETING	
			042.9510.4310	12.35
			VIRTUAL MEETINGS - ZOOM	
			VIRTUAL MEETINGS - ZOOM	
			042.9510.4310	110.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82420	2/16/2021	000774	000774 ARROWHEAD CREDIT UNION-DEPT (Continued)	
			Total :	681.33
82421	2/16/2021	000774	ARROWHEAD CREDIT UNION-DEPT 91 CDBG: HIGHLAND GROCERY DELIVERY PROGRAM CDBG: HIGHLAND GROCERY DELIVERY PROGRAM 006.8400.4353	
			Total :	495.00
82422	2/16/2021	000979	VERIZON WIRELESS	
			AIR CARDS-JAN	
			AIR CARDS-JAN	
			001.2000.4061	76.02
			CELL PHONES/AIR CARDS-FEB	
			CELL PHONES-FEB	
			001.2000.4061	153.24
			AIR CARDS-FEB	
			001.2000.4062	1,064.36
			CELL PHONES-FEB	
			001.3200.4061	65.91
			CELL PHONES-FEB	
			001.4200.4061	71.47
			AIR CARDS-FEB	
			001.4500.4062	114.03
			CELL PHONES-FEB	
			001.4600.4061	108.61
			AIR CARDS-FEB	
			001.4600.4062	114.03
			CELL PHONES-FEB	
			001.6000.4203	324.00
			CELL PHONES-FEB	
			001.6000.4061	61.17
			CELL PHONES-FEB	
			001.6010.4061	27.50
			CELL PHONES-FEB	
			001.6020.4061	25.44
			CELL PHONES-FEB	
			004.8310.4203	910.19
			CELL PHONES-FEB	
			004.8310.4061	140.59
			AIR CARDS-FEB	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82422	2/16/2021	000979 VERIZON WIRELESS	(Continued)	
			004.8310.4062	76.02
			CELL PHONES-FEB	
			028.2050.4061	143.48
			AIR CARDS-FEB	
			028.2050.4062	266.07
			CELL PHONES-FEB	
			042.9510.4061	394.20
			CELL PHONES-FEB	
			042.9510.4203	362.78
			CELL PHONES-FEB	
			001.6010.4203	181.39
			Total :	4,680.50
82423	2/16/2021	001320 HIGHLAND SENIOR CENTER	CDBG REIMBURSEMENT-JAN	
			CDBG REIMBURSEMENT-JAN	
			006.8400.4348	2,192.50
			Total :	2,192.50
82424	2/16/2021	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES & RECYCLED COPY PAPER	
			OFFICE SUPPLIES & RECYCLED COPY PAPER	
			042.9510.4200	257.69
			Total :	257.69
82425	2/16/2021	002499 BARCO PRODUCTS COMPANY	PARKS: RECYCLE CONTAINERS	
			PARKS: RECYCLE CONTAINERS	
			001.4200.4202	9,596.93
			Total :	9,596.93
82426	2/16/2021	002617 FERGUSON ENTERPRISES LLC	POLICE STATION TOILET REPAIR	
			POLICE STATION TOILET REPAIR	
			001.2000.4070	141.69
			Total :	141.69
82427	2/16/2021	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 1/12/21-1/29/21	
			SOLID WASTE PROG 1/12/21-1/29/21	
			051.1496	30,446.57
			Total :	30,446.57

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82428	2/16/2021	003044 THOMSON REUTERS WEST	CODE BOOKS CODE BOOKS 001.1200.4626	1,243.50 Total : 1,243.50
82429	2/16/2021	003445 BOOT BARN, INC.	UNIFORM: HALLOWAY UNIFORM: HALLOWAY 001.6010.4249	118.78 Total : 118.78
82430	2/16/2021	003604 LOU'S TIRE SERVICE	VEH #115 SKIP LOADER VEH #115 SKIP LOADER 004.8310.4245	175.39 Total : 175.39
82431	2/16/2021	003673 JOHNSON CONTROLS, INC	YMCA: WATER BOILER FLOAT SWITCH REPL YMCA: WATER BOILER FLOAT SWITCH REPL 001.6000.4588	1,130.25 Total : 1,130.25
82432	2/16/2021	004206 #1 SON PLUMBING	CITY HALL: REPAIR ROOF DRAIN CITY HALL: REPAIR ROOF DRAIN 042.9510.4070	585.00 Total : 585.00
82433	2/16/2021	004416 SIEMENS MOBILITY, INC.	CITY YARD POLE CONSOLIDATION CITY YARD POLE CONSOLIDATION 004.8310.4580	3,409.52 Total : 3,409.52
82434	2/16/2021	004543 WEX BANK	FUEL-JAN FUEL-JAN 028.2050.4220 FUEL-JAN 029.2100.4220	86.36 Total : 86.35
82435	2/16/2021	004610 CLEARSTREAM RECYCLING INC	RECYCLING/REFUSE BAGS RECYCLING/REFUSE BAGS	Total : 172.71

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
82435	2/16/2021	004610 CLEARSTREAM RECYCLING INC	(Continued) 001.4200.4202	1,959.00
Total :				1,959.00
82436	2/16/2021	004968 JERICHO SYSTEMS, INC	SDR17001 DE RDA07-MAR SDR17001 DE RDA07-MAR 010.3830.6600 STORM CHANNEL ENVIRONMENTAL MONITORING STORM CHANNEL ENVIRONMENTAL MONITORING 004.8310.4666 STORM CHANNEL ENVIRONMENTAL MONITORING 024.8470.4666 STORM CHANNEL ENVIRONMENTAL MONITORING 004.8310.4666 STORM CHANNEL ENVIRONMENTAL MONITORING 024.8470.4666	9,364.20 325.00 325.00 325.00 325.00
Total :				10,664.20
82437	2/16/2021	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL SERVICES-JAN FIRE MARSHALL SERVICES-JAN 029.2100.4540	4,370.00
Total :				4,370.00
82438	2/16/2021	005340 FORTIN LAW GROUP	LOPEZ-DEC LOPEZ-DEC 041.9500.4390 LOPEZ-JAN LOPEZ-JAN 041.9500.4390	315.00 1,102.50
Total :				1,417.50
82439	2/16/2021	005479 EVERGREEN	DEV DEP REFUND PANDA/JACK DEV DEP REFUND PANDA/JACK 001.4100.4450	109.72
Total :				109.72
82440	2/16/2021	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL LMD 48A PEST CONTROL LMD 48A 012.8500.4589	55.00

Voucher List
CITY OF HIGHLAND

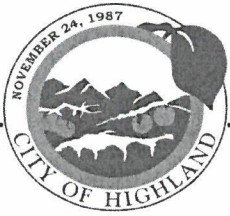
Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
82440	2/16/2021	005553 CLARK PEST CONTROL OF STOCKTON	(Continued) PEST CONTROL LMD 48B PEST CONTROL LMD 48B 012.8500.4589	55.00
Total :				110.00
82441	2/16/2021	005554 IMPERIAL SPRINKLER SUPPLY	LMD FLOW SENSORS LMD FLOW SENSORS 012.8500.4585	2,372.12
Total :				2,372.12
82442	2/16/2021	005746 UC FENCE	FENCE: ADJACENT TO EMMERTON LANE FENCE: ADJACENT TO EMMERTON LANE 023.3890.4592	28,000.00
Total :				28,000.00
82443	2/16/2021	005771 AMAZON CAPITAL SERVICES	CREDIT FOR INV# 1CR1-T4R3-WNVT CREDIT FOR INV# 1CR1-T4R3-WNVT 042.9510.4208 B&S: MONITOR B&S: MONITOR 001.4500.4200 P/W: MONITORS P/W: MONITORS 004.8310.4203 P/W: MONITORS 001.1700.4203 PD: OUTDOOR TABLE PD: OUTDOOR TABLE 001.2000.4200	-33.86 382.11 726.39 509.36
Total :				828.60
82444	2/16/2021	005823 THE ECOHERO SHOW LLC	LANKERSHIM ELEMENTARY - K. VALENZUELA 3R LANKERSHIM ELEMENTARY - K. VALENZUELA 001.4200.4202	2,412.60
Total :				275.00
82445	2/16/2021	005866 GREENSPOT PARTNERS, INC.	DEV DEP REFUND HEATHERGLEN LLA DOC'S PC DEV DEP REFUND	275.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
82445	2/16/2021	005866 GREENSPOT PARTNERS, INC.	(Continued)	
			001.4100.4450	237.60
			TRF15002 DEV DEP REFUND	
			001.4100.4450	-9,060.20
			TTM15001 DEV DEP REFUND	
			001.4100.4450	4,200.30
			1ST CWQMP/PC DEV DEP REFUND	
			001.4100.4450	3,910.15
			2ND CWQMP/PC DEV DEP REFUND	
			001.4100.4450	2,431.10
			Total :	1,718.95
37 Vouchers for bank code : wfb				Bank total : 1,660,542.35
37 Vouchers in this report				Total vouchers : 1,660,542.35



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 23, 2021

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Treasurer's Report for January 2021

RECOMMENDATION: City Council to receive and file the Treasurer's Report for January 2021.

FISCAL IMPACT:

Cash and Investments:	
General Fund	\$ 6,973,487.89
Special Revenue Funds	\$28,040,801.64
Internal Service Funds	\$ 3,876,315.27
Capital Projects Funds	\$20,891,904.00
Agency Funds	\$ 2,238,588.55
Housing Authority Fund	\$ 3,683,559.22
SARDA Funds	\$ 3,859,160.11

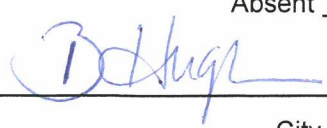
PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

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

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

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

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

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

**CITY OF HIGHLAND
Treasurer's Report
as of January 31, 2021**

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking-Account #*****236	12,407,879.09

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
<u>California Treasurer's Local Agency Investment Fund (LAIF)</u>	n/a	0.458%		
General Fund			4,570,565.17	
Special Revenue Funds			18,066,521.00	
Internal Service Funds			4,521,408.00	
Capital Projects Funds			13,457,674.00	
Total City LAIF Funds				40,616,168.17
Housing Authority Fund			3,544,067.04	
Total Housing Authority LAIF Funds				3,544,067.04
Total LAIF Funds				44,160,235.21

- 1) Maximum limits on accounts are \$65M City and \$65M Housing Authority.
- 2) Quarterly interest earnings are deposited directly to accounts.
- 3) Funds are available within 24 hours or less depending on time of wire.
- 4) Pooled Money Investment Board Report dated December 2020 on-line for listing of investments.
- 5) Market Value is based on the December 31, 2020 applicable percentage of 1.002271318.
- 6) Market Value is \$44,260,537.15 (\$44,160,235.21 x 1.002271318).

<u>California Asset Management Program (CAMP)</u>	n/a	0.120%		
General Fund			131,715.03	
Special Revenue Funds			1,553,431.00	
Capital Projects Funds			7,147,172.00	
Total CAMP Funds				8,832,318.03

INVESTMENTS: FISCAL AGENT ACCOUNTS

US Bank Corporate Trust Services (Community Facilities Districts)

Community Facilities District (CFD) 90-1

Administrative Expense Fund #128262-011				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	86,835.62	86,835.62
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	258,531.28	258,531.28
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	95,621.12	95,621.12

Community Facilities District (CFD) 2001-1

Special Tax Fund #149239000				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	251,248.05	251,248.05
Interest Account #149239001				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	1,070.54	1,070.54
Principal Account #149239002				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	0.02	0.02
Reserve Fund #149239003				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	480,283.06	480,283.06
Administrative Expense Fund #149239004				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	31,624.10	31,624.10
Surplus Fund #149239006				
US Bank Money Market Account CUSIP #9AMMF05B2	n/a	0.00%	59,100.48	59,100.48

Community Facilities District (CFD) 2007-1

Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	8,834.32	8,834.32
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	12,175.45	12,175.45
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	4,503.01	4,503.01

TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				1,289,827.05
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DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
<u>US Bank Corporate Trust Services (SARDA)</u>				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	5.84	5.84
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	176,433.80	176,433.80
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	3.00	3.00
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	956,951.39	956,951.39
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	13,503.88	13,503.88
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	1,725,508.69	1,725,508.69
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	0.70	0.70
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				<u>2,872,407.30</u>
TOTAL CASH AND INVESTMENTS				<u><u>69,563,816.68</u></u>

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

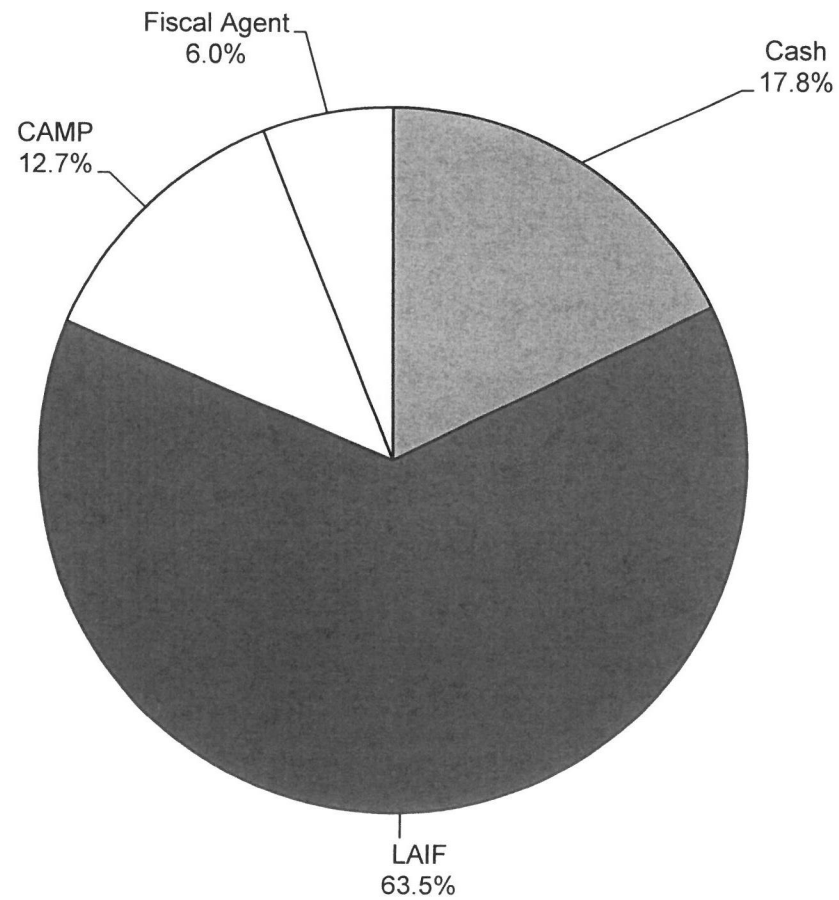
SIGNED:

Joseph A. Hughes
CITY MANAGER

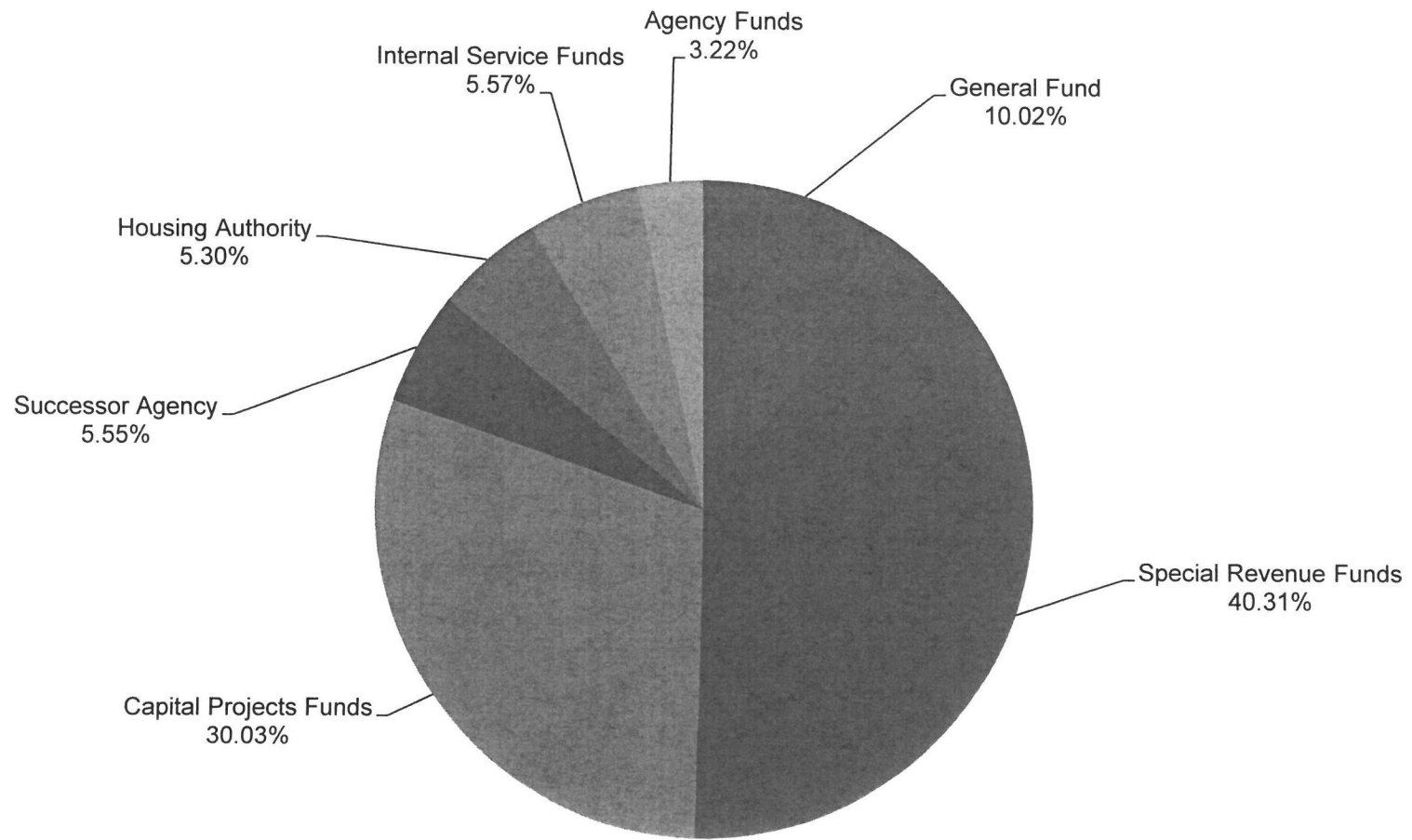
SIGNED:

Chuck Dantuono
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

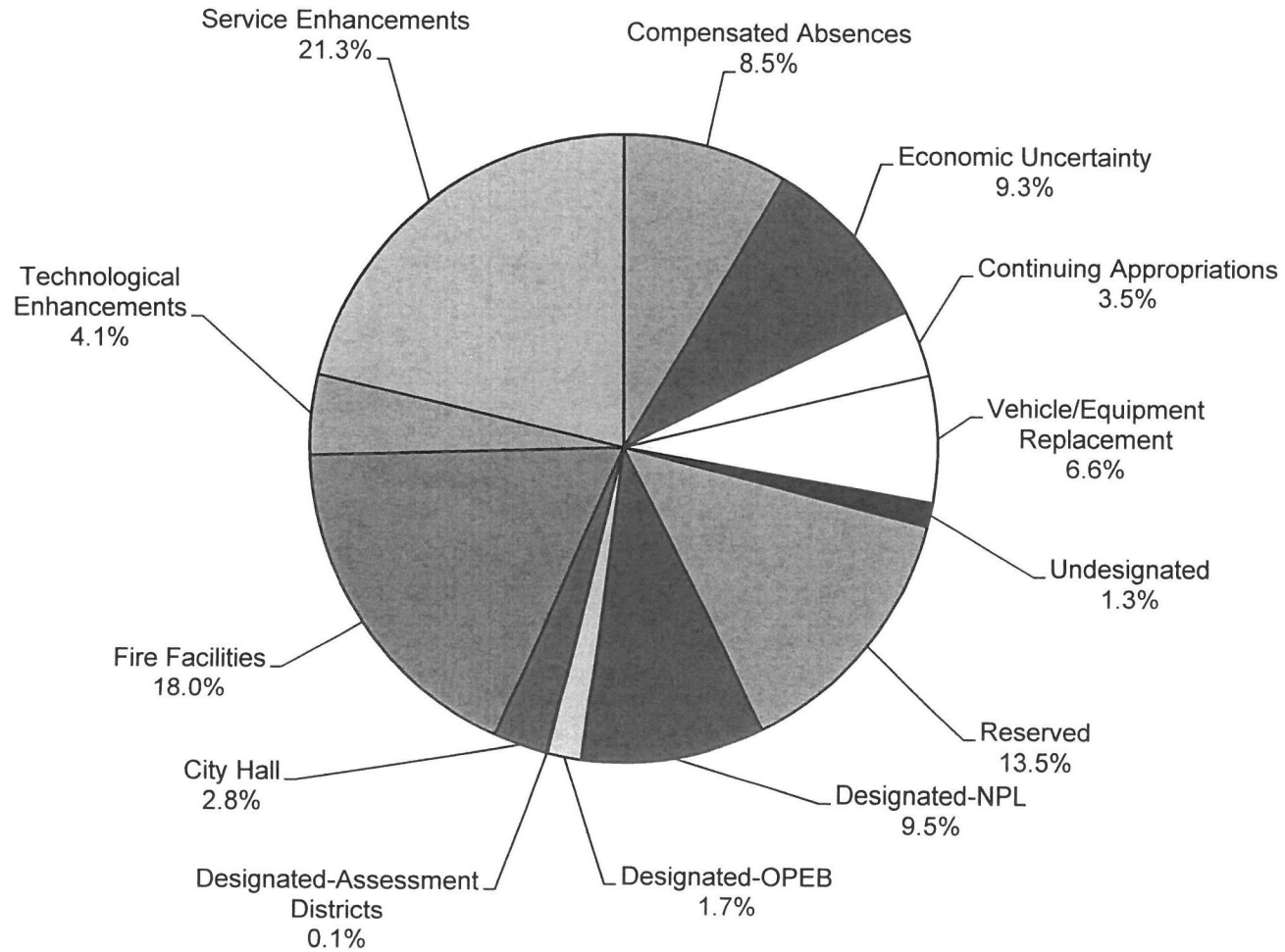
Treasurer's Report



Cash & Investments



General Fund Reserves





STAFF REPORT

TO THE CITY COUNCIL

DATE: February 23, 2021

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Records Destruction Authorization

RECOMMENDATION: That the City Council approve the destruction of certain records.

FISCAL IMPACT: Minimal – utilizing existing service with Shred-It.

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

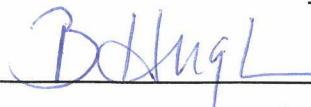
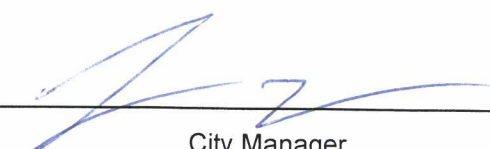
BACKGROUND: In compliance with the city-wide records retention schedule adopted by the City Council on February 25, 2020, the Director of Public Works is requesting approval to destroy the records. The list has been reviewed and approved by the City Attorney.

The following records shall be retained for the current year plus three years and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for years 2009-2015.

1. Maintenance Records

The following records shall be retained for two years after closed/completion and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for years 2009-2010 and 2012-2015.

1. Graffiti Reports

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



CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION PUBLIC WORKS	Total # of Boxes: 7
--	-------------------------------

DEPARTMENT HEAD APPROVAL: I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit. _____ Department Head Signature 2/9/2021 _____ Date	DESTRUCTION METHOD: The scheduled records listed below are to be disposed of in the manner checked below: ☐ Shredding (outside vendor) ☒ Discard
--	---

A. Description of Record(s)	B. Inclusive Dates of Documents
Maintenance Records	2009,10,11,12,13,14,15
Graffiti Reports	2009,10,12,13,14,15

APPROVALS:

City Attorney

Date

I certify that such destruction meets the requirements of the City's Records Retention Schedule approved by City Council Resolution No. 2020-008.

City Clerk

Date



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 23, 2021

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director
Betty Hughes, City Clerk, MMC

PREPARED BY: Camille Goritz, Administrative Assistant III 

SUBJECT: Appoint three (3) Members of the Public to the Historic and Cultural Preservation Board.

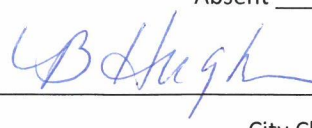
RECOMMENDATION: Staff recommends the City Council appoint three (3) members of the public to the Historic and Cultural Preservation Board.

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

BACKGROUND: On January 12, 2021, the City Council declared three (3) seats vacant on the Historic and Cultural Preservation Board and posted that vacancy in accordance with Government Code §54970. Pursuant to Chapter 2.20.050 of the Highland Municipal Code, the Historic and Cultural Preservation Board shall consist of five uncompensated voting members appointed by the City Council. All members of the board shall have a demonstrated interest in or knowledge of historic preservation and the cultural resources of the city.

Ten (10) applications have been submitted for consideration. Currently these positions are held by Colin Childs, Tony Mauricio, and Patrick Sandford. Therefore, it would be appropriate for the City Council to review the attached Public Service Applications and appoint three (3) individuals to the Historic and Cultural Preservation Board.

Attachment 1. Public Service Applications

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

ATTACHMENT 1

Public Service Applications

Public Service Application

Colin Childs



RECEIVED
DEC 21 2020
CITY OF HIGHLAND

For Office Use Only:

Expires: 12/2021

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Colin CHILDS
Address: 6986 Church Ave, Highland CA 92346
How long have you resided in Highland? 12 years
Home phone: Cell phone: 909 3636836
Work phone: (909) 793 2853 x2684
Email address: CCHILD@ESRI.com / arcgisimm@gmail.com
Occupation/Employer: ESRI inc
Employer address: 380 New York St, Redmond. 92375
Position held: Software Product Engineer.

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

Historic + Cultural Preservation

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

Urban Geographical.

Geographic Information System Professional (GIS)

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

→ Current member of Historic + Cultural Preservation Board

→ Faculty at UCR Extension Center (GIS)

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

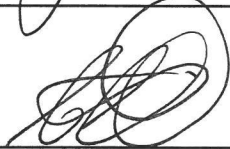
If so, please list the name and dates served:

Historic + Cultural Preservation Board

REMARKS:

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

I Reside in a historic home located in the
Highland Historic Area. I am an Urban
Geographer with interest in Urban Development
and Sustainability. I have strong Analytical
Skills and use Spatial Modeling and Analysis
on a daily Basis to make decisions and explore outcome.

SIGNATURE: 

DATE: 22 Dec 2020

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

When you have completed this application, please submit to:

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

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

Public Service Application

Kelli Clark



RECEIVED
FEB 16 2021
CITY OF HIGHLAND

For Office Use Only:

Expires: 2/2022

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Kelli A. Clark

Address: 27259 Nona Avenue Highland CA 92346

How long have you resided in Highland? 20 years

Home phone: 909-962-4300

Cell phone: 909-633-2647

Work phone: 909-387-6853

Email address: kelli2715@gmail.com

Occupation/Employer: Infection Prevention Nurse / SB County Dept. Pub. Health

Employer address: 351 N. Mtn View Avenue San Bernardino CA 92415

Position held: Infection Prevention Nurse

Available for meetings:

☐ Daytime

☐ Evenings

☒ Both

INTEREST IN THE POSITION:

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

My principal interest in my City Government are with the Historic and Cultural Preservation. I was saddened recently to learn of the train depot being removed on Highland Avenue and Victoria. I would like to contribute to keeping our historical buildings intact and safe for the community to enjoy.

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

As a nurse instructor my students participate in community events. Assisting with a tour of Patton State Hospital grounds and museum was part of the students' experience. It is important to preserve our past and learn from it.

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

I have over 20 years experience working with local state and federal regulations in my work as a nurse. I have volunteered with my children's sports leagues and coordinated several fund raising events over the years.

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

If so, please list the name and dates served:

REMARKS:

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

I have great respect for previous generations
and all they can contribute to the next
generations

SIGNATURE: Kellie A. Olin

DATE: 2/15/2021



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

When you have completed this application, please submit to:

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

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

Public Service Application

Daniel Lowry



RECEIVED

NOV 30 2020

For Office Use Only:

CITY OF HIGHLAND
CITY CLERK

Expires: _____

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

per Daniel - use for HCPB

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

PERSONAL INFORMATION:

Name: DANIEL LOWRY

Address: 7738 CENTRO VISTA HIGHLAND, CA 92346

How long have you resided in Highland? 20 YEARS

Home phone: 909-335-8306 Cell phone: _____

Work phone: _____

Email address: HYPERWAXII@GMAIL.COM

Occupation/Employer: NONE CURRENTLY DUE TO COVID LAY-OFFS.

Employer address: _____

Position held: _____

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

I WISH TO RUN FOR AND SERVE ON
THE PLANNING COMMISSION AND OR
THE CITY COUNCIL AS I THINK THAT
IS THE BEST WAY TO SERVE THE
PEOPLE OF HIGHLAND.

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

MOST JOBS I HAVE WORKED HAVE BEEN IN THE
SERVICE INDUSTRY, AND HELPING PEOPLE SOLVE THEIR PROBLEMS.
I HAVE TRAINING IN MS OFFICE, WORD,
EXCEL, AND VARIOUS COMPUTER SYSTEMS.

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

DEALING WITH PEOPLE AND HELPING THEM
HAS BEEN MY MAIN AREA OF EMPLOYMENT
IN MY ADULT LIFE.

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

If so, please list the name and dates served:

REMARKS:

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

I SEE NO BETTER WAY TO SERVE THE
PEOPLE OF HIGHLAND THEN TO BE ON THE
PLANNING COMMISSION OR CITY COUNCIL.
I WILL ALWAYS GIVE MY BEST WHEN
PERFORMING MY DUTIES ACCORDING TO THE
LAWS/RULES OF THE OFFICE

SIGNATURE: 

DATE: 11-25-20

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

When you have completed this application, please submit to:

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

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

Public Service Application

Giovanni Martinez



RECEIVED

FEB 16 2021

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 2/2022

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: GIOVANNI MARTINEZ

Address: 7378 BONITA DR, HIGHLAND, CA 92346

How long have you resided in Highland? I have resided in Highland for (17) years and (2) months.

Home phone: _____ Cell phone: (323) 707-7852

Work phone: _____

Email address: gioxmarti@gmail.com

Occupation/Employer: American Technologies, Inc. - Riverside (Most Recent Employer)

Employer address: 1175 Hall Ave, Riverside, CA 92509

Position held: Project Estimator (Previous Role)

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

Educated in architecture, a couple of my outstanding core values relative to the governance of the City of Highland are:

1. Striving to understand the distinct cultural values of various peoples and how work that is authorized or performed on behalf of a governing entity both directly and indirectly affects their daily lives and their perception of their public environment; and
2. Advocating for a platform through which the under-represented populous can voice their desires and suggestions for the preservation and development of a public environment that promotes inward and outward personal growth and social and professional mobility.

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

I hold a Bachelor of Science degree in Architecture with a minor in Spanish Language, Literature and Culture from the University of Michigan. Through my undergraduate studies, I was exposed to various topics on ways in which architecture affects the social and political aspects of the public realm. Additionally, my experience as a Project Estimator for restoration projects in the residential and commercial sectors exposed me to various building and material principles.

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

I currently hold a position as a committee member for the Cajon Alumni Committee, a non-profit organization dedicated to giving back to the Cajon High School community through the establishment of a scholarship fund and an efficient, organized network for all Cajon alumni and students to access and benefit from on a personal, scholastic and professional level.

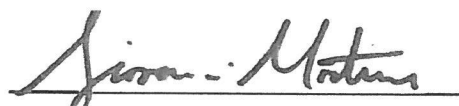
Have you been, or are you now, a member of a governmental board, commission or committee? ☐ Yes ☒ No

If so, please list the name and dates served:

REMARKS:

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

Should I be appointed as a member of the City of Highland's Historic and Cultural Preservation Board, I would strive to represent my fellow City of Highland residents to the best of my ability. Especially considering the invaluable knowledge and experience which I could gain while serving on the Historic and Cultural Preservation Board, I would be sure to uphold my participation in, attention of and care for the board's responsibilities.

SIGNATURE: 

DATE: 02/15/2021

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

When you have completed this application, please submit to:

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

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

Public Service Application

Tony Mauricio



RECEIVED

SEP 28 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 09/2021

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

- per Tony, use for HCPB 1-11-21 BH*
- ☐ Community Trails Committee (see attached roles and responsibilities)
- ☒ Historic and Cultural Preservation Board (see attached roles and responsibilities)
- ☒ Planning Commission (see attached roles and responsibilities)

PERSONAL INFORMATION:

Name: Tony Mauricio

Address: 7811 Village Lakes Rd. Highland Ca. 92346

How long have you resided in Highland? 18 years

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

Work phone: (909) 882-2678

Email address: 52010.tm@gmail.com

Occupation/Employer: Stater Bros. Receiver

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

Position held: Receiver / CSR

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

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

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

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

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

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

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

If so, please list the name and dates served:

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

REMARKS:

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

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

SIGNATURE: _____

DATE: 9-23-20 —

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

When you have completed this application, please submit to:

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

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

Public Service Application
September 2020
Page 3 of 5

Public Service Application

Ashley Murad



RECEIVED

FEB 16 2021

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 2/2022

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Ashley Murad

Address: 27228 Nona Ave

How long have you resided in Highland? 7 years

Home phone: _____ Cell phone: 951-565-0357

Work phone: _____

Email address: jaren.ashley@gmail.com

Occupation/Employer: Homemaker

Employer address: _____

Position held: _____

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

I am a current Highland and reside in the Historical Highland District. My desire to work on the cultural board is protect our property and to keep our community safe for my children.

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

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

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

If so, please list the name and dates served:

REMARKS:

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

SIGNATURE: _____ Ashley Murad

DATE: 2/16/2021

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

When you have completed this application, please submit to:

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

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

Public Service Application

Wadsworth Murad



RECEIVED
FEB 16 2021
CITY OF HIGHLAND

For Office Use Only:

Expires: 2/2022

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: WADSWORTH H. MURRAY

Address: 27259 NONA AVE, HIGHLAND CA 92346

How long have you resided in Highland? SINCE 1957

Home phone: 909 862 4300 Cell phone: 909 224 5521

Work phone: 909 798 1743

Email address: WMURAY 777 @ gmail . com

Occupation/Employer: SELF INLAND PSYCH REDLANDS

Employer address: ~~741 E~~ 255 TERRACINA BLVD SUITE 204 REDLANDS CA 92373

Position held: PSYCHIATRIST

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

PLEASE SEE my ATTACHED COVER Letter & CV

LIFE LONG RESIDENT OF HIGHLAND Living in THE
HISTORIC DISTRICT WITH my Family
SONS / DAUGHTER / SISTERS / BROTHER
INTENT ON PRESERVING HIGHLAND ITS
BUILDING CULTURE AND HISTORY

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

SEE ATTACHED Letter & CV
PHYSICIAN / PSYCHIATRIST 30 YEARS OF
ADMINISTRATION EXPERIENCE AND TRAINING

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

ROTARY
BOARD OF EDUCATION
ORTHOPEDIC PHYSICIANS & SURGEONS OF CA

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

If so, please list the name and dates served:

REMARKS:

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

PLEASE SEE MY ATTACHED CV

& COVER LETTER

PICTURES of meeting WITH Gov Nanson

Congressman Rangel & Senator Moraga

SIGNATURE: 

DATE: 2/15/21

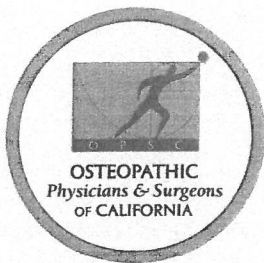


Check box to confirm you have read the attached roles and responsibilities related to the committee, board or commission you are applying for.

When you have completed this application, please submit to:

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

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



Wadsworth H. Murad, DO
IMMEDIATE PAST PRESIDENT
opsc@opsc.org • 916-822-5246

2/14/21

Ms. Betty Hughes, MMC

City Clerk
27215 Base Line
Highland CA. 92346

Dear Ms. Hughes,

It was a pleasure meeting you this past Thursday. As we spoke you mentioned that I could apply for the vacancy for the Historic and Cultural Preservation Board by submitting my application via your mail.

Please see attached application, my CV and other information that I think the City Council may wish to consider in reviewing my application.

My desire is to contribute to the Historical Preservation of Highland, its historic structures and it's Cultural history.

I have been a resident of Highland living in the Historic District since 1957. Our Family has been an integral part of Highland's History during that time until now. After my father was discharged from the Army we moved to Nona Street in Highland where we still live. My mother opened a gift shop in the early 1960's on Palm in the old Post Office and over the years they acquired many other properties on Palm in the old Historic District. We have fought hard to protect the history of the area, unfortunately some of these buildings had to be demolished recently due to their unreinforced Masonry construction.

I have 2 sisters and a brother, and their own families that also live in Highland. My 3 sons and their families and my daughter all live in Highland. My 2 sons, my daughter and my 2 sisters live in the Historic District as well. We collectively own more than 12 properties in Highland. I am a physician and spent the past 30 years working at Patton State Hospital as Chief of the Medical Staff. I am now retired from there but still have a part time practice in Redlands. Like my father and my sister who are physician's and both Army Veteran's, I am also a Veteran of the United States Air Force.

I am currently the President of the Osteopathic Physicians and Surgeons of California, representing all Osteopathic Physicians and Surgeons in California. My contacts there in Sacramento give me direct access to Legislators and the Governor's office, which could be useful in activities that the City and Historic Board may need assistance with, at that level.

When Highland as first incorporating, and San Bernardino was annexing parts of Highland bit by bit I assisted Council Member Jody Scott and met with her on several occasions. Ms. Kim Stater is also familiar with me and my family, as is Mr. Lewis Cantrell who is also on the Board. My Deceased Brother



ENGAGE • EDUCATE • ADVOCATE

Wadsworth H. Murad, DO

PRESIDENT

opsc@opsc.org • 916-822-5246

-2-

in law Ralph Sellman was on this Board for several years until he got sick. My Deceased wife and mother-in-law Violet Myers were regularly attending members of the Highland's Women's Club and are know to Ms. Penny Lilburn. The Myers family and their many descendants are also lifelong residents of Highland.

I attended schools in Highland; Highland Pacific Elementary, Highland Junior High and graduated from San Gorgonia High School, the University of Redlands with a Bachelors of Science in Biology as well as the College of Osteopathic Medicine of the Pacific in Pomona. I am a Board-Certified Psychiatrist as well as Board Certified Family Physician. While away for training in Nevada I was on the Rotary Club and a Member of the Elko County Board of Education. My Father was a member of the San Bernardino Kiwanis. As a physician he was one of the only physicians who made house calls in Highland and San Bernardino.

While at Patton State Hospital I was involved in the historical preservation of Patton archives. I am currently involved with the preservation of the Time Capsule and Plaque of the Los Angeles County Osteopathic Hospital.

I have extensive administrative experience and training in multiple areas while working for the State at Patton and in Sacramento and President of OPSC. As a psychiatrist I think you will find that my skills will be an asset to the City and this Board.

Your consideration is greatly appreciated,

Sincerely,

Wadsworth H. Murad, D.O.

President OPSC

27259 Nona Ave, Highland, CA 92346

Home: 909-862-4300, cell: 909-224-5521

Verizon

6:24 PM

52%



WesternU COMP Pomona

Wednesday at 2:13 PM · 🌐

Osteopathic Physicians & Surgeons of California
President Elect, **Wade Murad, DO** (COMP Class of 1984) and **Kelli Clark Murad** (WesternU College of Graduate Nursing Faculty) met with California Governor **Gavin Newsom** and Assemblymember **James C. Ramos** to discuss homeless Veterans. Dr. Murad is a veteran of the **United States Air Force** having earned the rank of Major. Thank you for your service Dr. Murad. Both to our country and the people of California!

#WeLoveOurAlumni





Curriculum Vitae

NAME Wadsworth H. Murad, D.O.

PRE-MEDICAL EDUCATION

Bachelor of Science, Biology, University of Redlands, 1980.

GRADUATE EDUCATION

Doctor of Osteopathic Medicine, Western University of Health Sciences,
College of Osteopathic Medicine of the Pacific, -1984.

POST GRADUATE EDUCATION

Los Angeles County-USC Medical Center, Burbank Community Hospital
Rotating Internship, 1984 – 1985.

Iowa State Hospital, - Cherokee Mental Health Institute /
VA Hospital, Des Moines, Iowa

Residency – Psychiatry, 1990 – 1993. Chief Resident

CERTIFICATIONS

Board Certified in Family Practice, Diplomat 2003, Recertified 2011

Board Certified in Psychiatry, Diplomat 1994, Life-time Certificate

ACADEMIC APPOINTMENTS

Western University of Health Sciences,
College of Osteopathic Medicine of the Pacific

- Clinical Assistant Professor of Psychiatry and Family Medicine,
July 1993 to April 2010

- Clinical Associate Professor of Psychiatry, April 2010 to present

Loma Linda University, School of Medicine, Department of Psychiatry,

- Assistant Clinical Professor of Psychiatry, October 2005 to Present

University of California, Irvine,

- Clinical Professor, Psychiatry and Human Behavior – 6/25/14- present

Touro University California, College of Osteopathic Medicine

- Adjunct Assistant Professor Psychiatry and Family Medicine, July
2016- 2021

PROFESSIONAL APPOINTMENTS

Chief of Medical Staff - Patton State Hospital, elected April 2017- Dec 2019
Osteopathic Physicians and Surgeons of California

Appointed Member, Board of Directors, 2015-2018

- Education Committee – Chair 2013-2015
- Strategic Planning Committee, 2013-2015
- Awarded Most Valuable Physician, 2/2014

Vice President - 2018/2019, President Elect - 2019-2020

President - February 2020 – to present

Osteopathic Family Physician – Subject expert, Editorial Board,
Journal Article Reviewer

Murad CV

**PREVIOUS ACADEMIC
APPOINTMENT**

University of Utah, School of Medicine, Department of Psychiatry

Clinical Instructor in Psychiatry 1995 to 1998

Duties included supervision of training of assigned medical students, residents and physician assistants, in the training program.

CURRENT EMPLOYMENT - FULL TIME,

Staff Psychiatrist

- Inland Psychiatric Redlands, Redlands, CA.

Active Medical Staff, Redlands Community Hospital

Duties include; in-patient and out-patient practice of General Psychiatry

PRIOR EMPLOYMENT - FULL TIME,

Department of State Hospitals – Patton, Retired December 2019

Senior Supervising Psychiatrist, (management position) Patton State Hospital.

Duties include: supervising 12 FTE psychiatrists.

Chief of the Medical Staff, Patton State Hospital April 2017 – Dec 2019

Duties include attending Hospital meeting, administer the office of the Chief of Staff including monitoring and compliance with TJC/licensing standards, Credentialing and monitoring of Privileges for Medical Staff.

PREVIOUS APPOINTMENTS, Patton State Hospital;

Chief Physician/Surgeon (August 2015 – to October 10, 2016)

Duties: In charge of approximately 80 Medical Ancillary staff and Services, including directly supervising; of 22 Primary Care physicians in a variety of specialties, and 5 Nurse Practitioner's, on-site clinics for GYN, Surgical, Dental, Podiatric, ENT, Cardiology, Neurology, Pain, EEG, EKG, Audiology, Optometry, Speech and Radiology, as well as all consultants and off site contract services, May 2014- October 2016

Chief of Professional Education (DME) (May 2009 –October 2016)

In charge of and over seeing all training programs at Patton.

Duties included;

Plan, coordinate, direct and evaluate medical training programs for staff physicians and residents: develop and coordinate interdisciplinary training programs; provide advise and assistance to various treatment departments in planning and conduct of their professional educational activities; examine and diagnose psychiatric patients; determine types of psychiatric and general medical treatment needed.

- Develop and co-ordinate all State CME education and lectures

Murad CV

- Director of Patton State Hospital Annual, Forensic Conference. Patton State Hospital is the Largest Forensic Psychiatric Hospital in the Country. (1500 in-patient hospital). On-site training programs have included; -Psychiatry Residents from Loma Linda University, Arrowhead Regional Medical Center, University of Riverside, Psychiatric Forensic Fellows from UCI and Medical Students from Western University of Health Sciences, Loma Linda and UCR.

Patton State Hospital also has several free-standing Accredited programs;

- Psychology Internship program, - Psychology Forensic Fellowship program,
- Social Work Internship program, as well as programs for
- Psych Tech student training with Mount Sac College,
- Nursing student program with San Bernardino Valley College and
- Pharmacy Tech student training programs.

ACADEMIC APPOINTMENT DUTIES

Previous **Site Training Director, Loma Linda University, Psychiatry Residency** program.

Duties included;

- Supervision of all residents and medical students on site from program,
- Providing lectures to residents and medical students

Prior **Co-Director and Site Training Director; Psychiatry Residency Program, Arrowhead Regional Medical Center / Patton State Hospital.**

Duties included;

- Supervision of all residents on site at Patton from program.
- Supervision and monitoring of entire residency program at ARMC and Patton
- Providing and supervising lectures to Resident physicians

Prior **Site Training Director, - Western University of Health Sciences, College of Osteopathic Medicine of the Pacific**

Duties include;

- Supervision of education and training program for medical students on site from programs and coordination of rotations.

Director and Developer of Mini-Psychopharmacology Fellowship Program Patton State Hospital / Neuroscience Education Institute in conjunction with Steven Stahl, M.D., Ph.D.

Murad CV

**Medical Director, full time
Patton State Hospital May 2008 to April 2009**

Duties included;

- administer, evaluate and approve treatment, education and research services, all clinical staff including approximately 90 psychiatrists, 25 medical physicians, 80 psychologists, 100 Social Workers, 100 Rehabilitation Therapists, several hundred nursing staff, teachers, other therapists and psychiatric technicians. Assist in formulation of over all hospital policy, coordinate facility treatment functions with community health organizations, governmental officials, community planning and advisory groups, and educational institutions. Implements Federal and State laws, departmental policies, and that goals and objectives are consistent with the mission of the State Department of Mental Health, all accreditation and other agencies, including Title 22, Licensing, JCAHO and DOJ Enhancement Plan. Assures overall planning is consistent with the needs of the clients/patients and consistent with community needs. Assure that the full range of appropriate services are provided.

**Chief of Psychiatry, full time
Patton State Hospital, September 2000 to April 2008.**

Duties included;

supervision and monitoring of all aspects of patient care and delivery for approximately 90 staff psychiatrists, including recruitment, interviewing, hiring, firing and supervision.

Covering for the Medical Director in her absence

Chair, Department of Psychiatry x 2

- June 2006 to May 2008

- June 1999 to May 2000

Duties included;

Monitoring of the quality of patient care and professional performance rendered by members of the department. Develop and implement departmental program, credentials review and privilege delineation and monitoring of department member practice.

Recommending concerning practitioner appointment and classification and re-appointment, setting criteria for clinical privileges, monitoring and taking corrective action on departmental members and prospective hires

Murad CV

PREVIOUS APPOINTMENTS CONTINUED

- Patton State Hospital;
Chief of the Medical Staff,
January 1989 to July 1990.
Chief of Staff Elect
July 1988 to June 1989
Secretary / Treasurer of the Medical Staff,
July 1987 to June 1988
Chair Utilization Review Committee
July 1986 to January 1 1989
- Elko General Hospital (Northeastern Nevada Regional Medical Center)
Chief of the Medical Staff,
January 1997 to January 1998.
- **President, Elko Healthcare Network, PHO**
(Physician / Hospital Organization)
- **President, Elko Regional Independent Practitioners Association,**
(IPA).
- **Chief Resident, Cherokee Mental Health Institute, Cherokee Iowa**

PAST EMPLOYMENT and EXPERIENCE

- **Medical Director, Provo Canyon School Adolescent Day Treatment Program. Elko Nevada**
1993- 1999
- **Staff Psychiatrist, Ely State Prison (Maximum Security), Ely, Nevada**
- **Medical Director, outpatient clinics, Northeastern Nevada Medical Group**
- **Medical Director, Nevada Med, Behavioral Medicine Clinics,**
full time Private Practice General Psychiatry
1993 to 1999
- **Staff Psychiatrist, Patton State Hospital**
1985 to 1990.
- **Staff Psychiatrist Riverside County Mental Health**
Duties included supervision of **Alternative sentencing** program for
psychiatrically ill inmates, also
Psychiatric Emergency room physician services (ETS) 2000 to 2006

Murad CV

MILITARY

Major, United States Air Force Reserve
OIC (Officer-in-Charge), Medical Staff Credentials
July 2000 to 2008, stand by status 2008 - 2014
(Honorably Discharged September 2014)

COMMUNITY SERVICE

- Active life member **Trinity Episcopal Church**
 - Usher x 10 years,
 - Feeding of the homeless member
 - Search committee
 - Blue Christmas Service committee member
- **Rotary International**
- **Appointed Member, Elko County School Board**
- American Cancer Society, Annual Relay for Life - last 15 years
- University of Redlands, community service volunteer

HOSPITAL

COMMITTEE APPOINTMENTS Hospital Policy
Pharmacy and Therapeutics
Emergency Care
Training Advisory - Chair
Clinical Management – Chair
Medical Executive Committee

PAST COMMITTEE APPOINTMENTS

Hospital Policy
Medical Executive
Medical Quality Assurance, Chair
Clinical Services
Hospital Governing Body
State-wide Hospital Computerization
Sub-committee
Hospital Training
California Medical Association
Hospital Staff Section, representative for Patton,
Clinical Management
Continuing Medical Education.
Credentials.
California Department of State Hospitals,
Statewide CME Committee – Chair

Murad CV

OTHER ACCOMPLISHMENTS:

Received **Superior Accomplishment Award** from the Department of Mental Health for the development and implementation of the behavioral treatment program on Unit 39 at Patton State Hospital.

Participated in the development of the psychiatric treatment program at **California Medical Facility, CMF – Vacaville**, when the department of mental Health took over the program from Corrections.

Have co-authored two papers on the **evaluation and treatment of Assaultive patients** at Patton State Hospital.

Have presented papers at **the Annual State Hospital Research and Development Conference in Los Angeles and Asilomar, 2/88 and 2/89.**

Presented at the **Forensic Mental Health Association Meeting, Asilomar, 3/88.**

Previously **eligible and deemed** qualified for the position of ;

-Chief of Psychiatry,

-Program Director Medical

-Medical Director in the Department of Mental Health,

-Chief Medical Officer in the Department of Corrections
for the State of California.

PROFESSIONAL AFFILIATIONS:

American Osteopathic Association,

American Medical Association

California Medical Association,

Nevada Osteopathic Association,

San Bernardino County Medical Society,

American Psychiatric Association

American College of Neuropsychiatrists,

American Academy of Family Physicians

American College of Family Physicians in Osteopathic Medicine and Surgery

American Osteopathic Academy of Sports Medicine,

Forensic Mental Health Association of California,

Osteopathic Physicians and Surgeons of California

Murad CV

OTHER CERTIFICATIONS

American Board of Forensic Examiners
Diplomat, Fellow
American Board of Forensic Medicine
Diplomat
American Board of Experts in Traumatic Stress
Diplomat
American Board of Psychotherapy
Diplomat.
CPR certified
ACLS certified, Instructor trained
5150 certified trained
Trained in Critical Incident Stress Management
via USAF
Trained in Dialectical Behavior Therapy
By Robin McCann, Ph.D. and
Suzanne Witterholt, M.D. 02/2006
Trained in The Hare Psychopathy Checklist, revised

APPOINTED SPECIALIST JOURNAL REVIEWER for
Osteopathic Family Physician, 2013 - 2019

PUBLICATIONS

1. Murad, W., Streveler, A., "Treatment of the Assaultive Patient: An evaluation of a Treatment Program," Unpublished Manuscript, Patton State Hospital, Patton CA. 1985
2. Murad, W., " Osteopathic GME needs to Emphasize clinical training," The DO (April 1991) pg 15., JCAN, Journal of the American College of Neuropsychiatrists, July 1991, vol. 5 number 2, pg. 11.
3. Murad, W., " The Assaultive Schizophrenic," submitted for consideration for the Annual Bingham Competition of scholarly work in the field of schizophrenia, University of Louisville.
4. Murad, W., " A comparison of the Osteopathic and Allopathic General Psychiatry training requirements, in a former Allopathic program; Cherokee Mental Health Institute," submitted for consideration of publication, JACN. July 1991.

Murad CV

LECTURES / PRESENTATIONS GIVEN;

- | | |
|---|------------|
| 1. Delirium and Dementia,
Western University of Health Sciences | 11/2009 |
| 2. Schizophrenia / Psychotic Disorders
Western University of Health Sciences | 05/13/2009 |
| 3. Metabolic Syndrome in Psychiatry
“Back to Campus” Continuing Medical Education program
Western University of Health Sciences | 04/26/2009 |
| 4. Obsessive Compulsive Disorder / Somatoform Disorders
Western University of Health Sciences | 11/2008 |
| 5. California Mental Health, Qawi Supreme Court Decision,
Criminally insane patients and refusal of involuntary medications
Fox Television News program and Interview | 4/21/2007 |
| 6. Schizophrenia / Psychotic Disorders
Western University of Health Sciences | 04/17/2006 |
| 7. Anxiety Disorders
Western University of Health Sciences | 04/18/2006 |
| 8. Mood Disorders
Western University of Health Sciences | 04/18/2006 |
| 9. Schizophrenia / Psychotic Disorders
Western University of Health Sciences | 12/2005 |
| 10. Obsessive Compulsive and Somatoform Disorders
Western University of Health Sciences | 12/2005 |
| 11. Schizophrenia
Western University of Health Sciences | 04/2005 |
| 12. Introduction to Community based Psychiatry
Western University of Health Sciences | 04/2005 |
| 13. Delirium and Dementia
Western University of Health Sciences | 04/2005 |

Murad CV

- | | |
|--|------------|
| 14. Schizophrenia and other Psychotic Disorders
Western University of Health Sciences | 11/2005 |
| 15. Delirium, Dementia and Amnesic Syndromes
Western University of Health Sciences | 11/2005 |
| 16. Schizophrenia / Psychotic Disorders
Western University of Health Sciences | 10/2002 |
| 17. Introduction to Psychiatry
Western University of Health Sciences | 09/27/2002 |
| 18. Introduction to Psychiatry and Community Based Psychiatry
Western University of Health Sciences | 09/27/2002 |
| 19. Schizophrenia / Psychotic Disorders
Western University of Health Sciences | 10/2001 |
| 20. Cognitive Disorders, Delirium and Dementia
Western University of Health Sciences | 10/2001 |
| 21. Critical Incident Stress Management, USAF staff training
March Air Reserve Base | 04/2001 |
| 22. Schizophrenia / Psychotic Disorders
Western University of Health Sciences | 10/2000 |
| 23. Anxiety Disorders
Western University of Health Sciences | 10/2000 |
| 24. Evaluation and Treatment of the Assaultive patient in a State Hospital
Forensic mental health Association meeting, Asilomar | 2/1989 |
| 25. Evaluation and Treatment of the Assaultive Patient in a State Hospital
Forensic Mental Health Association meeting, Asilomar | 3/1988 |
| 26. Evaluation and Treatment of the Assaultive Patient
in a State Hospital, Patton State Hospital | 2/1988 |

Murad CV

27. Evaluation and Treatment of the Assaultive Patient in a State Hospital 2/1988
Annual State Hospital Research
and Development Conference, Los Angeles
28. Forensic Psychiatry Lecture series of 12 weeks planned 03/ 2010
Arrowhead Regional Medical Center / Patton State Hospital
29. Ethics and Law lecture series of 4 weeks planned 06/2010
Arrowhead Regional Medical Center / Patton State Hospital
30. Schizophrenia and other Psychotic Disorders 05/2010
Western University of Health Sciences, medical student lecture
31. Schizophrenia and other Psychotic Disorders Lecture 05/2014
Western University of Health Sciences, medical student lecture

References submitted upon request

Public Service Application

Patrick Sanford



RECEIVED

DEC 24 2020

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 12/2021

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: PATRICK SANDFORD

Address: 29225 LAKEVIEW LN HIGHLAND 92346

How long have you resided in Highland? 17 YEARS

Home phone: (909) 863-7533 Cell phone: (909) 754-9499

Work phone: (909) 863-5899

Email address: SPSNKIDS@AOL.COM

Occupation/Employer: SAN MANUEL TRIBAL GAMING COMMISSION

Employer address: 27995 HIGHLAND AVE HIGHLAND 92346

Position held: SURVEILLANCE INVESTIGATOR

Available for meetings: ☒ Daytime ☒ Evenings ☒ Both

INTEREST IN THE POSITION:

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

PRESERVING THE HISTORY OF
HIGHLAND AND SHARING THE PAST
WITH THE PUBLIC

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

10 YEARS ON THE HCPB
I AM THE PRESIDENT OF THE HIGHLAND
AREA HISTORICAL SOCIETY

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

SEE ABOVE

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

If so, please list the name and dates served:

HCPB 9/2010 TO PRESENT

REMARKS:

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

PLEASE CONSIDER CONTINUING
MY TENURE ON THE HCPB.

SIGNATURE: Patrick R. Hufford

DATE: 12/24/20

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

When you have completed this application, please submit to:

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

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

Public Service Application

Margaret Sellman



RECEIVED
FEB 16 2021
CITY OF HIGHLAND

For Office Use Only:

Expires: 2/2022

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: MARGARET SELLMAN

Address: 6936 PALM AVE, HIGHLAND, CA 92346

How long have you resided in Highland? 1957-1964 ; 2003- CURRENT

Home phone: 909-425-1708 Cell phone: 909-649-3654

Work phone: N/A

Email address: margaret.sellman@gmail.com

Occupation/Employer: RETIRED FROM HINO DIV. OF TOYOTA MOTOR MFG.

Employer address: _____

Position held: QUALITY MANAGER

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

HISTORIC PRESERVATION

COMPLIANCE TO STANDARD WITH
REASONABLE APPLICATION

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

1. MY HUSBAND WAS PREVIOUSLY A MEMBER
OF THIS BOARD

2. MY HOME IS CURRENTLY IN THE HISTORIC
DISTRICT & HAS BEEN SHOWN DURING
THE CITRUS FESTIVAL

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

• VOLUNTEER FOR: YOUTH HOPE, SANTA
CLAUS INC.

• MEMBER OF THE HIGHLAND WOMENS CLUB

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

If so, please list the name and dates served:

REMARKS:

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

SIGNATURE: _____

Margaret Sellman

DATE: _____

2/16/21



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

When you have completed this application, please submit to:

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

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

Public Service Application

Gail Shelton

PUBLIC SERVICE APPLICATION

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

☒ Community Trails Committee (see attached roles and responsibilities)

per Gail - use for HC PB
PERSONAL INFORMATION:

Name: Gail M. Shelton

Address: 29255 Silverfern Place, Highland, CA 92346

How long have you resided in Highland? – 5 years

Home phone: none cell phone: 860.394.9366

Work phone: 860.394.9366

Email address: gail.shelton@coldwellbanker.com

Occupation/Employer: Self-employed

Employer Address: Brokerage address: 27880 Baseline, Ste. A, Highland, CA 92346

Position Held: Realtor Consultant

Available for Meetings: Daytime and Evenings

INTEREST IN THE POSITION

Principle Areas of Interest in Your City Government

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

As a resident of Highland for five years, I can see it is community in transition, and I appreciate the work the City and City Council have done to insure the continuity and expansion of open spaces.

It would be my honor to serve the Community Trails Committee to assist the Community Development Director in analyzing priorities for public trails development and to pursue grant initiatives to help maintain and improve trails. I would also welcome the opportunity to promote community awareness and use of trails.

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

Bachelor of Science Degree – Business Administration/Marketing – CSULB

As a Strategic Planning Consultant, I joined Hartford Mayor's initiative to develop leadership and had the opportunity to work directly with City officials, gaining hands-on insight to urban development for the City. As a consultant with Leadership Greater Hartford, I worked with School Governance Councils on consensus building. In my volunteer capacity, I have served on many non-profit boards, and was an active participant in the "Save the Woods" campaign, which was designed to insure the continued public access of land owned by The Ethel Walker School, as well as funding to insure the ongoing preservation of that land. I believe in the value of public/private partnerships and have continually worked with local governments and non-profit organizations to develop and maintain successful partnerships that are mutually beneficial.

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

Highland Area Chamber of Commerce Board Member

Highland Ambassador of the Year – 2019

Past President of Chamber of Commerce located in CT

EVWD – Advisory Commission member & Conservation Workshop Volunteer

Planning Commission – Attend one meeting per month

SBCTA – Attended groundbreaking for SR210 Lane Addition and Base Line

Interchange Project and continue to get weekly updates

Election Poll Worker

Community Sponsorships:

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

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

If so, please list the name and dates served:

East Valley Water District Advisory Commission

REMARKS:

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

Having lived and worked in SoCal during my years as a student at Cal State University in Long Beach, I have long been a fan. My husband's family grew up in Riverside, CA and when we returned in 2015 to live in Highland, I thought this area to be a treasure nestled up against the San Bernardino National Forest, the mountains, and the upper region of the Santa Ana River. The views are invigorating. Likewise, it has been a pleasure getting to know the people of this City through my community involvement. My application to serve on the Community Trails Committee, reflects my love of the City and its natural beauty.

Highland's vision, as outlined in the City Plan, is one that I wholeheartedly endorse – a city that combines small-town values, a focus on heritage, and a commitment to insuring steady economic development while keeping open vistas intact, and insuring community access to natural resources. Thank you for this opportunity to present my capabilities and interest in serving on the Highland Community Trails Committee.



SIGNATURE

DATE: January 11, 2021

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



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 23, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Lawrence A. Mainez, Community Development Director, *Lamy*
Carlos Zamano, Public Works Director/City Engineer, & *CZ*
Matt Bennett, Assistant Public Works Director *mm*

SUBJECT: City of Highland Active Transportation Plan (ATP); a comprehensive plan for the network of trails, bike lanes, sidewalks, and other elements to support safe walking and bicycling in the City

LOCATION: City-wide

REPRESENTATIVES: Samuel Zneimer, Senior Planner, Alta Planning+Design, Inc.
Julia Lippe-Klein, Acting Program Manager, SCAG

RECOMMENDATION: The Planning Commission recommends the City Council take the following action:

- 1) Adopt City Council Resolution No. _____, adopting the City of Highland Active Transportation Plan (ATP), and directing Staff to file a Notice of Exemption with the County Clerk of the Board.

FISCAL IMPACT: The City of Highland Active Transportation Plan (ATP) document is fully funded by the Southern California Association of Governments (SCAG) Regional Council as part of their Southern California Disadvantaged Communities Planning Initiative (no local funding match required). There is no significant impacts to the City's General Fund related to the drafting of the subject ATP and only Staff time was spent working closely with the SCAG representatives related to data collection, review of draft documents, assistance with public outreach efforts, and general project oversight.

ENVIRONMENTAL REVIEW: The Highland Active Transportation Plan meets the definition of a "Feasibility or Planning Study" under the California Code of Regulations

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

(CEQA Guidelines), Article 18, Statutory Exemptions, Section 15262, and therefore exempt from environmental proceedings under the California Environmental Quality Act (CEQA).

PUBLIC NOTICE: As required by City Council Resolution, the Agenda was posted at the City's three (3) designated posting locations within the City. In addition, the Agenda was posted on the City's Website, and the ATP project was consistently advertised on the City's website ("take a look" pop-up) with a link to www.highlandATPlan.com. No further notice is required.

PUBLIC COMMENT: Following the time of preparing this Staff Report no further comments were received. As outlined in the draft ATP Section 5 (Community Collaboration), engaging the community was a top priority throughout the planning process which included the creation of a Community Advisory Committee, public events, on-line surveys, open house walking tours, an interactive mapping tool posted on the City's webpage, and a virtual Town Hall meeting held on October 13, 2020. These events were highlighted on Facebook (with nearly 16,000 followers) and Nextdoor (with over 34,500 followers). Comments received were considered and addressed in the draft ATP.

BACKGROUND: In January 2019, the Southern California Association of Governments (SCAG) formally launched the Disadvantaged Communities Active Transportation Planning Initiative to help improve safety, health, and access throughout the region by making active transportation plans and its implementation more accessible. To that end, the Initiative provides technical assistance to develop a low-cost, high-impact Active Transportation Planning "Model/Template" and Outreach Resources to cities with limited resources. Once adopted, the Active Transportation Plans are considered the effective planning tool to help a local and regional agency access program funding.

As part of SCAG's efforts, they retained the services of Alta Planning+Design firm to develop an Active Transportation Plan "Model/Template" in seven (7) cities throughout SCAG's six (6) County region. SCAG worked with its partner agencies to narrow down its participation of seven cities in their Disadvantaged Communities Active Transportation Planning Initiative, and they selected the City of Highland as one of the cities.

On December 15, 2020, the Planning Commission was presented with a rough draft of the subject ATP with the goal of obtaining preliminary feedback and comments from the Commission, staff, and public. Based on the Planning Commission's review, corrections were made to the identified directional notation errors and GIS mapping illustrations. Also, as recommended by staff the proposed ATP priority projects were reconciled with the City's current 5-year Capital Improvement Plan (CIP) (see ATP Chapter 8 – Implementation Tables). As a result of the feedback and comments, the draft ATP was modified for Planning Commission consideration and on January 19, 2021, the Planning Commission adopted Resolution No. 2021-001, recommending the City Council adopted the subject ATP.

PROJECT REVIEW: The subject ATP provides a comprehensive guideline for a network of bike lanes, sidewalks, crossing improvements, and other elements aimed at supporting safe walking and bicycling throughout the City, and providing connection to nearby destinations.

The Plan implements the vision set forth in the Highland General Plan (the City's long-range comprehensive planning document) and includes a comprehensive network of active transportation facilities to improve bicycle and pedestrian commuting and recreation opportunities throughout the City. This network will connect users to neighborhoods, parks, recreational open spaces, schools, places of interest, and will provide connectivity to the hiking and bike systems of adjacent cities and regional systems. In other words, the subject ATP will provide a blueprint for a future Highland where walking and biking is a safer and more convenient way to get around.

The Plan includes funding strategies and a phasing schedule for development of the active transportation network. Adoption of the ATP also helps position the City for future grant opportunities and funding for infrastructure improvements.

As noted in the Public Comment section above, the ATP planning process included many community participation events intended to obtain input from residents, public agency stakeholders, and other community members.

Representatives from SCAG's consultant – Alta-Planning+Design Inc. will be available during the City Council meeting to help answer questions.

The final draft ATP is attached for City Council review and consideration (see Attachment - 1).

Staff recommends the City Council ATP, and if no significant changes are made - approve the attached City Council Resolution to adopt the ATP (see Attachment - 2).

- Attachments:
1. Highland Active Transportation Plan
(dated February 2021)
 2. City Council Resolution No. 2021 – _____

ATTACHMENT - 1



City of Highland

Active Transportation Plan

February 2021



Acknowledgements

Thank you to the residents, community leaders, community-based organizations, agencies, and other stakeholders who have helped shape this Plan. We appreciate your vision, insights, and commitment to improving mobility and access for all residents.

COMMUNITY ADVISORY COMMITTEE

Lawrence Mainez, Highland Community Development Director
Matt Bennett, Highland Assistant Public Works Director
Carlos Zamano, Highland Public Works Director/City Engineer
Kim Stater, Assistant Community Development Director
Angela Tafolla, Highland Planning Technician II
John Gamboa, Former Highland Planning Commission
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Executive Summary

The 2020 Active Transportation Plan ("Plan") represents a continued commitment by the City of Highland to promote walking and biking. This is a movement toward a sustainable, multi-modal transportation system that serves all residents, regardless of age, ability, identity, or income.

VISION: This Plan aims to make walking and bicycling more comfortable, convenient, and accessible for people of all ages and abilities throughout the city.

The Plan also introduces a comprehensive collection of programs and policies. Among the elements of the Plan are several innovations in active transportation planning for Highland. The Plan includes an implementation strategy that details the sequencing and priorities for the selection and installation of new pedestrian and bicycle facilities to compliment the work already done by the City.

Collectively, the various strategies and components of the Plan assist the City to meet the four goals that have been established by this Plan: increase safety and health; improve access and comfort; reduce household transportation costs; and identify, develop, and maintain a complete and comfortable active transportation network. The Plan was created through intensive collaboration between various city departments, the Community Advisory Committee (CAC), community organizations, local schools, and most importantly, our residents. The Plan reflects best practices from cities around the country; it is the product of extensive public input, research, and detailed field work. Collectively the policies, programs, projects, and recommendations in this Plan will create an environment that increases, improves and enhances active transportation in the City of Highland, and makes walking and biking a safe, healthy, and enjoyable means of transportation and recreation.

GOALS & OBJECTIVES

The Plan is guided by an Equity Framework which prioritizes equity and the needs of vulnerable residents. Equity, in this planning process, means that community members who have historically been left out of transportation investments and decisions will be prioritized, engaged, and included.

Collectively, the various strategies and components of the Plan assist the City of Highland to meet the four goals established by this Plan, each of which is rooted in advancing our Equity Framework:



1. Improve Safety & Health



2. Improve Access & Comfort



3. Enhance Transportation Affordability



4. Commit to Maintain & Expand the Network



Safety & Health

- A. Reduce bicycle and pedestrian collisions through safe and comfortable facilities
- B. Promote an active lifestyle that includes walking and biking
- C. Reduce air pollution, asthma rates, and greenhouse gas emissions
- D. Reduce travel times for low-income households



Access & Comfort

- A. Increase access to jobs, education, retail, parks and libraries, schools, recreational centers, transit, and other neighborhood destinations
- B. Address barriers so that vulnerable populations can take part in the improvements
- C. Support public transit service
- D. Prioritize the needs and trip patterns of vulnerable populations
- E. Prioritize universal design standards



Affordability

- A. Reduce the overall household transportation costs for all residents, both anticipated and existing

- B. Reduce long-term transportation costs by reducing the need for vehicle ownership or for parking in new developments



Maintain & Expand the Network

- A. Integrate bicycle and pedestrian network and facility needs into all Highland planning documents and capital improvement projects
- B. Leverage existing funding to maximize project delivery
- C. Maintain designated facilities to be comfortable and free of hazards to biking and walking

COMMUNITY PRIORITIES

Community and stakeholder participation played a central role in shaping the project, from workshops and pop-up events to community surveys, and events with the local community. During this planning process, community members expressed support for:

- Improving pedestrian and bike facilities throughout the city.
- Strengthen and promote regional connectivity.
- Safer and comfortable walking and biking routes near schools.

Similarly, community members also provided input that guided the recommendations in this Plan, including:

- Continue pavement rehabilitation projects in the western part of the City of Highland, to improve conditions for walking, biking, and driving.
- Seek grants to construct curbs, gutters, sidewalk and infill paving on school routes that lack this infrastructure to provide safe walking and/or biking to schools.



City Staff out in the field helping shape this Plan, and who are committed to improving access, safety, and health for all.

OUR COMMUNITY'S NEW APPROACH

The Plan was created through intensive collaboration between various city departments, the Community Advisory Committee (CAC), community organizations, and most importantly, our residents. Using this feedback and analysis of existing conditions, collisions, and demographic data, the Plan designates an ambitious active transportation system and introduces a comprehensive collection of programs and policies. **Altogether, the recommendations for our streets envision 58 miles of bikeways and sidewalks, and represent an investment in multi-modal, equitable transportation in our community.** The street recommendations provide new, low-stress connections between schools, downtown, and community parks, helping ensure that people can more comfortably and safely access everyday needs.

The recommended programs work to address key community comments, and include Safe Routes to School (SRTS) efforts; safety campaigns and roadway users alike, so that all of our community members can be responsible for safe travel behaviors.

Collectively the policies, programs, projects, and recommendations in this Plan will create an environment that enhances active transportation in the City of Highland, and makes walking and biking a safe, healthy, and enjoyable means of transportation and recreation.



The Plan envisions an active transportation network that improves access, health, and quality of life for all of our residents.

Bicycle Facility Types



CLASS I Shared-Use Path

- Paths completely separated from motor vehicle traffic used by people walking and biking.
- Comfortable for people of all ages and abilities.
- Typically located immediately adjacent and parallel to a roadway or in its own independent right-of-way, such as within a park or along a body of water.



CLASS II Bicycle Lane

- A dedicated lane for bicycle travel adjacent to traffic.
- A painted white line separates the bicycle lane from motor vehicle traffic.



CLASS IIB Buffered Bicycle Lane

- A dedicated lane for bicycle travel separated from vehicle traffic by a painted buffer.
- The buffer provides additional comfort for users by providing space from motor vehicles or parked cars.



CLASS III Bicycle Route

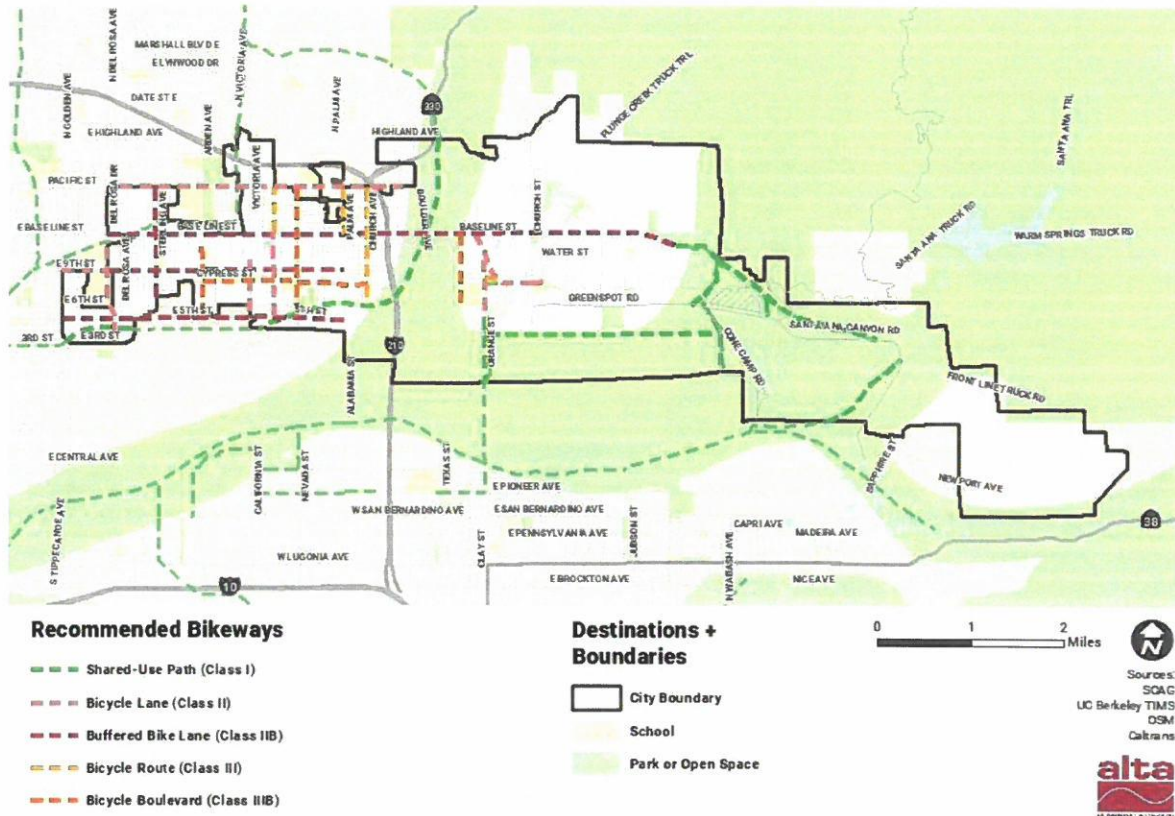
- A signed bike routes that people biking share with motor vehicles.
- Can include pavement markings.
- Comfortable facility for more confident bicyclists.
- Recommended when space for a bike lane may not be feasible.



CLASS IIIB Bicycle Boulevard

- Calm, local streets where bicyclists have priority but share roadway space with motor vehicles.
- Shared roadway bicycle markings on the pavement as well as traffic calming features such as speed humps and traffic diverters to keep these streets more comfortable for bicyclists.
- Comfortable facility for bicyclists with wider range of abilities.

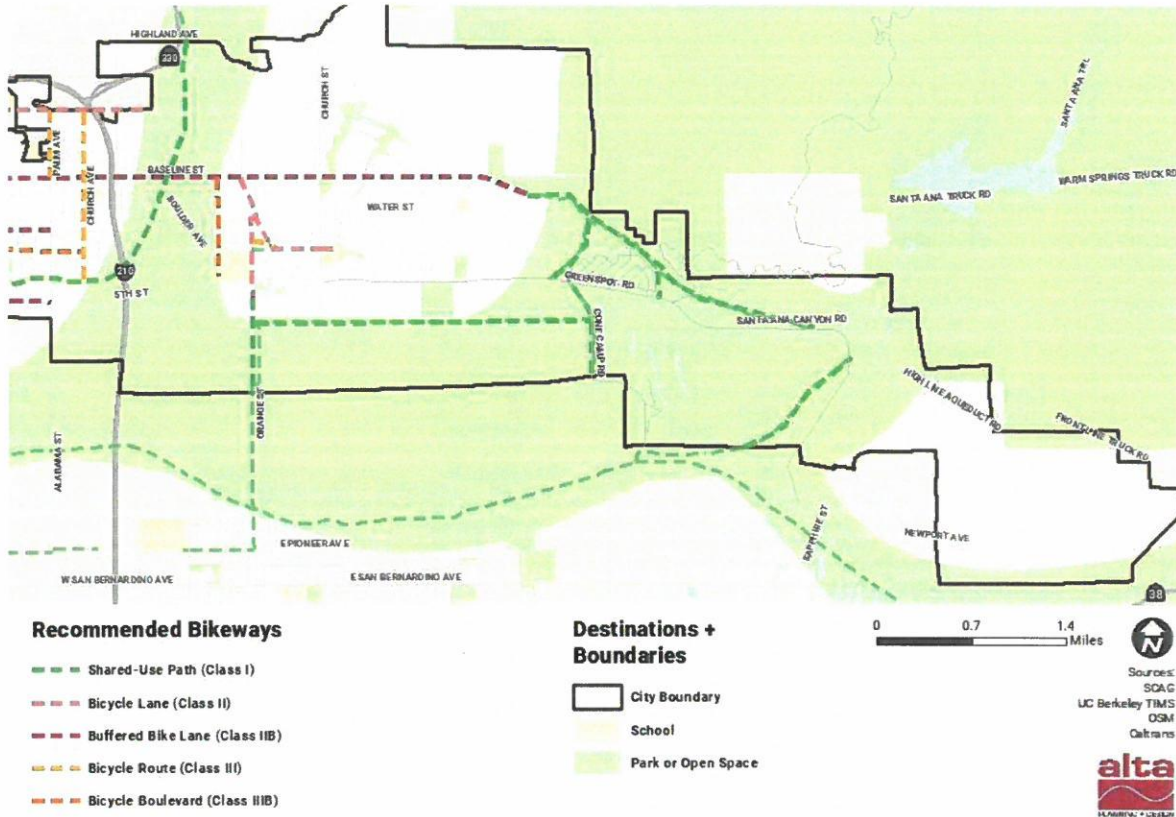
Recommended Bicycle Network



Recommended Bicycle Network-West



Recommended Bicycle Network-East



Pedestrian Facility Types



Sidewalks & Paths

- Completely separated from motor vehicle traffic.
- Used by people walking or using mobility devices such as wheelchairs.
- Sidewalks are typically located immediately adjacent and parallel to a roadway. Shared-use paths can be located in their own independent right-of-way, such as within a park or along a body of water.



Crossing Facilities

- Make crossing the street at intersections and midblock safer and more comfortable.
- High-visibility crosswalk markings are more visible to approaching vehicles and have been shown to improve yielding behavior.
- Advance yield markings, or "shark teeth," warn drivers they are approaching a crosswalk.



Curb Treatments

- Curb ramps allow users of all abilities to make the transition from the street to the sidewalk. They are required by the Americans with Disabilities Act (ADA) at all crosswalks, including those that are unmarked.
- Curb extensions create safer and shorter crossings for pedestrians. They can help slow vehicle traffic by visually narrowing the roadway. They also increase the available space for street furniture, plantings, and street trees.



Beacons & Signals

- Beacons and signals both indicate to drivers that someone may be crossing the street.
- Make crossing the street safer and more comfortable.
- Pedestrian countdown signals create a more predictable crossing environment and give adequate warning to pedestrians attempting to cross a roadway.
- Leading pedestrian intervals allow a pedestrian to begin crossing the street before the traffic signal turns green.



Traffic Calming

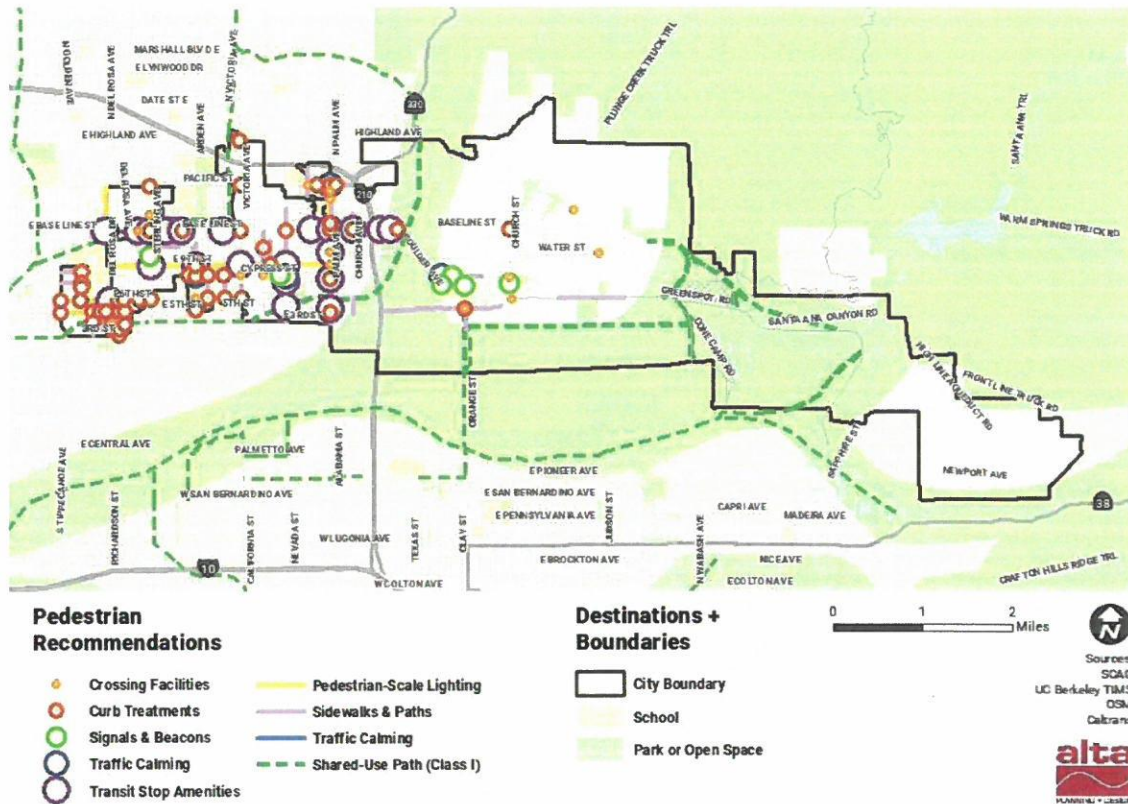
- Encourage drivers to travel at slower speeds.
- Some treatments alter the configuration of a roadway, while others change how drivers perceive and respond to a street.
- Can be used at targeted locations such as a dangerous intersection, or along corridors.



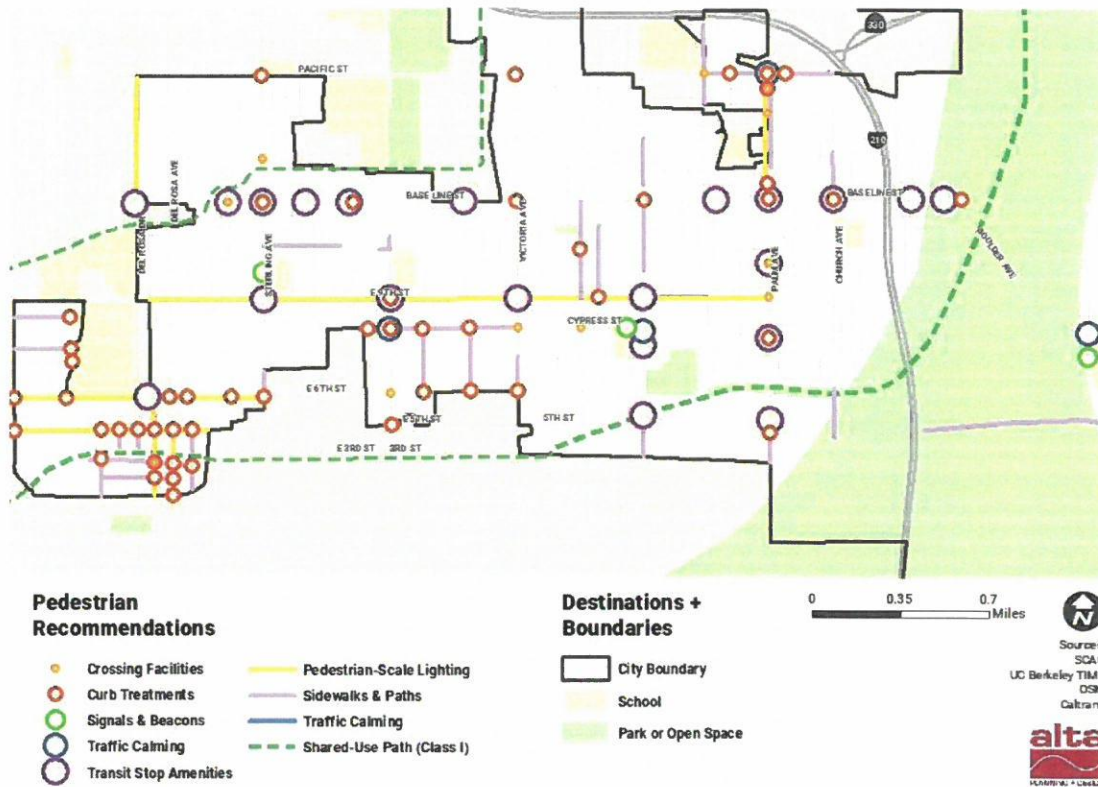
Pedestrian-scale Lighting

- Improves visibility for people walking, as opposed to street lights intended to light the roadway.
- Additional care and emphasis on pedestrian lighting should be taken at and near crosswalks.

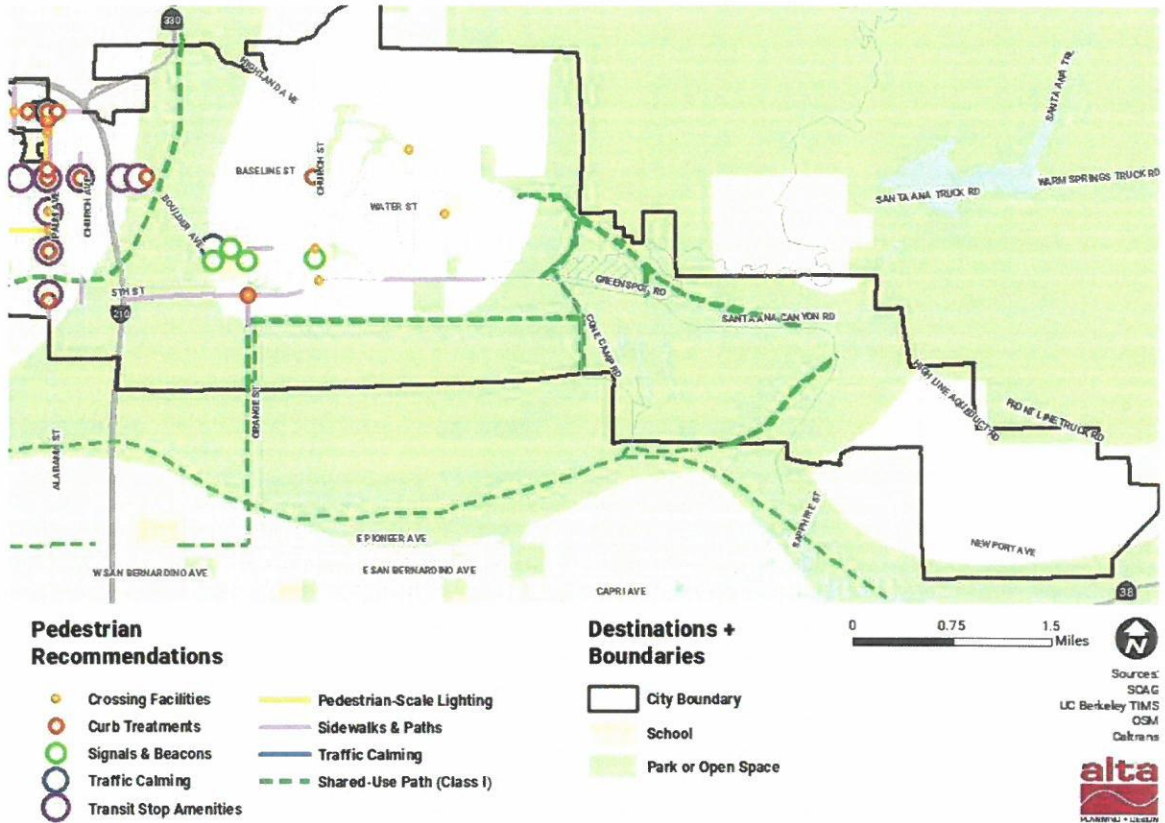
Recommended Pedestrian Projects



Recommended Pedestrian Projects-West



Recommended Pedestrian Projects-East

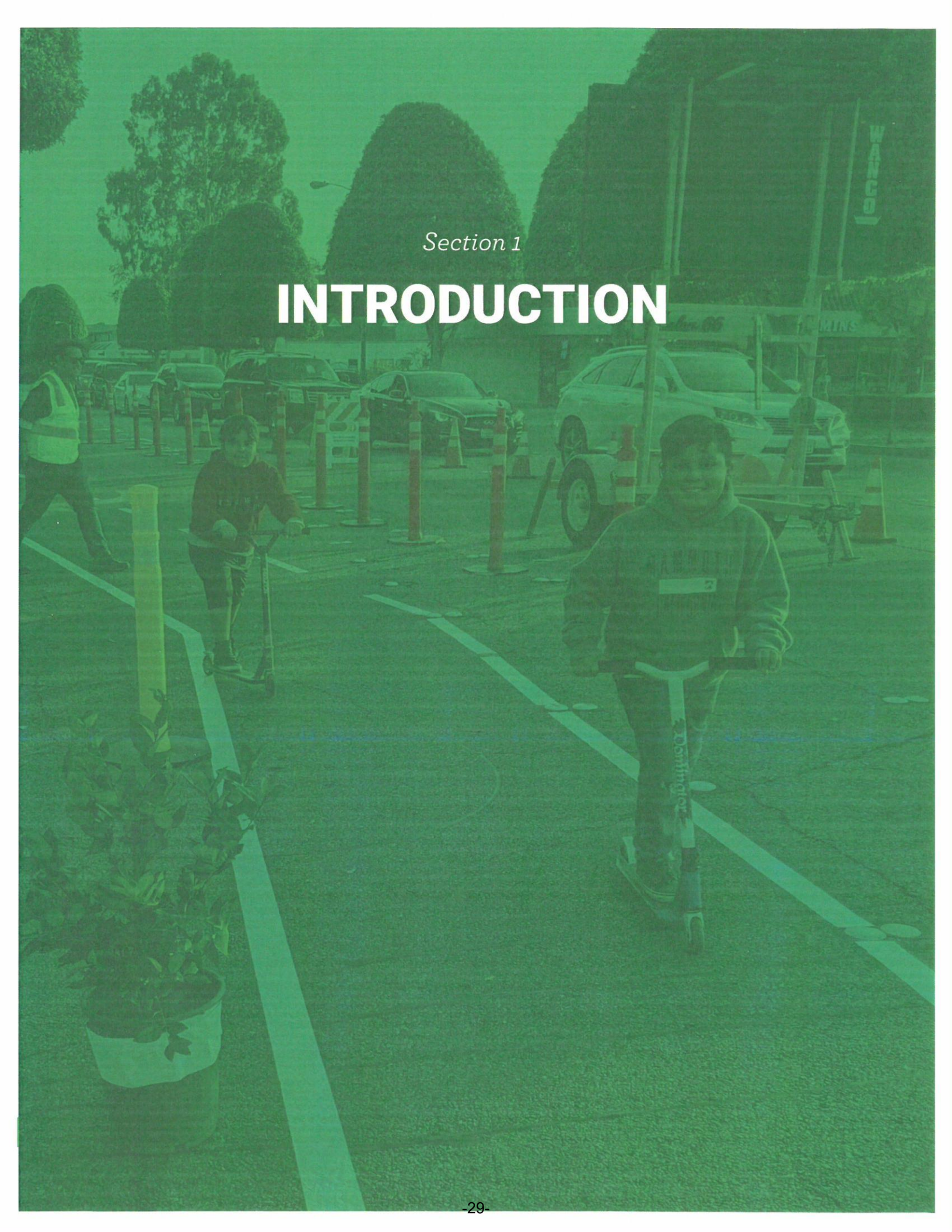


MAKING THIS VISION A REALITY

Following the implementation strategy outlined in Chapter 8, the City will work to secure funding for high-priority projects and programs, with the hopes of expanding our network by 15% by 2025. This goal can be achieved because the City's Capital Improvement Program includes 21% of the high-priority projects. As the City of Highland works to implement the Plan, we will continue to engage with our residents and, most importantly, follow the Equity Framework to ensure that the most vulnerable members of the community voice are heard and the needs are met.



This Plan sets the City of Highland on track to expand walking and biking routes by over 40 miles.

A green-tinted photograph of a street scene. In the foreground, two young boys are riding scooters towards the camera. The boy on the right is wearing a grey hoodie and dark pants, and the boy on the left is wearing a dark hoodie and dark pants. They are riding on a paved street with white lane markings. In the background, a construction worker in a high-visibility vest and hard hat is walking. There are several cars parked along the street, and a building with a sign that says "WANGCO" is visible. The overall scene is a mix of urban and construction elements.

Section 1

INTRODUCTION

1. Introduction

THE NEED FOR AN ACTIVE TRANSPORTATION PLAN

Highland is committed to improving the quality of life for residents and visitors by ensuring walking and biking are convenient, comfortable, and healthy modes of transportation and recreation. This Active Transportation Plan establishes a long-term vision for improving walking and biking in Highland. The Plan is a critical tool for guiding city staff and the development community in building a balanced transportation system that encourages biking and walking. The ultimate goal is shifting more automobile trips to walking and biking as a normal part of daily life.



Our community aims to build an active transportation network that improves mobility options for all of our residents.



BENEFITS OF WALKING, BIKING, AND BEING ACTIVE

Collision Reduction

Conflicts between people walking, biking, and driving can result not just from poor behavior, but from insufficient or ineffective design. Encouraging development that supports biking and walking can enhance safety and comfort for all users. Bike lanes and physical barriers between bicyclists and motor vehicle traffic have been shown to increase individuals' use of bicycle infrastructure.¹ Shaded sidewalks with landscaped buffers from vehicle traffic and curb ramps, high-visibility crossings, and rest areas similarly create comfortable experiences for people walking. However, existing transportation networks

¹ Hoffman et al. *Bicycle commuter injury prevention: it is time to focus on the environment*. 2010.; Pucher et al., *Infrastructure, programs, and policies to increase bicycling: An international review*. 2010.



Providing safe and accessible facilities is a priority in our community.

are often designed primarily for safe and efficient motor vehicle travel. Some roadways not designed to proper engineering standards, poorly protect bicyclists and pedestrians, making them more vulnerable to injury and, in rare cases, death. Non-motorists are more likely to suffer injury or death in a collision and are about 1.5 times more likely than motorists to die when getting around.²

There are many ways to improve safety for bicyclists and pedestrians while maintaining an efficient transportation system for motor vehicle travel. Successful bicycle and pedestrian improvements on existing facilities tend to focus on changing traffic volume and speed³ and increasing the separation from vehicles.⁴ Additional methods include the design of smarter multi-modal streets, reduced vehicle/bike or vehicle/pedestrian conflict zones, enhanced visibility, and requiring new facility design standards that consider bike/pedestrian safety as a top priority.

This Plan outlines an active transportation network and programmatic changes to help us reduce collisions, improve traffic safety, and protect all members of our community.



Public Health Improvements

Physical inactivity is now widely understood to play a significant role in the most common chronic diseases in the United States, including heart disease, stroke, and diabetes. Each year, approximately 280,000 adults in the United States die prematurely due to obesity-related illnesses. A 2004 study published in the American Journal of Preventive Medicine by Frank et al. reported that for each

² Beck et al. *Motor vehicle crash injury rates by mode of travel, United States: using exposure-based methods to quantify differences*. 2007; Centers for Disease Control and Prevention. *Motor Vehicle Crash Deaths in Metropolitan Areas — United States, 2009*. *Morbidity and Mortality Weekly Report*. 2012.

³ Harris et al. *The Bicyclists' Injuries and the Cycling Environment study: a protocol to tackle methodological issues facing studies of bicycling safety*. 2011; Miranda -Moreno et al. *The link between built environment, pedestrian activity and pedestrian-vehicle collision occurrence at signalized intersections*. 2011.

⁴ Lusk et al. *Risk of injury for bicycling on cycle tracks versus in the street*. 2011.

additional 60 minutes spent in a car daily, one's chance of becoming obese increases by six percent. A 2019 report by the Outdoor Foundation found that Americans are spending less time outdoors: Nearly half of the U.S. population doesn't participate in any outdoor recreation at all, and only 17.9% got out at least once a week in 2018. The result? One billion fewer hikes, climbs, rides, and other outdoor excursions in 2018 than in 2008. The report also found an alarming impact on youth: Children took part in 15% fewer outdoor activities in 2018 than they did six years before.⁵ However, walking and biking is highly impacted by people's ability, or rather inability, to access safe places to do so. Studies demonstrate disparities in the quantity and quality of park spaces between low-income and affluent communities.

Creating infrastructure that encourages biking and walking—while improving access to parks or active recreation opportunities for all residents—is a key strategy to fighting obesity and inactivity. Better yet, it has been shown to have substantial benefits on public health with relatively minimal public investment. Biking and walking can help improve mental health, facilitate social connections, encourage activity among older adults, foster healthy habits among youth, lower risk of chronic diseases, and improve air quality. The World Health Organization identified atmospheric particulate matter (PM) with a diameter of less than 2.5 micrometers (PM_{2.5}), ozone (O₃), and oxides of nitrogen (NO_x), all of which are related to automobile emissions, as the primary pollutants of concern for



Walking helps to improve mental health, foster social connections, and lower the risk of chronic diseases.

⁵ Outdoor Foundation. 2019 Outdoor Participation Report. 29 January 2019. https://outdoorindustry.org/resource/2019-outdoor-participation-report/?utm_source=media&utm_medium=press-release&utm_campaign=participation

environmental and human health.⁶ These pollutants have both short- and long-term effects on respiratory health, cardiovascular health, cancer, reproductive health, and premature mortality in humans.⁷ Further, there is increasing evidence that links these emissions to increased systematic inflammation and diabetes risk.⁸ Nitrogen dioxide from motor vehicles was found to cause 60% of pediatric asthma cases in urban areas worldwide.⁹ Poor air quality particularly impacts vulnerable populations such as older adults, youth, and people with respiratory ailments.

Reducing our reliance on motor vehicles and increasing the use of active transportation will help break the cycle of air pollution and the corresponding negative health impacts. Altogether, the Plan will identify interventions that support safe walking, biking, and recreation opportunities as effective strategies for addressing public health concerns in our community.



Environmental Benefits

Fossil-fuel driven transportation generates the largest share of greenhouse gas (GHG) emissions of any economic sector in the United States, amounting to almost 30% of all GHG emissions and surpassing those generated from electricity production and industry.¹⁰

Transportation generates the largest share of greenhouse gas (GHG) emissions of any economic sector in the United States: 30%.

Biking and walking cause no direct air or water pollution, require minimal land use impacts, and emit negligible noise and light pollution. Bicyclists and pedestrians occupy less space than cars and help reduce demand for road space and parking, freeing up land for public space, buildings, food production, and housing.

⁶ World Health Organization. *Review of Evidence on Health Aspects of Air Pollution: REVIHAAP Project*. Copenhagen, Denmark: WHO Regional Office for Europe; 2013.

⁷ U.S. Environmental Protection Agency. *Provisional Assessment of Recent Studies on Health Effects of Particulate Matter Exposure*. Washington DC 2012.

⁸ Jerrett M, Brook R, White LF, et al. Ambient ozone and incident diabetes: A prospective analysis in a large cohort of African American women. *Environment International*. 2017;102:42-47.

⁹ Pattanun A, Brauer M, Hystad P, Anenberg S. Global, national, and urban burdens of pediatric asthma incidence attributable to ambient NO₂ pollution: estimates from global datasets. *The Lancet Planetary Health*. 2019.

¹⁰ United States Environmental Protection Agency. *Sources of Greenhouse Gas Emissions*. Accessed May 28, 2019, <https://www.epa.gov/ghgemissions/sources-greenhouse-gas-emissions>.

Replacing driving trips with biking or walking trips reduces emissions associated with mobility, translating into less carbon dioxide, nitrogen oxides, hydrocarbons, and other pollutants in the air.

Implementation of this Plan not only reduces our contribution to climate change, but will also enhance our resilience to it. Creating viable alternatives to private vehicles reduces pressure on road infrastructure and provides options for people to remain mobile when other transportation modes are disrupted by climate events. It will also improve the health of residents who are vulnerable to asthma or other chronic respiratory diseases associated with air pollution.



Equity

Many people in our community, including children, older adults, people with physical disabilities, low-income community members, and those who do not own or have access to a vehicle, rely on walking, biking, and transit to get where they need to go on a daily basis. When age and physical abilities are not a barrier, costs associated with car ownership can still significantly inhibit mobility in car-centric environments. A study cited by the Victoria Transport Policy Institute found that **households in automobile-dependent communities devote 50% more of their income to transportation (more than**



Ensuring everyone has access to safe and affordable transportation options helps improve the wellbeing of our community.

\$8,500 annually) than households in communities with better conditions for walking and biking (less than \$5,500 annually). Indeed, transportation typically accounts for a household's second-largest expenditure behind housing. For low or under-resourced households, however, this high cost of driving can consume a high portion of peoples' incomes and make them transportation burdened. Unsurprisingly, people with low incomes have the highest rates of walking and bicycling to work, with the greatest number of bicycling trips taken by people of color.¹¹

When affordable housing is not located near opportunities for work or school, low-income residents endure longer commutes and incur greater transportation costs. Longer travel distances mean less time spent with family, less time to exercise and rest, and less time for obligations like picking up children from childcare, visiting the doctor, or grocery shopping. Impeding access to these and other basic

necessities can have health consequences and exacerbate health inequities.¹²

Active transportation options increase mobility for vulnerable populations, enabling safe, affordable access to economic and social opportunities.

Environmental factors and infrastructure deficiencies also disproportionately affect low-income and minority communities. For example, inadequate walking and biking infrastructure (e.g., missing or broken sidewalks, limited street lighting, lack of marked crosswalks and traffic islands, substandard or no bike lanes, etc.) and perceived safety issues create barriers to walking and biking. Bicyclists and pedestrians in low-income communities and communities

of color have higher injury and fatality rates. In the United States, Latinx and African American bicyclist/pedestrian fatality rates are double that of White Americans.¹³ Children¹⁴ and older adults¹⁵ are

¹¹ Safe Routes to School National Partnership. *At the Intersection of Active Transportation and Equity*. 2015.

¹² PolicyLink Prevention Institute Convergence Partnership. *Healthy, Equitable Transportation Policy: Recommendations and Research*. 2009.

¹³ Safe Routes to School. 2015.

¹⁴ Wong et al. *GIS measured environmental correlates of active school transport: A systematic review of 14 studies*. 2011; Rothman et al. *Walking and child pedestrian injury: a systematic review of built environment correlates of safe walking*. 2014; Rothman et al. *Motor Vehicle-Pedestrian Collisions and Walking to School: The Role of the Built Environment*. 2014.

¹⁵ Lusk et al. *Risk of injury for bicycling on cycle tracks versus in the street*. 2011; Moran et al. *Understanding the relationships between the physical environment and physical activity in older adults: a systematic review of*

especially vulnerable sub-populations whose tendencies to walk and bike are particularly impacted by vehicle traffic speed and volume, as well as available or missing infrastructure that creates safe or unsafe environments. Further, when these populations choose to walk or bike, often times, they are faced with health risks associated with greater air and noise pollution, as many sources of air pollutants are located near these communities,¹⁶ and people with low incomes and people of color are more likely to live near major roads, highways, or truck routes.¹⁷

For older adults, youth, people of color, people with disabilities, and people with low wealth, not having **safe, sufficient infrastructure to access destinations by foot or bike means increased vulnerability to traffic related injury and fatalities as well as indirect health implications.**¹⁸ Active transportation plans that improve biking and walking provide an opportunity to improve mobility for vulnerable populations who might not own or are unable to operate a motor vehicle, enabling safe, affordable access to economic and social opportunities that are known to predict health later in life.

The Plan will enhance the accessibility of pedestrian and bicycle networks in our community, making daily transportation and physical activity more viable for children, older adults, people of color, and people with physical disabilities. The Plan will be designed to create opportunities for affordable, safe, and convenient transportation for all people, especially those who may not have access to a motor vehicle or who have limited income.



Quality of Life

The design, land use patterns, and transportation systems that comprise the built environment profoundly impact one's experience of being in a community. Creating conditions in which walking, biking, and using other active modes are accepted and encouraged increases a community's livability and sense of connectedness, and by extension, residents' quality of life. Communities become more pleasant when noise and air pollution are reduced, and when urban space is reserved for facilities that enable people of all ages and abilities to travel in safe and enjoyable settings. This Plan works to increase the quality of life for all residents in our community.

qualitative studies. 2014; Yen et al. *How design of places promotes or inhibits mobility of older adults: realist synthesis of 20 years of research.* 2014.

¹⁶ Miranda et al. *Race/Ethnicity, Residential Segregation, and Exposure to Ambient Air Pollution: The Multi-Ethnic Study of Atherosclerosis.* 2014.

¹⁷ Bae et al. *The exposure of disadvantaged populations in freeway air-pollution sheds: a case study of the Seattle and Portland regions.* 2007.

¹⁸ Policy Link Prevention Institute. 2009.



Economic Benefits

Active transportation is economically advantageous to individuals and communities. Replacing automobile trips with walking or biking can reduce vehicle maintenance and fuel costs. These savings are accompanied by potential reductions in health care costs, as regular physical activity can minimize health complications associated with an inactive lifestyle. In 2009, the CDC estimated that the direct medical costs of physical inactivity to the country totaled more than \$147 billion.¹⁹

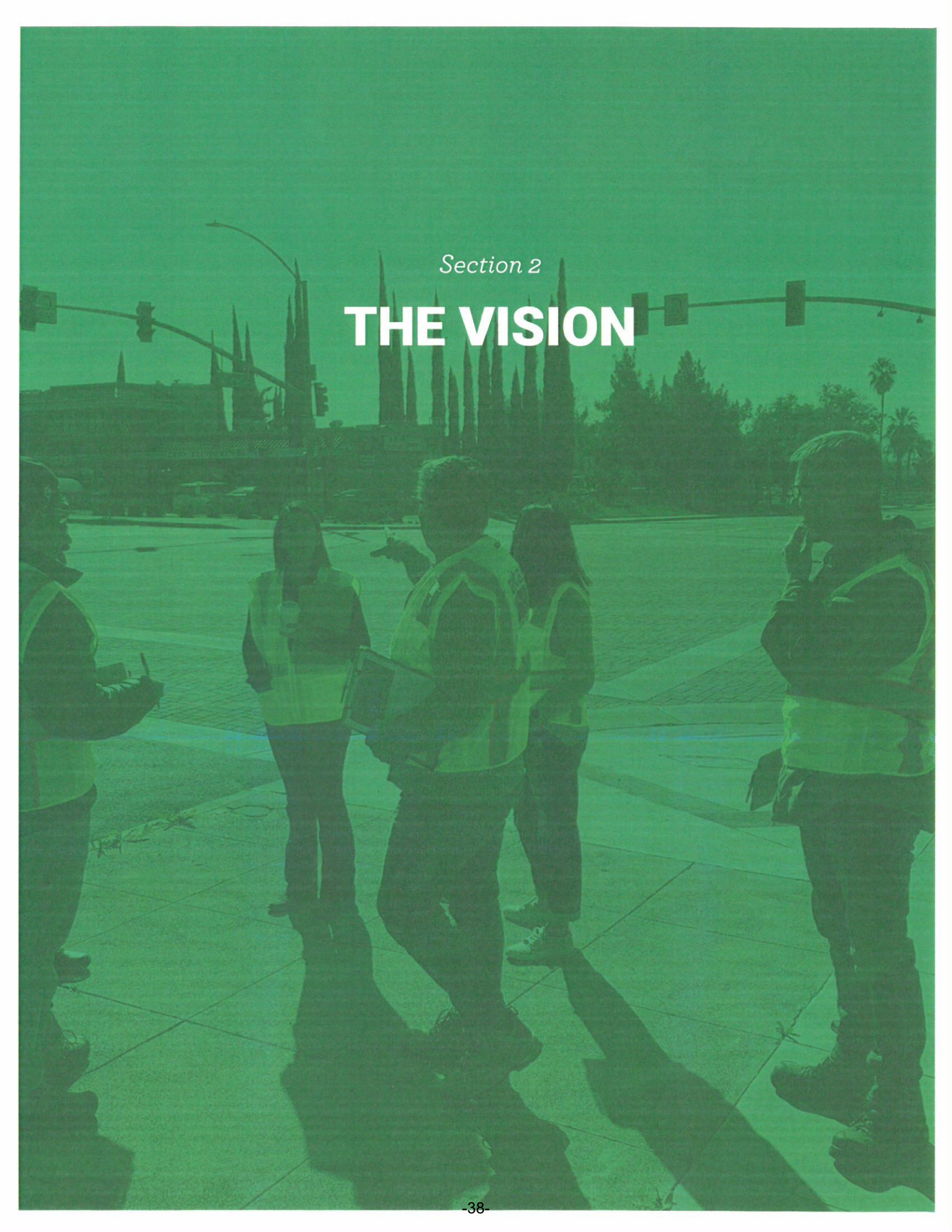
According to the Bureau of Labor Statistics, in 2017, households spent 13% of their earnings on transportation—the second highest household expenditure after housing.²⁰ Increasing opportunities for non-automobile travel can reduce spending on transportation, which may allow for households to increase spending on health-promoting activities such as healthcare, education, and nutritious food.

Furthermore, active transportation facilities require significantly less capital to construct and maintain than roadway or highway projects. **Active transportation investments allow cities to do more with fewer taxpayer dollars.** And in many cases, such projects result in higher spending at local businesses.²¹ This Plan sets Highland on track to help residents spend less on transportation, and our community to do more with our existing resources.

¹⁹ Center for Disease Control and Prevention. *Adult Obesity Causes & Consequences*. Last modified August 29, 2017, <https://www.cdc.gov/obesity/adult/causes.html>.

²⁰ Bureau of Labor Statistics. *Consumer Expenditures—2017*. Published September 11, 2018, <https://www.bls.gov/news.release/cesan.nr0.htm>.

²¹ New York City Department of Transportation. *The Economic Benefits of Sustainable Streets*. 2013.

A green-tinted photograph of five people wearing safety vests standing on a city street. In the background, the San Francisco skyline is visible, including the Transamerica Pyramid. The scene is overlaid with a semi-transparent green filter.

Section 2

THE VISION

2. The Vision

EQUITY FRAMEWORK

This Plan is guided by an Equity Framework, which asks:

- Who are the most vulnerable groups in the community?
- What outcomes do the most vulnerable residents want to see come from this planning effort?
- How can implementation of the Plan work towards these outcomes?

The Plan identified vulnerable user groups as well as a vision and supporting goals that we believe will advance equity: safety and health, access and comfort, affordability, and an enhanced network. The Plan also defined future actions and ways to measure progress on these four goals.

Equity in this Plan means that community members who have historically been left out of transportation investments and decisions will be prioritized, engaged, and included.



This Plan will continue to improve transportation for all residents of our community, especially those who have historically been excluded from transportation decisions and investments.



This Plan aims to serve existing residents and reduce disparities in access to affordable, safe, and comfortable transportation.

State-Identified "Disadvantaged Communities"

This Plan also works to improve conditions in state-identified "disadvantaged communities" within Highland. In 2012, the California Senate passed SB 535 requiring that a portion of all revenue from the state's Greenhouse Gas Reduction Fund be spent on projects that benefit disadvantaged communities, and charged the California Environmental Protection Agency (CalEPA) with determining which communities qualify as "disadvantaged." CalEPA developed CalEnviroScreen, an online tool that ranks census tracts in California based on potential exposures to pollutants, adverse environmental conditions, socioeconomic factors, and prevalence of certain health conditions. Census tracts scoring in the top 25% qualify as disadvantaged. The largest source of state funding for active transportation projects, Caltrans Active Transportation Program (ATP), also defines communities with median household incomes at or below 80% of the state median as

"disadvantaged." For Safe Routes to School projects, Caltrans accepts communities in which at least 75% of students qualify for free or reduced-price meals as "disadvantaged." The City has received numerous safe routes to school grants, and will continue to seek funding to improve conditions in disadvantaged neighborhoods of the City.

Serving Current Residents

Improvements to the public realm can increase the risk of displacement of existing residents. Too often, public projects are designed to attract new development and appeal to future hypothetical tenants, rather than serving the people who have historically called the community home before the project began. As housing costs continue to rise across Southern California, existing households (especially renters and working-class families) face the very real threats of unaffordable housing options and

displacement. When forced to move, households potentially lose contact with the community they rely on and are connected to.

The project recommendations have been shaped by—and designed for—the existing residents of Highland. **Consistent with the Equity Framework, this Plan supports current residents’ right to remain in their community as this Plan is implemented and improvements to our active transportation network are realized.** The City of Highland will prioritize the needs of existing residents and identify ways to not only improve their safety, comfort and health, but to enhance community access to public resources and create a healthier, more sustainable, and more inclusive community.



The Equity Framework not only guides the recommendations in this Plan, but will continue to guide the City during implementation.

VISION

This Plan aims to make walking and bicycling more comfortable, convenient, and accessible for people of all ages and abilities throughout the city.

GOALS, OBJECTIVES, AND ACTIONS

Safety & Health

This Plan will empower residents to live a more active lifestyle by providing a network of safe and comfortable walking routes and bikeways for everyone to enjoy.



Asking the Right Questions

- Will the Plan help reduce crashes and fatalities while increasing opportunities for physical activity among vulnerable populations?
- Does the Plan help reduce air pollution, asthma rates, and greenhouse gas emissions, particularly within vulnerable populations?

How Do We Measure Progress?

- Reduce the number of severe and fatal collisions by 2040
- Increase percentage of K-12 students receiving bicycling education
- Increase outreach and education events throughout the City of Highland, particularly in disadvantaged neighborhoods, by 20%
- Increase walk/bike mode share by 5% by providing options for local trips
- Decrease the number of poor air quality/smog days by 5%
- Decrease rates or prevalence of obesity and chronic diseases (e.g.,

Asking the Right Questions	How Do We Measure Progress?
	cardiovascular disease, type 2 diabetes, cancer)



Objective	Action
A. Reduce bicycle and pedestrian collisions through safe and comfortable facilities	1. Prioritize quick implementation of bicycle and pedestrian facilities on streets with high rates of traffic collisions (such as Palm Ave and Base Line) according to the Statewide Integrated Traffic Records System (SWITRS), and as collisions occur. 2. Annually evaluate data on bicyclist and pedestrian stops by local law enforcement. To determine if there is need for additional active transportation enhancements. 3. Adopt design guidelines that promote safety through incorporating separation between bicyclists/pedestrians and drivers. Refer to national and state best practices. 4. Implement best practice facilities, including flashing beacons, bulb-outs, and protected intersections, to improve safety and reduce collisions throughout the city. 5. Fund safety education programs for both people driving and people biking that encourage safe behaviors. 6. Adopt a City Council resolution authorizing school zone speed limits as low as 15 MPH.
B. Promote an active lifestyle that includes biking and walking	1. Dedicate City staff to implement programs that encourage residents to walk and bike together on city streets. 2. Fund programs that incorporate biking and walking into curriculum at district schools. Seek an Office of Traffic Safety Grant or other funding or resources for educational activities. 3. Provide more opportunities for outdoor recreation via parks, "recreation-friendly streets," and joint-use agreements with school facilities.



Objective		Action
		4. Develop a citywide bicycle map for public use. 5. Establish a bicycle-friendly business program to encourage biking and walking by employees and customers.
C.	Reduce air pollution, asthma rates, and greenhouse gas emissions	1. Build an active transportation network that encourages residents to choose modes of transportation other than driving by providing low-stress facilities, robust pedestrian networks, and first/last mile access to transit. 2. Achieve a 5% reduction in vehicle miles traveled as residents, workers, and visitors meet daily needs by walking, bicycling, and using transit.
D.	Reduce travel times for low-income households	1. Increase the overall mileage of the low-stress bicycle network in low-income neighborhoods by 10% by 2025.



Access & Comfort

This Plan will support increased access to neighborhood destinations such as grocery stores, libraries, schools, recreation centers, and transit stops. Pedestrian and bicycle facilities will be accessible and comfortable for people of all ages and abilities to use.

Asking the Right Questions	How Do We Measure Progress?
- Does the Plan prioritize the needs and trip patterns of vulnerable users? - Does the Plan remove barriers so that vulnerable populations can take part in or enjoy the improvements? - Does the Plan support and not impede public transit service? - Does the Plan consider universal design principles that serve all users, including those with physical disabilities?	- Increase the share of people walking and bicycling to work to 3% by 2025 - Increase the share of students walking or bicycling to school to 10% by 2025 and 15% by 2030 - Reduce the percent of streets that are Level of Traffic Stress (LTS) 4 from 7% to 5% by 2025 - Implement a Complete Streets policy - Implement a Safe Routes to School (SRTS) Program - Implement a Vision Zero program - Make a SCAG Safety Pledge - Complete Tier 1 projects recommended in this Plan by 2030 and Tier 2 projects by 2040



Objective	Action
A. Increase access to jobs, education, retail, parks and libraries, schools, recreational centers, transit, and other neighborhood destinations	1. Implement the recommended active transportation network to safely and comfortably connect residential neighborhoods with destinations like employment centers, grocery stores, community centers, schools, and shopping areas. 2. Increase bicycle parking at neighborhood destinations like schools, medical centers, grocery stores, and government offices.

Objective	Action
	3. Establish a transportation impact fee ordinance to leverage funding for installation of new bicycle and pedestrian facilities. 4. Evaluate all streets during pavement resurfacing to determine if pedestrian or bicycle facilities can be provided (e.g., bike lanes, wider curb lanes or shoulders) on an ongoing basis. 5. Incorporate routine accommodation for pedestrian and bicycle facilities when developing priority lists for overlay and construction projects, maintenance, and traffic control plans. 6. Install wayfinding signage, informational kiosks, and other amenities at key destinations to help guide bicyclists and pedestrians. 7. Ensure street furniture supports active transportation. Allocate benches, shade, and hydration amenities in areas with high volumes of people walking and biking. 8. Maintain a pedestrian through zone free from all types of obstructions including poles, benches, utility boxes, etc. Work with local businesses to prevent obstruction of pedestrian walkways by items such as restaurant seating and merchandise.
B. Address barriers so that vulnerable populations can take part in the improvements	1. Seek funding to provide opportunities for walking/biking supplies giveaways. 2. Provide free basic bicycle maintenance training and bicycle tool lending at libraries to empower residents to fix bicycle issues for minimal cost. 3. Provide bike parking, fix-it stations, and hydration stations at key community destinations.
C. Support public transit service	1. Design bikeways on transit streets using best practices that do not impact transit reliability or bicycle/pedestrian movement (e.g., floating bus islands, bus/bike lanes). Best practices can be found in design guidelines such as the Urban Street Design Guide (2013), produced by the

Objective	Action
	National Association of City Transportation Officials' (NACTO). 2. Work with OmniTrans to improve bicycle and pedestrian access (first/last mile connections) to transit stations and the comfort of transit stops and onboard transit vehicles, especially during peak commute hours, and to provide secure bike parking, benches, and covered waiting areas at stations and stops. 3. Work with OmniTrans to require and install rear wheel guards on all agency buses. 4. Install more secure, long-term bicycle parking at major transit hubs.
E.	Prioritize the needs and trip patterns of vulnerable populations 1. Increase the overall mileage of the sidewalks and low-stress bicycle network in low-income neighborhoods by 10% by 2025. 2. Prioritize the construction of facilities that connect existing active transportation networks and address disparities between neighborhoods. 3. Develop Safe Routes to School Plans for each K-12 school in Highland in collaboration with the schools and school districts to identify specific improvements for school-age pedestrians and bicyclists through focused studies.
F.	Prioritize universal design standards 1. Prioritize design that facilitates access, comfort, and ease for all users, including people with physical disabilities, strollers, food carts, etc. 2. Install or upgrade curb ramps to comply with current Americans with Disabilities Act standards. 3. Repair potholes and pavement cracking, including those in crosswalks, during routine maintenance. 4. Provide ample crossing time at signalized crossings, particularly those adjacent to destinations heavily used by people who move at slower rates, including children, older adults, and people with physical disabilities.



Affordability

This Plan will work to reduce the burden of transportation costs on households.

Asking the Right Questions	How Do We Measure Progress?
- Does the Plan help reduce the burden of transportation costs? - Is implementation of the Plan likely to reduce transportation costs in the long run (e.g. by reducing the need for vehicle ownership or for parking in new developments)? - Does the Plan enhance affordability for existing residents?	- Build a complete network of low-stress bikeways by 2040 - Connect all major transit stops and community destinations with bicycle and pedestrian facilities by 2030 - Demonstrate a reduction in vehicular trips and an increase in walking and bicycling with traffic counts by 2030



Objective	Action
A. Reduce the overall household transportation costs for all residents, both anticipated and existing	- Build an active transportation network that provides low-stress bicycle and pedestrian facilities for people, particularly those in low-income neighborhoods, and encourages the use of biking and walking as low-cost transportation. - Build facilities that provide first- and last- mile connections to public transit stations and major bus stops. - Integrate sustainable transportation improvements with housing projects, particularly affordable housing. - Establish "Cultural Corridors" around large transportation investments to bolster cultural celebration, local economic growth, and ability to stay in place. - Develop an "Equity Scorecard" to assess new projects within the community to ensure priorities, goals, and desired outcomes related to equity are being met.



Objective	Action
B. Reduce long-term transportation costs by reducing the need for vehicle ownership or for parking in new developments	1. Review the Highland Planning Code and identify opportunities to reduce or eliminate parking minimums. 2. Update the Highland Planning Code to require more bicycle parking in major development projects. 3. Update the Highland Planning Code to require end-of-trip-facilities, such as showers and changing rooms, in major non-residential developments. 4. Update the Highland Planning Code to require pedestrian improvements (such as sidewalks, bulb-outs, and ADA compliant curb ramps) in major development projects. 5. Revise the menu of transportation demand management (TDM) options to include fix-it stations and hydration stations.



Maintain & Expand the Network

This Plan will help our community identify, develop, and maintain a complete and convenient bicycle and pedestrian network.

Asking the Right Questions	How Do We Measure Progress?
• Does the Plan adequately position our community for successful implementation? • Does the Plan ensure equitable distribution of proposed facilities?	• Triple the mileage of existing bikeways by 2040 • Double the number of short-term and secure long-term bicycle parking locations by 2030 • Maintain adequate pavement quality, striping, and sign visibility and signal/beacon functionality on all bicycle and pedestrian facilities. • Start tracking and begin publishing annual bicycle and pedestrian counts

Asking the Right Questions

How Do We Measure Progress?

to SCAG's Active Transportation Database (ATDB) by 2021



Objective

Action

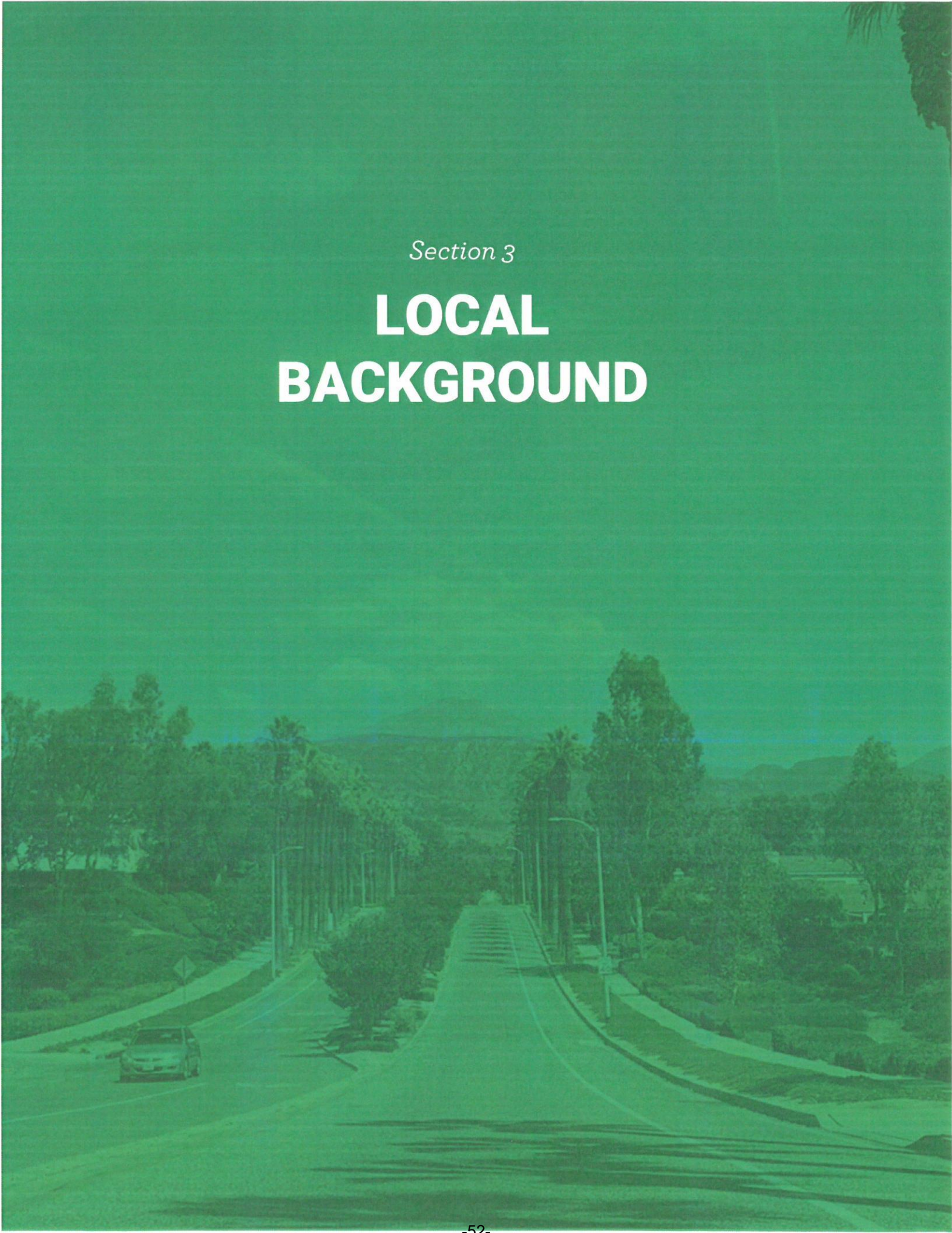
A.	Integrate bicycle and pedestrian network and facility needs into all Highland planning documents and capital improvement projects	1. Review the City of Highland's Capital Improvement Program (CIP) list on a biannual basis to ensure that recommended projects from this Plan are incorporated at the earliest possible stage of both new capital projects and maintenance of existing facilities. 2. Evaluate all streets during pavement resurfacing to determine if additional bicycle and pedestrian facilities can be provided (e.g. bike lanes, wider curb lanes or shoulders, wider sidewalks) when the striping is reapplied. 3. Ensure that all traffic impact studies, analyses of proposed street changes, and development projects address impacts on bicycling and walking facilities. 4. Require new development, or reconstruction if applicable, to address the pedestrian and bicycle circulation element based on the above considerations. 5. Conduct regular pedestrian and bicycle counts before and after project implementation following SCAG's methodology. Upload counts to SCAG's ATDB. 6. Conduct a report every four years on the implementation status of the Plan.
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	Objective	Action
B.	Leverage existing funding to maximize project delivery	1. Utilize City funds as a local match if needed, aggressively pursue funding from available grant sources. 2. Actively develop projects from the Plan to position the City of Highland to best compete for grant funding. 3. Follow the Plan's prioritization recommendations, which include equity and other funding-agency-determined factors in scoring. 4. Continue preparing a biannual Work Plan including the status of pedestrian and bicycle projects in this Plan that have been completed, are in progress, and are proposed for the two-year budget showing scope, schedule, and budget by fund source. 5. Through the CIP process, assess and prepare for upcoming staffing, consultant, and capital funding needs as projects arise. 6. Establish a development fee requirement to provide for construction and maintenance of sidewalks, bikeways, and trails serving the new development.
C.	Maintain designated facilities to be comfortable and free of hazards to biking and walking	1. Sweep streets regularly, with priority given to those with higher pedestrian and bicycle traffic. 2. Trim overhanging and encroaching vegetation to maintain a clear path of travel along pedestrian and bicycle facilities. 3. When an off-street facility is constructed, establish an inspection and maintenance program. 4. Develop a procedure for inspection and maintenance of bicycle parking facilities. 5. When roadway projects occur, require roadway to be of satisfactory quality for smoothness and restriping suitable for bicycling. 6. Publish a triennial report on the state of walking and bicycling in Highland to monitor and evaluate the City's progress on implementing the Plan.

Section 3

LOCAL BACKGROUND



3. Local Background

HISTORICAL AND CURRENT CONTEXT

There is great potential to expand the role and use of active transportation in the City of Highland. The city is located in the southwestern corner of San Bernardino County near the Cities of Redlands, Loma Linda, and the City of San Bernardino. Incorporated in 1987, the city's population has grown by approximately 84% since incorporation. The city continues to develop to meet the needs of the population while still maintain a high percentage of open space. Due to its proximity to the San Bernardino National Forest and the Santa Ana River, open space is designated in more than 20% of the community.

While the city has grown and modernized, Highland has maintained some of its historical commercial and residential structures particularly around "Old Town." The Highland Historic District, as it is formally called, is generally bounded by Nona Avenue to the north, Main Street to the south, Orange Street to the west, and Church Avenue to the east. It contains an interesting blend of early 1900s architecture, including Craftsman Bungalows, Victorian-influenced designs, Gothic Revival, and early commercial styles. Highland Historic District is designated with the National Register of Historic Sites. A community with roots spanning long before our incorporation as a City, Highland has a history in the citrus industry.

EQUITY ANALYSIS

The project team conducted an analysis using existing demographic information from the US Census Bureau. All data was obtained from the 2017 American Community Survey (ACS) Five-Year Estimates and analysis was conducted at the census tract level for Highland. For this analysis, the following indicators were used:

- **Age:** Individuals under the age of 18 and over the age of 65 comprise this indicator. These two age groups are displayed separately to better identify the differing needs of these populations.
- **Race:** This indicator measures the percentage of the population that identifies as non-white.
- **No Access to a Vehicle:** This indicator measures the percentage of households who do not have regular access to a vehicle.
- **Income:** This indicator measures the median household income.
- **CalEnviroScreen 3.0:** This indicator identifies disadvantaged communities as compared to other places in California.

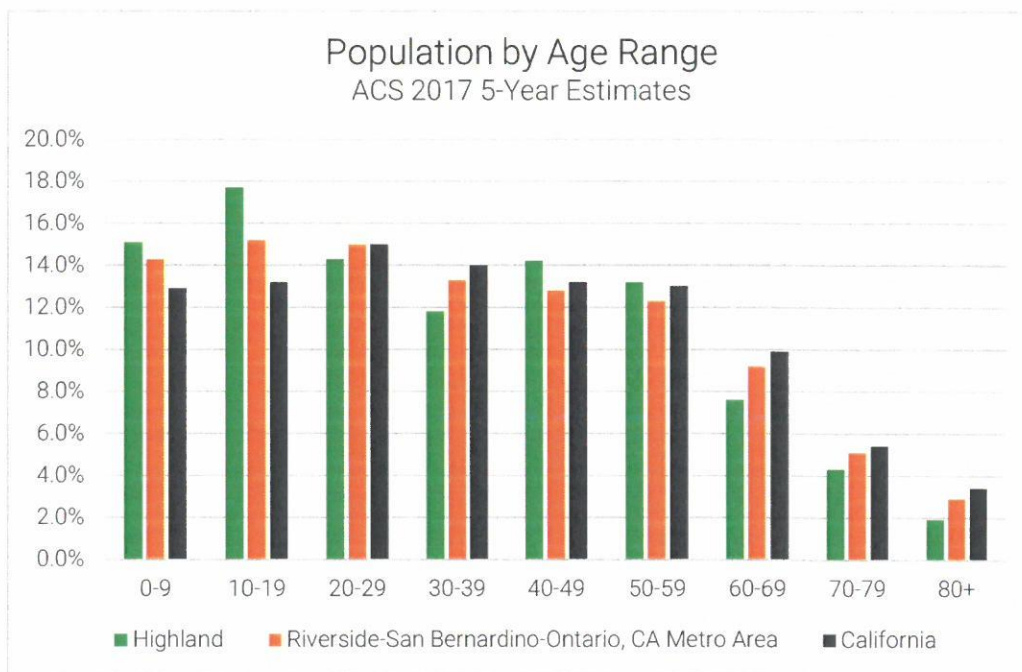
Demographics

Highland is home to approximately 55,000 residents. San Bernardino County, on the other hand, has a population of over 2.1 million people.

Age

When compared to the county population, Highland is younger, with more between 10 and 39 years old, than that of the County or State, as shown in Figure 1. The median age in Highland is 32.4 years, whereas the median age for the county is 34 years.

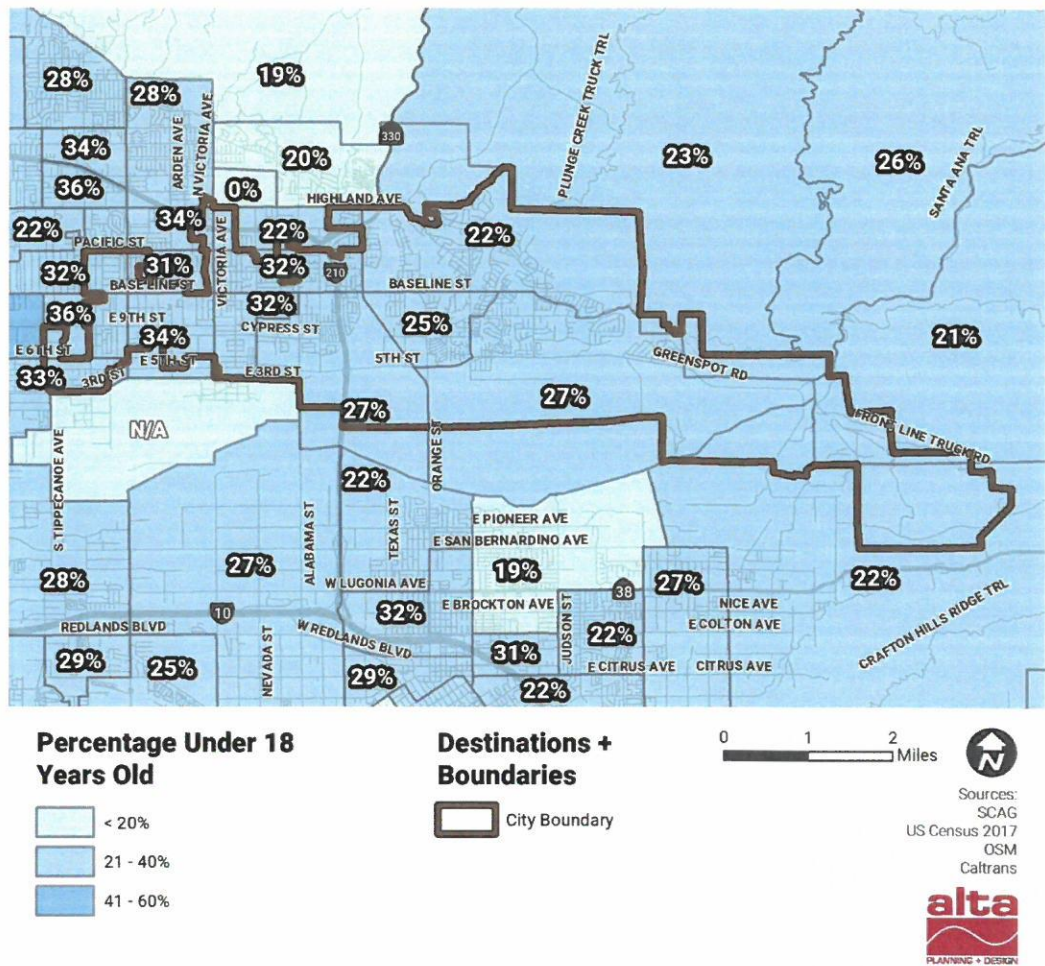
Figure 1. Distribution of Ages



UNDER 18

In total, approximately one-third of our residents are 18 years and younger. Youth comprise larger portions of the population throughout the western portion of the city. Youth comprise between 36% and 22% of the population across all census tracts. Higher concentrations of those under the age of 18 are not in close proximity to the existing bikeway network.

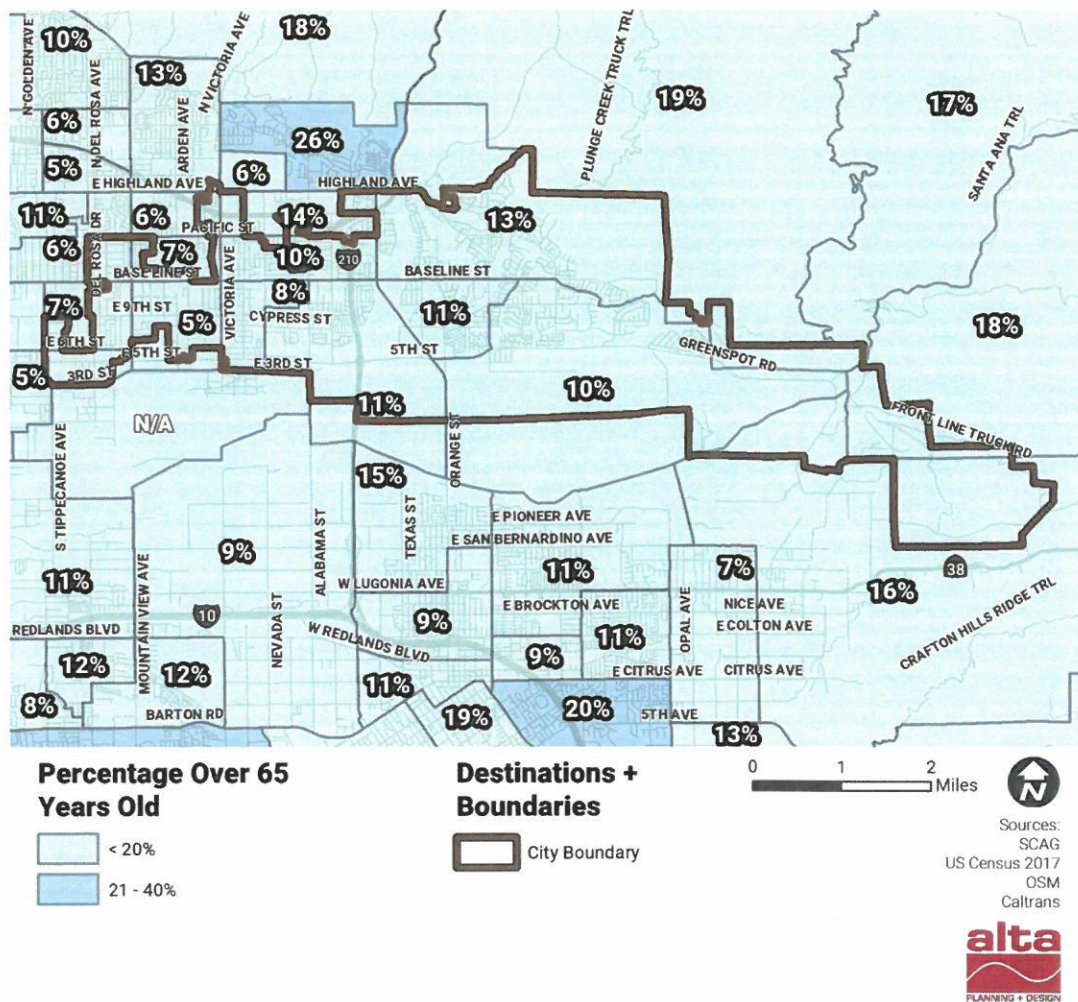
Figure 2. Percentage of Population Under 18



OVER 65

Residents over 65 years of age comprise 13% of our population, a much smaller percentage compared to youth in our city. The concentration of population over the age of 65 has different spatial distribution to that of the population under the age of 18; with more older adults throughout the eastern part of the city. Census tracts range from having 5% to 13% or residents over 65. Higher concentrations of those over the age of 65 are in close proximity to the existing bikeway network, and could use the bicycle facilities if the facilities were more inviting or programs helped facilitate their use.

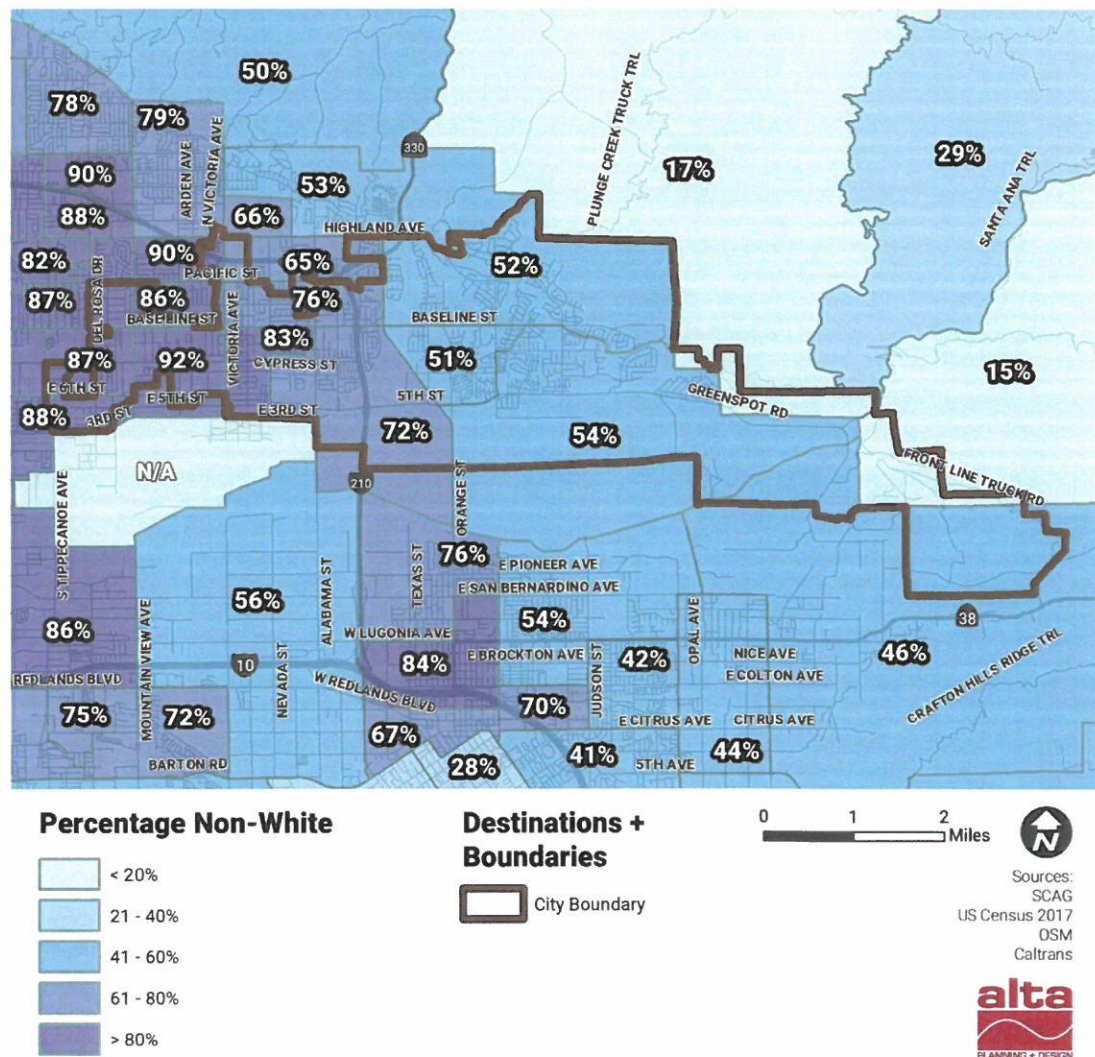
Figure 3. Percentage of Population 65 and Older



People of Color

Approximately 72% of Highland residents identify as non-white. Census tracts' populations can range from 54% people of color to 92%. Higher concentrations of non-white populations are located within the western part of the city away from existing transit corridors.

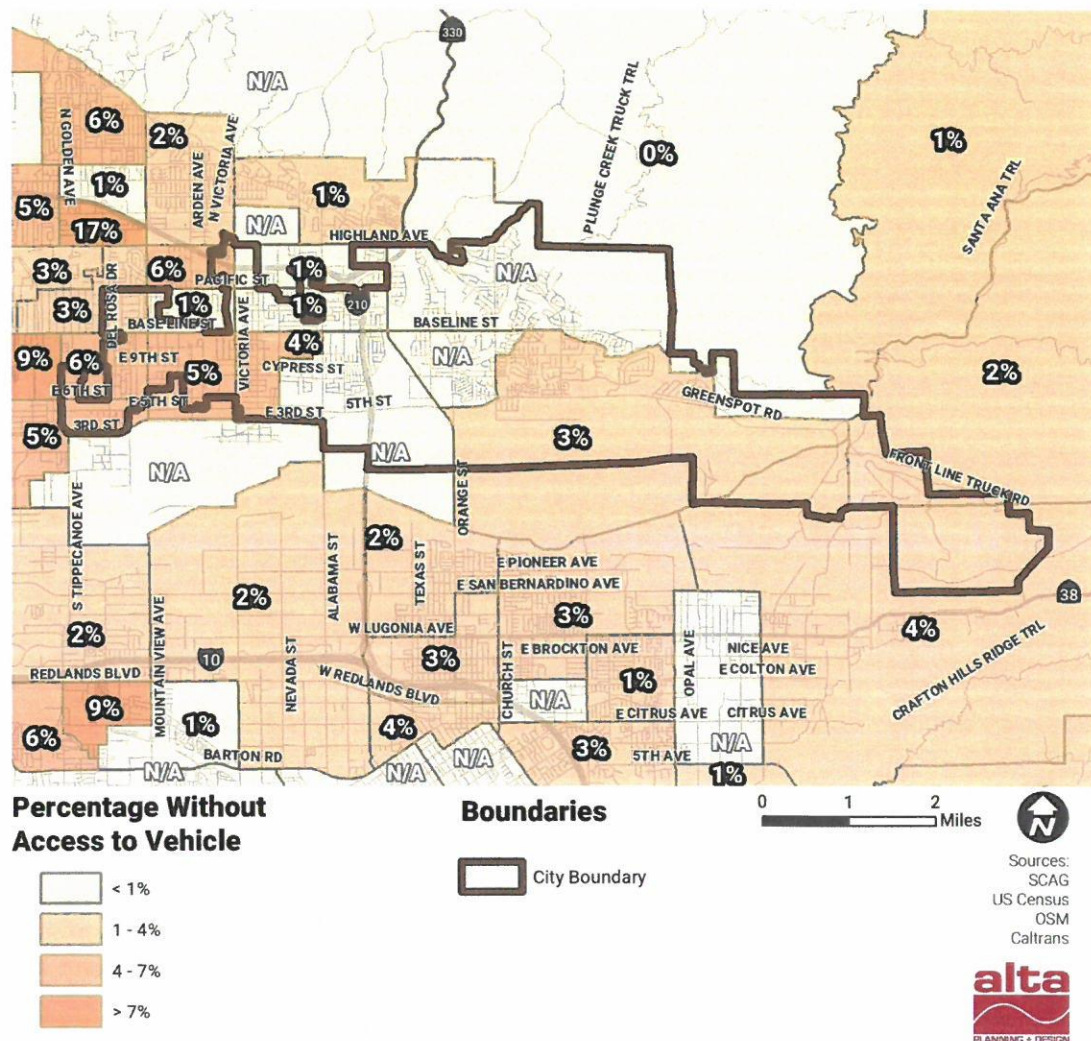
Figure 4. Percentage of Population that is Non-White



No Access to Vehicles

In general, areas with higher concentrations of no motor vehicle access are found in the western parts of the city, where the existing active transportation network is limited. Census tracts range from having 1% of households not having access to a motor vehicle, up to nearly 5% of the population. Approximately 1.9% of households do not have access to a vehicle.

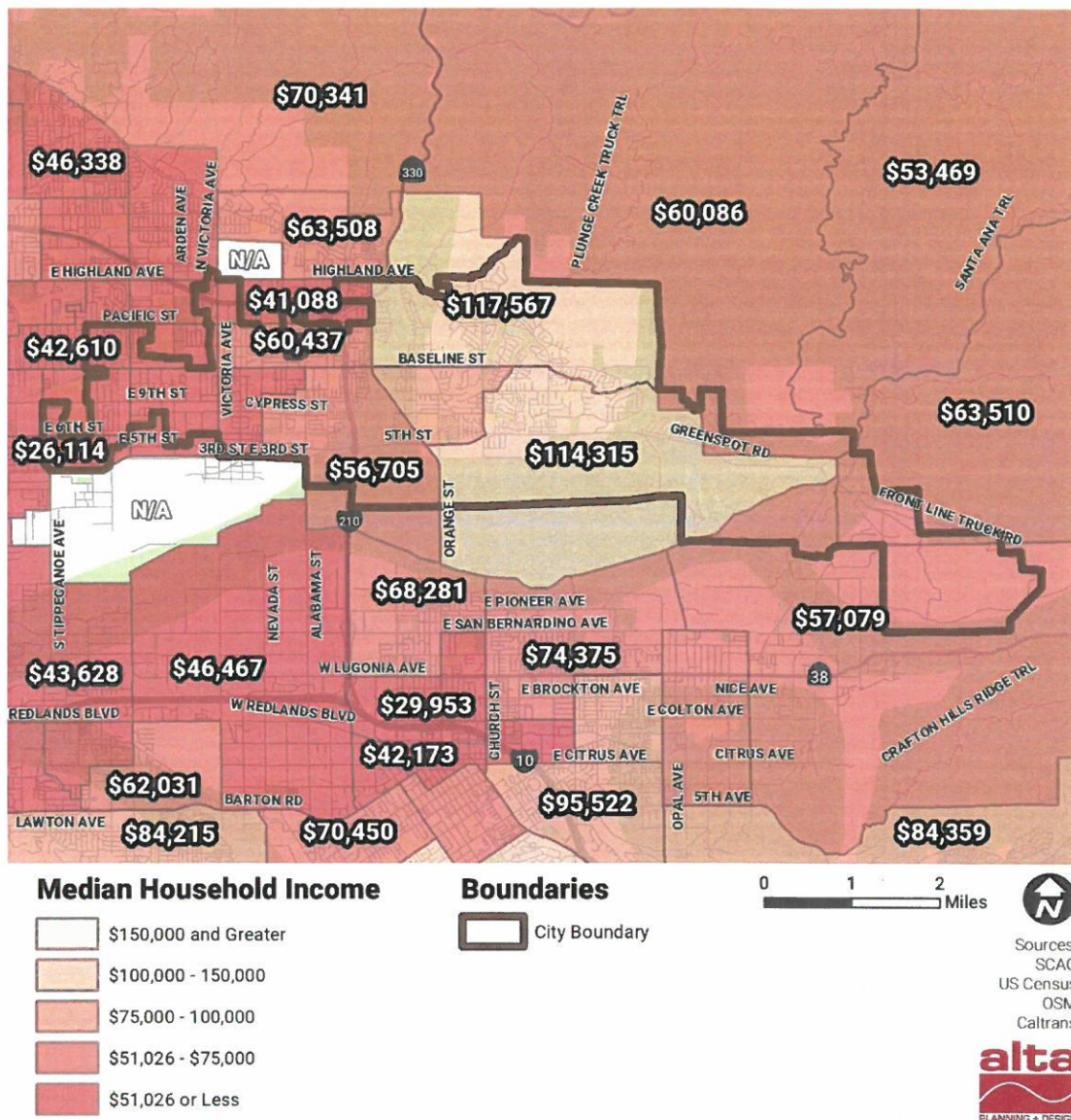
Figure 5. Percentage of Households without Access to an Automobile



Median Household Income

The overall median household income in Highland is \$55,130, which is lower than the Riverside-San Bernardino-Ontario metro area median household income of \$59,173. Households in the eastern portion have significantly higher household incomes compared to those on the west side (\$117,000s and \$42,000s, respectively).

Figure 6. Median Household Income



CalEnviroScreen 3.0

The California Office of Environmental Health Hazard Assessment developed the CalEnviroScreen tool to help identify communities that are disproportionately burdened by multiple sources of pollution. It combines pollution data (such as ozone concentrations and drinking water contaminants) with population indicators (such as birth weight and educational attainment).

This is also a tool used in California's Active Transportation Program grant application scoring. Communities that score in the most burdened 25% of the state are considered to be disadvantaged and receive a small advantage in the competitive funding process. Areas in Highland that meet this threshold are indicated in Figure 7.

LAND USE & DESTINATIONS

Land uses in Highland are shown in Figure 8. Highland is primarily comprised of commercial, industrial, and single-family residential uses. Open spaces and parks are found north outside of the city boundaries while industrial facilities are located south near 3rd Street. Commercial and businesses are concentrated along Base Line and west of the city. In addition to a large single-family residential presence throughout the city, Highland has large number vacant lands located east of the city.

Figure 7. CalEnviroScreen 3.0 Scores by Census Tract

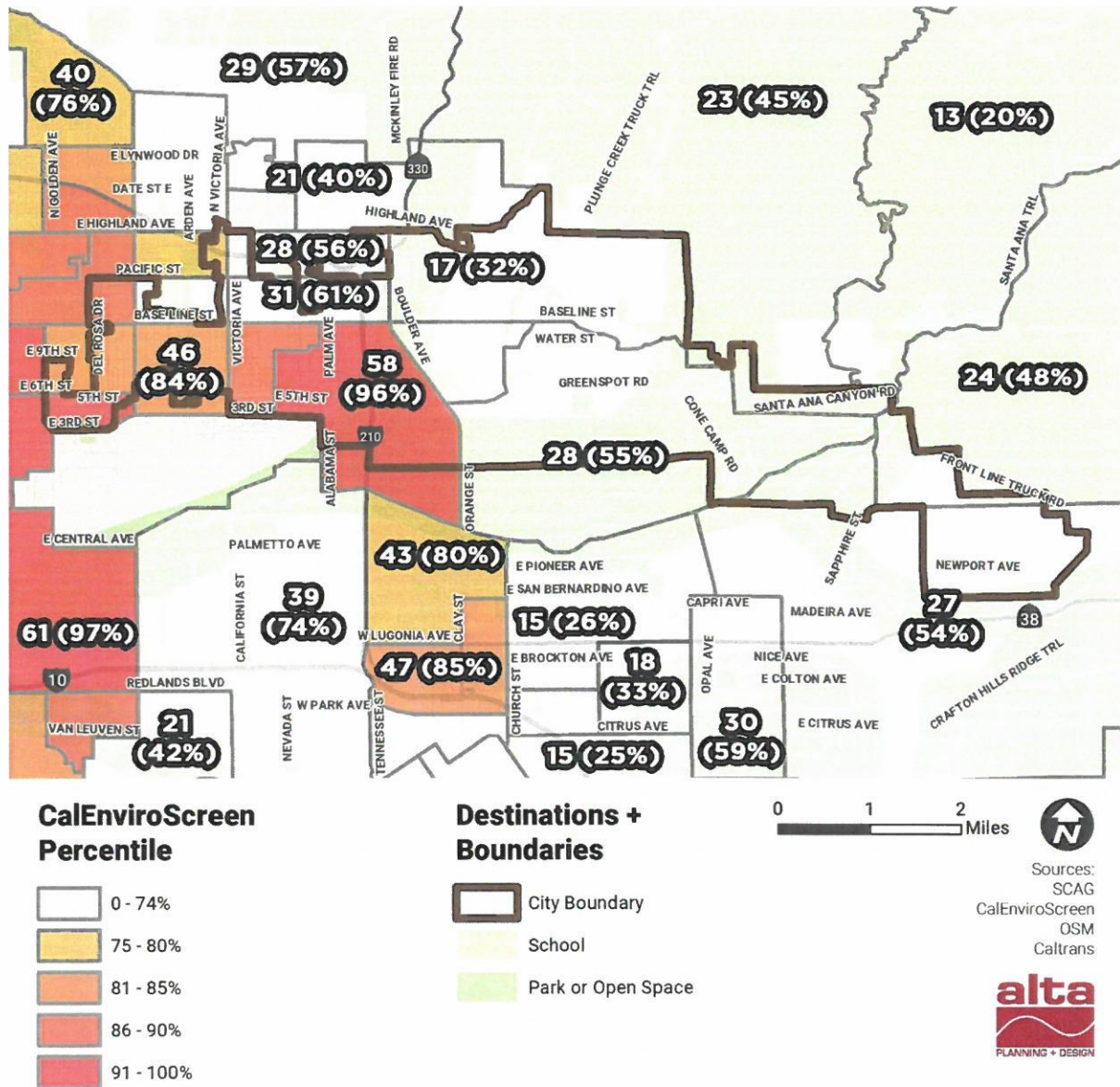
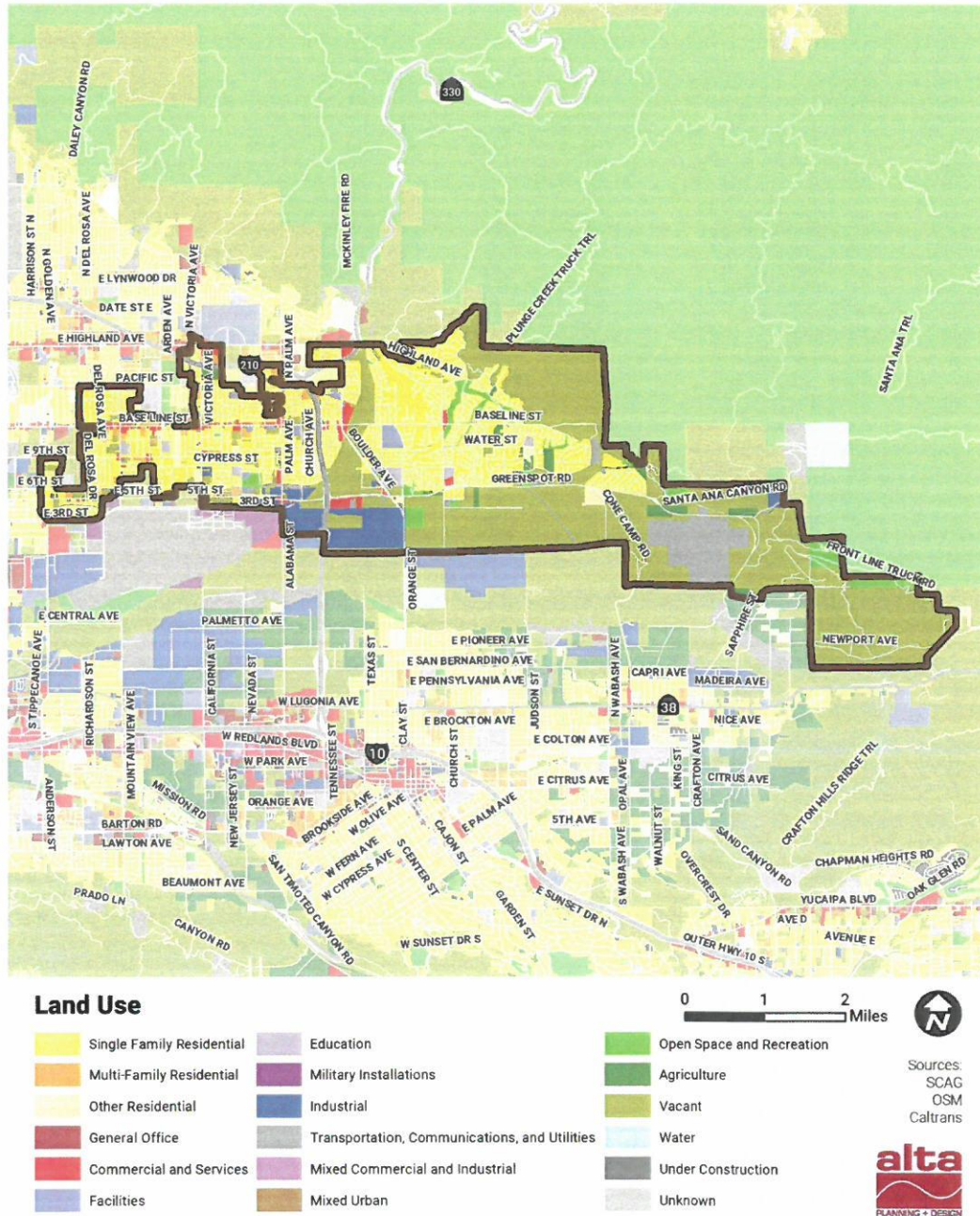


Figure 8. Land Use



Transit Access

Highland is served by several transit providers and routes that offer connections to local and regional destinations. Major transit hubs include:

- **Route 3/4:** Operated by Omnitrans and connects Highland with San Bernardino via Base Line
- **Route 15:** Operated by Omnitrans and connects Fontana, San Bernardino, and Redlands
- **Route 5:** Operated by Mountain Transit and connects Big Bear Valley, Running Springs, Highland, and San Bernardino; stops in the city at Highland Avenue and Boulder Avenue

The first two routes provide connections to the San Bernardino Downtown Metrolink Station, which is served by the San Bernardino Line (with service west to downtown Los Angeles), and the Inland Empire – Orange County Line (with service south to Oceanside).



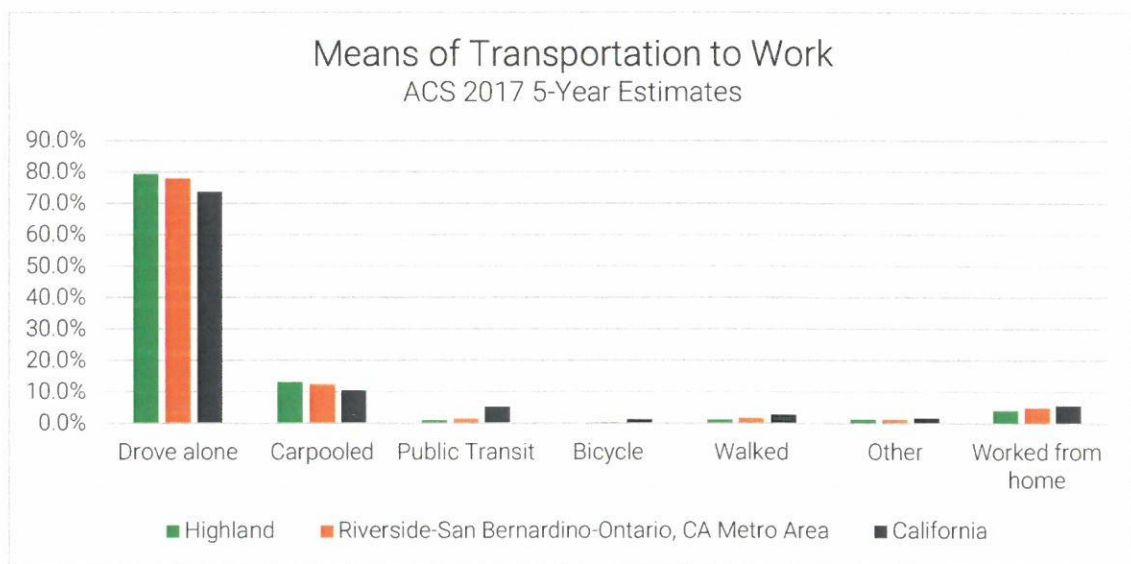
Omnitrans serves as the main transit hub in Highland, providing connections to local and regional destinations.

EXISTING TRAVEL PATTERNS

Mode Share

Of the 22,300 Highland residents 16 or older officially in the workforce as of 2017, only 1% are estimated to walk and 0.2% are estimated to bike to work. However, rates of walking and biking are likely higher than this, as ACS does not factor recreational trips or trips where commuters use more than one mode when traveling to work, such as taking a bus partway then riding a bicycle to the final destination. Almost 2 percent of workers (about 423 total) reported that they do not have access to an automobile. These workers would rely on transit, walking, bicycling, or carpool to get to work.

Figure 9. Means of Transportation to Work



PLANS AND POLICIES

This Plan is consistent with and builds upon the efforts of various planning, policy, and regulatory documents. These include the Highland's own documents, such as the General Plan, Code of Ordinances, and Greenspot Specific Plan. Highland also intends to design a bicycle and pedestrian network that complements existing and planned bikeways and pedestrian projects in surrounding jurisdictions. Therefore, the planning context also includes bicycle and pedestrian plans, policies, and projects of neighboring jurisdictions, San Bernardino County, and the State of California.

This Plan will help Highland continue to meet the following goals. See Appendix D for all of the relevant plans and policies.

Local

General Plan

LAND USE ELEMENT

- **Goal 2.10:** Create a new Town Center where Highland residents, employees and visitors can live, shop, work, recreate and socialize in a vibrant, safe and pedestrian-friendly environment.

CIRCULATION ELEMENT

- **Goal 3.1** Provide a comprehensive transportation system that facilitates current and long-term circulation in and through the City.
- **Goal 3.7** Protect and encourage bicycle travel.

CONSERVATION & OPEN SPACE ELEMENT

- **Goal 5.12** Develop and maintain trail and bikeway connections to recreational facilities, schools, existing transportation routes, natural features and regional trail systems.

PUBLIC HEALTH & SAFETY ELEMENT

- **Goal 6.8** Reduce mobile and stationary source air pollutant emissions through cooperation and endorsement of the San Bernardino Regional Air Quality Plan and support of feasible techniques, incentives, and regulatory measures to achieve significant air quality improvements and any necessary air quality related lifestyle and economic changes while sustaining continued economic growth.

Code of Ordinances

- Require secured bicycle parking at all new nonresidential and multi-family developments
- Provide for non-motorized circulation on residential developments
- Participate in the implementation of the countywide bicycle plan

Greenspot Specific Plan (2008)

1.3.1. COMMUNITY DESIGN

- To provide easy pedestrian connections between residential neighborhoods and shopping opportunities

1.3.2. LAND USE

- To establish distinctive residential neighborhoods, each with safe and convenient pedestrian access to a central open space area, as well as to commercial opportunities

1.3.3. CIRCULATION

- To provide for safe and efficient vehicular, pedestrian, and bicycle movement within and through the Specific Plan area
- To provide safe and convenient pedestrian and bicycle connections between residential neighborhoods, the open space areas and commercial uses within the Specific Plan area
- To augment major roadway improvements along Greenspot Road and Boulder Avenue

1.3.4. OPEN SPACE

- To encourage outdoor activity by providing trails and open space that is connected by pedestrian walkways to residential and non-residential areas

Regional

San Bernardino County Transportation Authority (SBCTA) Non-Motorized Transportation Plan (2018)

- Increased bicycle and pedestrian access
- Increased travel by cycling and walking
- Routine accommodation in transportation and land use planning
- Improved bicycle and pedestrian safety.



This Plan advances many local, regional, and state goals of increasing walking, biking, and community health.

SBCTA Points of Pedestrian Plan (PIPP) (2016)

- Identify potential gaps in pedestrian mobility, enabling more citizens to reach more places in a more affordable, healthier manner

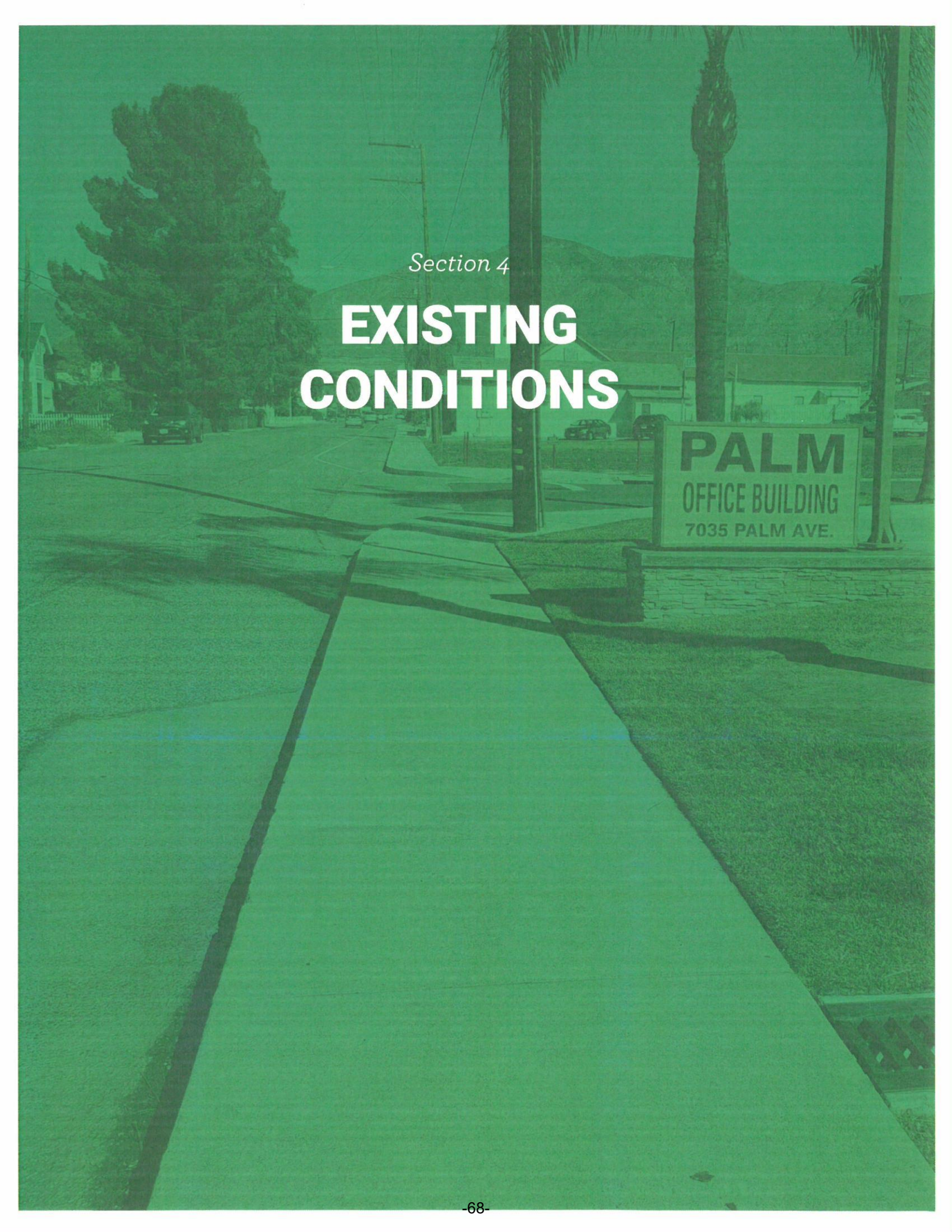
San Bernardino Countywide Transportation Plan (2015)

- Improve safety and mobility for all modes of travel in San Bernardino County by residents, businesses, employees, students and visitors

State

Toward an Active California: State Bicycle and Pedestrian Plan

- Triple bicycling trips and double walking and transit trips statewide by 2020 (relative to 2010).

A green-tinted photograph of a street scene. In the foreground, a concrete sidewalk leads towards the street. To the right, a sign on a stone base reads "PALM OFFICE BUILDING 7035 PALM AVE.". In the background, there are palm trees, a utility pole, and a building. The text "Section 4" is overlaid in the upper center.

Section 4

EXISTING CONDITIONS

4. Existing Conditions

ACTIVE TRANSPORTATION OVERVIEW

Types of Active Transportation

Any human-powered mobility classifies as “active transportation.” Beyond walking and biking, active transportation also encompasses people roller skating, skateboarding, using a scooter, and using a wheelchair or other mobility device. In addition to people walking, “pedestrian” also refers to people using mobility devices or skateboards in California per the California Vehicle Code. Active transportation promotes positive public health outcomes, diminishes environmental impacts related to transportation, expands accessibility and mobility choices, and decreases the financial burden of getting around.

The increased prevalence of technology such as electric bicycles (“e-bikes”) and other motor-assisted vehicles has introduced a new element to “active transportation” considerations. This Plan aims to advance e-powered devices in so that they support, and not compromise or inhibit, walking and biking.

Types of Pedestrian and Bicycle Facilities

Pedestrian Facilities

There are many features that contribute to a convenient and comfortable walking environment. Significant investments and commitments to future improvements have been made that continue to enhance the pedestrian experience in Highland.

SIDEWALKS

Sidewalks form the backbone of pedestrian transportation networks. Many streets in newer neighborhoods have shaded and well-landscaped sidewalks on both sides of the street. Some even have paseo networks which connect cul-de-sacs, parks, and other neighborhoods on pedestrian and bicycle-only paths. Older neighborhoods, particularly those on the west side of town, were constructed prior to the City’s incorporation have incomplete

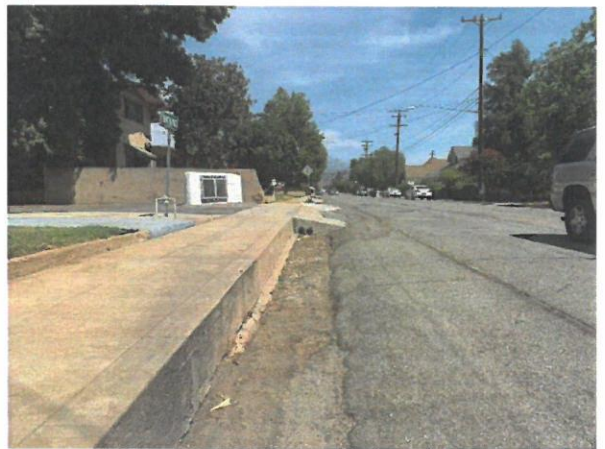


Landscaping and shade trees create pleasant walking conditions on this sidewalk.

sidewalks or lack them altogether. In some areas, such as, the City's Historic District, the sidewalks are the top of a reinforced concrete box that accommodates drainage flows. These unique historic features have value for the City and preservation efforts should be considered when future street improvements are planned. The existing sidewalk however does comply with ADA requirements.



Sidewalk on Orange Street near Highland Pacific Elementary School.



Elevated driveway and sidewalk on Pacific Street.

CROSSWALKS

Crosswalks are a legal extension of the sidewalk and provide guidance for pedestrians who are crossing roadways by defining their path of travel. Crosswalks are not required to be marked, however marked crosswalks alert drivers of a pedestrian crossing point and increase yielding to pedestrians. Markings can be standard parallel lines or the “continental” high visibility pattern shown in the image at the bottom of page 68 which enhances visibility of the crossing and is becoming best practice. Crosswalks in school zones are yellow.



Crosswalks near schools, such as these by Highland Pacific Elementary, are marked yellow.

CURB RAMPS

Curb ramps are the design elements that allow all users to make the transition from the street to the sidewalk or vice versa. A sidewalk without a curb ramp can be useless to someone in a wheelchair or pushing a stroller, forcing them back to a driveway and out into the street for access. Many streets in our downtown have curb ramps; however, most feature the “diagonal” approach as opposed to the recommended “perpendicular” approach of placing curb ramps in both directions of travel due to right of way constraints.



Crossings without curb ramps (such as this one on Main Street and Palm Ave) present difficult conditions for children, older adults, and people using wheelchairs, strollers, or other mobility devices.

PEDESTRIAN HYBRID BEACONS

Pedestrian hybrid beacons are used to enforce motorist yielding to pedestrians at uncontrolled crosswalk locations. The beacon, when

activated by a person wishing to cross, flashes yellow before displaying a solid red signal to motorists, requiring them to stop. Pedestrians are then shown a WALK signal, and may cross the road. When the WALK phase is complete, the beacon flashes yellow before returning to a dark inactive state.

Rectangular Rapid Flashing Beacons or RRFBs increase visibility of uncontrolled or midblock crosswalks with bright LED lights activated by a pedestrian push button. Highland has multiple RRFBs throughout the city, including near the Arroyo Verde Elementary School, City Hall on Base Line near Palm Avenue, and on other major corridors such as 9th Street.



A high-visibility crosswalk enhances the visibility of pedestrians at this crossing on Base Line at Reedy Avenue. In-street lights, activated with a push button, further alert vehicles of a pedestrian's presence at the crosswalk.



Bicycle Facilities

As of 2019, the California Department of Transportation (Caltrans) designates four classes of bicycle facilities: Class I shared use paths, Class II bicycle lanes, Class III bicycle routes, and Class IV separated bikeways. The City of Highland's current bicycle network has approximately 21.67 miles of bikeways (see Figure 10). Descriptions of each bikeway class are included in the following section, and bikeways are mapped in Figure 11 to show where they currently exist in Highland.

CLASS I SHARED USE PATHS

Class I shared use paths are paved trails completely separated from the street. They allow two-way travel by people bicycling and walking, and are often considered the most comfortable facilities for children and inexperienced riders as there are few potential conflicts between people bicycling and people driving.

There are currently 6 miles of Class I shared use paths in Highland.



The paseos in east Highland serve as a Class I shared use path.

CLASS II BICYCLE LANES

Class II bicycle lanes are striped preferential lanes on the roadway for one-way bicycle travel. Some bicycle lanes include a striped buffer on one or both sides to increase separation from the traffic lane or from parked cars where people may open doors into the bicycle lane (buffered bicycle lanes are referred to in this Plan as "Class IIB").

There are currently 15.70 miles of Class II bicycle lanes in Highland.



Class II bike lane on Base Line.

CLASS III BICYCLE ROUTES

Class III bicycle routes are signed routes where people bicycling share a travel lane with people driving. Because they are shared facilities, bicycle routes are only appropriate on quiet, low-speed streets with relatively low traffic volumes. Some Class III bicycle routes include shared lane markings or “sharrows” that recommend proper bicycle positioning in the center of the travel lane and alert drivers that bicyclists may be present. Others include more robust traffic calming features to promote bicyclist comfort and are known as “bicycle boulevards” (referred to in this Plan as “Class IIIB”). The Highland Fire Department will be included in discussions about new or altered features on bicycle boulevards, to ensure access for emergency responders is maintained.

There are currently 0.4 Class III bicycle routes in Highland.



Class III facilities provide bike routes on low-speed streets.



Bicycle Boulevards incorporate traffic calming measures such as diverters to maintain low vehicular volumes.

Figure 10. Existing Bikeways by Class and Length



Previously Planned Facilities

While Highland’s existing bikeway network covers over 21 miles, previous planning efforts have offered visions for a larger and more connected network spanning more than 40 total miles. Figure 12 shows the locations and types of bicycle facilities recommended in the SBCTA’s Non-Motorized Transportation Plan. This planning effort builds on those recommendations and will provide an updated vision of Highland’s active transportation network.

Figure 11. Existing Bikeways

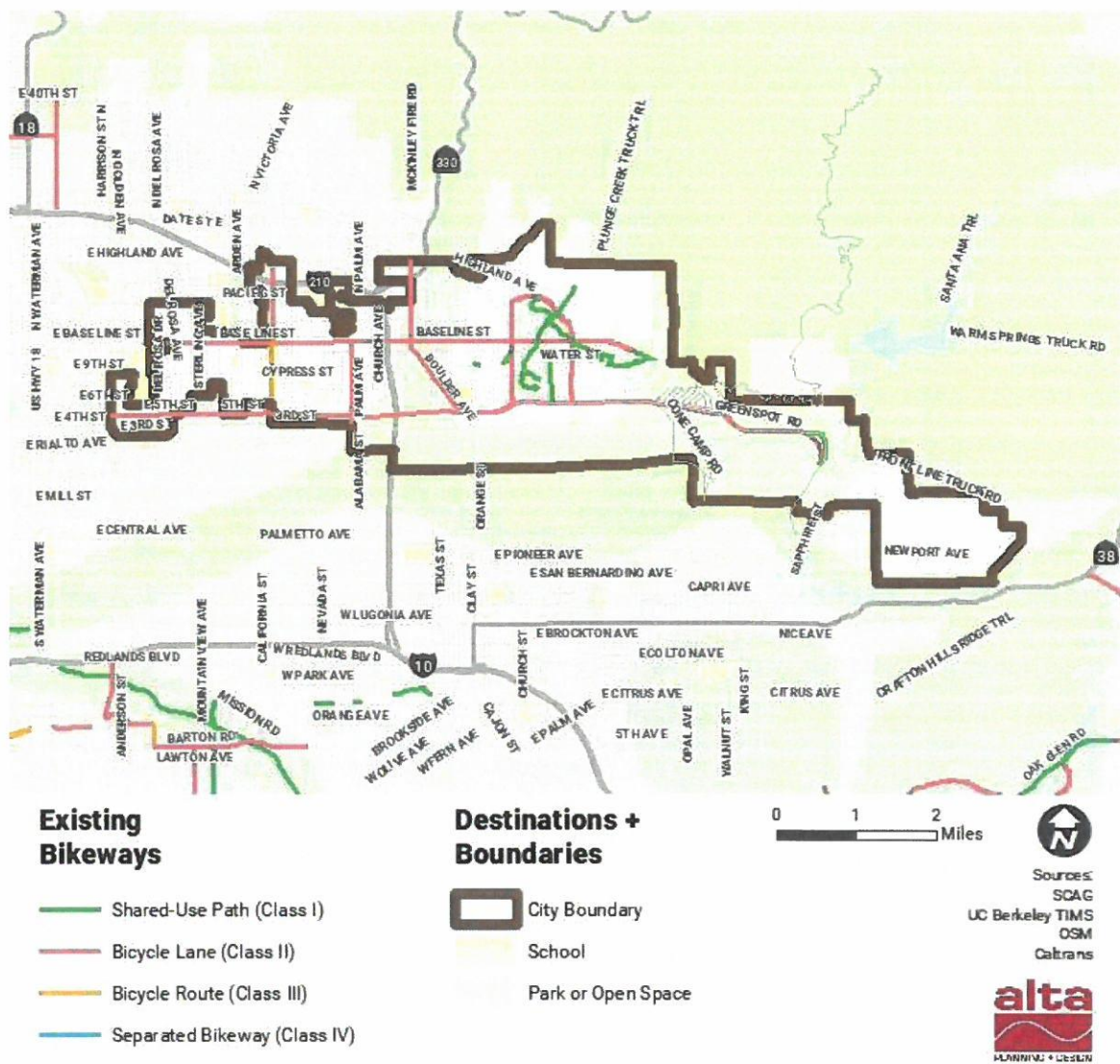
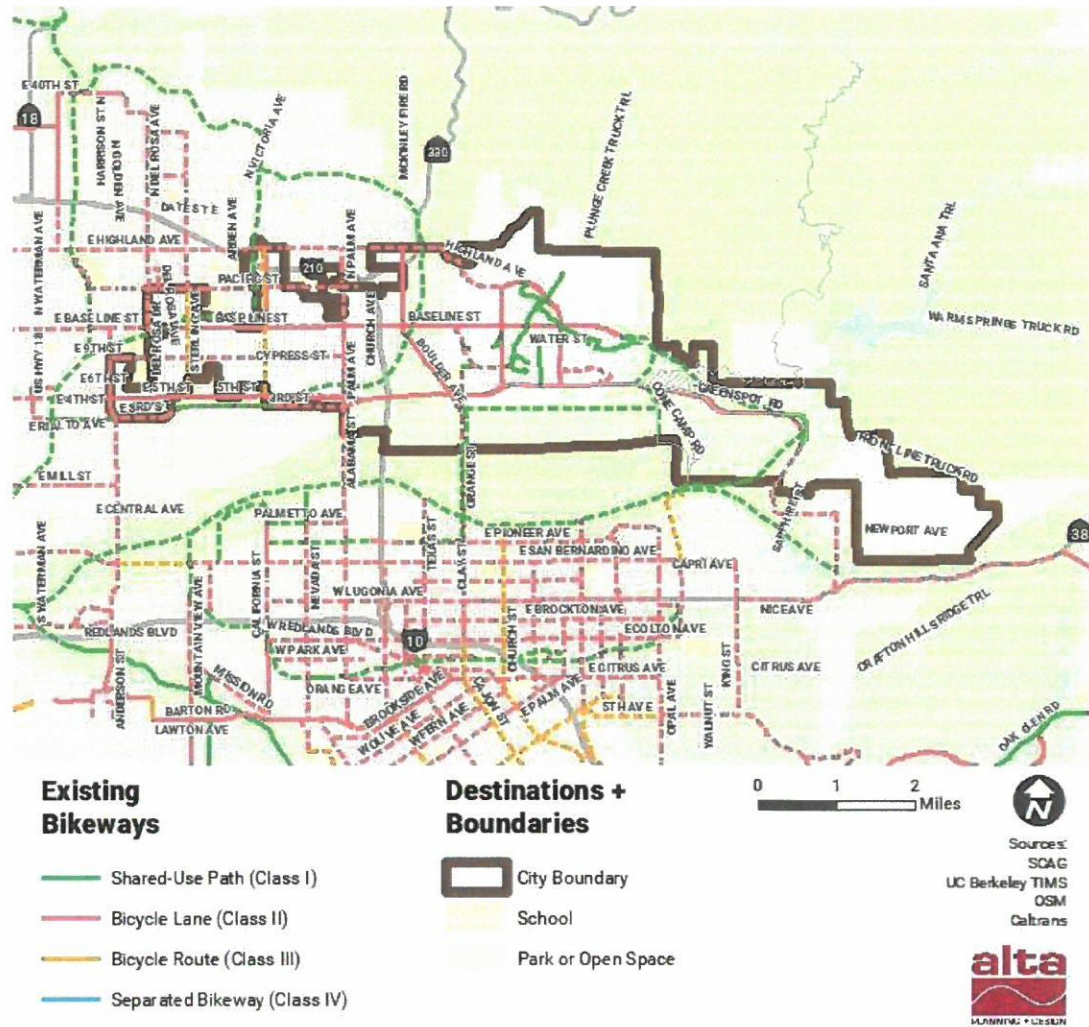


Figure 12. Previously Planned Bikeways



FRAMING ACTIVE TRANSPORTATION

For the Future

Mobility options in many cities have changed drastically in recent years with the rise of bike share programs, transportation network companies (TNCs) such as Lyft and Uber, microtransit, and autonomous vehicles. Shared mobility, micro-mobility, and on-demand mobility are likely to continue being part of our transportation landscape, and often align with our goals of reducing household transportation costs and improving access.

Although called “bikeways,” such facilities are frequently used not just by people riding bikes, but also by other small-wheeled devices such as mobility scooters, skateboards, roller skates, and more. Further, bikeways may continue to be used by new modes such as e-scooters. California Vehicle Code also requires pedestrians use bike lanes if the sidewalk is unavailable.

This Plan works to advance all sustainable mobility options in our community, and considers the benefits, inclusion and potential impacts of non-traditional active transportation modes when making recommendations.



Scooters, bike share, and on-demand mobility services have greatly impacted the transportation experience.

EXISTING SUPPORT FACILITIES

Support facilities are also needed to attract and maintain bicyclists and pedestrians by considering their needs throughout their journey. People are less likely to ride their bicycles to destinations without secure bicycle parking. Other support facilities include showers or lockers at destinations, repair stations with basic tools, drinking fountains, and wayfinding or guide signs to help people navigate along the way.

Bicycle Parking

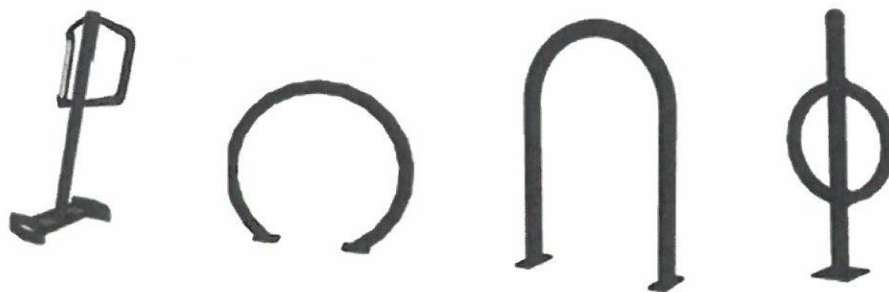
A complete bicycle network must include secure bicycle parking at each end of every trip. Bicycle parking can generally be divided into two categories: short-term bicycle racks and long-term higher-security parking.

Short-Term Bicycle Parking

Bicycle racks are the preferred device for short-term bicycle parking. Racks serve people who leave their bicycles for relatively short periods of time—typically for shopping, errands, eating, or recreation. Though they may have a variety of designs, racks should have two points of connection between the bicycle and rack, allowing the frame and at least one wheel to be secured with a standard U-lock.



Bike racks are found at Highland's City Hall.



Best practices for bike parking allow for two points of contact between bikes and the rack.

Long-Term Bicycle Parking

Long-term bicycle parking typically includes bike lockers and bike rooms and serve people who intend to leave their bicycles for longer periods of time. Long-term parking is typically found at public transit stations, commercial buildings, and multi-family residential buildings.

Our community unfortunately doesn't have bicycle parking or bike racks throughout the city. The city hopes to address this and implement these facilities to support and increase bike ridership across Highland.



Bike lockers provide secure, long-term parking options, and complement short-term bike racks.

Wayfinding

Wayfinding signs help people traveling along bicycle, pedestrian, and trail networks by providing directional and distance information to community destinations. In Highland, bicycle lane and route signage are dispersed throughout the city. Additionally, there is wayfinding signage for local destinations such as the post office, and Town Center. Other signage located on Base Line near Club View Drive display signage for private trail crossings. School signage are located near schools. The City can explore mile markers on trail or other wayfinding signage.



Signage directs users to important location throughout Highland.



Examples of existing wayfinding signage in Highland



Approved Wayfinding signage to be installed

NON-INFRASTRUCTURE PROGRAMS

Programs help support walking and bicycling by sharing information, promoting comfort, and creating a vibrant active transportation culture. Communities that have the highest rates of walking and bicycling consistently use a “6 Es” approach, with five types of programs complementing **Engineering** improvements:

- **Engagement:** Listening to community members and working with existing community organizations
- **Education:** Providing safety education for people walking, riding bicycles, and driving, as well as education about the environmental and health benefits of active transportation and the facilities available in the community
- **Encouragement:** Promoting bicycling and walking as fun and efficient modes of transportation and recreation
- **Evaluation:** Monitoring the success of the effort through counts, surveys, and review of relevant data
- **Equity:** Increasing access and opportunity for all residents, including disadvantaged minority, and low-income populations



Group rides give confidence and experience to new cyclists.

The City and our partners have been carrying out the following programs in recent years to support bicycling and walking.

Safe Routes to School

The San Bernardino Associated Governments (SANBAG) SRTS Strategy has completed two phases. The first phase evaluated existing resources and prioritize allocation of resources that promote active transportation options regionally. The second phase identified schools throughout the County to collect data and initial implementation in two schools in Highland: Lankershim Elementary School and Warm

Spring Elementary. The City website also shares 2010 Suggested Walking Routes for the Safe Routes to School Program for the following schools in Highland:

- Arroyo Verde Elementary School
- Cole Elementary School
- Cram Elementary School
- Cypress Elementary School
- Highland Grove Elementary School
- Lankershim Elementary School
- Thompson Elementary School
- Warm Springs Elementary School

USER EXPERIENCE & PERCEIVED COMFORT

The experience of being a pedestrian or riding a bike can differ greatly throughout any community. Roads with higher speeds, less separation between traffic and people, lack of adequate facilities, and other factors can create unpleasant experiences.

Increase Comfort, Increase Bicycling

Research indicates that the majority of people in the United States (56-73%) would bicycle if dedicated bicycle facilities were provided. Only a small percentage of Americans (1-3%) are willing to ride if no facilities are provided.²² However, many of our community members who rely on biking for transportation do not always have the luxury of choosing a route based on comfort. This Plan provides a comprehensive network of comfortable bikeways that help entice new riders, and enhance the experience and safety for existing riders.



Not all community members are able to choose their bicycling routes based on comfort, but instead must ride on high-stress arterials that currently lack bikeways in order to reach their destinations—because no other route exists.

²² Roger Geller, City of Portland Bureau of Transportation. *Four Types of Cyclists*. <https://www.portlandoregon.gov/transportation/44597?a=237507>; Dill, J., McNeil, N. *Four Types of Cyclists? Testing a Typology to Better Understand Bicycling Behavior and Potential*. 2012.

Bicycle Level of Traffic Stress

For people on bikes, the Level of Traffic Stress (LTS) is the perceived sense of discomfort associated with riding in or next to fast vehicle traffic. Studies have shown that traffic stress is one of the greatest deterrents to bicycling. **The less stressful—and therefore more comfortable—a bicycle facility is, the wider its appeal to a broader segment of the population.** A bicycle network will attract a large portion of the population if it is designed to reduce stress associated with potential motor vehicle conflicts and if it connects people bicycling with where they want to go.

Bikeways are considered low stress if they are on low volume roadways with slow speeds (e.g., a shared, low-traffic neighborhood street) or if greater degrees of physical separation are placed between the bikeway and traffic lane on roadways with higher traffic volumes and speeds (e.g., a separated bikeway on a major street).

A rating given to a road segment or crossing, the LTS indicates the amount of traffic stress use of a particular facility imposes on bicyclists. The analysis, based on methods developed by the Mineta Transportation Institute, considers posted speed, number of travel lanes, presence of bicycle facility and land use context to calculate a bicyclist's comfort level.

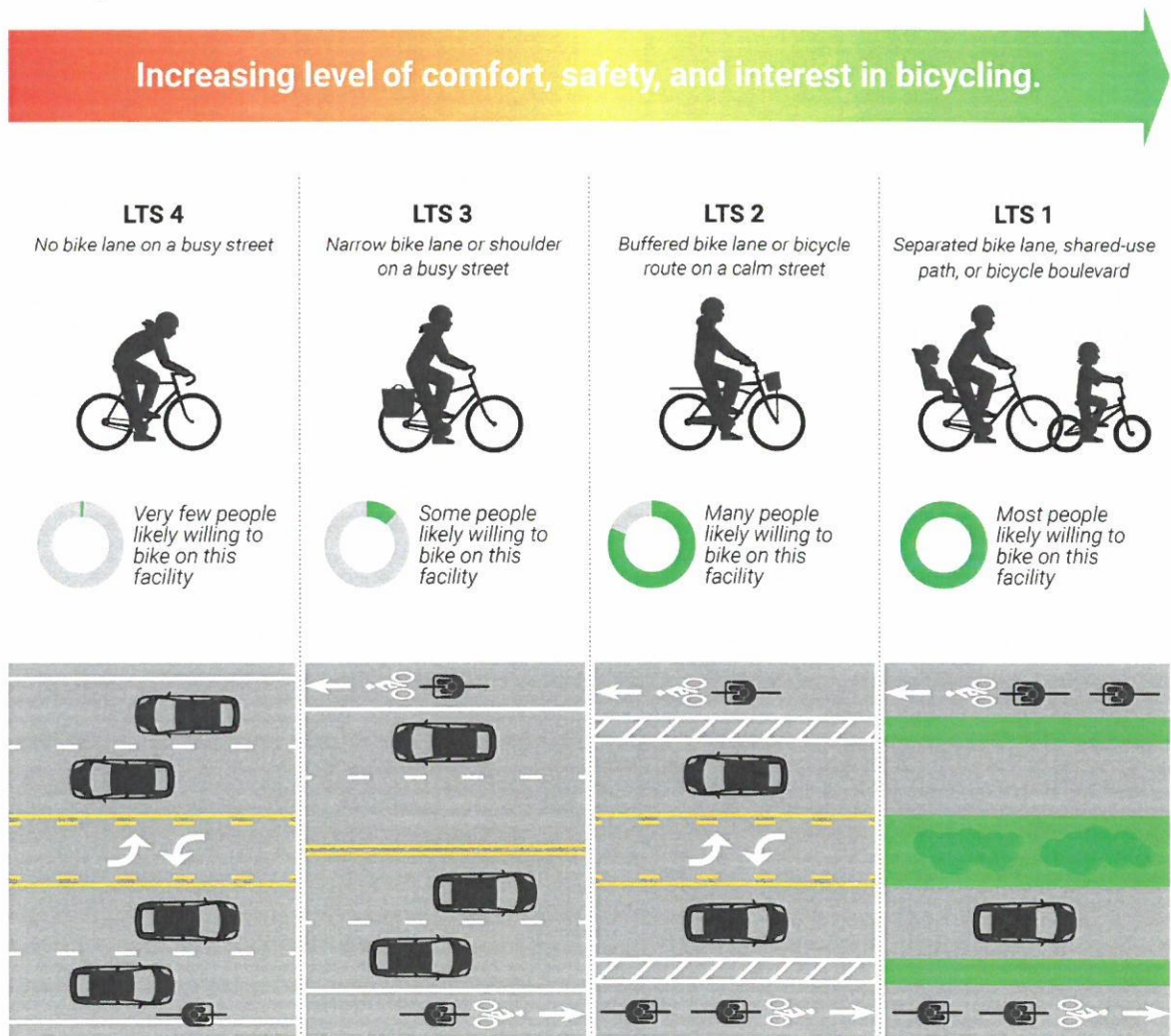
The combination of these criteria creates four levels of traffic stress for the existing roadway network. However, this Plan introduced a fifth level (LTS 1.5) to differentiate between streets without specific bike improvements which nevertheless remain low-speed and low-stress for most people on bikes, versus streets with specific improvements and facilities to create a low-stress experience for riders (LTS 1). The principal of the scale remains the same: the lower the number, the lower the stress and the higher the level of comfort for people on bicycles. LTS 1 and 2 roads are typically the roadways that appeal to the "Interested, but Concerned" cyclists. For this analysis, levels of traffic stress range from 1 to 4:

- **LTS 1 – Most Comfortable:** Strong separation from traffic and improvements for people on bikes. Simple crossings. Suitable for children.
- ***LTS 1.5:** Streets with low speeds and low traffic volumes, but does not feature a bicycle facility.
- **LTS 2:** Physical separation from higher speed and multilane traffic. A level of traffic stress that most adults can tolerate, particularly those sometimes classified as "interested but concerned."
- **LTS 3:** Involves interaction with moderate speed or multilane traffic, or close proximity to higher speed traffic. A level of traffic stress acceptable to those classified as "enthused and confident."

- **LTS 4 – Least Comfortable:** Involves interaction with higher speed traffic or close proximity to high speed traffic. A level of stress acceptable only to those classified as “strong and fearless.”

**Note: LTS 1.5 was introduced for this analysis and is not found within the Mineta Transportation Institute’s approach.*

Figure 13. Bicycle Level of Traffic Stress



Findings

The level of traffic stress scores shown in Figure 14 illustrate the low stress connections and gaps throughout Highland. The Bicycle LTS results map approximates the user experience for the majority of Highland residents, however people may have differing opinions of traffic stress depending on their own experiences. While a majority of Highland's entire network scored a Level 1 and 2 (91% total), these facilities are minor local roads or off-street paths typically surrounded by higher stress arterials where most average adults would not feel comfortable riding. It is important to note that crossing these arterial roads would be required to complete most trips by bicycle in Highland. Therefore, safe crossings of these arterials will be critical in order to develop a comprehensive low stress cycling network in Highland.



When buffered bike lanes are present (such as on Palm Avenue south of Base Line, where the posted speed limit is 45 miles per hour) Highland residents will experience a lower level of stress.

While the paseos in eastern Highland offer a low stress route that helps cut across these barriers, the majority of residents may not feel comfortable bicycling outside their immediate neighborhood using local streets. This means that getting from residential areas to major destinations may not be possible given most people's tolerance for mixing with traffic—even on streets that have bicycle lanes.

Figure 14. Bicycle Level of Traffic Stress Percentage of City of Highland Streets

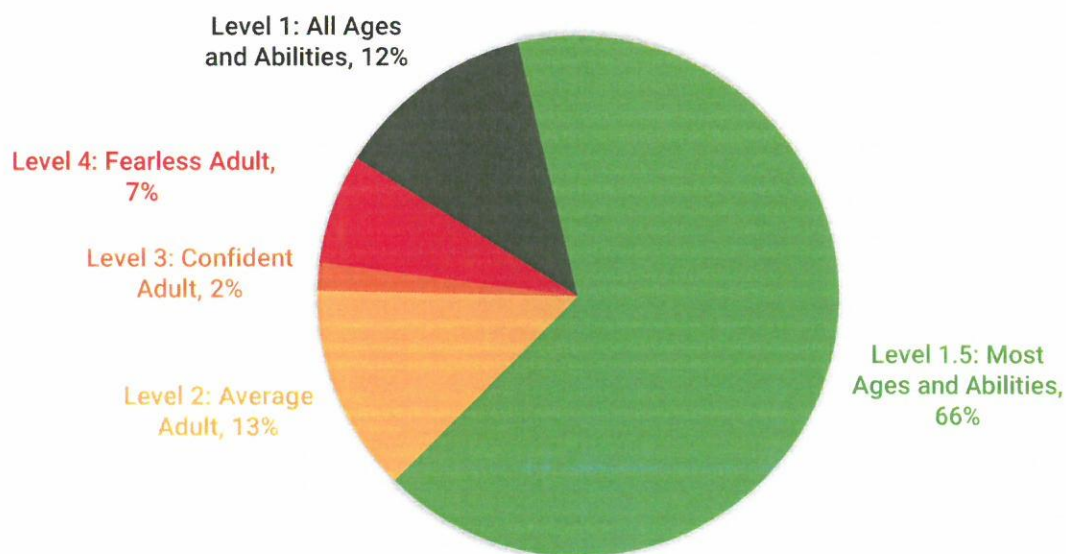
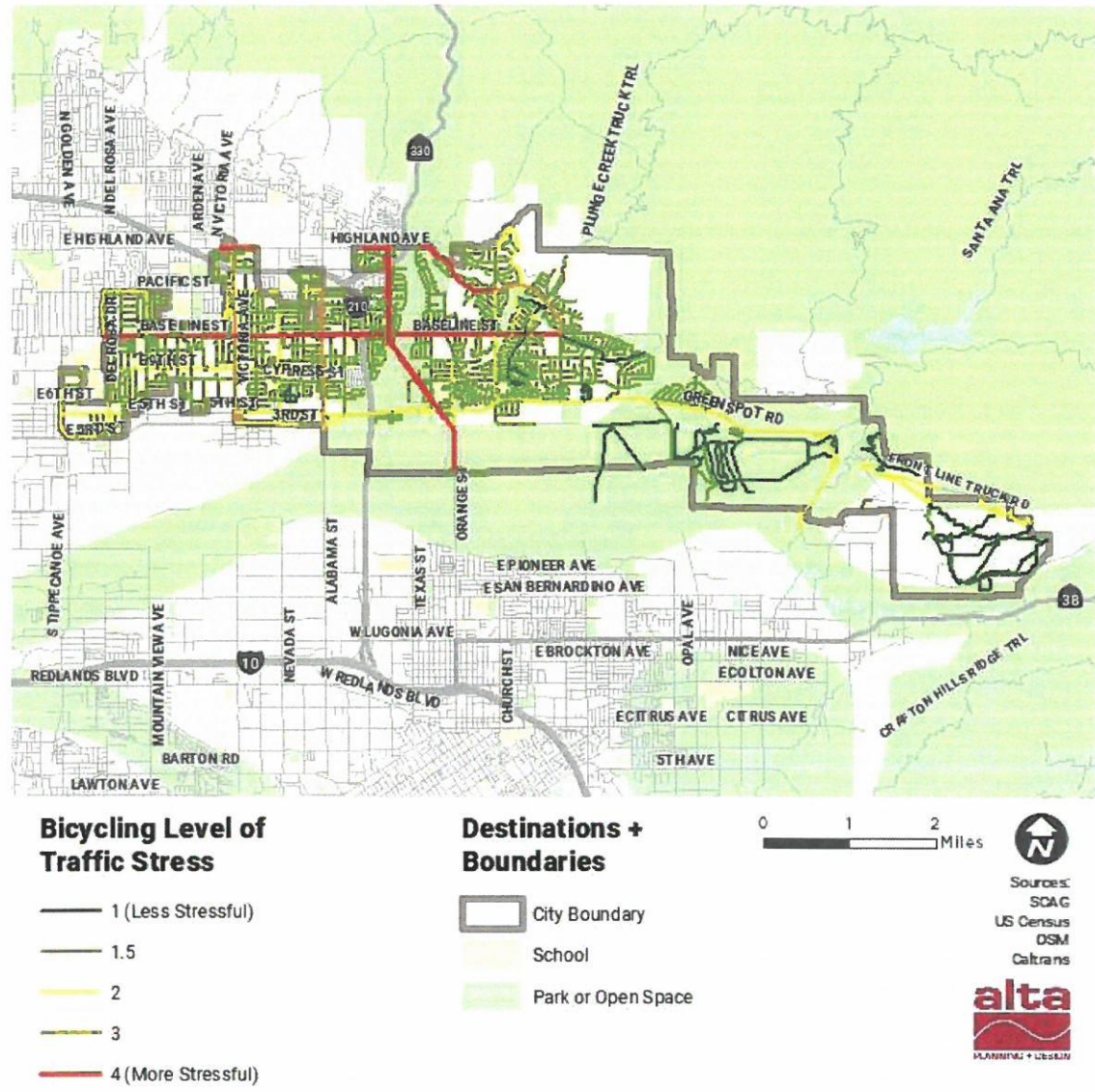


Figure 15. Bicycle Level of Traffic Stress on All Roads



EXISTING BARRIERS

The City of Highland is separated into East and West sections, divided by the 210 Freeway and the wash. There is a lack of connectivity between these two regions, including a lack of trail network connectivity that could help people cross the town and access recreation opportunities. Many streets in the western part of the city, constructed prior to the City's incorporation, lack curb, gutter, and sidewalks. For example, on the intersection of Pacific Street and Orange Street near Highland Pacific Elementary School, the sidewalk is elevated with a large gutter entry way —where students frequently walk to get to and from school. Within a region that frequently experiences high levels of heat, the lack shade is also a concern for people walking and biking throughout much of the year. Many streets lack trees or other shade structures.

High-volume roadways such as arterials and freeways often act as barriers to walking and biking. However, arterials frequently experience significant volumes of active transportation users as they have many destinations and transit facilities, and are often the most direct route. They also tend to be the most challenging to modify to make safer and more comfortable for active transportation users due to the pressures associated with moving vehicles. As a result, high-volume roadways produce much greater amounts of air pollution than low-volume, local streets. Increased exposure to air pollutants due



Elevated sidewalk with large gutter entry way along the City's cooperated boundary presents an opportunity to collaborate with surrounding Agencies to improve roadways. (Pacific Street near Highland Pacific Elementary School).

to proximity to freeways has been tied to higher rates of childhood asthma and other diseases.²³ This Plan acknowledges the complex environmental, public health, and quality of life issues related to active transportation on large roadways and works to improve conditions for all of our residents.

COLLISION ANALYSIS

Data on bicycle- and pedestrian-related collisions can provide insight into locations or roadway features that tend to have higher collision rates, as well as behaviors and other factors that contribute to collisions. These insights will inform the recommendations in this Plan to address challenges facing people bicycling and walking.

Collision data involving people walking and bicycling was acquired from the Statewide Integrated Traffic Records System (SWITRS), where the California Highway Patrol and local law enforcement agencies upload collision reports. Five years of data were evaluated, from January 1, 2014 through December 31, 2018.

A total of 664 collisions were reported in Highland during the study period, 5.1% of which involved people bicycling and 9.2% of which involved people walking. With just over 1% of residents estimated to be walking or biking to work, pedestrians and bicyclists behaviors and other factors are key to the recommendations in this Plan.

Pedestrian-Involved Collisions

During the study period, 61 collisions in Highland involved a person walking. Four of these were fatal collisions, and over 13 resulted in an injury (see Figure 16). Collisions and fatalities are heavily concentrated in the western region of the city. During the study period, just under 6.6% of pedestrian collisions were fatal. Nearly 21.3% resulted in severe injury, and only about 42% did not result in any injury and were attributed to a pedestrian violation in which they failed to yield the right-of way to vehicles. However, eight collisions (13%) were the result of vehicles failing to yield for a pedestrian in either a marked or unmarked crosswalk. Another eight collisions were attributed to unsafe speed.

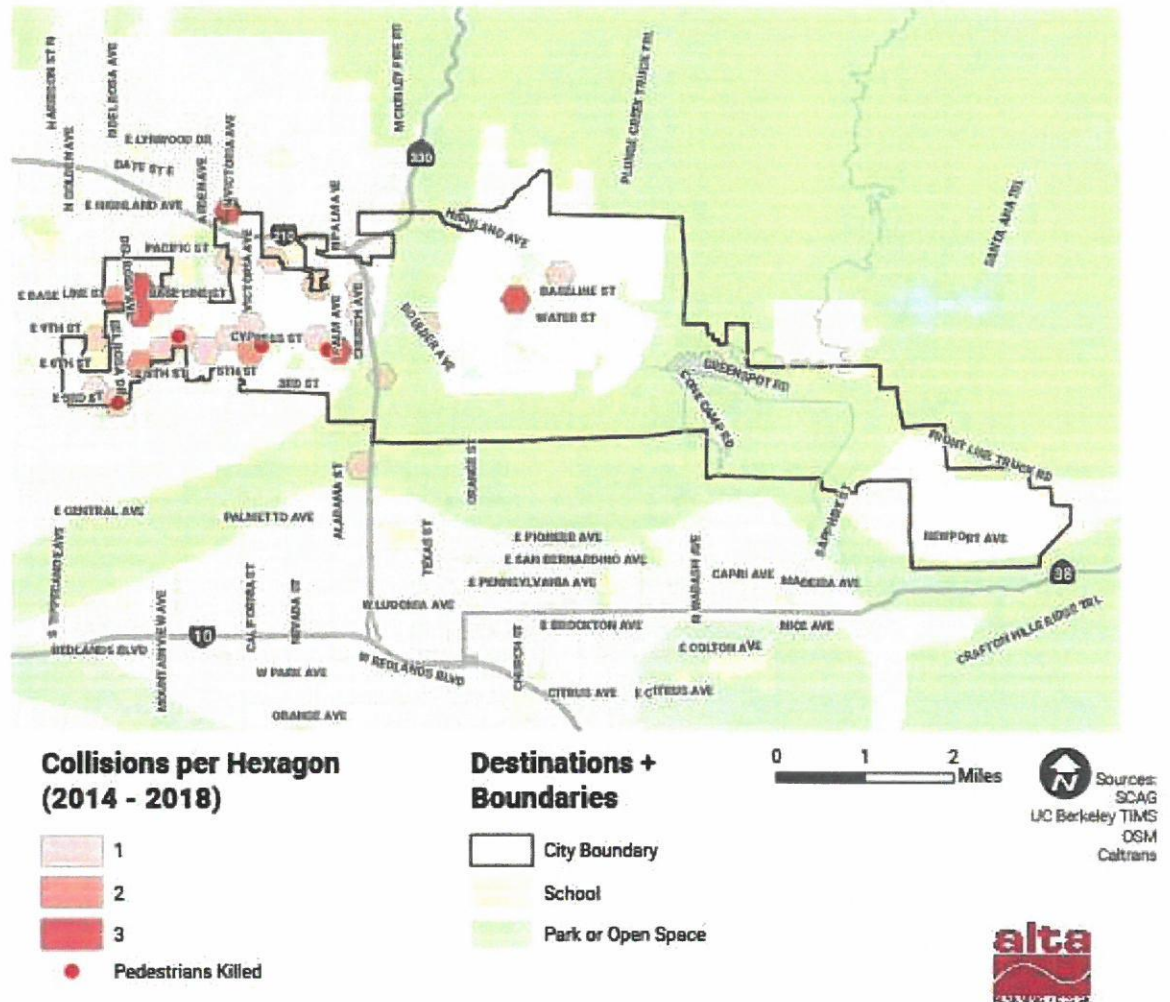
Almost 60% of pedestrian-involved collisions took place at night. Approximately 56% of the victims were male. One-third of the collisions were hit-and-runs (18 total). Approximately 22% of victims were between 15 and 24 years of age; **one-third of the victims fell between 45 to 59 years of age.**

- **20 – 24 years:** 8 victims (12.5%)

²³ Gauderman et al. *Childhood Asthma and Exposure to Traffic and Nitrogen Dioxide*. 2005.

- 45 – 49 years: 8 victims (12.5%)
- 50 – 54 years: 7 victims (11%)

Figure 16. Pedestrian-Involved Collisions



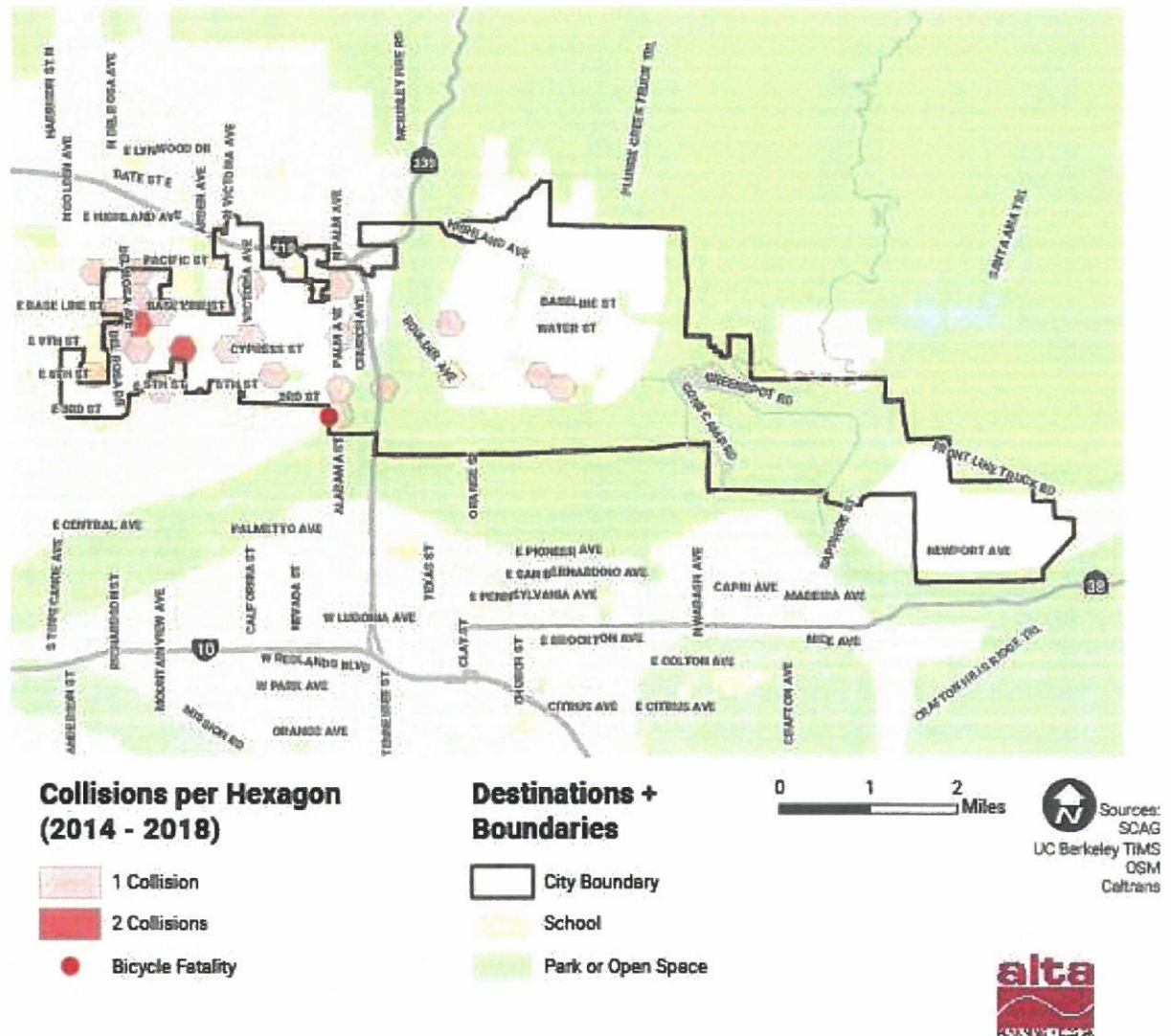
Bicycle-Involved Collisions

During the study period, 34 collisions in Highland involved a person riding a bicycle (see Figure 17). One of these were fatal collisions, and over 3 resulted in an injury. During the study period, just under 2.9% of pedestrian collisions were fatal and nearly 8.8% resulted in severe injury. Similar to pedestrian-involved collisions, bicycle-involved collisions were heavily concentrated in the western region of the city.

Six of the collisions were hit-and-runs. Twenty percent of collisions (7 total) were attributed to traveling on the wrong side of the road, the most common violation cited. Around half (17 total) of bicycle-involved collisions occurred during daylight hours during the week. Approximately 76% of the victims were male. **As with pedestrian-involved collisions, the majority of victims were tended to be younger, with 18% of victims age being 14 or younger;** the most common victims were the following ages:

- **Age 14 or younger:** 6 victims (18%)
- **15 – 19 years:** 5 victims (15%)
- **50 – 54 years:** 5 victims (15%)
- **35 – 39 years:** 4 victims (12%)

Figure 17. Bicycle Involved Collisions



NEEDS ASSESSMENT

To further understand existing conditions in Highland, the project team conducted an assessment of health and community conditions related to active transportation using a customized score of the California Healthy Places Index²⁴ (HPI). The HPI, which pools data from 2006 to 2018 depending on the variable and data source, aggregates a collection of community characteristics that predict life expectancy and allow users to see how public health intersects with transportation, climate, and more. Characteristics included in the HPI score consist of social equity, healthcare access, economic, educational, housing, transportation, and environmental factors such as air and water pollutants.

The HPI then generates a composite score based on 25 weighted variables and additional support layers which can be used to compare the relative health impacts of living in different locations throughout California, and later, inform and drive policy decisions. The higher the score, the healthier the community conditions based on 25 community characteristics. The HPI is another tool used in

California's Active Transportation Program grant application program. A census tract must be in the 25th percentile or less to qualify as a disadvantaged community. However, the HPI also offers subcategories and customizable scores that can be adjusted for targeted analyses. The tool allows for analysis at various geographic levels, including census tracts, zip codes, census-designated places, cities, counties, and more.

Overall, the HPI suggests that Highland has healthier community conditions than 27.1% of other California cities. To better understand conditions related to active transportation, we

assessed 26 of the 84 indicators (including decision support layers) impacted by active transportation to create a custom score for Highland. This custom score suggests that Highland experiences healthier community conditions related to active transportation than 29.6% of other cities in California—or worse conditions than 70% of California cities. However, Highland's performance differs for each variable, which are detailed in the following sections on health and built environment.

Highland has healthier community conditions than 27.1% of other California cities.

²⁴ <https://map.healthyplacesindex.org/>

Variables were then assessed by level of concern for this planning effort. Variables in which Highland experiences poorer conditions than 61% or more of other cities in California were given high priority; medium priority was given to variables in which Highland experiences worse conditions than 40% to 60% of other cities; and low priority was given to variables in which Highland experiences poorer conditions than 39% or less of comparison cities. Table 1 illustrates the number of health variables that are high, medium, or low priority consideration during this planning effort. Twenty-two of the 26 health related variables in Highland classify as high priority (85%). Only 8% classify as medium priority and 8% as low priority. Table 2 lists the specific high priority variables.

Table 1. Number of Health Variables of Low, Medium, and High Priority

Category	Low	Medium	High
Physical Activity	1	0	11
Safety	0	0	1
Environment	0	0	5
Health Equity	1	2	5
Total Count	2	2	22
Total Percent	8%	8%	85%

Table 2. High Priority Health Variables

Category	Variables in which Highland experiences worse conditions than 61% or more of California cities
Physical Activity	1. <u>Active Commuting</u>: Low % of workers who walk, bike, or take transit to work 2. <u>Obesity</u>: Higher prevalence of obesity among adults 3. <u>Physical Health Not Good</u>: Higher prevalence of poor physical health 4. <u>Stroke</u>: Higher prevalence of strokes among adults 5. <u>High Blood Pressure</u>: Higher prevalence of high blood pressure among adults 6. <u>Cancer</u>: Higher prevalence of cancer (excluding skin cancer) among adults

Category	Variables in which Highland experiences worse conditions than 61% or more of California cities
	7. <u>Coronary Heart Disease</u>: Higher prevalence of coronary heart disease among adults 8. <u>Diagnosed Diabetes</u>: Higher prevalence of diagnosed diabetes 9. <u>Life Expectancy at Birth</u>: Lower life expectancy 10. <u>No Leisure Time Physical Activity</u>: High % of people who do not exercise or participate in physical activities (outside of their regular job) 11. <u>Heart Attack ER Admissions</u>: High rate of emergency department visits for AMI 10,000 12. <u>Mental Health Not Good</u>: Higher prevalence of poor mental health
Safety	13. <u>Pedestrian Injuries</u>: High rate of severe and fatal injuries, over the past five years, to people walking (per 100,000 people)
Environment	14. <u>Clean Air - Ozone</u>: High ozone concentration (ppm) in summer 15. <u>Clean Air - Diesel PM</u>: High exposure to diesel PM emissions in summer 16. <u>Clean Air - PM 2.5</u>: High concentration of PM 2.5 (very small particles from vehicle tailpipes, tires and brakes, powerplants, factories, burning wood, construction dust, and many other sources) 17. <u>Asthma ER Admissions</u>: High rate of emergency department visits for asthma 18. <u>Asthma</u>: High prevalence of current asthma among adults
Health Equity	19. <u>Above Poverty</u>: Lower % of people earning more than 200% FPL 20. <u>Median Household Income</u>: Lower median annual household income 21. <u>Employed</u>: Lower % of people aged 25-64 who are employed 22. <u>Automobile Access</u>: Lower % of households with access to an automobile 23. <u>Park Access</u>: Lower % of people within walkable distance of a park/beach/open space greater than 1 acre

Category	Variables in which Highland experiences worse conditions than 61% or more of California cities
	24. <u>Retail Density</u>: Lower rate of retail, entertainment, and education employment density on unprotected land 25. <u>Supermarket Access</u>: Lower % of people within walking distance of a supermarket/large grocery store 26. <u>Tree Canopy</u>: Low % of land with tree canopy (weighted by number of people per acre)

Health Assessment

Active transportation is an important element in efforts to improve community health. It has direct and indirect implications on human and environmental health outcomes. The major health benefits of active transportation relate to physical activity, traffic safety, health equity, and environmental conditions (air quality and noise).

Physical Activity

In Highland, 30% of people did not participate in physical activities or exercise, other than their regular job. This exceeds only 87% of cities in California, suggesting that Highland residents could benefit greatly from increased opportunities for physical activity. Only 3% of workers (16 years and older) commute to work by transit, walking, or biking; 74% of the other cities have higher rates of active commuting. Increasing the percentage of active commuters in Highland may help to increase rates of physical activity, especially for those who do not meet the recommended amount via leisure-time activities and exercise.

Health Conditions

Physical activity, whether through leisure time activities, exercise, or active commuting, helps to combat many chronic health conditions. **In Highland, 18% of adults reported 14 or more days during the past 30 days during which their physical health was not good, which is higher than 90% of other California cities. Similarly, approximately 18% of adults reported 14 or more days during the past 30 days during which their mental health was not good – a rate higher than 95% of other California cities.** As a result, both physical and mental health are of high concern in this planning process.

When considering body mass index, 32% of adults in our community have a score greater than or equal to 30.0 kg/m² – a rate that is higher than 90% of other California cities – making obesity another high

priority for the community. In addition, 29% of adults have high blood pressure, 6% of adults have angina or coronary heart disease, 11% of adults have diabetes (other than during pregnancy), and 4% of adults have cancer (except skin cancer). Of these three, diabetes is the only variable for which Highland performs worse than more than 61% of other California cities making it of high concern.

Approximately 11% of Highland residents have asthma – higher than 98% of other California cities. Furthermore, 72 per 10,000 emergency department visits were for asthma, a rate that exceeds 86% of other cities.

Safety

The 5-year annual average rate of severe and fatal pedestrian injuries in Highland per 100,000 people is 3.47, which is a higher average rate than 65% of other California cities. To see more details regarding where pedestrian- and bicycle-involved collisions have occurred in the city, refer to the Collision Analysis.

Environment

Replacing motor vehicle trips with active transportation modes can reduce the vehicle emissions that contribute to poor air quality conditions, and decrease people's exposure to harmful pollutants. **With low rates of active commuting and high rates of vehicle ownership, it is not surprising that Highland has healthier environmental conditions than just 10.8% of other California cities** (see Figure 18).

In fact, the yearly average of fine particulate matter concentration (very small particles from vehicle tailpipes, tires and brakes, powerplants, factories, burning wood, construction dust, and many other sources) is $11.69 \mu\text{g}/\text{m}^3$, which is a higher yearly average than 80% of other California cities. The average daily amount of particulate pollution (very small particles) from diesel

Figure 18. Clean Environment Conditions in Highland Compared to Other Cities in California



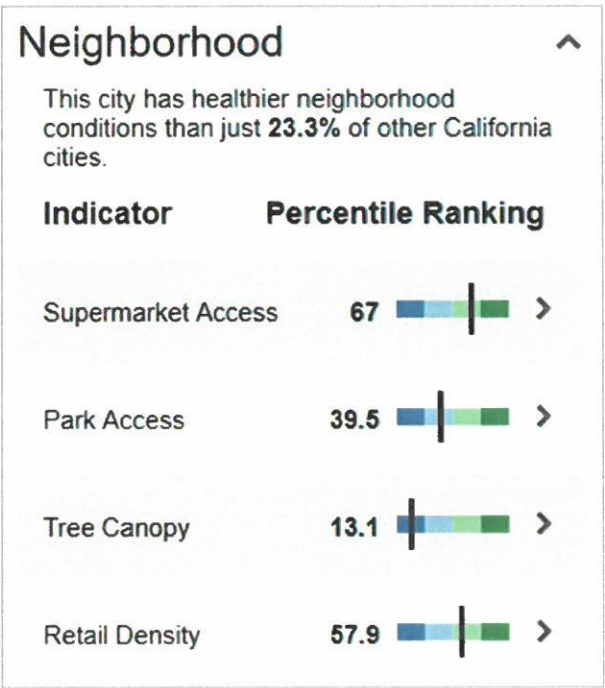
sources (for July) is 13.3 kg/day, which is a higher average than 73% of other California cities. **Similarly, Highland has some of the highest rates of ozone in the state.** The average of daily maximum eight-hour ozone concentration during the summer months (May to October) over three years (2012 to 2014) was 0.07 ppm – a rate that exceeds 99% of other California cities.

Built Environment Assessment

Changing the built environment can increase opportunities for more active modes of transportation, and therefore physical activity, while also reducing greenhouse gas emissions. Both physical activity and improved air quality reduce one's risk for chronic health conditions and increase life expectancy. Compared to other cities in California, Highland experiences high levels of supermarket access and retail density. **However, that Highland has one of the lowest tree canopy coverages in the state.** Using data

provided on the California Healthy Places Index website, the current built environment conditions for Highland are described in more detail below.

Figure 19. Neighborhood Conditions in Highland Compared to Other Cities in California



Access to Supermarkets

Having nearby supermarkets that are convenient to access by walking or biking can encourage a better diet and eating behaviors, lower the costs of obtaining food, reduce chronic diseases, and lower the risk of food insecurity. In Highland, 43% of people in urban areas reside less than half-mile from a supermarket or large grocery store. Highland has a lower percentage of people in urban areas who live less than a half mile from a supermarket/large grocery store, or less than one mile in rural areas than 67% of other California cities.

Destinations

Living in a community with a mix of uses and destinations can improve health by reducing household transportation costs, encouraging active transportation, and fostering community connections. One measure of destinations includes employment sites, which serve as destinations for both employees and patrons. In Highland, the number of retail, entertainment, and education jobs per acre on unprotected land amounts to 0.36, which is a lower than 58% of other California cities.

Parks

Parks can encourage physical activity, reduce chronic diseases, improve mental health, foster community connections, and support community resilience to climate change and pollution. In Highland, 53% of people live within walkable distance (half-mile) of a park, beach, or open space greater than one acre. Over 61% of other California cities have higher proportions of people living within walkable distances of parks.

Trees

Trees are beneficial for mental and physical health. Adequate tree canopy can provide shade and cool surrounding areas, reduce stress, and promote health, wellness, and physical activity. They also provide many ecosystem services, including absorbing carbon dioxide and improving air quality. **According to the Healthy Places Index, only 2.83% of land in Highland has tree canopy – an amount that exceeds only 87% of other California cities.** However, this percentage is a likely underestimation of overall tree canopy in Highland, as the Healthy Places Index data only captures trees within the public right-of-way. Although Highland has an arid climate and only gets an average of 13 inches of rain each year, improving tree canopy with climate-adaptive species in key pedestrian-orientated locations is important, particularly for providing shade from the summer sun and heat.

Findings

The top ten variables for which Highland experiences some poorer conditions among cities in California, as identified in the health and built environment assessments, are (in order of severity):

1. High Rates of Ozone
2. High Rates of Asthma
3. Poor Mental Health
4. Poor Physical Health
5. High Rates of Obesity

6. Low Rates of Leisure Time Activity
7. Low Rates of Tree Canopy
8. High Rates of Asthma ER Admissions
9. High Rates of Strokes
10. High Rates of Particulate Matter (PM 2.5)

The health and built environment assessments highlight the intersections of health and transportation and the potential active transportation has to benefit multiple aspects of our community. Once complete, this Plan will be another extension of our efforts to improve health and wellness in our community.

Section 5

COMMUNITY COLLABORATION

5. Community Collaboration

Engaging the community has been a top priority throughout the planning process. A variety of opportunities were used to seek input from residents and community members. The plan development process also included extensive coordination with partner agencies such as the Public Works Department and other City departments to ensure this Plan meets community needs, advances initiatives of local and regional partners, and includes projects and programs that can feasibly be implemented. Overall, the project team engaged with stakeholders throughout the development of the Plan in order to:

- **Understand Walking and Biking Needs:** Residents weighed in on current barriers to biking and walking, and what destinations and routes could be made more bikeable and walkable. This information helped the project team develop an understanding of the needs and gaps of the citywide network.
- **Develop a Vision for Active Transportation in the City of Highland:** Stakeholders across different groups weighed in on the vision, policies, and objectives for the Plan, guiding the high-level direction of the Plan.
- **Refine Draft Recommendations:** The City of Highland presented the draft bicycle and pedestrian recommendations developed through the process. Stakeholders and the public helped the City clarify these recommendations, and identified additional areas for improvement.



The City of Highland used multiple avenues to gain authentic and robust community input on this Plan.

This chapter presents an overview of the format and approach for each outreach opportunity, along with a summary of feedback received. Overall feedback concentrated on three key themes (see Table 3).

Table 3. Key Themes from Community Feedback

Topic	What We Heard
Safety	Biking and Walking Feel Unsafe Many community members shared that existing conditions in Highland need to be improved support safe walking and biking.
Continuity	Not all Biking and Walking Facilities Connect Me to Key Destinations Although community members may feel comfortable walking or biking in their neighborhoods, many shared that the fear of traffic and non-continuous routes discourages them from using biking and walking for transportation.
Comfortable	Biking and Walking Are Not Comfortable Community members from various groups (including residents, members of the CAC, and partner agencies) shared that the city should continue to install amenities for comfortable walking and biking especially near schools.



Members of the CAC helped identify locations in need of improvement to make it safer and more comfortable to walk and bicycle.

COMMUNITY ADVISORY COMMITTEE

To help guide this planning process, the City of Highland convened a Community Advisory Committee (CAC) at the outset. Various sectors, groups, and stakeholders were invited to join the CAC in order to be able to best articulate the many needs of the community. Altogether, eight people served on the Plan's CAC, representing various city agencies such as Engineer, Public Works, Planning Commission and community groups like the YMCA of the East Valley. The CAC convened six times throughout planning process, helping to shape the vision, analyses, events, partnerships, and recommendations.

EVENTS

Pop-Up Events

During the project, the City engaged the public at three pop-up events in the community:

- **Art Installation:** November 16, 2019, Greenspot Road, 350 estimated attendees
- **Go Human Training 1:** September 10, 2019, Beattie Middle School, 40 estimated attendees
- **Go Human Training 2:** March 4, 2020, Real Journey Academies Entrepreneur High School, 5 estimated attendees
- **Total Pop-Up Event Attendees:** 355



To ensure outreach events were accessible and family-friendly, community workshops were facilitated in English and Spanish and included transportation-based activities for children.

Art Installation

To engage as many members of the public as possible, the project team collaborated with an existing community event, Discover Highland Event, early on in the planning process. The project team used two interactive activities to hear from residents about how we can improve biking and walking: a survey on high-priority streets, a map where participants could spatially identify where they currently face walking and biking challenges in Highland, and feedback board.

SURVEY: HIGH PRIORITY STREETS?

When asked which streets in the city should be considered as highest priority for improvements for walking and biking, participants selected:

- 45% of respondents:
 - Base Line
 - 5th Street
- 25-30% of respondents:

Go Human Trainings

The project team conducted two Go Human Trainings to familiarize community members with the concept and gather feedback in order to build capacity for future efforts. Highland Go Human trainings were rolled into the city's standing COPS (Community Oriented Problem Solving) meeting and school sites, which served as an opportunity for city staff, police, elected officials, and school district representatives to discuss ongoing projects, identify perceived issues within the community, and collaboratively develop solutions. The working group expressed concern on pedestrian and cycling access around the city's schools. Some of the suggestions included: sidewalk pavement, mid-block crossing (possibly raised) near school entrances, continental crosswalks, and Class II bike lanes near Highland Grove Elementary School and Beattie Middle School.



Participants suggested sidewalk pavement, mid-block crossings, and high-visibility crosswalks during Go Human Training gatherings.

Open House

The City convened one open house walk audit during the planning process to gather in-depth community input and refine recommendations.

- **Walking Tour:** February 14, 2020, Palm Avenue
- **Attendees:** 8

Walking Tour

To help better understand existing conditions along one of the high-priority corridors, the project team facilitated a walk audit to evaluate existing conditions along Palm Avenue between Base Line and Pacific Street. The first set of questions presented seven prompts about existing conditions related to shade, sidewalks, crossings, lighting, bicycle facilities, and overall perception of safety. The second section included three open-ended questions about additional suggestions and comments.

Overall, key concerns highlighted during the walking tour include:

- Lack of facilities for biking or walking
- Lack of shade
- Street pavement in poor condition
- Curb ramps and sidewalks are intermittent throughout the corridor
- Car speeding

Altogether, these conditions resulted in an overwhelming consensus that people could feel unsafe walking or biking on Palm Avenue. Participants expressed the need to coordinate and cooperate in this area, as this segment of Palm Avenue is part of the City of Highland, the City of San Bernardino, and the County of San Bernardino.



The City of Highland utilized a variety of events to reach as many residents as possible.



Much of the western side of Palm Avenue between Main and Messina Streets lack sidewalks.

INTERACTIVE MAP

An interactive mapping tool was posted on the City's website and used throughout development of this Plan to gather input and feedback from the community directly on a map of the city.

In early project phases from November 2019 through July 2020 community members were encouraged to draw routes or place pins on the map and add comments to identify desired walking or bicycling improvements, challenging locations, and other information about the walking and bicycling environment. This input informed the recommended bicycling and walking network improvements.

- Continue to by improve connections to school and community destinations
- Continue to complete sidewalks throughout the community
- Keep the streets and sidewalks clean
- Continue to improve pavement conditions throughout the City

REFINING THE DRAFT PLAN

After the preliminary recommendations had been developed, the project team released the draft Plan for public comment from the end of September through October 2020. In addition to uploading the draft Plan to the project website, the team also utilized a suite of tools to capture the community's feedback on the draft Plan and preliminary recommendations.

Curbside Display

The project team created "Curbside Display" highlighting the draft Plan and recommendations. The "curbside display" for the plan was a large banner that was on Base Line in the Town Center business district. The display was posted during December, providing residents, workers, business owners and other stakeholders with notice about the Plan.

Recommendations Survey

To capture feedback on elements of the draft Plan and key projects, the project team also developed a survey that was distributed via the project website and digital ads through Facebook. 69 residents completed the recommendations survey. This feedback was used to help refine the draft Plan and preliminary recommendations.

Virtual Town Hall + Office Hours

Finally, the project team hosted a virtual town hall on October 13, 2020. There were 4 residents tuned in to the live town hall meeting, during which the project team discussed the draft Plan, listened to feedback, answered questions about the preliminary recommendations, and presented the recommendations survey using interactive polling. A recording of the virtual town hall was posted to the project website. To augment these web-based efforts, the project team also hosted “Office Hours” on October 15, 2020. The Office Hours allowed residents to call into dedicated phone lines to learn about the draft Plan and provide input.

What did we hear?

Community members shared a variety of feedback during the public comment period. Key themes include:

- We need more pedestrian facilities in western Highland— especially sidewalks.
- Residents mentioned speeding was an issue, especially for those riding bikes.
- More walking paths for recreation and exercise but they need to be clean and safe.
- Continue to repair existing streets – so walking and riding on them in places that don't have existing sidewalks is safer.

“More sidewalks in western Highland would be a great addition”. – Survey Respondent

The project team revised the Plan to address these concerns and reflect community suggestions as best as possible.

MEDIA

For all community outreach opportunities, including the online survey and interactive mapping tool, the City leveraged existing website, social media accounts, and newsletter mailing list to share information about the Plan and to encourage our residents to engage with the project.

Website

The City created a section on the website for this Active Transportation Plan. All online communications and project flyers pointed to this website, where community members were able to learn about the

planning process, see upcoming outreach events, and download draft maps and other deliverables at key milestones.

Social Media

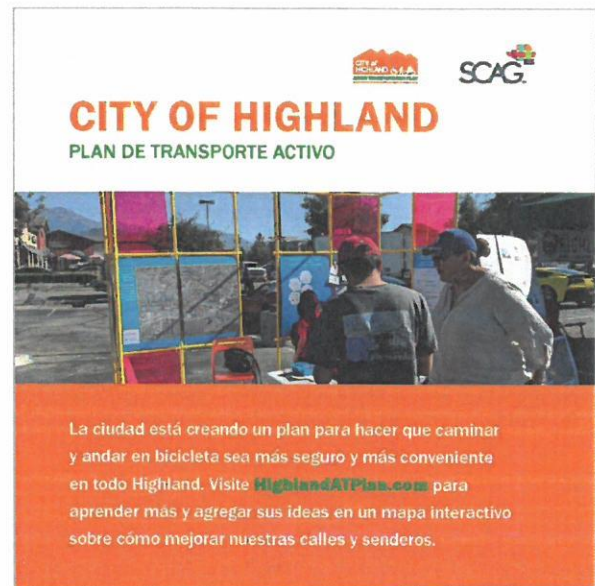
The City has nearly 16,000 followers on Facebook and over 34,500 subscribers on Nextdoor. Throughout the planning process, posts on these platforms notified residents of upcoming events, draft documents available for review, online engagement tools, and other project milestones.

Newsletter

In addition to a strong social media presence, the City sent email newsletters. These newsletters were used to announce open houses and other events, encourage participation, and share updates about the project.

Promotional Material

An information card was also created in both English and Spanish with the project website and Community Open Houses listed. The cards were available at all outreach events and placed at various businesses, community centers, and libraries throughout the City of Highland.



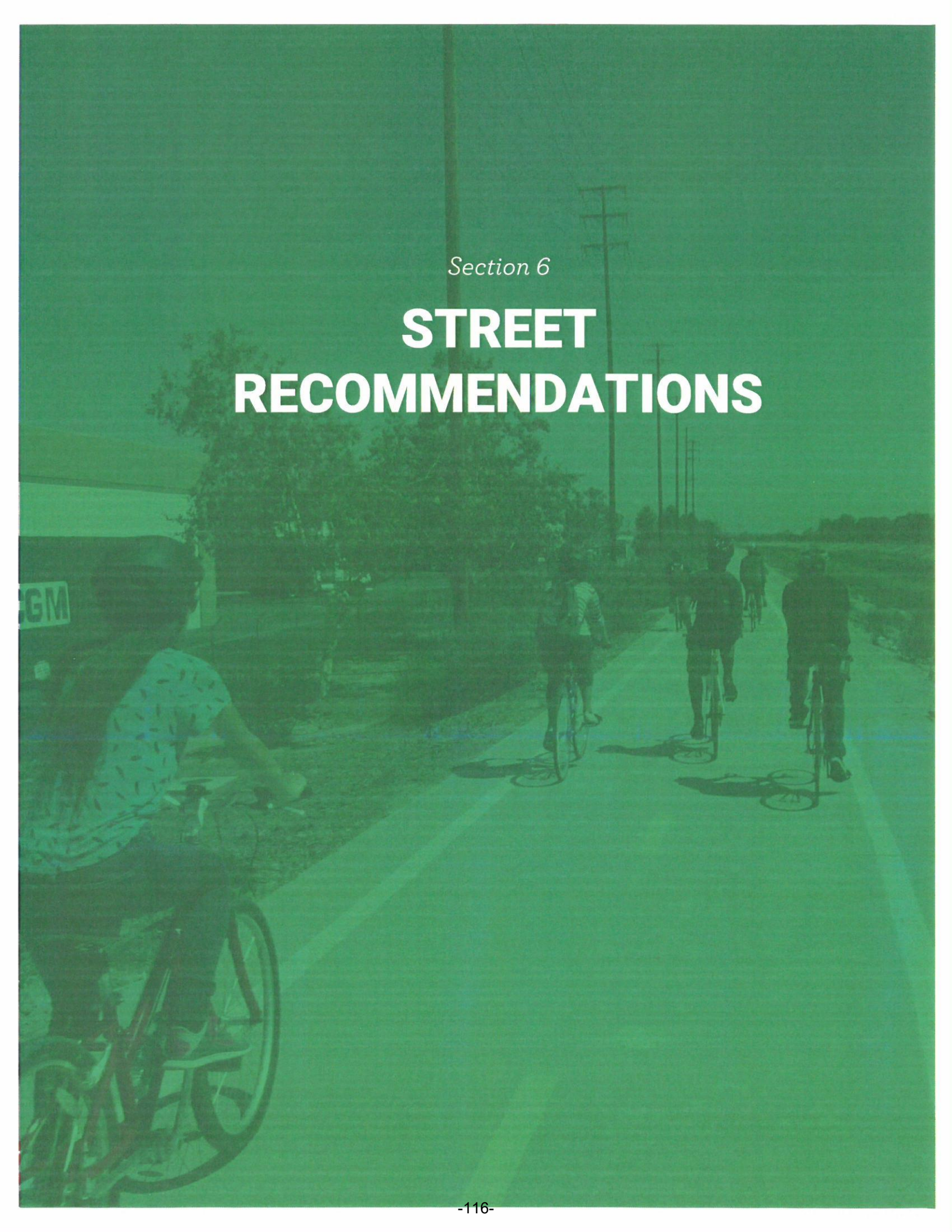
The City of Highland used bilingual printed and digital materials to share information about the Plan, events, and opportunities for input.

KEY NEEDS IN OUR COMMUNITY

This Plan identifies many opportunities to improve mobility and support the goals established in Chapter 2: The Vision. Assessing current conditions is a key step to developing recommendations for where and how to invest in infrastructure and programs that promote walking and biking as common and

convenient modes of transportation. The following key findings from our review of existing conditions data and public input will help guide the recommendations process:

- Highland's has made extensive efforts to improve its existing pedestrian and bicycle networks and have planned projects (21% of high-priority projects) within its CIP to address are fragmented and incomplete pedestrian and bicycle network identified in the, formally unincorporated, western portions of the City.
- A network of relatively low-stress streets bisected by several high-stress corridors which inhibit walking and biking, and make connecting to key destinations such as transit, schools, jobs, and parks difficult.
- Collisions involving pedestrians and bicycles tend to occur in the western part of the city, where there are few bike lanes, gaps in sidewalks, and many unmarked or low-visibility crosswalks al existing prior to City incorporation.
- Provide safe access to walkable and bikeable routes near schools to compliment the City's Safe Routes to School program that will help expand mobility options for residents and commuters.
- In part due to adjacent industrial activity and proximity to regional highways, community members are overburdened with poor air quality. Coupled with high rates of asthma, poor air quality, and high concentrations of ozone makes implementing active transportation facility improvements more appealing as a means to reduce automotive related emissions.
- Much of Highland qualifies as "disadvantaged" according to CalEnviroScreen 3.0, and supported by the findings of the health and built environment assessments. The Equity Framework outlined in Chapter 2 will continue to be a guiding principle as we move forward in this planning process and begin to develop recommendations that serve our most vulnerable populations.



Section 6

STREET RECOMMENDATIONS

6. Street Recommendations

This chapter introduces the bicycle and pedestrian infrastructure and supporting amenities that the City of Highland intends to implement in the coming years, and the overall strategy employed in evaluating which type of facilities should be recommended at specific locations.

The following recommendations are considered planning-level meaning they will be used as a guide when implementing projects. In some cases, traffic impact analysis and more detailed design analysis will be required to evaluate specific site conditions and develop designs that reflect conditions and constraints.

HOW WE DEVELOPED RECOMMENDED PROJECTS

Developing recommendations is a multi-step process that requires understanding community feedback, existing conditions, and project feasibility, among many other factors (see Figure 20). Key themes from the public input helped guide our overall recommendations (see Table 4). Various outlets allowed for public desire for new and improved bicycle and pedestrian facilities to be voiced and recorded throughout the development of the Plan: community meetings and events, the online public input map, and the community survey. Roadways and areas that were mentioned multiple times across different outreach methods were examined as high priority for inclusion in the recommended projects.



The City listened to community members throughout this planning process, and used their input to develop the recommended active transportation network.

Figure 20. Network Development Process

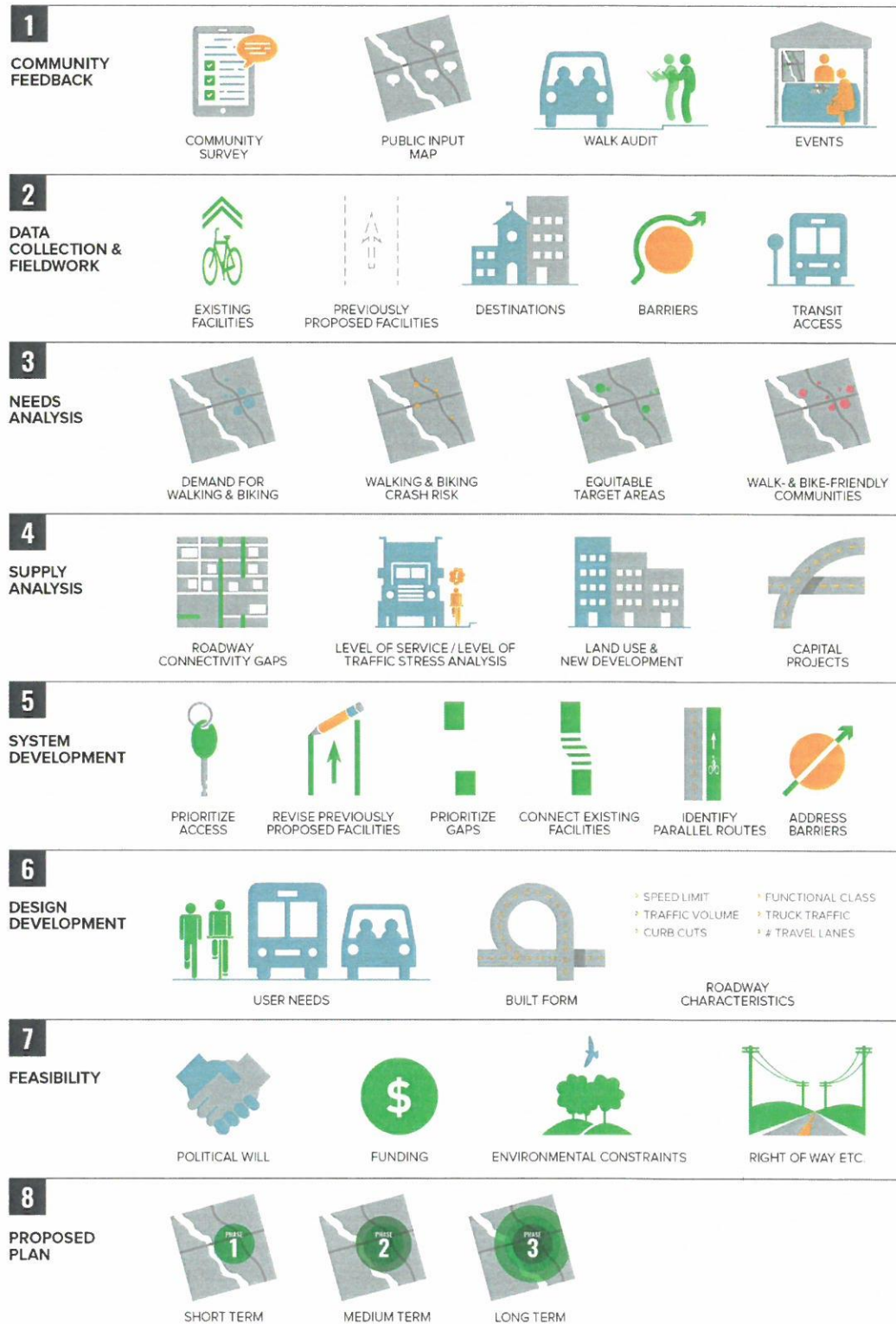


Table 4. Public Input Guiding Network Recommendations

What We Heard	What We Propose
Access is limited	Make it Accessible Multiple cross-town corridors that help people bicycle and walk safely to schools, parks, commercial centers, the library, and other key destinations from as many parts of Highland as possible.
Conditions do not support safe walking and biking	Make it Safe New bikeways and pedestrian interventions in high-collision corridors help improve safety. A complete network of active transportation facilities provides safer options for all roadway users throughout the community.
Car speed and lack of amenities for comfortable walking and biking	Make it Calm Install marked crossings, roundabouts, stop signs, and other traffic calming measures to deter speeding. Consider installing additional amenities such as benches.

HOW RECOMMENDED PROJECTS ADVANCE OUR GOALS



Safety & Health

Network recommendations address the most critical safety issues and prioritize improvements along high-injury corridors and at intersections.



Access & Comfort

Network recommendations create continuous walking and cycling routes throughout the community, connecting neighborhoods to major destinations and to one another.



Affordability

Network recommendations increase the availability of affordable mobility options, particularly for low-income neighborhoods.



Enhance the Network

The Plan provides a roadmap for achieving a complete and comfortable active transportation network.

Bicycle Facility Types



CLASS I Shared-Use Path

- Paths completely separated from motor vehicle traffic used by people walking and biking.
- Comfortable for people of all ages and abilities.
- Typically located immediately adjacent and parallel to a roadway or in its own independent right-of-way, such as within a park or along a body of water.



CLASS II Bicycle Lane

- A dedicated lane for bicycle travel adjacent to traffic.
- A painted white line separates the bicycle lane from motor vehicle traffic.



CLASS IIB Buffered Bicycle Lane

- A dedicated lane for bicycle travel separated from vehicle traffic by a painted buffer.
- The buffer provides additional comfort for users by providing space from motor vehicles or parked cars.



CLASS III Bicycle Route

- A signed bike routes that people biking share with motor vehicles.
- Can include pavement markings.
- Comfortable facility for more confident bicyclists.
- Recommended when space for a bike lane may not be feasible.



CLASS IIIB Bicycle Boulevard

- Calm, local streets where bicyclists have priority but share roadway space with motor vehicles.
- Shared roadway bicycle markings on the pavement as well as traffic calming features such as speed humps and traffic diverters to keep these streets more comfortable for bicyclists.
- Comfortable facility for bicyclists with wider range of abilities.



RECOMMENDED BICYCLE PROJECTS

Prior to embarking on this planning process, the City of Highland had approximately 21.67 miles of existing bikeways. An additional 39.5 miles are proposed in this Plan, including over 11.9 miles of off-street Class I paths and over 12 miles of Class IIB buffered bike lanes. The majority of recommended bikeways are new projects where bikeways do not exist today, while a portion include recommendations to upgrade an existing or previously planned bikeway. Recommended bicycle projects are shown in Figure 22, with mileage highlighted in Table 5 and Figure 21. In addition to the recommendations below, there is an existing network of low-stress neighborhood streets that provide local access to destinations. The low-stress network of neighborhoods streets, illustrated in Figure 16, connects to the recommended projects to complete the overall network for the City of Highland.

Table 5. Miles of Recommended Bikeways by Type

Bikeway Class	Name	Proposed (miles)
Class I	Shared Use Path	11.9
Class II	Bike Lane	7.8
Class IIB	Buffered Bike Lane	12.8
Class III	Bicycle Route	2.4
Class IIIB	Bicycle Boulevard	4.6
TOTAL		39.5

Figure 21. Length of Recommended Bicycle Network

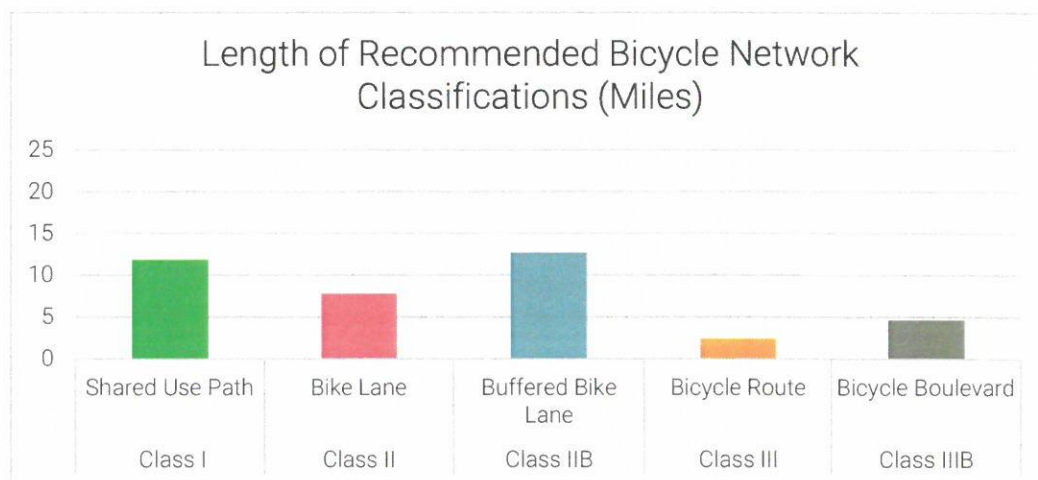


Figure 22. Recommended Bicycle Projects

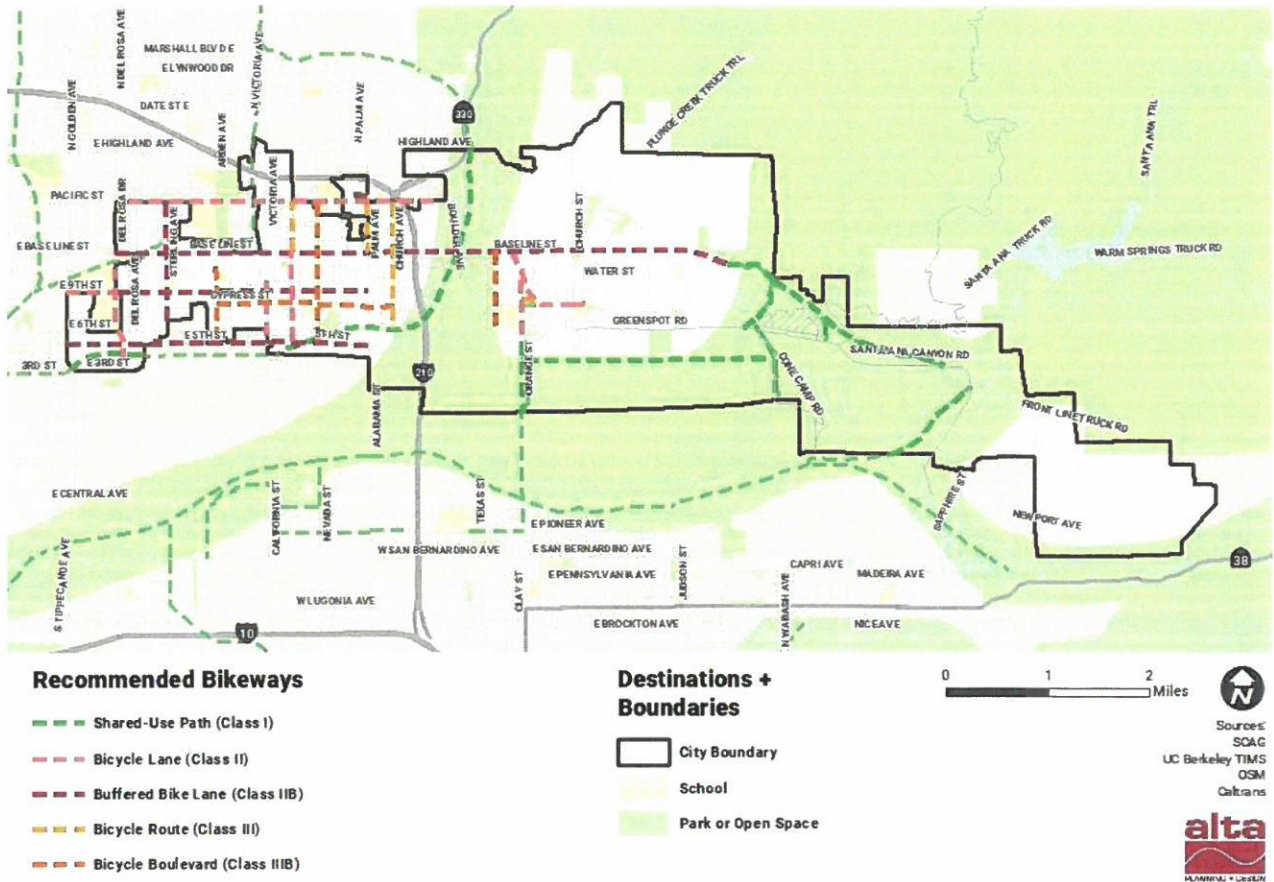


Figure 23. Recommended Bicycle Projects-West

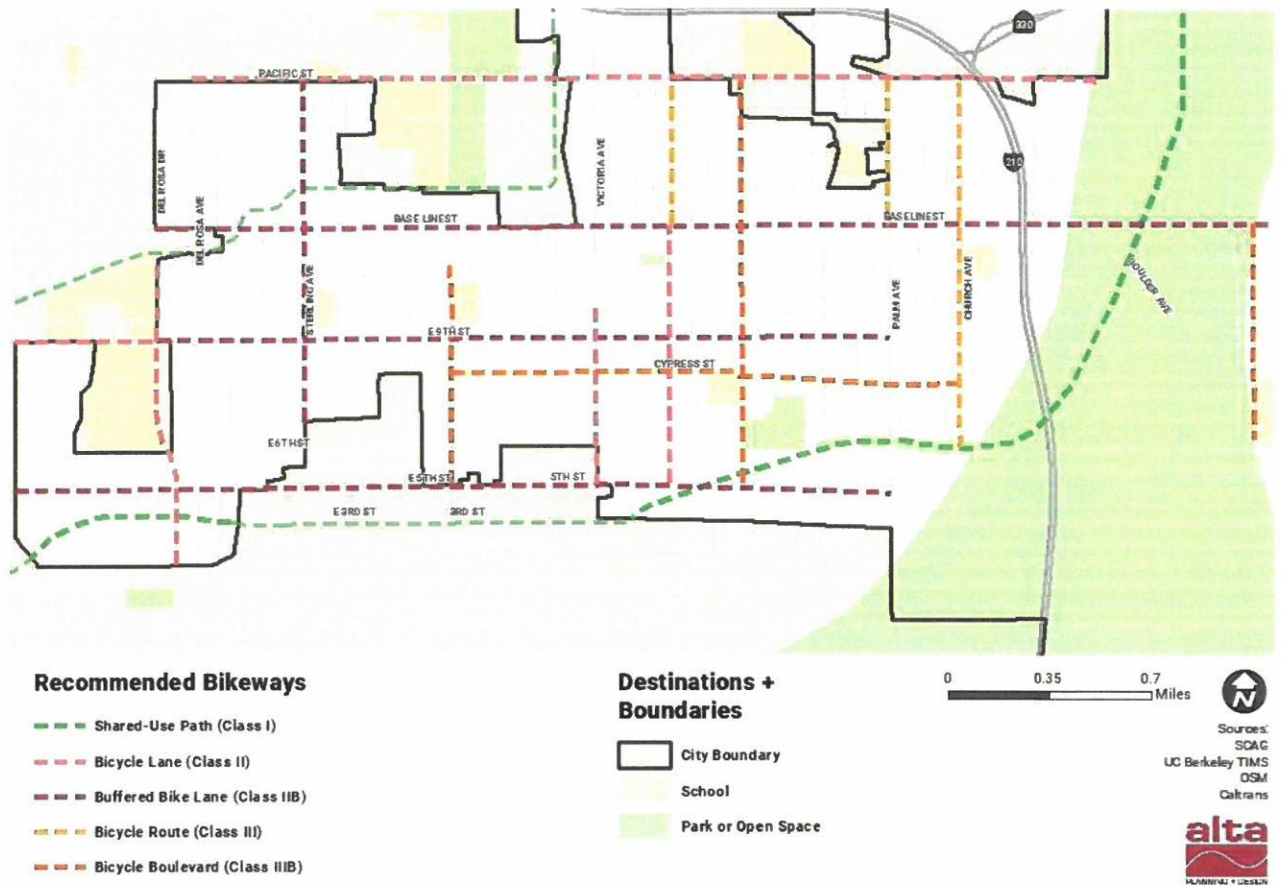


Figure 24. Recommended Bicycle Projects-East

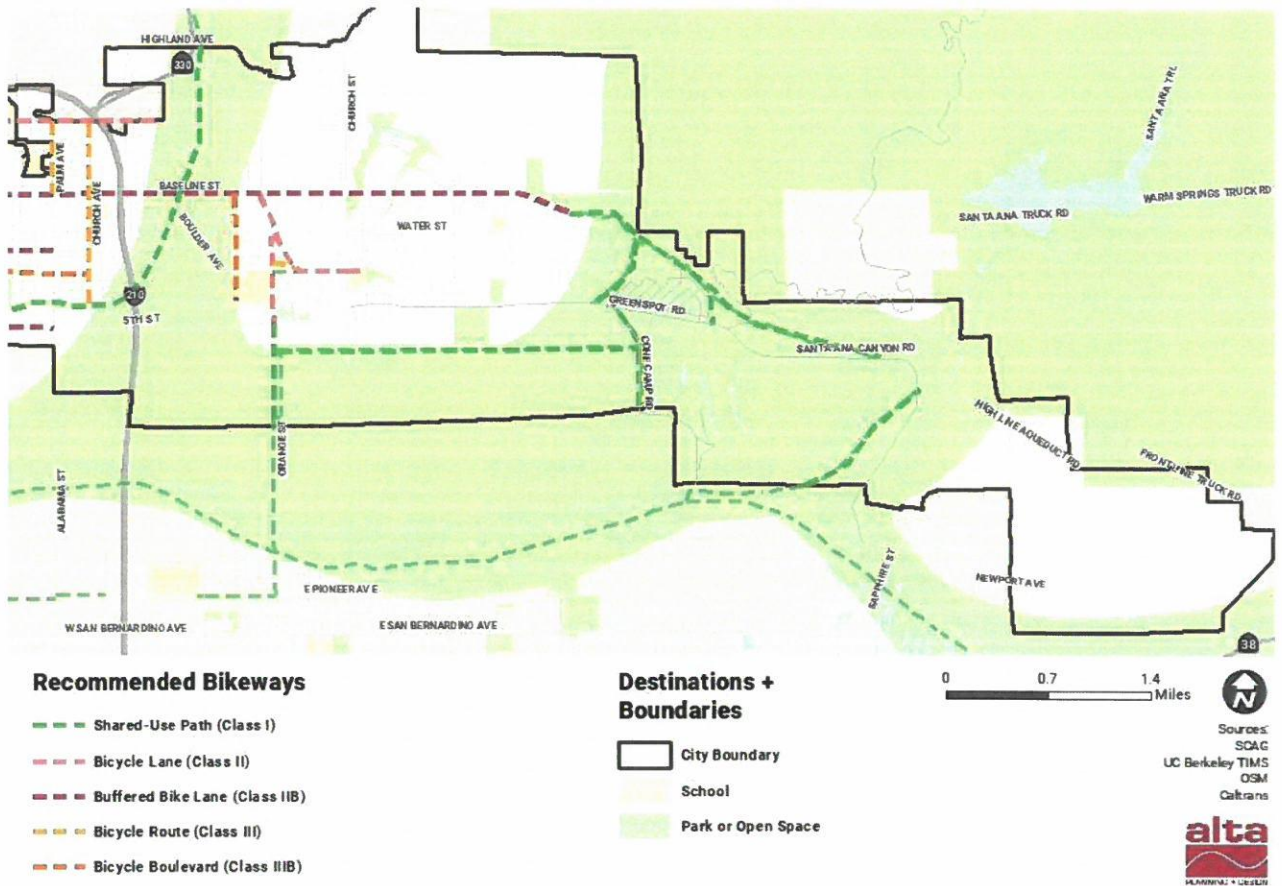


Table 6. Recommended Bicycle Projects

Corridor	From	To	Facility Type	Length (Miles)
5th St	Tippecanoe Ave	Palm Ave	2B	2.99
9th St	Tippecanoe Ave	Del Rosa Dr	2	0.49
9th St	Del Rosa Dr	Palm Ave	2B	2.50
Base Line	Del Rosa Ave	Tuolumne Ln	2B	6.09
Central Ave	Pacific St	5th St	3B	1.39
Church Ave	Pacific St	5th	3	1.25
City Creek Trail	3rd St	Highland Ave	1	3.27
City Creek Trail	Tippecanoe Ave	Sterling Ave	1	0.73
Cone Camp Rd	Greenspot Rd	South City Limit	1	0.38
Cunningham St	Base Line	5th	2	0.88
Cypress St	Lankershim Ave	Church Ave	3B	1.76
Del Rosa Dr	Paloma St	3rd St	2	1.04
Lankershim Ave	Olive St	5th St	3B	0.75
Love St	Church St	Elder Gulch Paseo	2	0.12
North Fork Trail	Cone Camp Rd	Tuolumne Ln	1	1.38
North Fork Trail	Base Line	Greenspot Rd	1	1.87
Olive Street	Pacific St	Base Line	3	0.50
Orange St	Greenspot Rd	South City Limit	1	0.72
Orange Street	Tonner Dr	Greenspot Rd	2	0.61
Pacific St	Del Rosa Dr	210 Freeway	2	2.71
Pacific St	210 Freeway	Grove Ave	2	0.41
Palm Ave	Pacific St	Base Line	3	0.50
Santa Ana River Trail		Greenspot Rd	1	1.05
Sterling Ave	Pacific St	7th St	2B	1.17
Streater Avenue	Base Line	Church St	2	0.92

Corridor	From	To	Facility Type	Length (Miles)
Tonner Dr	Orange St	Streater Ave	3	0.16
Orange to Cone Camp Trail	Orange St	Cone Camp Rd	1	2.48
Victoria Ave	Sparks St	5th St	2	0.60
Webster St	Base Line	Boulder Ave	3B	0.74
TOTAL				39.47

Pedestrian Facility Types



Sidewalks & Paths

- Completely separated from motor vehicle traffic.
- Used by people walking or using mobility devices such as wheelchairs.
- Sidewalks are typically located immediately adjacent and parallel to a roadway. Shared-use paths can be located in their own independent right-of-way, such as within a park or along a body of water.



Crossing Facilities

- Make crossing the street at intersections and midblock safer and more comfortable.
- High-visibility crosswalk markings are more visible to approaching vehicles and have been shown to improve yielding behavior.
- Advance yield markings, or "shark teeth," warn drivers they are approaching a crosswalk.



Curb Treatments

- Curb ramps allow users of all abilities to make the transition from the street to the sidewalk. They are required by the Americans with Disabilities Act (ADA) at all crosswalks, including those that are unmarked.
- Curb extensions create safer and shorter crossings for pedestrians. They can help slow vehicle traffic by visually narrowing the roadway. They also increase the available space for street furniture, plantings, and street trees.



Beacons & Signals

- Beacons and signals both indicate to drivers that someone may be crossing the street.
- Make crossing the street safer and more comfortable.
- Pedestrian countdown signals create a more predictable crossing environment and give adequate warning to pedestrians attempting to cross a roadway.
- Leading pedestrian intervals allow a pedestrian to begin crossing the street before the traffic signal turns green.



Traffic Calming

- Encourage drivers to travel at slower speeds.
- Some treatments alter the configuration of a roadway, while others change how drivers perceive and respond to a street.
- Can be used at targeted locations such as a dangerous intersection, or along corridors.



Pedestrian-scale Lighting

- Improves visibility for people walking, as opposed to street lights intended to light the roadway.
- Additional care and emphasis on pedestrian lighting should be taken at and near crosswalks.



RECOMMENDED PEDESTRIAN PROJECTS

During outreach, almost all participants indicated that they feel ‘unsafe’ walking in Highland. The proposed pedestrian projects provide a variety of options for people walking at locations throughout the city for people of varying abilities and ages. When making recommendations, projects that connect key community destinations like schools, parks, and commercial centers were prioritized.

In general, recommended pedestrian projects aim to improve safety and comfort throughout Highland. The pedestrian projects recommended in this Plan fall into one of seven categories:

- **Sidewalks & Paths:**
 - **New sidewalks/paths** that make walking along the street safer, more comfortable, and accessible for people using mobility devices
 - **Sidewalk gap closures** to ensure people have comfortable and continuous routes to their destinations
 - **Sidewalk resurfacing and widening** improve our existing network and ensure access for people of all ages and abilities
- **Crossing Facilities:**
 - **Crossing facilities** that make crossing the street at intersections and midblock easier, including pedestrian refuge islands, high-visibility continental crosswalks and advance yield markings
 - **Additional treatments to enhance accessibility** including audio devices and pedestrian wayfinding
- **Curb Treatments:**
 - **Curb treatments** such as curb extensions and curb ramps that increase accessibility for people crossing the street, help calm traffic, and reduce crossing distances
- **Beacons & Signals:**
 - **Beacons and pedestrian activated warning devices** to help people safely cross the street at midblock or uncontrolled locations, particularly where high traffic volumes or speeds are prevalent
 - **Modifications to existing traffic signals** to include pedestrian countdown timers, automatic pedestrian phases and a leading pedestrian interval to allow a pedestrian to begin crossing before traffic signals change to green

- **Traffic Calming:**
 - **Traffic calming facilities** such as Traffic Circles, chicanes and speed tables and/or humps that encourage drivers to travel at a speed appropriate for the surrounding land uses and users
- **Pedestrian-Scale Lighting:**
 - **New pedestrian-scale lighting** to improve visibility for people walking, as opposed to street lights at heights and directions intended to light the roadway for motorists
- **Green Infrastructure:**
 - **Trees, landscaping, stormwater capture and other efforts** to provide shade, increase habitat, enhance the overall sense-of-place, and improve comfort for people walking and biking

Improving school routes was a priority based on community feedback during outreach. Improved crossings near parks and commercial centers along Base Line will offer better access for people shopping and dining and strengthen the local economy. At various intersections and midblock locations, new or updated crosswalks would improve conditions for people crossing the street. At midblock and uncontrolled intersections, advance yield markings and pedestrian signals would increase the visibility of people crossing the street. Curb extensions would also increase the visibility of pedestrians, shorten crossing distances, and reduce vehicle speeds. Further, at select major intersections in areas with high volumes of foot traffic, leading pedestrian intervals are recommended to give people crossing the street priority and to reduce conflicts with turning vehicles.

Class IIIB bicycle boulevards are made more comfortable with additional pedestrian improvements. For example, along Central Ave facilities such as curb extensions, traffic circles, and bus benches would help reduce speeding and cut-through traffic, increasing comfort and safety for people walking and biking.

Recommended pedestrian facilities are shown in Figure 25. Also, Figure 26 provides a closer look at the western portion of the City's pedestrian recommendations.

Figure 25. Recommended Pedestrian Projects

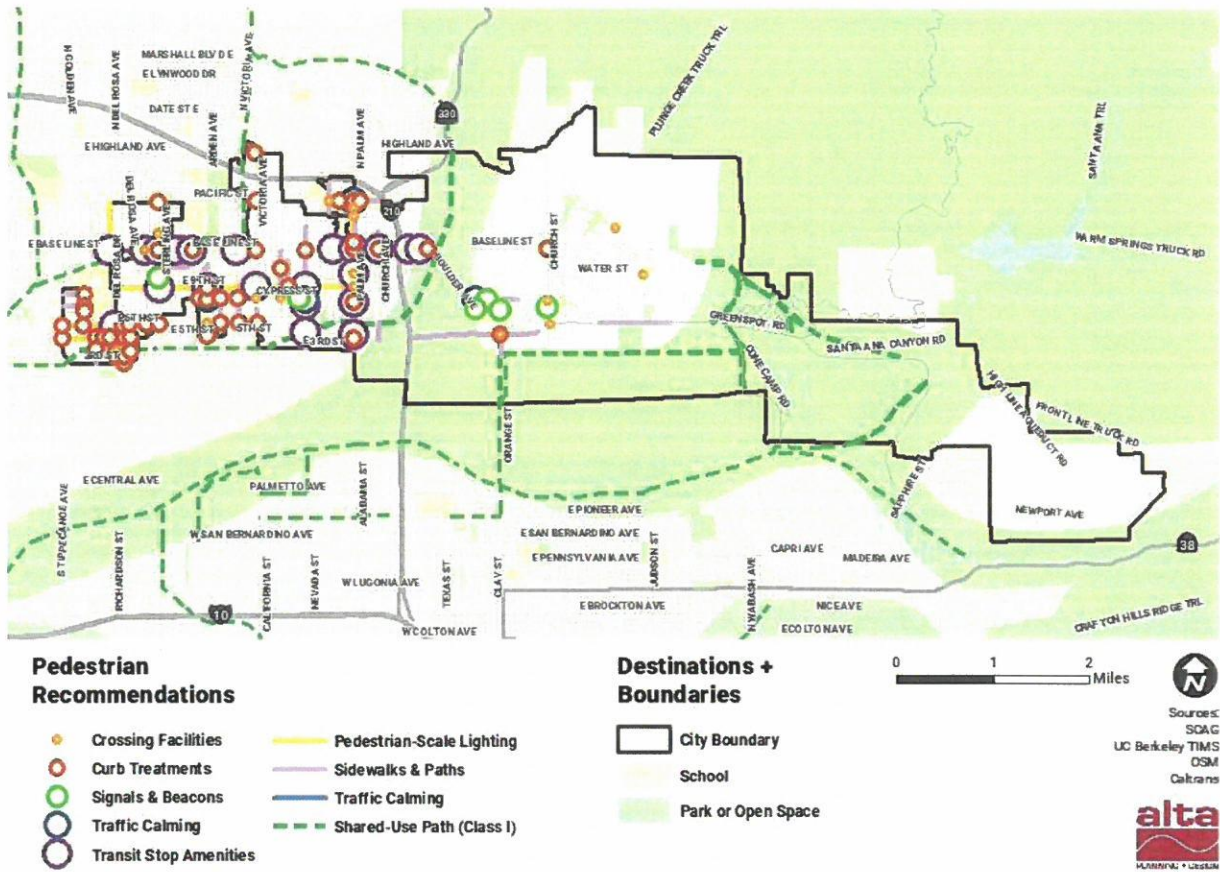


Figure 26. Recommended Pedestrian Projects – West

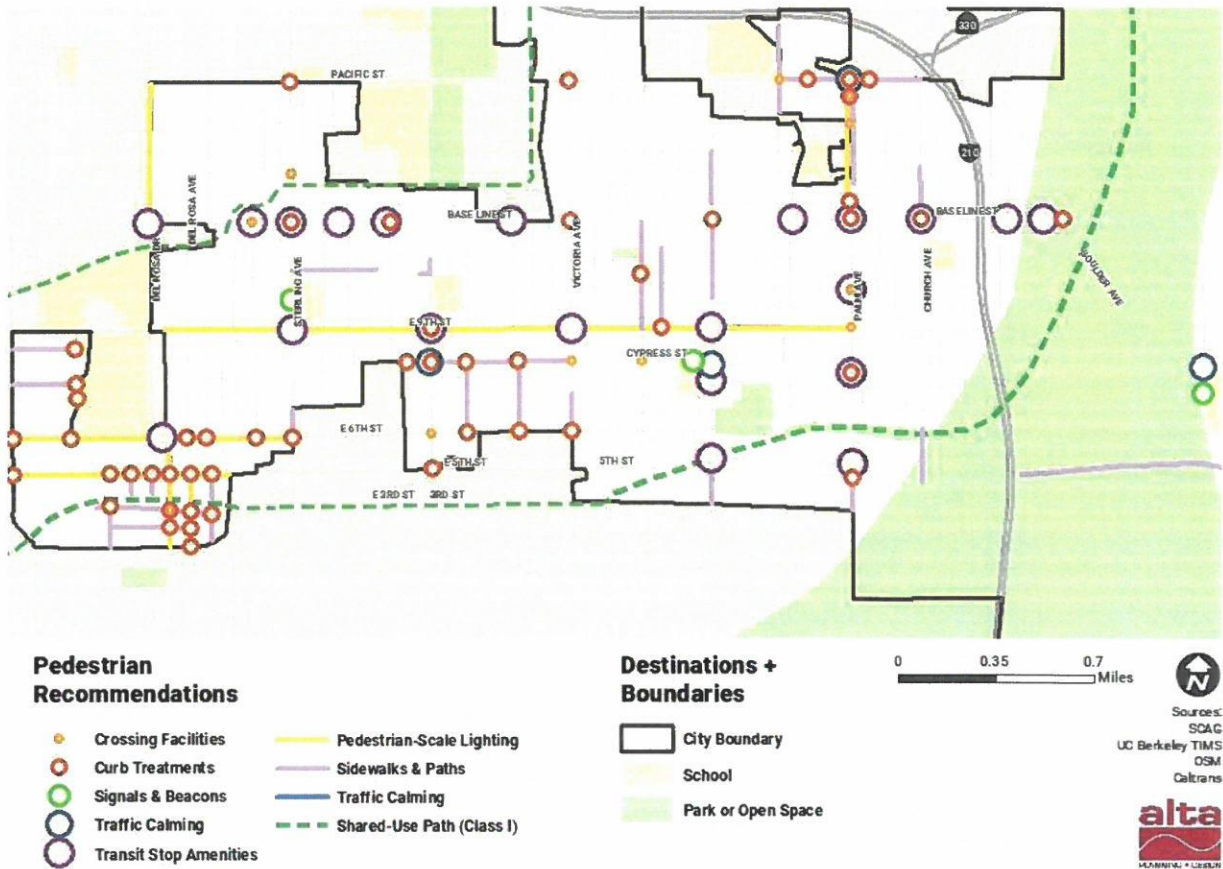


Figure 27. Recommended Pedestrian Projects – East

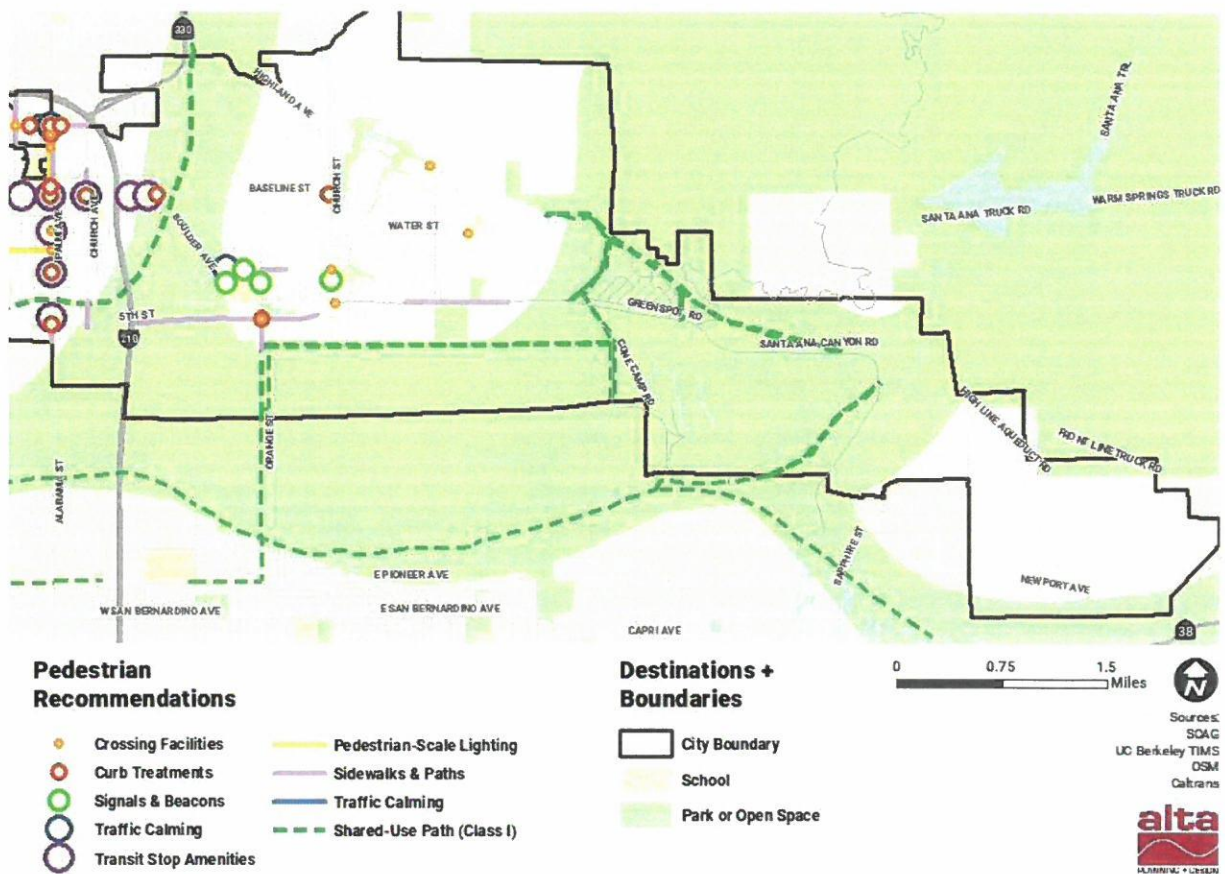


Table 7. Recommended Pedestrian Projects Including Quantity and Length

Corridor	From (or Cross Street)	To	Facility Category	Description	Length	Quantity
11th St	Sterling Ave	cul de sac	Sidewalks & Paths	Sidewalk Gap	0.31	2
3rd St	Del Rosa Ave		Curb Treatments	Curb Ramps		2
4th St	Marilyn Ave		Curb Treatments	Curb Ramps		2
4th St	Shirley Ave		Curb Treatments	Curb Ramps		2
4th St	Marilyn Ave	Shirley Ave	Sidewalks & Paths	Sidewalk Gap	0.42	2
5th St	Marilyn Ave		Curb Treatments	Curb Ramps		2
5th St	Fairfax Ln		Curb Treatments	Curb Ramps		2
5th St	Elm St		Curb Treatments	Curb Ramps		2
5th St	Michael Dr		Curb Treatments	Curb Ramps		2
5th St	Del Rose Ave		Curb Treatments	Curb Ramps		2
5th St	Shirley Ave		Curb Treatments	Curb Ramps		2
5th St	Del Rosa Ave		Curb Treatments	Curb Ramps		2

Corridor	From (or Cross Street)	To	Facility Category	Description	Length	Quantity
5th St	Tippecanoe Ave	Sterling Ave	Sidewalks & Paths	Sidewalk Gap	0.76	2
5th St	Bonnie St		Curb Treatments	Curb Ramps		2
5th St	Tippecanoe Ave	Sterling Ave	Pedestrian-Scale Lighting	Lighting	0.77	1
5th St	Donna Dr		Curb Treatments	Curb Ramps		2
6th St	Tippecanoe Ave	Sterling Ave	Sidewalks & Paths	Sidewalk Gap	0.99	2
6th St	Tippecanoe Ave	Sterling Ave	Pedestrian-Scale Lighting	Lighting	0.99	1
6th St	Victoria Ave		Curb Treatments	Curb Ramps		2
6th St	Grape St		Curb Treatments	Curb Ramps		2
6th St	Eucalyptus Dr		Curb Treatments	Curb Ramps		2
9th St	Victoria Ave		Transit Stop Amenities	Bus Shelter and shade		2
9th St	Elmwood Rd	Palm Ave	Pedestrian-Scale Lighting	Lighting	2.46	1
9th St	Sterling Ave		Transit Stop Amenities	Bus Shelters		2
9th St	Valaria Dr	Victoria Ave	Sidewalks & Paths	Sidewalk Gap	0.20	1
9th St	Lankershim Ave		Transit Stop Amenities	Bus Shelter and shade		2

Corridor	From (or Cross Street)	To	Facility Category	Description	Length	Quantity
9th St	Hillview St		Curb Treatments	Curb Ramps		2
9th St	Central Ave		Transit Stop Amenities	Bus Shelter		2
9th St	Cunningham St	Hillview St	Sidewalks & Paths	Sidewalk Gap	0.07	1
9th St	Central Ave	Cole Ave	Sidewalks & Paths	Sidewalk Gap	0.25	1
9th St	Lankershim Ave		Curb Treatments	Curb Ramps		4
Alpin St	Water St		Crossing Facilities	High-Visibility Crosswalks		4
Base Line	Elm St		Crossing Facilities	High-Visibility Crosswalk		1
Base Line	Sterling Ave		Transit Stop Amenities	Bus Shelter		1
Base Line	McKinley St		Transit Stop Amenities	Bus Shelter		1
Base Line	Elm St		Transit Stop Amenities	Bus Shelter		1
Base Line	Sterling Ave		Curb Treatments	Curb Ramps		4
Base Line	McKinley St		Curb Treatments	Curb Ramps		2
Base Line	Church Ave		Transit Stop Amenities	Bus Shelter		1
Base Line	Seine Ave		Transit Stop Amenities	Bus Shelter		1

Corridor	From (or Cross Street)	To	Facility Category	Description	Length	Quantity
Base Line	Stoney Creek Dr		Transit Stop Amenities	Bus Shelter		1
Base Line	Valaria Dr		Transit Stop Amenities	Bus Shelters		2
Base Line	Cole Ave		Transit Stop Amenities	Bus Shelter		1
Base Line	Church St		Curb Treatments	Curb Extensions		4
Base Line	Guthrie St		Transit Stop Amenities	Bus Shelter		1
Base Line	Palm Ave		Transit Stop Amenities	Bus Shelters		2
Base Line	Church Ave		Curb Treatments	Curb Extensions		4
Base Line	Victoria Ave		Curb Treatments	Curb Extensions		4
Base Line	Central Ave		Curb Treatments	Curb Extensions		4
Base Line	Boulder Ave		Curb Treatments	Curb Extensions		4
Base Line	Palm Ave		Curb Treatments	Curb Extensions		4
Central Ave	Meines St		Transit Stop Amenities	Bus Shelter		2
Central Ave	Hibiscus St		Transit Stop Amenities	Bus Shelter		1
Central Ave	Base Line	10th St	Sidewalks & Paths	Sidewalk Gap	0.27	1

Corridor	From (or Cross Street)	To	Facility Category	Description	Length	Quantity
Central Ave	14th St	Messina St	Sidewalks & Paths	Sidewalk Gap	0.18	1
Central Ave	Cypress St		Traffic Calming	Traffic Circle		1
Central St	5th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.13	2
Church Ave	Powell Dr	5th St	Sidewalks & Paths	Sidewalk Gap	0.20	2
Church Ave	14th St	Base Line	Sidewalks & Paths	Sidewalk Gap	0.19	1
Church St	Greenspot Rd		Crossing Facilities	High-Visibility Crosswalk		4
Church St	Glenheather Dr		Signals & Beacons	Mid-block crossing (possibly raised) with flashing beacons		1
Court St	Del Rosa Ave		Curb Treatments	Curb Ramps		2
Court St	Marilyn Ave	Del Rosa Ave	Sidewalks & Paths	Sidewalk Gap	0.29	2
Cunningham St	Base Line	9th St	Sidewalks & Paths	Sidewalk Gap	0.38	1
Cunningham St	Crest St		Curb Treatments	Curb Ramps		2
Cypress St	Cunningham St		Crossing Facilities	High-Visibility Crosswalks		2
Cypress St	Cunningham St		Signals & Beacons	Mid-block crossing (possibly raised) with flashing beacons		1
Cypress St	McKinley Ave		Curb Treatments	Curb Ramps		2

Corridor	From (or Cross Street)	To	Facility Category	Description	Length	Quantity
Cypress St	Lankershim Ave		Curb Treatments	Curb Ramp		1
Cypress St	McKinley St	Victoria Ave	Sidewalks & Paths	Sidewalk Gap	0.59	2
Cypress St	Eucalyptus Dr		Curb Treatments	Curb Ramps		2
Cypress St	Grape St		Curb Treatments	Curb Ramps		2
Del Rosa Ave	5th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.26	2
Del Rosa Ave	5th St	3rd St	Pedestrian-Scale Lighting	Lighting	0.26	1
Del Rosa Ave	4th St		Curb Treatments	Curb Ramps		4
Del Rosa Dr	Court St		Curb Treatments	Curb Ramps		4
Del Rosa Dr	5th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.25	2
Del Rosa Dr	4th St		Crossing Facilities	High-Visibility Crosswalks		2
Del Rosa Dr	5th St	3rd St	Pedestrian-Scale Lighting	Lighting	0.39	1
Del Rosa Dr	Base Line		Transit Stop Amenities	Bus Shelter		2
Del Rosa Dr	Pacific St	Base Line	Sidewalks & Paths	Sidewalk Gap	0.50	1
Del Rosa Dr	6th St		Transit Stop Amenities	Bus Shelter		2

Corridor	From (or Cross Street)	To	Facility Category	Description	Length	Quantity
Del Rosa Dr	4th St		Curb Treatments	Curb Ramps		4
Del Rosa Dr	5th St		Curb Treatments	Curb Ramps		4
Del Rosa Dr	Pacific St	Base Line	Pedestrian-Scale Lighting	Lighting	0.50	1
Del Rosa Dr	6th St	5th St	Sidewalks & Paths	Sidewalk Gap	0.13	2
Donna Dr	5th St	cul de sac	Sidewalks & Paths	Sidewalk Gap	0.07	2
Eucalyptus Dr	Cypress St	6th St	Sidewalks & Paths	Sidewalk Gap	0.25	2
Eucalyptus Ave	Orange St	Streater Ave	Sidewalks & Paths	Sidewalk Gap	0.19	1
Eucalyptus Ave	Webster St		Signals & Beacons	Mid-block crossing (possibly raised) with flashing beacons		1
Fairfax Ln	Union St		Curb Treatments	Curb Ramps		2
Fairfax Ln	Vine St		Curb Treatments	Curb Ramps		2
Fairfax Ln	7th St		Curb Treatments	Curb Ramps		2
Glenheather Dr	Church St		Crossing Facilities	High-Visibility Crosswalks		2
Grape St	Cypress St	6th St	Sidewalks & Paths	Sidewalk Gap	0.25	2
Greenspot Rd	Orange St		Crossing Facilities	High-Visibility Crosswalks		4

Corridor	From (or Cross Street)	To	Facility Category	Description	Length	Quantity
Greenspot Rd	210 FWY	Valencia Ct	Sidewalks & Paths	Sidewalk Gap	1.31	2
Greenspot Rd	Orange St		Curb Treatments	Curb Extension		1
Greenspot Rd	Gold Buckle Rd	Alta Vista	Sidewalks & Paths	Sidewalk Gap	0.74	1
Highland Ave	Pleasant View Ln		Crossing Facilities	High-Visibility Crosswalk		1
Highland Ave	Victoria Ave		Curb Treatments	Curb Extensions		4
Hillview St	Bruce St	9th St	Sidewalks & Paths	Sidewalk Gap	0.29	2
Lankershim Ave	6th St		Crossing Facilities	High-Visibility Crosswalk		2
Lankershim Ave	5th St		Curb Treatments	Curb Ramps		4
Lankershim Ave	cul de sac	Olive St	Sidewalks & Paths	Sidewalk Gap	0.05	2
Lankershim Ave	Cypress St		Traffic Calming	Traffic Circle		1
Marilyn Ave	4th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.14	2
Michael Dr	5th St	cul de sac	Sidewalks & Paths	Sidewalk Gap	0.07	2
Olive St	cul de sac	Lankershim Ave	Sidewalks & Paths	Sidewalk Gap	0.04	2
Orange St	Windham Dr		Signals & Beacons	Mid-block crossing (possibly raised) with flashing beacons		1

Corridor	From (or Cross Street)	To	Facility Category	Description	Length	Quantity
Orange St	Greenspot Rd	Boulder Ave	Sidewalks & Paths	Sidewalk Gap	0.22	2
Orange St	Millar St	Clifton Ave	Sidewalks & Paths	Widen Sidewalk	0.31	2
Pacific St	Orange St		Crossing Facilities	High-Visibility Crosswalk		4
Pacific St	Orange St	Palm Ave	Sidewalks & Paths	Sidewalk Gap	0.25	2
Pacific St	Cole Ave		Curb Treatments	Curb Ramps		2
Pacific St	Center St		Curb Treatments	Curb Ramps		2
Pacific St	Palm Ave		Traffic Calming	Traffic Circle		1
Pacific St	Sterling Ave		Curb Treatments	Curb Extensions		4
Pacific St	Palm Ave	Church Ave	Sidewalks & Paths	Sidewalk Gap	0.25	2
Pacific St	Victoria Ave		Curb Treatments	Curb Extensions		4
Palm Ave	Fisher St		Crossing Facilities	High-Visibility Crosswalk		1
Palm Ave	Main St		Crossing Facilities	High-Visibility Crosswalk		3
Palm Ave	9th St		Crossing Facilities	High-Visibility Crosswalk		1
Palm Ave	Norwood St		Crossing Facilities	High-Visibility Crosswalk		1
Palm Ave	5th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.12	2

Corridor	From (or Cross Street)	To	Facility Category	Description	Length	Quantity
Palm Ave	Pacific St	Villa St	Sidewalks & Paths	Sidewalk gap	0.37	1
Palm Ave	Main St		Curb Treatments	Curb Ramps		4
Palm Ave	Pacific St		Curb Treatments	Curb Ramps		4
Palm Ave	Foster Ave		Curb Treatments	Curb Ramps		1
Palm Ave	Meines St		Transit Stop Amenities	Bus Shelter		1
Palm Ave	Cypress St		Curb Treatments	Curb Extensions		4
Palm Ave	Norwood St		Transit Stop Amenities	Bus Shelter		1
Palm Ave	Pacific St	Base Line	Pedestrian-Scale Lighting	Lighting	0.50	1
Palm Ave	5th St		Curb Treatments	Curb Extensions		4
Palm Ave	Cypress St		Transit Stop Amenities	Bus Shelter		2
Shirley Ave	4th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.09	2
Shirley Ave	5th St	cul de sac	Sidewalks & Paths	Sidewalk Gap	0.09	2
Sterling Ave	Jane St		Crossing Facilities	High-Visibility Crosswalk		1
Sterling Ave	5th St		Curb Treatments	Curb Ramps		1

Corridor	From (or Cross Street)	To	Facility Category	Description	Length	Quantity
Sterling Ave	7th St	6th St	Sidewalks & Paths	Sidewalk Gap	0.10	1
Sterling Ave	11th St		Signals & Beacons	Mid-block crossing (possibly raised) with flashing beacons		1
Tippecanoe Ave	5th St		Curb Treatments	Curb Ramps		3
Tippecanoe Ave	6th St		Curb Treatments	Curb Ramps		4
Union St	Tippecanoe Ave	Fairfax Ln	Sidewalks & Paths	Sidewalk Gap	0.22	2
Victoria Ave	Cypress St		Crossing Facilities	High-Visibility Crosswalk		1
Victoria Ave	Cypress St	6th St	Sidewalks & Paths	Sidewalk Gap	0.14	2
Vine St	Tippecanoe Ave	Fairfax Ln	Sidewalks & Paths	Sidewalk Gap	0.23	2
Webster St	Eucalyptus Ave		Signals & Beacons	Mid-block crossing (possibly raised) with flashing beacons		1
Webster St	Eucalyptus Ave		Traffic Calming	Traffic Circle		1
TOTAL					18.33	304

BENEFITS OF IMPLEMENTATION

Expanding the network of pedestrian facilities and bikeways brings Highland closer to achieving the goals described in Chapter 2 of this Plan. Implementing the recommended projects could have the following impacts:

- **Collision Reduction:** Reduce the number of severe and fatal collisions to zero by 2040
- **Environmental:** Reduce air pollution from cars due to more people biking and walking
- **Equity:** Reduce household transportation costs and improve mobility options for vulnerable populations
- **Mode Shift:** Increase the share of people walking and biking to work by 5% by 2025 and 10% by 2040
- **Public Health:** Increase the proportion of the population meeting recommended levels of physical activity and reduce the risk for and prevalence of obesity and chronic diseases (e.g., cardiovascular disease, type 2 diabetes, cancer)

SUPPORT FACILITIES

Bicycle Parking

Using data and recommendations highlighted in this Plan, the City of Highland will work to review (and update if necessary) our bicycle parking requirements regularly. The City will also work with partner agencies, large employers, and businesses to ensure bicycle parking is implemented throughout the community. While public entities may lack the authority to install bicycle parking on private rights-of-way, Highland will partner with school districts, transit providers, and private property owners to install and retrofit bicycle parking at existing and new destinations as needed. Table 8 presents an overview of the Association of Pedestrian and Bicycle Professionals' (APBP) recommendations for bicycle parking locations and quantities. These guidelines and recommendations are based on industry best practices as well as APBP's Essentials of Bicycle Parking Recommendations.

Table 8. Recommendations for Bicycle Parking Locations and Quantities

Land Use or Location	Physical Location	Quantity (Minimum)
Parks	Adjacent to restrooms, picnic areas, fields, and other attractions	8 bicycle parking spaces per acre
Schools	Near office and main entrance with good visibility	8 bicycle parking spaces per 40 students

Land Use or Location	Physical Location	Quantity (Minimum)
Public Facilities (e.g., libraries, community centers)	Near main entrance with good visibility	8 bicycle parking spaces per location
Commercial, Retail, and Industrial Developments (over 10,000 square feet)	Near main entrance with good visibility	1 bicycle parking space per 15 employees or 8 bicycles per 10,000 square feet
Shopping Centers (over 10,000 square feet)	Near main entrance with good visibility	8 bicycle parking spaces per 10,000 square feet
Transit Stations	Near platform, security or ticket booth	1 bicycle parking space or locker per 30 automobile parking spaces
Multi-Family Residential	Near main entrance with good visibility	1 short-term bicycle parking space per 10 residential units and 1 long-term bicycle parking space per 2 residential units



Bike corrals provide ideal short-term parking near businesses.

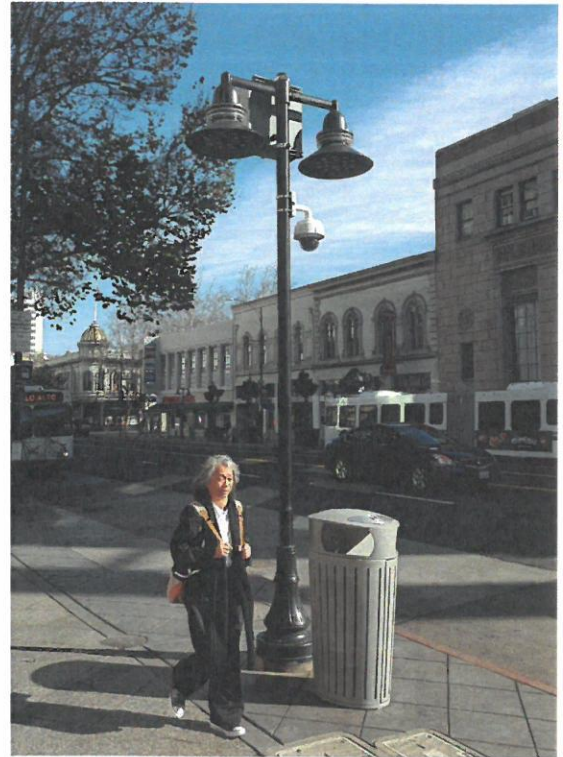
Pedestrian-Scale Lighting

Although many streets include lighting for vehicle traffic, few include lighting with frequent lampposts at low height that illuminate the walking area. Pedestrian-scale lighting not only increases visibility of pedestrians for drivers at night, it contributes to a more comfortable and inviting streetscape for people walking. Pedestrian-scale lighting is typically designed to illuminate only the areas needed and to be no brighter than necessary.

Following adoption of this Plan, the City will work to implement pedestrian-scale lighting at locations identified in the Plan to improve pedestrian comfort and encourage walking, including near schools and major intersections such as Palm Avenue.

Amenities

Street trees and sidewalk/trail furnishings (such as benches, shade structures, restrooms, water fountains, and trash receptacles) contribute to a cleaner, more comfortable, and more pedestrian-oriented public realm. These elements not only encourage the activation of our sidewalk and trail networks, they contribute to a more accessible pedestrian network for all residents. Older people and those with mobility impairments will benefit from frequent places to stop and rest, and this was a priority identified by the community during outreach for this Plan.



In addition to standalone pedestrian-scale lighting, street lights can be fitted to include pedestrian-scale fixtures that illuminate the walking area, while higher, vehicle-scale street lights illuminate the roadway.



Shade, benches, and lighting increase comfort on trails.

Following adoption of this Plan, the City will identify and pursue opportunities to provide amenities in the downtown, near transit stops, and along trails in the community.



Trees, landscaping, and benches enhance the pedestrian experience.

Green Infrastructure

Green infrastructure is an approach to water management that protects, restores, and simulates the natural water cycle by capturing, filtering, and slowing stormwater. This improves water quality, recharges groundwater resources, provides opportunity for water storage and reuse, and decreases the burden on traditional gray infrastructure systems.

Green infrastructure is effective, economical, and provides a multitude of benefits to people and wildlife. Green Infrastructure strategies incorporate both the natural environment (forests, wetlands, and other open spaces) and engineered systems (bioswales, rain gardens, tree root vault systems, and pervious paving). Bioswales, for example, manage water runoff from a paved surface and reduce the risks of erosion or flooding of local streams and creeks. Plants in the swale trap pollutants and silt from entering a river system.

Plant material provides a wide array of co-benefits beyond water management. Trees, for example, help reduce greenhouse gases, aid in carbon sequestration, increase urban habitat, and provide shade. In fact, trees are estimated to cool surface temperatures by as much as 45 degrees Fahrenheit, a differential that help keep walking and biking on our trails a pleasant experience even in the summer.

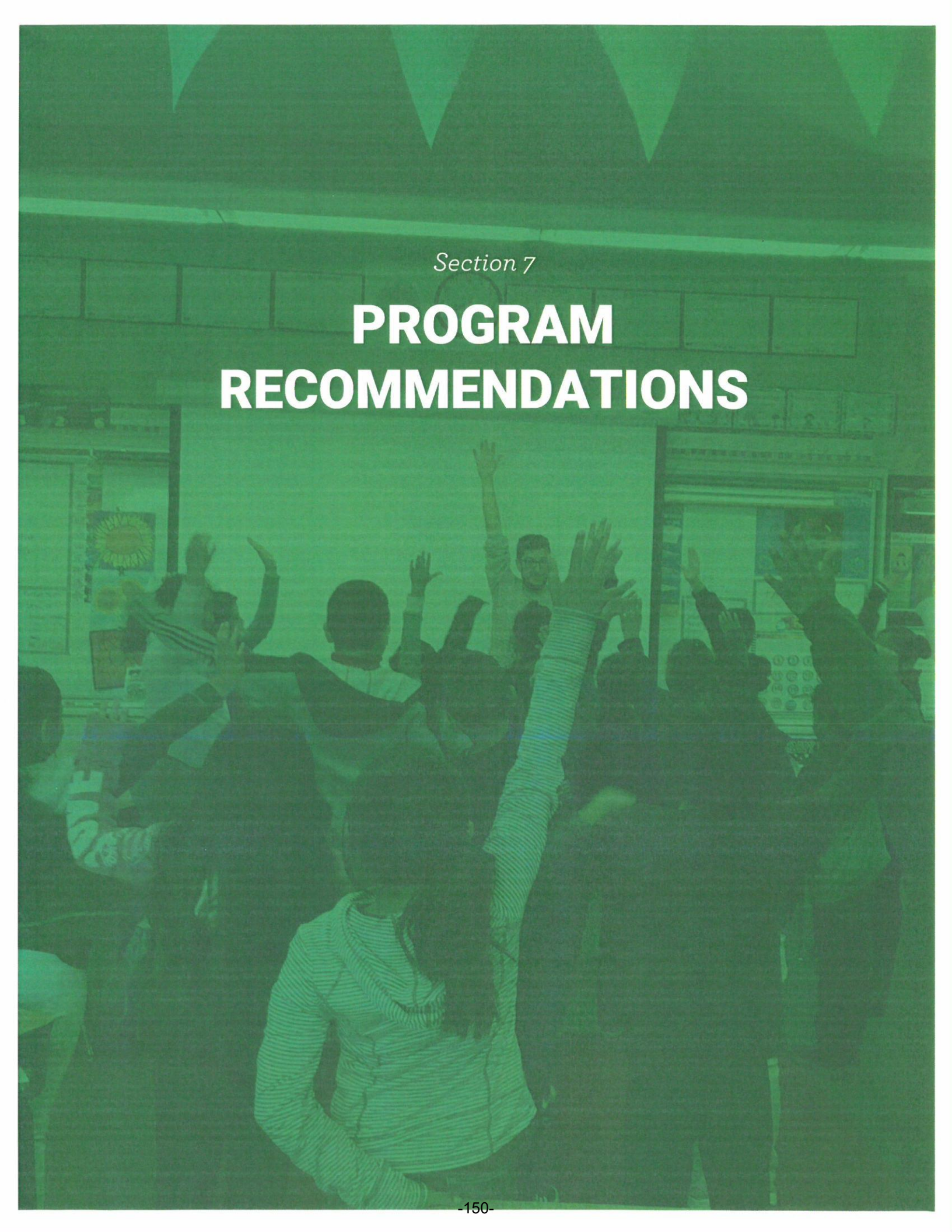


Rain gardens and bioswales help capture and filter stormwater, recharging our aquifers and improving the quality of our waterways.



Since 1991, the City of Highland has been recognized as a "Tree City USA" by the National Arbor Day Foundation for its efforts to preserve and plant new trees throughout the City.

The City of Highland will take advantage of green infrastructure outlined above when feasible and when a long-term maintenance mechanism can be established. The City will also consider utilizing permeable paving for new facilities or facilities requiring re-paving when a long-term maintenance mechanism can be established, especially where facilities are adjacent to flood control facilities, rivers and natural open spaces.



Section 7

PROGRAM RECOMMENDATIONS

7. Program Recommendations

Education, encouragement, and promotional programs will help people of all ages and abilities realize the full potential of Highland's new and recommended active transportation network. These types of programs help people learn how to use our roads safely, whether traveling as a pedestrian, in a vehicle, or on a bicycle.

The programmatic recommendations in the plan aim to improve safety, strengthen wayfinding, increase access to bicycling and walking, and encourage community and economic development. Together these efforts can help make riding or walking in our community a safer, easier, and more enjoyable experience for more people. The programs will help to increase the visibility of people who ride or walk, communicate that all road users are expected to look out for each other no matter how they travel, create safer streets, and develop a common understanding of traffic safety. The programs will also reach out to new

audiences to help people understand the rules of the road and share a vision of biking and walking as a fun, healthy, community-building activity.

Research shows that adopting and maintaining new behaviors related to walking and bicycling is a process that involves changing the way we relate to each other on our streets and how we choose to travel. This process depends on policies that support comfortable and safe active transportation, provide access to basic information about riding and walking opportunities, and teach people about new travel options.

Altogether, the programs recommended here complement engineering investments by encouraging more people to walk and bike more often, educating all roadway users to enhance pedestrian safety, and addressing both perceived and real personal safety issues. During the development of this Plan, stakeholders provided input on how programs can support active transportation in their communities (see Table 9). The City used community feedback alongside data to develop the following programmatic recommendations.



Programs complement engineering improvements, helping to ensure that people of all ages and abilities feel comfortable and confident when walking or biking.

Table 9. Public Input Guiding Programmatic Recommendations

What We Heard	What We Propose
People do not know how to ride or walk safely	Make Education a Priority Programs will include safety courses for all roadway users (including motorists, cyclists, and pedestrians), and all ages and abilities (including children, older adults, novice cyclists and walkers).
Safety is a top concern throughout the city	Make Safety Campaign Programs will include safety campaigns which will encourage all road users to be respectful of one another. Campaign materials can include banners, Bus Shelter ads, and yard signs concentrated near businesses and schools as well as areas with high rates of collisions.
Safety walking and biking to school is a top priority	Make Routes to Schools Safer Programs will include updating safe routes to school maps and implement safety program initiatives at all of Highland's schools.

CONTINUE EXISTING PROGRAMS

The City of Highland will continue to develop and support the following existing programs in our community, helping us achieve our safety and equity goals by educating the public about the new and recommended network and encouraging people of all ages and abilities to bike or walk for any trip purpose.

Highland's Safe Routes to School

Safe Routes to School (SRTS) programs have many goals including:

- Teaching students, the rules of the road, so they are more prepared to navigate their community via active transportation and eventually become safe drivers;
- Encouraging active modes of getting to school, which will help students arrive at school more alert and ready to learn;
- Decreasing the prevalence of childhood obesity through increased physical activity; and
- Reducing traffic congestion around schools and cut-through traffic on residential streets due to school drop-off and pick-up.

Highland's existing Safe Routes to School program includes safe route to school maps for every elementary school. Additionally, school participated in a regional wide initiative through the San Bernardino Safe Routes to School program that included a robust set of educational activities customized for the County. Lankershim Elementary was part of the County's SRTS Phase III Program. The SRTS Program included an updated school route map, encouragement materials which provided as an ongoing reminder about the SRTS Program, and encouragement activities. Although the County is continuing its program efforts, the City of Highland should work with its school districts to develop a city-wide safe routes to school program to guarantee all schools throughout Highland are participating.

San Bernardino County Safe Routes to School

The San Bernardino County Safe Routes to School provides the region with the opportunity to increase walking and biking to school, increase physical activity, improve health outcomes, reduce injuries, and reduce vehicle miles traveled. SRTS initiatives such as safety education and campaigns are part of a comprehensive and effective strategy that can help create a healthier community and are conducted throughout the County.

PROGRAM TOOLKIT

To further advance the goals of this Plan, the City of Highland will work towards implementing the following new programs to help encourage active transportation in our community. While the City is responsible for the implementation of this Plan, several of the programs are an opportunity to work with external stakeholders such as community members and community-based organizations, school districts, neighboring jurisdictions, and transit providers to develop and implement programs.

The City of Highland is committed to continuing and expanding upon the efforts of the existing SRTS program and can do so by:

- Seeking additional funding in the future to expand the program efforts and supporting overall program growth
- Updating existing Suggested Routes to School maps and redistributing to district schools as new infrastructure improvements are implemented
- Evaluating participation in programs, such as Walk to School Day, using national best practices for SRTS program evaluation
- Continuing to implement local SRTS plans and to update regularly



Walking and biking curriculum frequently covers proper helmet usage.

Education Classes

Bicycling education for adults can build confidence and improve safety by incorporating both presentations and on-bike practice covering rules of the road and safe bicycling skills. The League of American Bicyclists offers multiple curricula that can be taught by League Certified Instructors in the area.²⁵ The City of Highland can support these efforts by funding classes or providing meeting space or other in-kind donations to support education opportunities.

While the aforementioned classes tend to be better for adults or teenagers, younger children can benefit from in-classroom education related to safe walking and bicycling. As part of school curriculum in Highland, students learn basic traffic laws and safety rules in addition to incorporating lessons across biology, earth science, math, and art that focus on the benefits of active transportation.



Education programs for safe walking and biking should include people of all ages.

²⁵ More information on the League of American Bicyclists courses is available at bikeleague.org/ridesmart.



Safe Routes for Seniors programming could include safety courses, transit trainings, and fitness challenges.

Safe Routes for Seniors

A program providing active opportunities for older adults in Highland could foster healthy aging and longer years of independent living. A Safe Routes for Seniors program develops tools and services to help seniors find ways to meet their transportation needs through trips that primarily include walking and transit, both by bus or light rail. Developing programs that include group walks geared towards seniors will also encourage social bonding. The program can include key awareness topics such as education for drivers to pay particular attention to senior pedestrians and specific improvements such as increasing crossing time in areas that experience a high number of seniors walking. Feedback received from the program can inform future infrastructure improvements that further address needs of older adults.

Bicycle and Pedestrian Safety Campaign

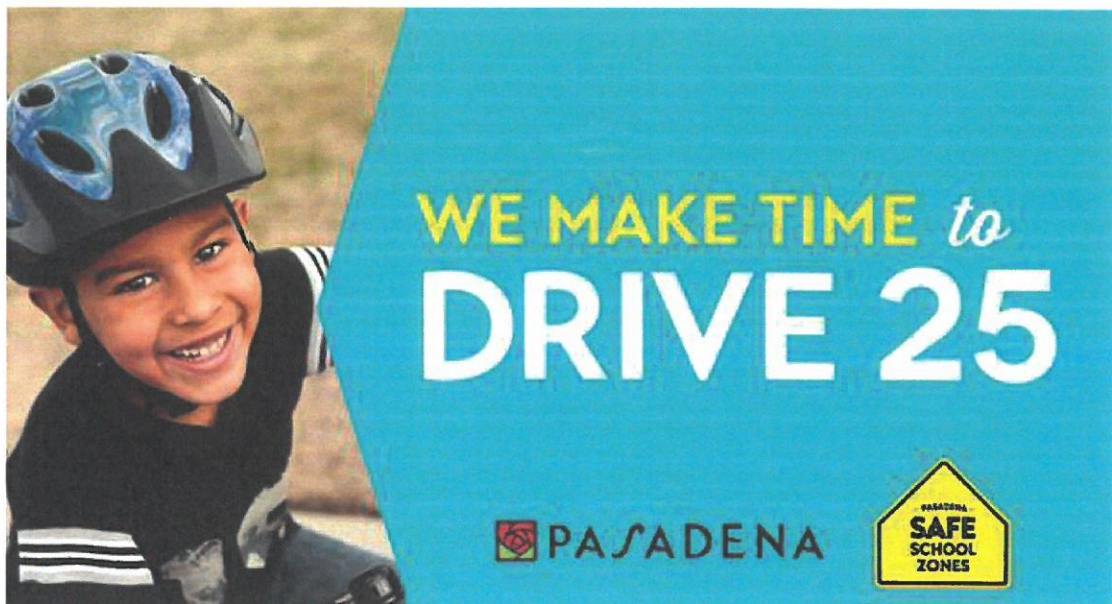
Bicycle and pedestrian safety campaigns encourage all road users to abide by local laws and to be courteous to other users. They can be targeted at just one user type (e.g., motorists) or at multiple users. Local resources for conducting a public awareness campaign can be maximized by assembling a group of local experts, business owners, civic leaders, and dedicated community volunteers. These stakeholders can assist with successful safety campaign goals based on



As part of the Take the Friendly Road campaign, Santa Monica residents were given yard signs to encourage motorists to drive slowly and safely throughout the city.

the local concerns and issues. It may be necessary to develop creative strategies for successful media placement in order to achieve campaign goals.

Outreach campaigns should be concentrated in central business districts like Highland Village Plaza, near schools, and at areas along the high injury network or with high rates of collisions. Campaign materials can include posters, bus shelter ads, banners, yard signs, spoke cards, and more. These campaigns should be deployed regularly to promote an attitude of roadway safety and awareness. Highland could also consider coordinating these efforts with the Southern California Association of Governments (SCAG) *Go Human* campaign, which provides existing materials to member agencies.



The Pasadena Safe School Zones campaign targeted motorists and encouraged them to drive slowly and cautiously near schools.

Bicycle Giveaway or Low-Cost Purchasing Program

For many people purchasing a bicycle is cost prohibitive but they still are in need of a bicycle for transportation. The City can establish a bicycle giveaway or low-cost purchasing program to help ensure all members of the community have access to a bicycle. There are a number of program options the City can explore; working with a local non-profit to solicit donations, partnering with the San Bernardino County Sheriff's Department to refurbish abandoned bicycles to giveaway or to be purchased at a discounted rate, work with local businesses to sponsor a giveaway program, and/or grants that provide subsidies for bicycle purchasing. There are programs that combine efforts of education with bicycle giveaways, this can take the form of bicycle kitchens where non-profits teach youth skills for riding and bicycle maintenance and then provide them a bicycle and at times a job.

Neighborhood Bike Stops

Limited locations throughout Highland currently provide bike parking, but there is a lack of other amenities like bike self-repair/fix-it stations. Being able to fix bikes and have access to water in a secure and welcoming place would allow residents and visitors to engage in outdoor physical activity more frequently and more comfortably. The City of Highland can add bicycle fix-it stations and hydration stations to various key destinations in the city. For example, Highland City Hall building would be an ideal location for a neighborhood bike stop due to its proximity to Base Line and Palm Avenue and its secure and welcoming presence in the community.



Bike Repair Fix-it stations can be installed at parks or other City properties

Open Streets and Demonstration Projects

Open streets events temporarily close streets to car traffic, allowing people to use the streets for activities like walking, bicycling, skating, and other social and physical activities. These events are great for bringing the community together and promoting transportation options and public health. Open streets events are also excellent at building community; they bring together neighborhoods, businesses, and visitors alike.

Open streets events can also serve as a tool to engage with the public about how their roadways can better serve their needs. For example, the City of Highland can use open streets events as an opportunity to demonstrate new infrastructure ideas such as traffic circles or separated bicycle lanes. They provide an opportunity for the City to directly engage with residents and local businesses and receive feedback on new ideas at the moment people are experiencing their streets and community in a new way.

Demonstration projects can also be done as standalone events (i.e., without an open streets event). Unlike open streets events, demonstration projects typically maintain vehicle access so community members are able to experience how an existing roadway could function with projects such as new crossings, bike lanes, and more. Demonstrating potential future projects enables the City to work with local stakeholders to test out infrastructure ideas for a day or a few weeks to inform permanent projects.

The City of Highland can partner with neighboring jurisdictions, local stakeholders, and regional agencies like SCAG to plan and implement open streets events and demonstration projects.



An ongoing open streets event, CicLAvia allows people to enjoy car-free streets throughout Los Angeles.



SCAG's Go Human demonstration kit allows cities to test out design ideas, such as bike lanes, curb extensions and wayfinding..



Community cleanups remove litter from our streets and help foster connections. (Capt. Kristen Newsom)

Adopt-a-Road and Adopt-a-Trail Programs

Adopt-a-Road and Adopt-a-Trail programs provide an opportunity for groups, businesses, or clubs to adopt a section of a road or trail. They then support their section of the road/trail with financial contributions and volunteer work. This augments City resources and offers residents a chance to keep roadways and trails near their neighborhood in good condition, and provides businesses the opportunity to enhance the streetscape near their place of business.



Tree planting efforts can coincide with national celebrations such as Earth Day or Arbor Day. (Jonathan Su)

Community Cleanups and Tree Plantings

To augment the City's limited resources and accomplish community goals of clean, shaded streets, the City can leverage volunteer groups and community support with community cleanups, plantings, and other beautification efforts. Such programs could involve a partnership between the City and community-based organizations or corporate sponsors, especially to provide ongoing care for new trees and other plantings.

Section 8

IMPLEMENTATION

8. Implementation

This chapter provides a roadmap for achieving the vision and goals established at the beginning of the Plan by outlining a prioritization strategy, cost estimates, maintenance, and funding sources. The City of Highland is responsible for the implementation of active transportation infrastructure projects within the city boundaries. Programs to encourage walking, bicycling, and using other active modes or to provide safety education are the responsibility of City of Highland departments and of regional agencies such as Public Works. Additionally, a safer and more active Highland is not possible without the involvement of community members as our residents have invaluable local knowledge about the streets in our community. As the City moves forward with the implementation of active transportation projects, additional community engagement and outreach will be essential.

The City of Highland commits to regularly evaluating how well performance measures set forth in this Plan are met, and whether the many recommendations established in this Plan still meet the needs of our residents and visitors. The City aims to track progress on implementation every year.

In addition, the recommendations in this Plan should be re-evaluated at least every five years to ensure that these still constitute best practices and reflect Highland's long-term vision for a safer and more active community.

ADMINISTRATION

CEQA

The California Environmental Quality Act (CEQA) provides a process for evaluating the environmental effects of plans or applicable projects undertaken or approved by public agencies. Active Transportation Plans, such as this one, are generally exempt from the CEQA process and do not require an Environmental Impact Report (EIR). Additionally, when implementing this Plan, specific projects that do not significantly alter land, water, or vegetation (e.g., striping bikeways or crosswalks) are also exempt from the environmental review process. For pedestrian and bicycle facilities that are not exempt from CEQA review but are initially shown to not have a significant impact on the environment, the City of Highland can file either a Categorical Exemption or a Mitigated Negative Declaration in lieu of completing an EIR. When implementing specific infrastructure projects, jurisdictions should consult CEQA guidelines and Senate Bill 1380 for further information.

Active Transportation Plan Compliance

The Active Transportation Program (ATP) is a Caltrans program with specific requirements for bicycle and/or pedestrian plans. Although Plans are no longer required to comply with the ATP guidelines in order to receive Caltrans funding, it is strongly recommended that communities have an approved Plan prior to applying for implementation funds. This Highland Active Transportation Plan is in compliance with ATP guidelines as shown in Appendix A.

PRIORITIZATION FRAMEWORK

To guide implementation, a prioritization framework was developed to evaluate proposed bicycle and pedestrian projects using the criteria outlined in Table 10. These criteria include safety, addressing barriers, ensuring facilities serve areas of high need, improving access to schools and other key destinations, and findings from public input. For each criterion, projects received an individual score; a composite score was developed based on the sum of all six factors evaluated. Total scores falling within the top third are considered high priority projects; total scores falling in the middle third are considered medium priority; and scores falling in the lower third are considered lower priority projects.

This methodology enables the City of Highland to identify priority projects and phase the implementation of projects over the years. Some projects can also be implemented as part of routine roadway maintenance programs. Furthermore, this prioritization plan is aligned with the State's Active Transportation Program grant criteria, which is the primary source of state funding the City pursues for pedestrian and bicycle infrastructure.

Table 10. Prioritization Criteria

Criteria	Measure	Points
Safety	Within 500 feet of 4+ pedestrian-/bicyclist-involved collisions or 1 pedestrian/bicyclist fatality = 15 points	0, 5, 10, 15
	Within 500 feet of 2-3 pedestrian-/bicyclist-involved collisions = 10 points	
	Within 500 feet of 1 pedestrian-/bicyclist-involved collision = 5 points	
Equity	Projects that are located within a disadvantaged community, as defined by CalEnviroScreen 3.0. Points are based on the CES Percentile (0-100%): 0-9% = 1 point; 10-19% = 2 points, etc.	1 - 10

Criteria	Measure	Points
Destination Accessibility	Within 500 feet of a park or school, Points are based on number of destinations within 500 feet, up to 10 destinations.	0 - 10
Community-Identified Need	Projects that were identified through multiple engagement efforts with unique stakeholders.	0, 10
Cost	Projects that are lower cost will generally present fewer barriers to implementation, and thus receive more points based on this threshold: Low = 10 points, Medium = 5 points, High = 0 points	0, 5, 10
Ease of Implementation	Projects that require minimal infrastructure present fewer barriers to implementation, and thus receive more points based on this threshold: Easy = 10 points, Somewhat Easy = 5 points, Not Easy = 0 points	0, 5, 10
Maximum Possible Points		65

The prioritization list acts as a guide to implementation for the City of Highland. When funding sources become available, the City will take all available opportunities to propose the most competitive projects. Should opportunities arise to complete projects on lower tiers of the prioritization list, they will be taken. For example, if a new development is required to provide a public benefit along these corridors, proposed bikeways or sidewalks can be considered as an option. If the City plans to repave a corridor that has a recommended bikeway or pedestrian project in this Plan, the City will explore ways to install facilities as the street is repaved.

Projects were given one of three priorities:

- **Tier 1: High Priority Projects.** These are projects that the City of Highland will actively seek funding for and dedicate resources to planning and implementation in the immediate years. Timelines for outreach, and identification of funding sources will be a high priority and immediate next step. The Tier 1 projects that are lower-scale and cost will be considered for immediate implementation in the coming fiscal years.
- **Tier 2: Priority Projects.** These are projects that the City of Highland will maintain as potential projects, in the event that funding sources (such as developer impact fees) become available. The City's repaving plan will also take these projects into account as street repaving plans are implemented. These projects may be combined with Tier 1 projects to strengthen the network and gap closure portions of grant applications, and to complement other projects.

- Tier 3: Other Projects.** These are projects that the City of Highland will pursue longer-term. However, should the City have the opportunity to implement projects from any of the three tiers, we will work to develop these projects in order to close network gaps and improve walking, biking, and connecting to transit.

Figure 28. Recommended Bicycle Projects by Prioritization Score

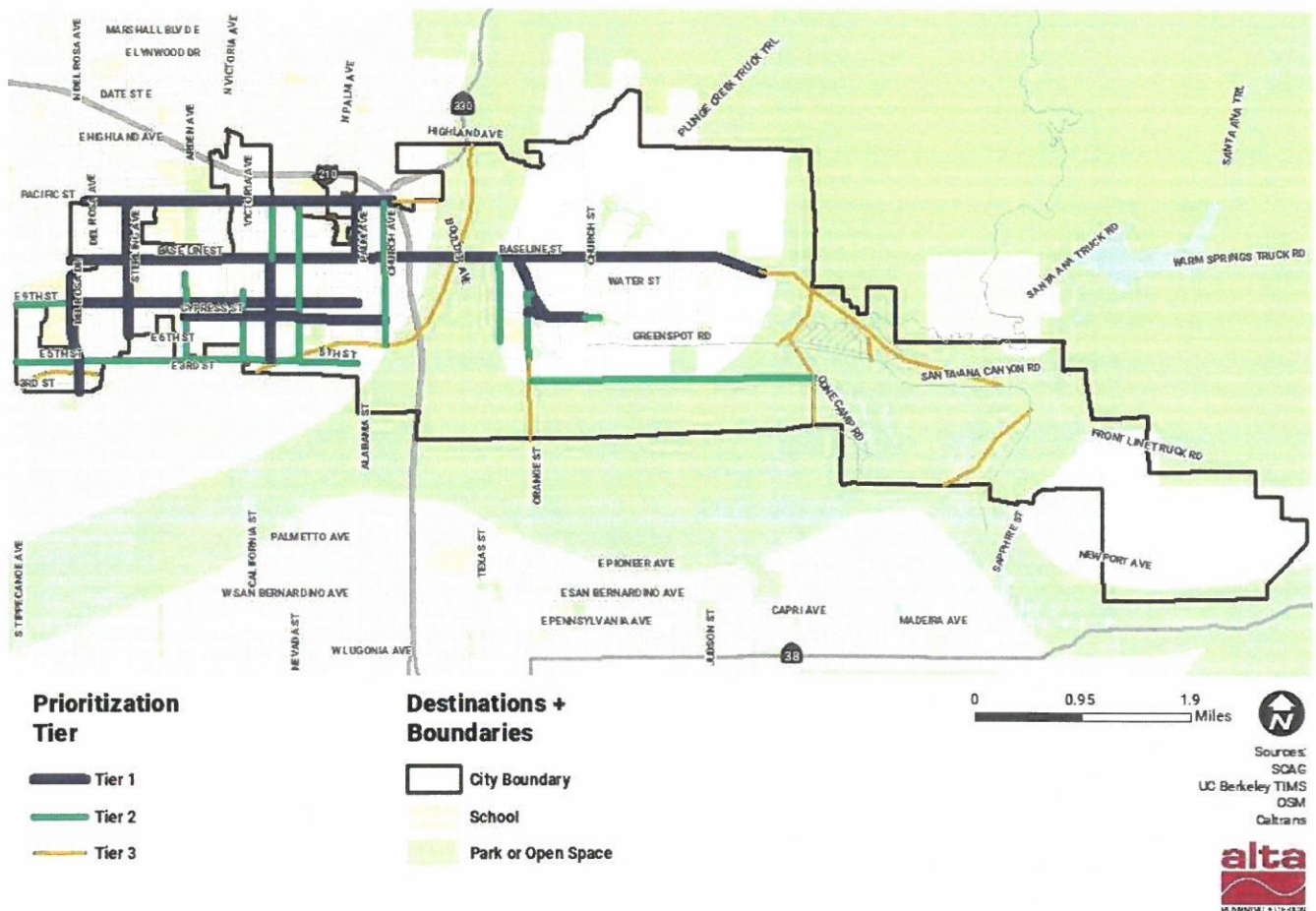


Figure 29. Recommended Bicycle Projects by Prioritization Score-West

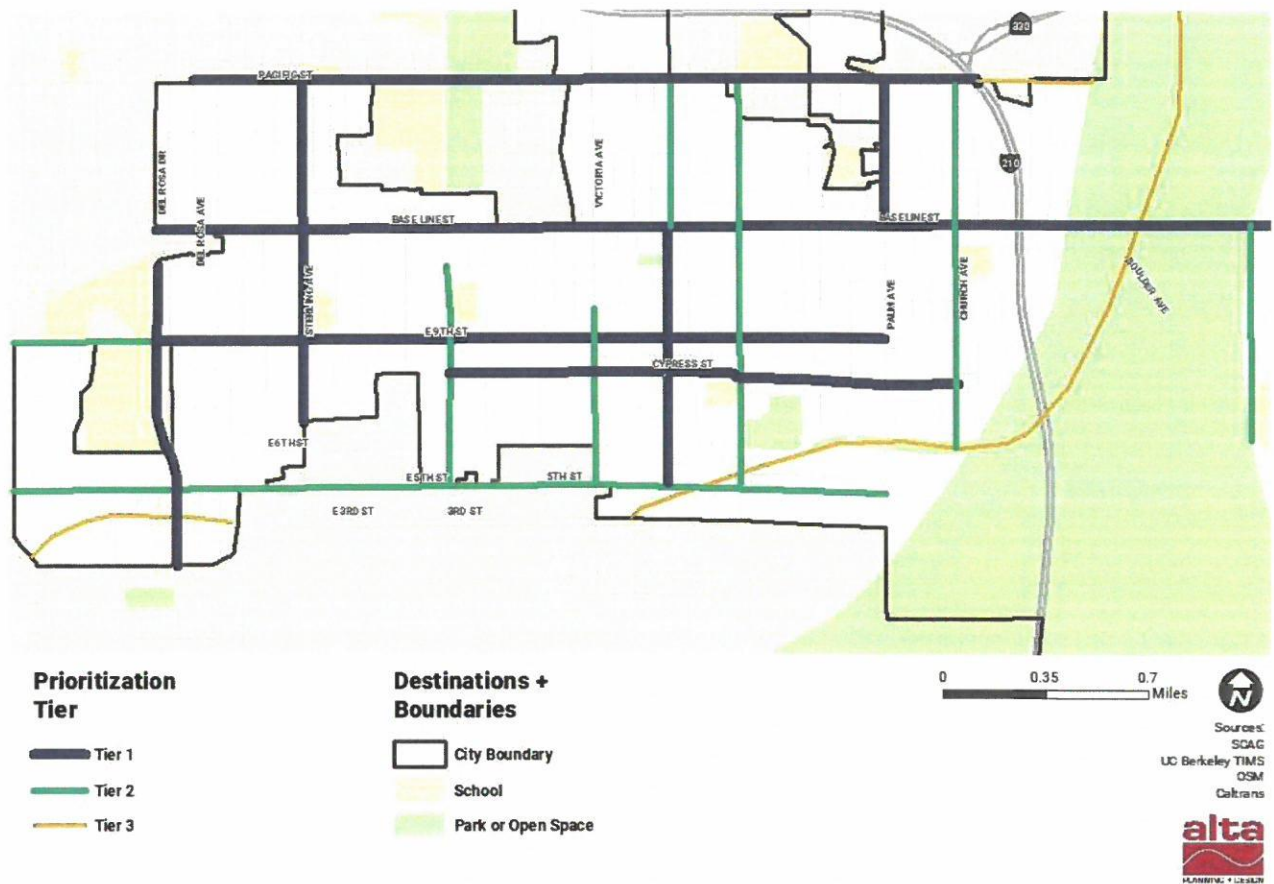
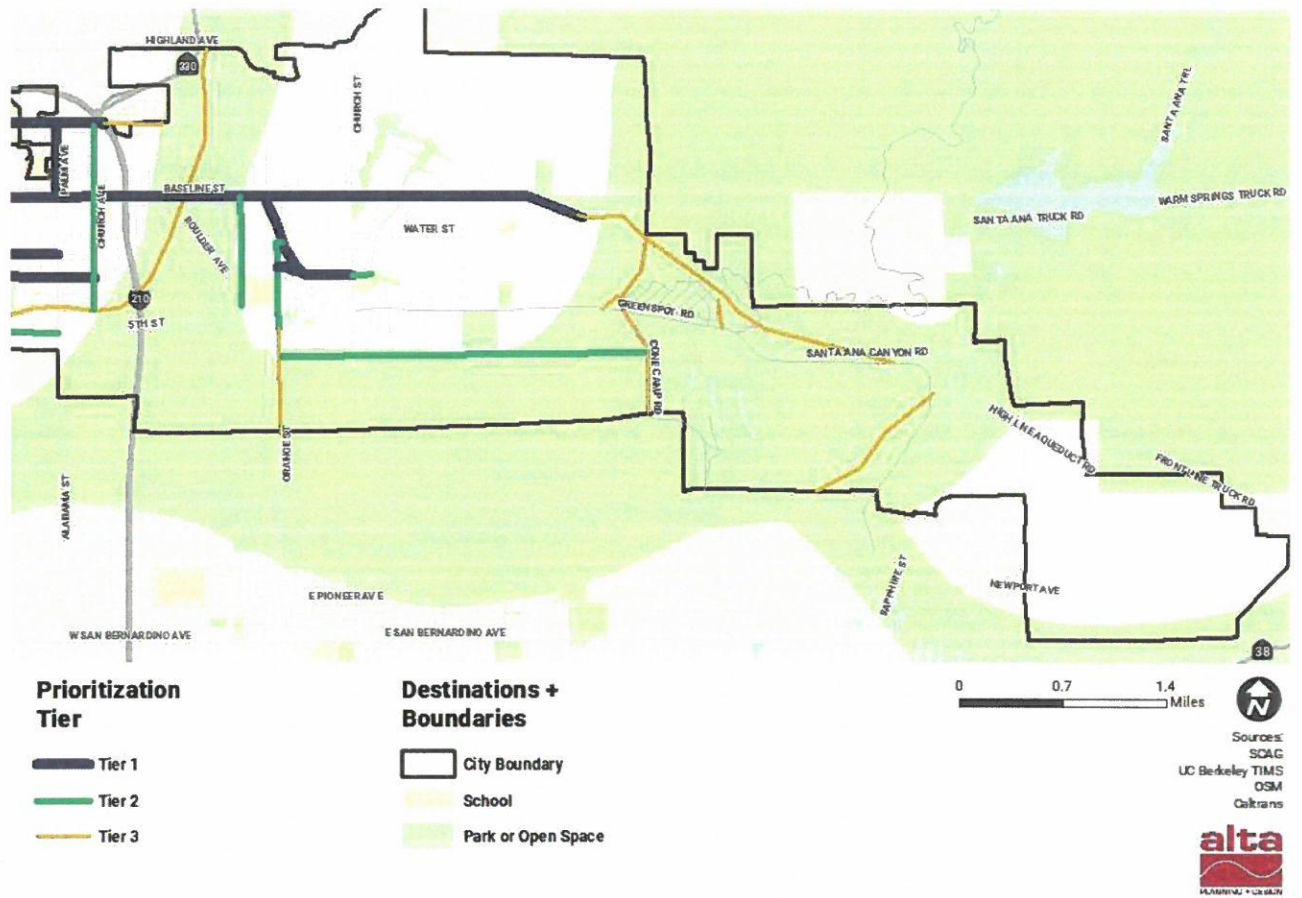


Figure 30. Recommended Bicycle Projects by Prioritization Score-East





Prioritized Bicycle Projects

Figure 28 shows the recommended bicycle projects throughout the city based on prioritization score. The following tables list Tier 1, 2, and 3 projects among the recommended bikeways, including planning-level cost estimates.

Table 11. Recommended Bicycle Projects Including Length and Estimated Costs: Tier 1

Corridor	From	To	Facility Type	Length (Miles)	Cost Estimate	Priority Score
*Palm Ave	Pacific St	Base Line	3	0.50	Low	49
Base Line	Del Rosa Ave	Tuolumne Ln	2B	6.09	Low	49
*9th St	Del Rosa Dr	Palm Ave	2B	2.50	Low	44
Cypress St	Lankershim Ave	Church Ave	3B	1.76	Medium	42
*Del Rosa Dr	Paloma St	3rd St	2	1.04	Low	42
*Cunningham St	Base Line	5th	2	0.88	Low	41
*Sterling Ave	Pacific St	7th St	2B	1.17	Low	39
*Streater Avenue	Base Line	Church St	2	0.92	Low	38
*Pacific St	Del Rosa Dr	210 Freeway	2	2.71	Low	38
*Tonner Dr	Orange St	Streater Ave	3	0.16	Low	38
TOTAL				17.73		

* – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Table 12. Recommended Bicycle Projects Including Length and Estimated Costs: Tier 2

Corridor	From	To	Facility Type	Length (Miles)	Cost Estimate	Priority Score
Webster St	Base Line	Boulder Ave	3B	0.74	Medium	35
*Orange Street	Tonner Dr	Greenspot Rd	2	0.61	Low	35
Olive Street	Pacific St	Base Line	3	0.50	Low	35
5th St	Tippecanoe Ave	Palm Ave	2B	2.99	Low	35
*Central Ave	Pacific St	5th St	3B	1.39	Medium	33
9th St	Tippecanoe Ave	Del Rosa Dr	2	0.49	Low	32
Lankershim Ave	Olive St	5th St	3B	0.75	Medium	30
*Victoria Ave	Sparks St	5th St	2	0.60	Low	30
Church Ave	Pacific St	5th	3	1.25	Low	30
Orange to Cone						
Camp Trail	Orange St	Cone Camp Rd	1	2.48	Medium	26
Love St	Church St	Elder Gulch Paseo	2	0.12	Low	24
TOTAL				11.93		

* – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Table 13. Recommended Bicycle Projects Including Length and Cost Estimates: Tier 3

Corridor	From	To	Facility Type	Length (Miles)	Cost Estimate	Priority Score
Pacific St	210 Freeway	Grove Ave	2	0.41	Low	23
Cone Camp Rd	Greenspot Rd	South City Limit	1	0.38	Medium	22
North Fork Trail	Cone Camp Rd	Tuolumne Ln	1	1.38	Medium	21
City Creek Trail	3rd St	Highland Ave	1	3.27	High	20
North Fork Trail	Base Line	Greenspot Rd	1	1.87	Medium	19
Santa Ana River Trail		Greenspot Rd	1	1.05	Medium	19
*Orange St	Greenspot Rd	South City Limit	1	0.72	Medium	18
City Creek Trail	Tippecanoe Ave	Sterling Ave	1	0.73	High	17
TOTAL				9.81		

* – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Figure 31. Prioritized Pedestrian Projects

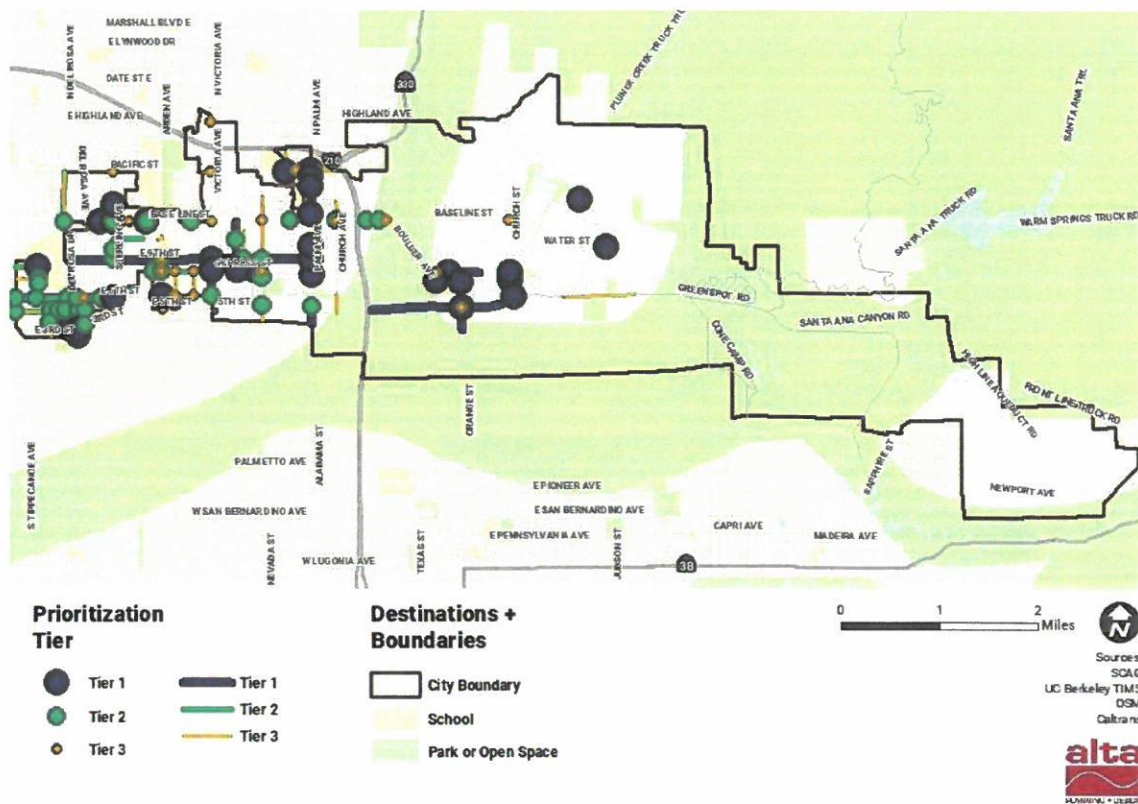


Figure 32. Prioritized Pedestrian Projects – West

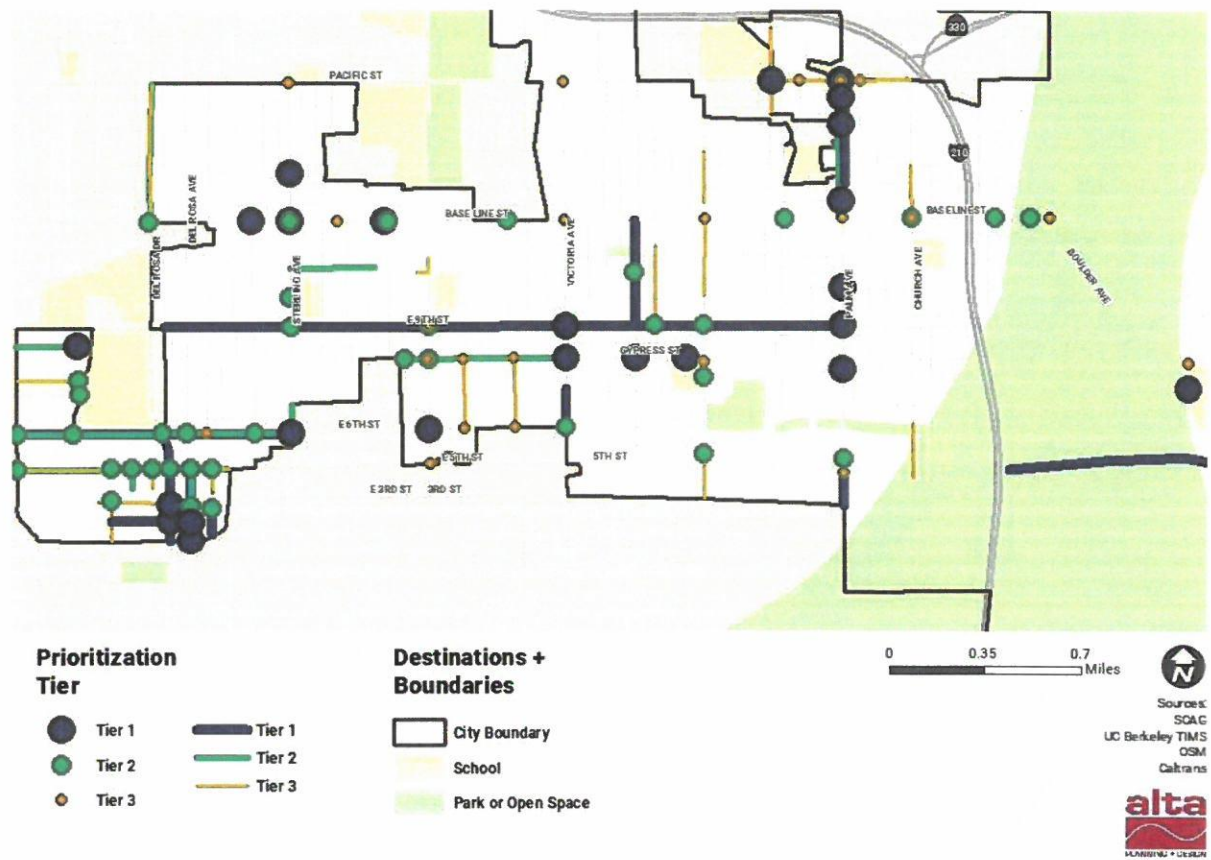
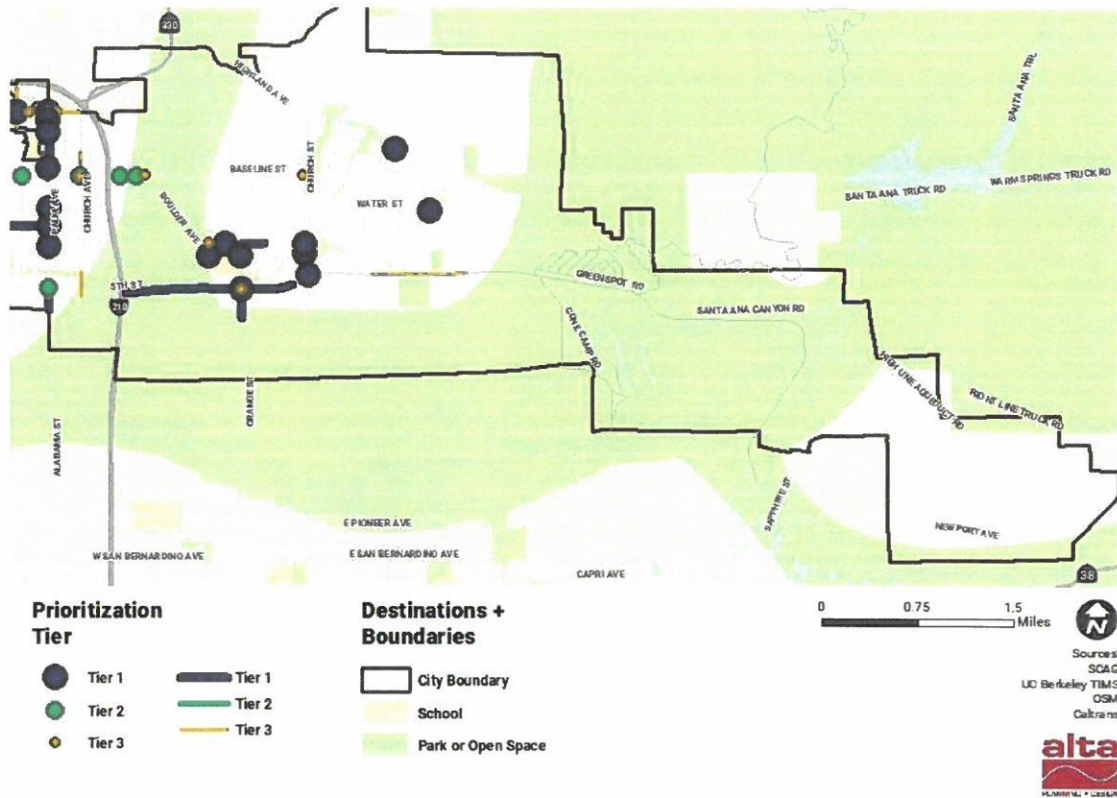


Figure 33. Prioritized Pedestrian Projects – East





Prioritized Pedestrian Projects

Figure 31 and Figure 32 shows the recommended pedestrian projects throughout the city based on prioritization score. The following tables highlight Tier 1, 2, and 3 projects among the recommended pedestrian projects, including planning-level cost estimates.

Table 14. Recommended Pedestrian Projects Including Quantity, Length, and Cost Estimate: Tier 1

Corridor	Cross Street	To	Facility Category	Description	Length	Cost Estimate	Priority Score
Cypress St	Cunningham St		Crossing Facilities	High-Visibility Crosswalk		Low	45
*Palm Ave	Fisher St		Crossing Facilities	High-Visibility Crosswalk		Low	42
Base Line	Elm St		Crossing Facilities	High-Visibility Crosswalk		Low	39
*Greenspot Rd	Orange St		Crossing Facilities	High-Visibility Crosswalks		Low	38
*Palm Ave	Main St		Crossing Facilities	High-Visibility Crosswalk		Low	38
*Church St	Greenspot Rd		Crossing Facilities	High-Visibility Crosswalk		Low	38
Sterling Ave	Jane St		Crossing Facilities	High-Visibility Crosswalk		Low	37
Del Rosa Dr	Court St		Curb Treatments	Curb Ramps		Medium	35
3rd St	Del Rosa Ave		Curb Treatments	Curb Ramps		Medium	35
Court St	Del Rosa Ave		Curb Treatments	Curb Ramps		Medium	35
Palm Ave	Cypress St		Transit Stop Amenities	Bus Shelter		Medium	35
Palm Ave	9th St		Crossing Facilities	High-Visibility Crosswalk		Low	35

* – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Corridor	Cross Street	To	Facility Category	Description	Length	Cost Estimate	Priority Score
Palm Ave	Norwood St		Crossing Facilities	High-Visibility Crosswalk		Low	35
*Del Rosa Ave	5th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.26	Medium	35
Base Line	Sterling Ave		Transit Stop Amenities	Bus Shelter		Medium	34
Base Line	McKinley St		Transit Stop Amenities	Bus Shelter		Medium	34
Eucalyptus Ave	Orange St	Streater Ave	Sidewalks & Paths	Sidewalk Gap	0.19	Low	33
Cypress St	Cunningham St		Signals & Beacons	Mid-block crossing (possibly raised) with flashing beacons		Medium	31
Del Rosa Dr	5th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.25	Medium	31
Palm Ave	5th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.12	Low	31
Del Rosa Dr	4th St		Crossing Facilities	High-Visibility Crosswalks		Low	30
9th St	Victoria Ave		Transit Stop Amenities	bus shelter and shade		Medium	30
Victoria Ave	Cypress St		Crossing Facilities	High-Visibility Crosswalk		Low	30
Highland Ave	Pleasant View Ln		Crossing Facilities	High-Visibility Crosswalk		Low	30
Court St	Marilyn Ave	Del Rosa Ave	Sidewalks & Paths	Sidewalk Gap	0.29	Medium	30
Shirley Ave	4th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.09	Medium	30
*Victoria Ave	Cypress St	6th St	Sidewalks & Paths	Sidewalk Gap	0.14	Low	30

* – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Corridor	Cross Street	To	Facility Category	Description	Length	Cost Estimate	Priority Score
Webster St	Eucalyptus Ave		Signals & Beacons	Mid-block crossing (possibly raised) with flashing beacons		Medium	29
Sterling Ave	5th St		Curb Treatments	Curb Ramp		Medium	29
Base Line	Elm St		Transit Stop Amenities	Bus Shelter		Medium	29
Lankershim Ave	6th St		Crossing Facilities	High-Visibility Crosswalk		Low	29
9th St	Elmwood Rd	Palm Ave	Pedestrian-Scale Lighting	Lighting	2.46	High	29
*Palm Ave	Pacific St	Villa St	Sidewalks & Paths	Sidewalk Gap	0.37	High	29
Eucalyptus Ave	Webster St		Signals & Beacons	Mid-block crossing (possibly raised) with flashing beacons		Medium	28
Orange St	Windham Dr		Signals & Beacons	Mid-block crossing (possibly raised) with flashing beacons		Medium	28
Church St	Glenheather Dr		Signals & Beacons	Mid-block crossing (possibly		Medium	28

* – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Corridor	Cross Street	To	Facility Category	Description	Length	Cost Estimate	Priority Score
				raised) with flashing beacons			
*Palm Ave	Main St		Curb Treatments	Curb Ramps		Medium	28
*Palm Ave	Pacific St		Curb Treatments	Curb Ramps		Medium	28
*Pacific St	Orange St		Crossing Facilities	High-Visibility Crosswalk		Low	28
Greenspot Rd	210 FWY	Valencia Ct	Sidewalks & Paths	Sidewalk Gap,	1.31	Medium	28
Palm Ave	Foster Ave		Curb Treatments	Curb Ramps		Medium	27
Glenheather Dr	Church St		Crossing Facilities	High-Visibility Crosswalks		Low	27
Alpin St	Water St		Crossing Facilities	High-Visibility Crosswalks		Low	27
Del Rosa Dr	5th St	3rd St	Pedestrian-Scale Lighting	Lighting	0.39	High	27
Fairfax Ln	Union St		Curb Treatments	Curb Ramps		Medium	26
*Orange St	Greenspot Rd	Boulder Ave	Sidewalks & Paths	Sidewalk Gap	0.22	Medium	26
6th St	Tippecanoe Ave	Sterling Ave	Sidewalks & Paths	Sidewalk Gap	0.99	Medium	26
*Cunningham St	Base Line	9th St	Sidewalks & Paths	Sidewalk Gap	0.38	Low	26
TOTAL					7.46		

* – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Table 15. Recommended Pedestrian Projects Including Quantity, Length, and Cost Estimate: Tier 2

Corridor	Cross Street	To	Facility Category	Description	Length	Cost Estimate	Priority Score
5th St	Marilyn Ave		Curb Treatments	Curb Ramps		Medium	25
5th St	Donna Dr		Curb Treatments	Curb Ramps		Medium	25
5th St	Fairfax Ln		Curb Treatments	Curb Ramps		Medium	25
9th St	Sterling Ave		Transit Stop Amenities	Bus Shelter		Medium	25
Palm Ave	Meines St		Transit Stop Amenities	Bus Shelter		Medium	25
Palm Ave	Cypress St		Curb Treatments	Curb Extensions		High	25
Palm Ave	Norwood St		Transit Stop Amenities	Bus Shelter		Medium	25
Del Rosa Ave	5th St	3rd St	Pedestrian-Scale Lighting	Lighting	0.26	High	25
*9th St	Valaria Dr	Victoria Ave	Sidewalks & Paths	Sidewalk Gap	0.20	Medium	25
Del Rosa Dr	Base Line		Transit Stop Amenities	Bus Shelter		Medium	24
5th St	Elm St		Curb Treatments	Curb Ramps		Medium	24
Cypress St	McKinley Ave		Curb Treatments	Curb Ramps		Medium	24
Cypress St	Lankershim Ave		Curb Treatments	Curb Ramps		Medium	24

* – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Corridor	Cross Street	To	Facility Category	Description	Length	Cost Estimate	Priority Score
Base Line	Sterling Ave		Curb Treatments	Curb Extensions		High	24
Base Line	McKinley St		Curb Treatments	Curb Extensions		High	24
Del Rosa Dr	Pacific St	Base Line	Sidewalks & Paths	Sidewalk Gap	0.50	Medium	24
Sterling Ave	7th St	6th St	Sidewalks & Paths	Sidewalk Gap	0.10	Medium	24
Palm Ave	Pacific St	Base Line	Pedestrian-Scale Lighting	Lighting	0.50	High	24
*Del Rosa Dr	6th St		Transit Stop Amenities	Bus Shelter		Medium	21
Base Line	Church Ave		Transit Stop Amenities	Bus Shelter		Medium	21
Base Line	Seine Ave		Transit Stop Amenities	Bus Shelter		Medium	21
Base Line	Stoney Creek Dr		Transit Stop Amenities	Bus Shelter		Medium	21
Cunningham St	Crest St	3rd St	Curb Treatments	Curb Ramps		Medium	21
Central Ave	Meines St	Victoria Ave	Transit Stop Amenities	Bus Shelter		Medium	21
Central Ave	Hibiscus St		Transit Stop Amenities	Bus Shelter		Medium	21
6th St	Tippecanoe Ave	Sterling Ave	Pedestrian-Scale Lighting	Lighting	0.99	High	21
Union St	Tippecanoe Ave	Fairfax Ln	Sidewalks & Paths	Sidewalk Gap	0.22	Medium	21

* – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Corridor	Cross Street	To	Facility Category	Description	Length	Cost Estimate	Priority Score
Del Rosa Dr	4th St		Curb Treatments	Curb Ramps		Medium	20
Del Rosa Dr	5th St		Curb Treatments	Curb Ramps		Medium	20
Tippecanoe Ave	5th St	Base Line	Curb Treatments	Curb Ramps		Medium	20
5th St	Michael Dr	6th St	Curb Treatments	Curb Ramps		Medium	20
5th St	Del Rose Ave	Base Line	Curb Treatments	Curb Ramps		Medium	20
5th St	Shirley Ave		Curb Treatments	Curb Ramps		Medium	20
Tippecanoe Ave	6th St		Curb Treatments	Curb Ramps		Medium	20
5th St	Del Rosa Ave		Curb Treatments	Curb Ramps		Medium	20
Del Rosa Ave	4th St		Curb Treatments	Curb Ramps		Medium	20
4th St	Marilyn Ave		Curb Treatments	Curb Ramps		Medium	20
4th St	Shirley Ave		Curb Treatments	Curb Ramps		Medium	20
Fairfax Ln	Vine St		Curb Treatments	Curb Ramps		Medium	20
Fairfax Ln	7th St	Schools	Curb Treatments	Curb Ramps		Medium	20
9th St	Lankershim Ave	Sterling Ave	Transit Stop Amenities	Bus Shelter		Medium	20

Corridor	Cross Street	To	Facility Category	Description	Length	Cost Estimate	Priority Score
9th St	Hillview St	Fairfax Ln	Curb Treatments	Curb Ramps		Medium	20
9th St	Central Ave		Transit Stop Amenities	Bus Shelter		Medium	20
Base Line	Valaria Dr		Transit Stop Amenities	Bus Shelter		Medium	20
Base Line	Cole Ave		Transit Stop Amenities	Bus Shelter		Medium	20
Sterling Ave	11th St		Signals & Beacons	Mid-block crossing (possibly raised) with flashing beacons		Medium	20
*6th St	Victoria Ave		Curb Treatments	Curb Ramps		Medium	20
5th St	Tippecanoe Ave	Sterling Ave	Sidewalks & Paths	Sidewalk Gap	0.76	Medium	20
Donna Dr	5th St	cul de sac	Sidewalks & Paths	Sidewalk Gap	0.07	Medium	20
Cypress St	McKinley St	Victoria Ave	Sidewalks & Paths	Sidewalk Gap	0.59	Medium	20
11th St	Sterling Ave	cul de sac	Sidewalks & Paths	Sidewalk Gap	0.31	Medium	20
TOTAL					4.76		

"*" – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Table 16. Recommended Pedestrian Projects Including Quantity, Length, and Cost Estimate: Tier 3

Corridor	Cross Street	To	Facility Category	Description	Length	Quantity	Cost Estimate	Priority Score
5th St	Bonnie St		Curb Treatments	Curb Ramps		2	Medium	19
Cypress St	Eucalyptus Dr		Curb Treatments	Curb Ramps		2	Medium	19
Cypress St	Grape St		Curb Treatments	Curb Ramps		2	Medium	19
Lankershim Ave	5th St		Curb Treatments	Curb Ramps		4	Medium	19
6th St	Eucalyptus Dr		Curb Treatments	Curb Ramps		2	Medium	19
6th St	Grape St		Curb Treatments	Curb Ramps		2	Medium	19
Del Rosa Dr	Pacific St	Base Line	Pedestrian-Scale Lighting	Lighting	0.50	1	High	19
*Pacific St	Orange St	Palm Ave	Sidewalks & Paths	Sidewalk Gap,	0.25	2	Medium	19
Greenspot Rd	Orange St		Curb Treatments	Curb Extensions		1	High	18
Base Line	Church St		Curb Treatments	Curb Extensions		4	High	18
*Pacific St	Cole Ave		Curb Treatments	Curb Ramps		2	Medium	18
*Pacific St	Center St		Curb Treatments	Curb Ramps		2	Medium	18
*Pacific St	Palm Ave		Traffic Calming	Traffic Circle		1	High	18

* – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Corridor	Cross Street	To	Facility Category	Description	Length	Quantity	Cost Estimate	Priority Score
Church Ave	Powell Dr	5th St	Sidewalks & Paths	Sidewalk Gap	0.20	2	Medium	18
Greenspot Rd	Gold Buckle Rd	Alta Vista	Sidewalks & Paths	Sidewalk Gap	0.74	1	Medium	18
Base Line	Guthrie St		Transit Stop Amenities	Bus Shelter		1	Medium	17
Base Line	Palm Ave		Transit Stop Amenities	two bus shelters		2	Medium	17
Highland Ave	Victoria Ave		Curb Treatments	Curb Extensions		4	High	17
Del Rosa Dr	6th St	5th St	Sidewalks & Paths	Sidewalk Gap	0.13	2	Medium	16
Marilyn Ave	4th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.14	2	Medium	16
*Hillview St	Bruce St	9th St	Sidewalks & Paths	Sidewalk Gap	0.29	2	Medium	16
Palm Ave	5th St		Curb Treatments	Curb Extensions		4	High	15
5th St	Tippecanoe Ave	Sterling Ave	Pedestrian-Scale Lighting	Lighting	0.77	1	High	15
4th St	Marilyn Ave	Shirley Ave	Sidewalks & Paths	Sidewalk Gap	0.42	2	Medium	15
Michael Dr	5th St	cul de sac	Sidewalks & Paths	Sidewalk Gap	0.07	2	Medium	15
Shirley Ave	5th St	cul de sac	Sidewalks & Paths	Sidewalk Gap	0.09	2	Medium	15
Vine St	Tippecanoe Ave	Fairfax Ln	Sidewalks & Paths	Sidewalk Gap	0.23	2	Medium	15

"*" – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Corridor	Cross Street	To	Facility Category	Description	Length	Quantity	Cost Estimate	Priority Score
*9th St	Cunningham St	Hillview St	Sidewalks & Paths	Sidewalk Gap	0.07	1	Medium	15
*9th St	Central Ave	Cole Ave	Sidewalks & Paths	Sidewalk Gap	0.25	1	Medium	15
Olive St	cul de sac	Lankershim Ave	Sidewalks & Paths	Sidewalk Gap	0.04	2	Medium	15
Lankershim Ave	cul de sac	Olive St	Sidewalks & Paths	Sidewalk Gap	0.05	2	Medium	15
*Central St	5th St	3rd St	Sidewalks & Paths	Sidewalk Gap	0.13	2	Medium	15
Central Ave	Base Line	10th St	Sidewalks & Paths	Sidewalk Gap	0.27	1	Medium	15
Lankershim Ave	Cypress St		Traffic Calming	Traffic Circle		1	High	14
Eucalyptus Dr	Cypress St	6th St	Sidewalks & Paths	Sidewalk Gap	0.25	2	Medium	14
Grape St	Cypress St	6th St	Sidewalks & Paths	Sidewalk Gap	0.25	2	Medium	14
*Pacific St	Sterling Ave		Curb Treatments	Curb Extensions		4	High	13
Orange St	Millar St	Clifton Ave	Sidewalks & Paths	Widen Sidewalk	0.31	2	Medium	13
*Pacific St	Palm Ave	Church Ave	Sidewalks & Paths	Sidewalk Gap	0.25	2	Medium	13
Church Ave	14th St	Base Line	Sidewalks & Paths	Sidewalk Gap	0.19	1	Medium	13
*Pacific St	Victoria Ave		Curb Treatments	Curb Extensions		4	High	12

* – Denotes Projects identified in the City's Capital Improvements Project List (CIP) and/or ATP funding cycle

Corridor	Cross Street	To	Facility Category	Description	Length	Quantity	Cost Estimate	Priority Score
Central Ave	14th St	Messina St	Sidewalks & Paths	Sidewalk Gap	0.18	1	Medium	12
Base Line	Church Ave		Curb Treatments	Curb Extensions		4	High	11
Central Ave	Cypress St		Traffic Calming	Traffic Circle		1	High	11
Base Line	Victoria Ave		Curb Treatments	Curb Extensions		4	High	10
Base Line	Central Ave		Curb Treatments	Curb Extensions		4	High	10
9th St	Lankershim Ave		Curb Treatments	Curb Extensions		4	High	10
Webster St	Eucalyptus Ave		Traffic Calming	Traffic Circle		1	High	9
Base Line	Boulder Ave		Curb Treatments	Curb Extensions		4	High	8
Base Line	Palm Ave		Curb Treatments	Curb Extensions		4	High	7
TOTAL					6.10	111		

MAINTENANCE AND OPERATIONS

Maintaining active transportation networks is equally as important as building out the system. Keeping infrastructure in good working order enables communities to derive an ongoing return on their investment, while demonstrating cities' ongoing commitment to providing a safe and functional system for their residents and visitors.

Regular active transportation facility maintenance includes sweeping, maintaining a smooth pavement and street surface, ensuring that the gutter-to-pavement transition remains relatively flush, trash collection, and restriping.

Maintenance costs almost exclusively rely on local funding. Typical costs for maintenance activities are listed in the table below (see Table 17).

Additional information regarding maintenance and operations of active transportation facilities can be found in Appendix C: Maintenance and Operations.

Table 17. Average Maintenance Activity Costs

Maintenance Activity	Average Replacement Value
Sidewalk Repair	\$12 per square foot
Asphalt Path	\$8 per square foot

FUNDING

Coordination with Other Agencies & Departments

Highland neighbors other jurisdictions, including the City of San Bernardino and the City of Redlands. The City of Highland will continue to work with adjacent cities to align priorities for projects where facilities abut boundaries. The City also commits to continue integrating active transportation projects with the regional network of walkways and bikeways in partnership with county agencies and regional bodies such as San Bernardino County Public Works. Lastly, as Caltrans is a large funding source for active transportation projects within the state, and further maintains freeways inside the Highland boundaries, additional coordination with this agency is important.

Funding Sources

As with many jurisdictions in the region, Highland relies heavily on regional, state, and federal funding sources to implement bicycle and pedestrian infrastructure projects and programs. Typically, these dollars are distributed to jurisdictions throughout California through a competitive grant process.

Transportation funding can change drastically when there are modifications to policies and new taxes and fees are adopted. In 2017, state-level funding for transportation grew through increases in the statewide gas tax and vehicle registration fee (SB 1). The California State Legislature passed these increases to address the growing backlog of roadway maintenance issues statewide, coupled with the adoption of several climate initiatives, such as cap-and-trade, which brings new revenue to the state from the sale and transfer of emission credits.

Federal transportation funding is primarily secured through grant programs run by state and regional agencies such as SCAG and Caltrans. Federal funding is perhaps the most uncertain, as the primary federal source of funding—the gas tax—has not been raised since 1993. Federal revenue for transportation is allocated through the federal surface transportation bill, which is developed and authorized by Congress infrequently.

A list of potential funding sources and the types of projects eligible for these sources is provided in Table 18; additional details about each funding source are available in Appendix B. Sources that the City of Highland will prioritize are highlighted with a gold star. As the funding environment is constantly changing, many of the sources identified may be discontinued or new funding opportunities may become available. City staff will remain vigilant and maintain focus on adapting to secure funding from sources of revenue as opportunities arise.

Table 18. Funding Sources

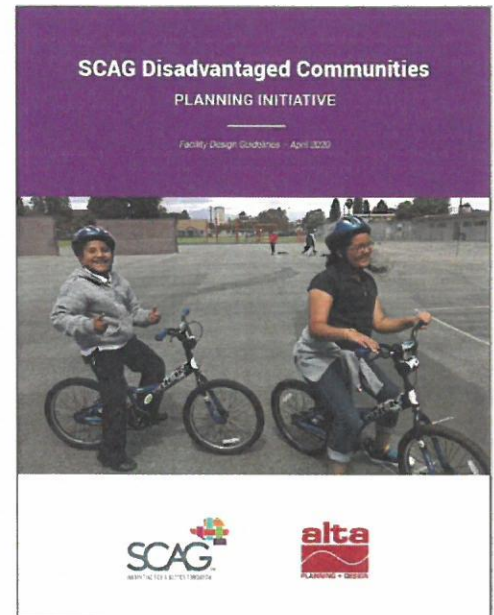
	FUNDING SOURCE	On-Street Bikeways	Pedestrian Infrastructure	Trails	Safe Routes to School	Safe Routes to Transit	Crossings/ Intersections	Bicycle Parking Facilities	Programs	Studies
	Federal Sources									
	Fixing America's Surface Transportation Act (FHWA)	✓	✓	✓	✓		✓		✓	
	Congestion Mitigation and Air Quality Improvement Program (FHWA)	✓	✓	✓	✓					
	Bus and Bus Facilities Grant Program (FTA)	✓				✓		✓		
☆	Highway Safety Improvement Program (HSIP)	✓	✓		✓	✓	✓			
	Better Utilizing Investments to Leverage Development (BUILD) Discretionary Grants (USDOT)	✓	✓	✓			✓	✓	✓	
	Community Development Block Grant (CDBG) Program (US HUD)	✓	✓	✓			✓			
	National Priority Safety Program (NHTSA)								✓	
	Our Town (National Endowment for the Arts)		✓						✓	✓
	Urbanized Area Formula Program (FTA)					✓		✓		
	Pilot Program for Transit-Oriented Development (TOD) Planning (FTA)					✓				✓
	State Sources									
☆	Active Transportation Program (CTC)	✓	✓	✓	✓	✓	✓		✓	
☆	Sustainable Transportation Planning Grants (Caltrans)									✓
	Transportation Development Act Article III (SB 821, Caltrans)	✓	✓	✓	✓	✓	✓			

	FUNDING SOURCE	On-Street Bikeways	Pedestrian Infrastructure	Trails	Safe Routes to School	Safe Routes to Transit	Crossings/ Intersections	Bicycle Parking Facilities	Programs	Studies
	State Transportation Improvement Program (CTC)	✓	✓	✓			✓			
	Local Partnership Program (CTC)	✓	✓		✓	✓	✓		✓	
	Solutions for Congested Corridors (CTC)	✓	✓	✓			✓			
☆	Office of Traffic Safety (CA OTS)								✓	
	Environmental Enhancement and Mitigation Funds (CA NRA)			✓						
	Recreational Trails Program (CA DPR)			✓						
☆	Affordable Housing & Sustainable Communities (CA HCD)	✓	✓			✓	✓	✓	✓	
	Urban Greening Grants (CA NRA)	✓	✓	✓	✓	✓	✓			
	Land and Water Conservation Fund (CA DPR)			✓						
	Habitat Conservation Fund			✓						
	Road Maintenance and Rehabilitation Program (Controller's Office)	✓	✓		✓	✓				✓
	Coastal Conservancy Proposition 1 Grants (SCC)	✓	✓	✓			✓			
Regional + Local Sources										
☆	Sustainability Planning Grant (SCAG)				✓	✓				✓
	Benefit Assessment Districts	✓	✓	✓			✓	✓		

FUNDING SOURCE	On-Street Bikeways	Pedestrian Infrastructure	Trails	Safe Routes to School	Safe Routes to Transit	Crossings/ Intersections	Bicycle Parking Facilities	Programs	Studies
Community Facilities Districts or Mello-Roos	✓	✓	✓			✓			
Enhanced Infrastructure Financing District (EIFD)	✓	✓	✓			✓			
Private Sources									
Community Grant Program (PeopleForBikes)	✓		✓				✓		
Plan4Health Coalitions (APA & APHA)									✓
Doppelt Family Trail Development Fund (Rails-to- Trails Conservancy)			✓						
10-Minute Walk Campaign (National Recreation and Park Association)									✓
American Greenways Eastman Kodak Awards (Getches- Wilkinson Center)			✓						✓

DESIGN GUIDELINES

As part of the Disadvantaged Communities Planning Initiative, SCAG and the project team prepared a set of **Facility Design Guidelines** that participating communities may use to create a pedestrian- and bicycle-friendly, safe, and accessible community. These guidelines are not a substitute for a more thorough evaluation by a professional upon implementation of facility improvements, but instead offer an overview of best practices established across the nation. The guidelines build off of national and state guidance, and are not intended to replace existing state or national mandatory or advisory standards nor the exercise of engineering judgment by licensed professionals, but will instead help inform the City's decisions when evaluating new projects. National and state design guidance and details can be found in the following documents.



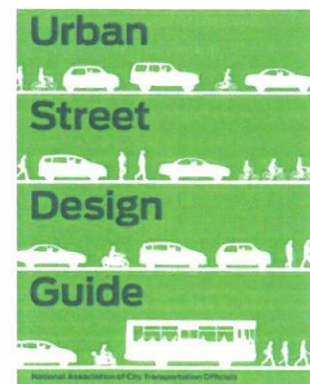
National Guidance

The **American Association of State Highway and Transportation Officials (AASHTO) Guide for the Planning, Design, and Operation of Pedestrian Facilities (2004)** provides comprehensive guidance on planning and designing for people on foot and using other mobility devices such as wheelchairs.

Offering similar guidance for bicycle facility design, the **AASHTO Guide for the Development of Bicycle Facilities (2012)** provides guidance on dimensions, use, and layout of specific bicycle facilities.

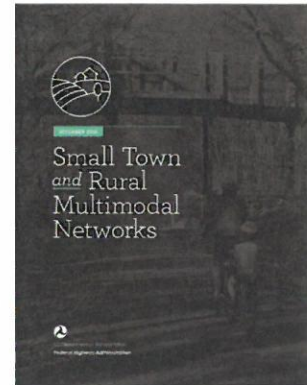
The **National Association of City Transportation Officials' (NACTO) Urban Street Design Guide (2013)** is the newest publication of nationally recognized urban street design standards, and offers guidance on the current state of the practice designs.

AASHTO's **A Policy on Geometric Design of Highways and Streets (2011)**, commonly referred to as the "Green Book," contains current design research and practices for highway and street geometric design.



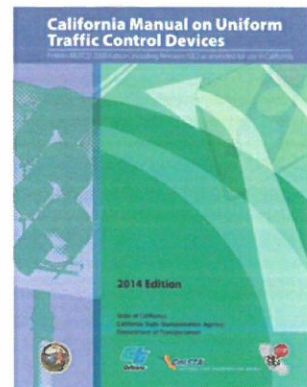
Separated Bike Lane Planning and Design Guide (2015) is the latest national guidance on the planning and design of separated bike lane facilities released by the Federal Highway Administration (FHWA). The resource documents best practices as demonstrated around the U.S., and offers ideas on future areas of research, evaluation and design flexibility.

The FHWA's **Small Town and Rural Multimodal Networks Report (2016)** is a resource to help small towns and rural communities support safe, accessible, comfortable, and active travel for people of all ages and abilities. It provides an overview of bicycle and pedestrian designs for these communities, as well as examples of peer communities.



State Guidance

The **California Manual on Uniform Traffic Control Devices (CA MUTCD) (2014)** is an amended version of the FHWA MUTCD 2009 edition modified for use in California. While standards presented in the CA MUTCD substantially conform to the FHWA MUTCD, the state of California follows local practices, laws, and requirements with regards to signing, striping, and other traffic control devices. As of publication, the document has been published as Revision 4 in March 2019.



The **California Highway Design Manual (HDM) (Updated 2015)** establishes uniform policies and procedures to carry out highway design functions for the California Department of Transportation.

Complete Intersections: A Guide to Reconstructing Intersections and Interchanges for Bicyclists and Pedestrians (2010) is a reference guide presenting information and concepts related to improving conditions for pedestrians and bicycle riders at major intersections and interchanges. The guide can be used to inform minor signage and striping changes to intersections, as well as major changes and designs for new intersections.

Main Street, California: A Guide for Improving Community and Transportation Vitality (2013) reflects California's current manuals and policies that improve multimodal access, livability, and sustainability

within the transportation system. The guide recognizes the overlapping and sometimes competing needs of main streets, especially those that are operated as part of the State's highway system.

Caltrans produced a memorandum entitled **Design Flexibility in Multimodal Design (2014)** that encourages flexibility in highway design. The memo stated that "Publications such as NACTO's Urban Street Design Guide and Urban Bikeway Design Guide... are resources that Caltrans and local entities can reference when making planning and design decisions on the State highway system and local streets and roads."

Section 9

APPENDIX

9. Appendix

APPENDIX A: ATP COMPLIANCE CHECKLIST

Subject	Requirement	Section(s)
Mode Share	The estimated number of existing bicycle trips and pedestrian trips in the plan area, both in absolute numbers and as a percentage of all trips, and the estimated increase in the number of bicycle trips and pedestrian trips resulting from implementation of the plan.	Chapters 3 & 6
Description of Land Use/Destinations	A map and description of existing and proposed land use and settlement patterns which must include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, major transit hubs, and other destinations. Major transit hubs must include, but are not limited to, rail and transit terminals, and ferry docks and landings.	Chapter 3
Pedestrian Facilities	A map and description of existing and proposed pedestrian facilities, including those at major transit hubs and those that serve public and private schools.	Chapters 4 & 6
Bicycle Facilities	A map and description of existing and proposed bicycle transportation facilities including those at major transit hubs and those that serve public and private schools.	Chapters 4 & 6
Bicycle Parking	A map and description of existing and proposed end-of-trip bicycle parking facilities. Include a description of existing and proposed policies related to bicycle parking in public locations, private parking garages and parking lots and in new commercial and residential developments. Also include a map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These must include, but not be limited to, bicycle parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels.	Chapters 4 & 6

Subject	Requirement	Section(s)
Wayfinding	A description of existing and proposed signage providing wayfinding along bicycle and pedestrian networks to designated destinations.	Chapters 4 & 6
Non-Infrastructure	A description of existing and proposed bicycle and pedestrian education, encouragement, enforcement, and evaluation programs conducted in the area included within the plan. Include efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the law impacting bicycle and pedestrian safety, and the resulting effect on collisions involving bicyclists and pedestrians.	Chapters 4 & 7
Collision Analysis	The number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all collisions and injuries, and a goal for collision, serious injury, and fatality reduction after implementation of the plan.	Chapters 4 & 6
Equity Analysis	Identify census tracts that are considered to be disadvantaged or low-income and identify bicycle and pedestrian needs of those disadvantaged or low-income residents.	Chapter 3
Community Engagement	A description of the extent of community involvement in development of the plan, including disadvantaged and underserved communities.	Chapter 5
Coordination	A description of how the active transportation plan has been coordinated with neighboring jurisdictions, including school districts within the plan area, and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, general plans and a Sustainable Community Strategy in a Regional Transportation Plan.	Chapter 3
Prioritization	A description of the projects and programs proposed in the plan and a listing of their priorities for implementation, including the methodology for project prioritization and a proposed timeline for implementation.	Chapter 8
Funding	A description of future financial needs for projects and programs that improve safety and convenience for bicyclists and pedestrians in the plan area. Include anticipated cost, revenue	Chapter 8 & Appendix B

Subject	Requirement	Section(s)
	sources and potential grant funding for bicycle and pedestrian uses.	
Implementation	A description of steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and community informed of the progress being made in implementing the plan.	Chapter 8
Maintenance	A description of the policies and procedures for maintaining existing and proposed bicycle and pedestrian facilities, including, but not limited to, the maintenance of smooth pavement, ADA level surfaces, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting	Chapter 8 & Appendix C
Resolution	A resolution showing adoption of the plan by the city, county or district. If the active transportation plan was prepared by a county transportation commission, regional transportation planning agency, MPO, school district or transit district, the plan should indicate the support via resolution of the city(s) or county(s) in which the proposed facilities would be located.	Appendix E

APPENDIX B: FUNDING SOURCES

Federal Sources

FIXING AMERICA'S SURFACE TRANSPORTATION ACT (FAST ACT)

The FAST Act, which replaced Moving Ahead for Progress in the 21st Century Act (MAP-21) in 2015, provides long-term funding certainty for surface transportation projects. This means states and local governments can move forward with critical transportation projects with the confidence that they will have a Federal partner over the long term (i.e. for at least five years).

The law makes changes and reforms to many Federal transportation programs. For example, it allows local entities that are direct recipients of Federal dollars to use a design publication that is different than one used by their State DOT, such as the Urban Bikeway Design Guide by the National Association of City Transportation Officials.

CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT PROGRAM (CMAQ)

CMAQ provides funding to state and local agencies for transportation projects that help meet Clean Air Act objectives. Funded projects must work to reduce congestion and improve area quality in nonattainment or maintenance zones for ozone, carbon monoxide or particulate matter. CMAQ funds can be used for bicycle and pedestrian projects that are included in the metropolitan planning organization's (MPO) current transportation plan and transportation improvement program (TIP). Projects can include bicycle and pedestrian facilities that are not exclusively recreational and for outreach related to safe bicycle use. Studies that are part of the project development pipeline (e.g., preliminary engineering) are also eligible for funding.

CMAQ funding is administered at the local level through the Southern California Association of Governments (SCAG). These funds are eligible for transportation projects that contribute to the attainment or maintenance of National Ambient Air Quality Standards in non-attainment or air quality maintenance areas. Examples of eligible projects include enhancements to existing transit services, rideshare and vanpool programs, projects that encourage bicycle transportation options, traffic light synchronization projects that improve air quality, grade separation projects, and construction of high-occupancy vehicle (HOV) lanes. Projects that are proven to reduce direct PM2.5 emissions are to be given priority

BUS AND BUS FACILITIES GRANT PROGRAM

The Federal Transit Administration (FTA) offers formula allocations and grants to a variety of organizations, including local governments, to pay for buses and related facilities. Agencies can use these funds to pay for bicycle routes to transit, bike racks, bike shelters, and bicycle equipment for public transportation vehicles.



HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

This federal program provides funding to states for projects that help communities achieve significant reductions in traffic fatalities and serious injuries on all public roads, bikeways, and walkways. Eligible projects include pedestrian safety improvements, traffic calming projects, and crossing treatments in school zones. Non-infrastructure projects are not eligible. All HSIP projects must be consistent with the state's Strategic Highway Safety Plan. Funding is available up to \$10 million and requires a 10% match.

[Learn more about how the HSIP funding is awarded in California.](#)

BETTER UTILIZATION INVESTMENTS TO LEVERAGE DEVELOPMENT DISCRETIONARY GRANT (BUILD)

The BUILD (formerly TIGER) reimbursement grant, available through the U.S. Department of Transportation, allows sponsors at the State and local levels to obtain funding for multi-modal, multi-jurisdictional projects that are more difficult to support through traditional funding initiatives. Eligible projects include: recreational trails, road diets, separated bike lanes, shared use paths, sidewalks, signal improvements, signed pedestrian or bicycle routes, traffic calming, trailside and trailhead facilities, bicycle parking, racks, repair stations, storage, and bike share programs. A program of projects can be assembled and should demonstrate significant regional impacts and be construction-ready. The minimum grant request in rural areas is \$1 million and in urban areas it is \$5 million.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

This program funds local development activities, such as affordable housing and anti-poverty programs, in low-to-moderate-income communities, as well as supporting infrastructure. Funds can be used to acquire property and build public facilities such as streets, sidewalks, and recreational facilities. This federal program is administered by the State who makes funds available to eligible agencies (cities and counties).

NATIONAL PRIORITY SAFETY PROGRAM

This program encourages States to address national priorities for reducing highway deaths and injuries through a variety of programs including non-motorized safety. Grants are awarded to State Highway Safety agencies for implementation or disbursement.

OUR TOWN

The Our Town grant program supports creative placemaking projects that help to transform communities into lively, beautiful, and resilient places – achieving these community goals through strategies that incorporate arts, culture, and/or design. Creative placemaking is when art is deliberately integrated into community revitalization work - placing arts at the table with land-use, transportation, economic development, education, housing, infrastructure, and public safety strategies. Grant applicants require partnerships between arts organizations and government, other nonprofit organizations, and private entities. Funding ranges between \$25,000 to \$200,000 per project.

URBANIZED AREA FORMULA PROGRAM

This program makes federal resources available to urbanized areas for transit capital and transit-related planning. An urbanized area is an incorporated area with a population of 50,000 or more. A 20% match is required; however, bicycle facilities, including routes to transit, bike racks, shelters and equipment and can receive a 95% federal share for the first 1% of program funds.

PILOT PROGRAM FOR TRANSIT-ORIENTED DEVELOPMENT PLANNING

This program supports public transportation by providing funding to local communities to integrate land use and transit connections. Projects must improve economic development and ridership, foster multimodal connectivity and accessibility, improve transit access for pedestrian and bicycle traffic, engage the private sector, identify infrastructure needs, and enable mixed-use development near transit stations.

State Sources



ACTIVE TRANSPORTATION PROGRAM (ATP)

California's Active Transportation Program (ATP) funds infrastructure and program projects that support the program goals of shifting trips to walking and bicycling, reducing greenhouse gas emissions, and improving public health. Competitive application cycles occur every one to two years. Eligible projects include bicycling and walking facilities, new or expanded programmatic activities, or

projects that include a combination of infrastructure and non-infrastructure components. Funding for DACs is prioritized. The minimum request for projects is \$250,000. [Learn more about ATP.](#)



SUSTAINABLE TRANSPORTATION PLANNING GRANT PROGRAM

The Sustainable Transportation Planning Grant Program supports transportation planning processes which address local and regional transportation needs and issues. The program offers two types of grants: Strategic Partnerships and Sustainable Communities, to all levels of government. The Strategic Partnership Grants fund regional agencies to address state highway system deficiencies, strengthen government relationships, and result in programmed system improvements. The Sustainable Communities Grants fund a variety of projects at all levels of government, including concept design. Projects are expected to “identify and address mobility deficiencies in the multimodal transportation system, encourage stakeholder collaboration, involve active public engagement, integrate Smart Mobility 2010 concepts, and ultimately result in programmed system improvements.” [Learn more about this Caltrans funding opportunity.](#)

TRANSPORTATION DEVELOPMENT ACT (TDA) / ARTICLE III (SB 821)

The Transportation Development Act (TDA) Article III (SB 821) uses monies collected from the state gasoline tax to provide grants through Regional Transportation Planning agencies to fund transportation improvements. The San Bernardino County Metropolitan Transportation Authority (SBCTA) is responsible for allocating this money on a per capita basis to cities within San Bernardino County with a focus on active transportation and public transit development. These cities have the option to either draw down the funds or to place them on reserve.

STATE TRANSPORTATION IMPROVEMENT PROGRAM

STIP funds are available for new construction projects that add capacity to the transportation network. Funding is a mix of state, federal, and local taxes and fees; and consists of two components: Caltrans’ Interregional Transportation Improvement Program (ITIP) and regional transportation planning agencies’ Regional Transportation Improvement Program (RTIP). Pedestrian and bicycle projects may be programmed under ITIP and RTIP.

LOCAL PARTNERSHIP PROGRAM

This program provides local and regional transportation agencies that have passed sales tax measures, developer fees, or other imposed transportation fees with a continuous appropriation of \$200 million

annually to fund transportation improvement projects including biking, walking, safety and health-related projects.

SOLUTIONS FOR CONGESTED CORRIDORS PROGRAM

The program provides funding to achieve a balanced set of transportation, environmental, and community access improvements to reduce congestion throughout the state. This statewide, competitive program makes \$250 million available annually for projects that implement specific transportation performance improvements and are part of a comprehensive corridor plan by providing more transportation choices while preserving the character of local communities and creating opportunities for neighborhood enhancement. All projects nominated must be identified in a currently adopted regional transportation plan and an existing comprehensive corridor plan.



OFFICE OF TRAFFIC SAFETY GRANTS

These grants can be used to fund existing or new traffic safety programs. Proposals should include the seriousness of the problem, crash statistics, and potential traffic safety impacts. Grants for bicycle and pedestrian safety programs have included bicycle rodeos education programs in schools, free helmets, education for older adults, and Vision Zero outreach, among others. [Learn more about the California Office of Traffic Safety \(OTS\) grants here.](#)

ENVIRONMENTAL ENHANCEMENT AND MITIGATION FUNDS

The California Natural Resources Agency provides grants to projects that indirectly mitigate the environmental impacts of new transportation facilities. Funds are available for land acquisition and construction and should fall into one of the following three categories: urban forestry projects, resource lands projects, or mitigation projects beyond the scope of the lead agency. The local Caltrans district must support the project. The average award amount is \$250,000.

RECREATIONAL TRAILS PROGRAM

This program provides funding to develop and maintain recreational trails and facilities. Funding can be used for: maintenance and restoration of existing trails; purchase and lease of trail construction and maintenance equipment; construction of new trails, including unpaved trails; acquisition of easements or property; or operation of educational programs to promote safety and environmental protection. The State Department of Parks and Recreation administers the funds and requires a 12% local match.



AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM

This program provides grants and affordable housing loans for transit-oriented development and related infrastructure and programs that reduce greenhouse gas emissions. Bikeway, walkway, and trail projects are key elements of successful affordable housing grant applications and must connect the housing site to transit or other key destinations (school, health care, etc.). At least 50% of AHSC Program funds must be for affordable housing (which includes affordable housing developments or housing-related infrastructure). Funding amounts for sustainable transportation infrastructure vary depending on project type. [Visit the California Department of Housing and Community Development to learn more.](#)



URBAN GREENING GRANTS

Urban Greening Grants support the development of green infrastructure projects that reduce GHG emissions and provide multiple benefits. Projects must include one of three criteria: sequester and store carbon by planting trees; reduce building energy use through shade trees; or reduce commute vehicle miles traveled by constructing bicycle paths, bicycle lanes or pedestrian facilities that provide safe routes for travel between residences, workplaces, commercial centers, and schools. Eligible projects include green streets and alleyways, parks, urban heat island mitigation, and non-motorized urban trails that integrate or mimic natural systems. Projects must be able to demonstrate a reduction in GHG emissions using CARB's approved methodology.

Funds are programmed by the California Natural Resources Agency. Approximately \$28.5 million of funding is available; no minimum or maximum amount of funding must be requested. Funding for DACs and low-income communities is prioritized. [Learn more about the Urban Greening Grant here.](#)

LAND AND WATER CONSERVATION FUND

The Land and Water Conservation Fund is a federal program that provides grants for planning and acquiring outdoor recreation areas and facilities, including trails. In California, the fund is administered by the California State Parks Department. Cities, counties, and districts authorized to acquire and develop park and recreation space are eligible for grant funding. While nonprofits are ineligible, they are allowed to apply in partnerships with eligible agencies. Applicants must fund the project entirely and will be reimbursed for half of the cost.

HABITAT CONSERVATION FUND

This fund allocates approximately \$2 million each year to cities, counties, and districts for nature interpretation programs to bring urban residents into park and wildlife areas, protection of various plant

and animal species, and the acquisition and development of wildlife corridors and trails. Funds are available for trail maintenance, interpretive signage, lighting, and waysides. The program requires a 50% match.

ROAD MAINTENANCE AND REHABILITATION PROGRAM (SB 1)

Senate Bill 1 (SB1) created the Road Maintenance and Rehabilitation Program (RMRP) to address deferred maintenance on state highways and local road systems. Program funds can be spent on both design and construction efforts. On-street active transportation related maintenance projects are eligible if program maintenance and other thresholds are met. Funds are allocated to eligible jurisdictions. Funds are programmed by the State Controller's Office with guidance from the CTC.

COASTAL CONSERVANCY PROPOSITION 1 GRANTS

These grants fund ecosystem and watershed protection and restoration projects focused on water sustainability, wetland restoration and urban greening. These grants can be used for the urban greening or water sustainability elements incorporated in bikeway, walkway and trail projects and funding can be used for planning, land acquisition, and construction though there is a focus on supporting projects that will be quickly built.

Regional & Local Sources



SUSTAINABILITY PLANNING GRANT

The program provides technical assistance and a variety of grants to SCAG member jurisdictions. Grants are available in three categories: Integrated Land Use (Sustainable Land Use Planning, Transit Oriented Development (TOD) and Land Use & Transportation Integration); Active Transportation (Bicycle, Pedestrian and Safe Routes to School Plans); and Green Region (Natural Resource Plans, Climate Action Plans (CAPs) and Greenhouse Gas (GHG) Reduction programs). The program also funds quick-build projects. [Learn more about SCAG's Sustainability Planning Grant.](#)

BENEFIT ASSESSMENT DISTRICTS

Benefit Assessment Districts are used by local governments in California to pay for the cost of providing services to a community. Charges to the community are based on the concept of assessing only those properties that directly benefit from the service. Bikeways, walkways, trails, and related facilities can be funded; however, care must be taken when defining the community boundary as active transportation projects have regional benefits.

COMMUNITY FACILITIES DISTRICTS OR MELLO-ROOS

The Mello-Roos Community Facilities Act allows any county, city, special district, school district, or joint powers of authority to establish a Community Facility Districts (CFD) for the purpose of selling tax-exempt bonds to fund public improvements within that district. Through the process of creating the local goals for a CFD, there is flexibility in how the funds are used. For example, the City of Sacramento included bicycle services in their CDF that included bicycle racks and lockers at public civic uses, bicycle racks on transit vehicles, bikeshare programs, electrified bicycle promotion, and bicycle fairs.

ENHANCED INFRASTRUCTURE FINANCING DISTRICTS (EIFD)

EIFDs were approved by the California Legislature in 2015 to allow communities to establish specific districts in which they can collect local property tax revenues to fund local infrastructure projects.

Private Sources

PEOPLEFORBIKES COMMUNITY GRANT PROGRAM

This grant program is funded by members of the bicycle industry who want to make it easier and safer for people of all ages and abilities to ride. This program supports bicycle infrastructure projects including bike paths, lanes, trails, and bridges, as well as bike parks and pump tracks. Also included are end-of-trip facilities such as bike racks, bike parking, bike repair stations and bike storage. Funding can be used for engineering and design work, construction costs including materials, labor, and equipment rental, and reasonable volunteer support costs. The grant provides up to \$10,000, and while it does not require a match, the grant should be no more than 50% of the projects overall budget.

PLAN4HEALTH COALITIONS

The American Planning Association (APA) and the American Public Health Association (APHA) work to build local capacity in addressing population health goals and promoting the inclusion of health in non-traditional sectors such as transportation. Each proposal must address inactivity, unhealthy diets and/or health equity. Awards average \$150,000, and no more than two awards will be granted in a single state.

DOPPELT FAMILY TRAIL DEVELOPMENT FUND

This fund, overseen by the Rails-to-Trails Conservancy, offers two types of grants. The first, Community Support Grants, help nonprofit organizations or "Friends of the Trail" groups that need funding to get trail development or trail improvement efforts off the ground. Awards range from \$5,000 - \$10,000. The second, Project Transformation Grants, enables organizations to complete a significant trail

development or improvement project. Projects on rail-trails and rails-with-trails are given preference, but not required. Awards range from \$15,000 - \$50,000.

10-MINUTE WALK CAMPAIGN

The 10-Minute Walk Campaign offers grants and technical assistance to help cities increase access to high-quality parks within a 10-minute walk.

AMERICAN GREENWAYS EASTMAN KODAK AWARDS

This national program provides small grants (\$500-\$2,500) to local, regional, or statewide non-profit organizations to support the planning and design of greenways. Funds may be used for the planning and design of pathways. Grants are awarded based on the importance of the project to local greenway development efforts, demonstrated community support, extent to which the grant will result in matching funds, likelihood of tangible results, and the capacity of the organization to complete the project.

APPENDIX C: MAINTENANCE AND OPERATIONS

Recommended Maintenance Procedures

Sweeping

- Establish a seasonal sweeping schedule that prioritizes roadways with Long-Term Tier 1 projects.
Sweep walkways and bikeways whenever there is an accumulation of debris.
- In sections with curbs, sweepers should pick up debris; on open shoulders, debris can be swept onto gravel shoulders.

Signage

- Check regulatory and wayfinding signage along bikeways for signs of vandalism, graffiti, or normal wear.
- Replace signage along the bikeway network as-needed.
- Perform a regularly-scheduled check on the status of signage with follow-up as necessary.
- Create a Maintenance Management Plan.

Roadway Surface

- Maintain a smooth pothole-free surface.
- Ensure that on new roadway construction, the finished surface on bikeways does not vary more than 1/4-inch.
- Maintain pavement so that ridge buildup does not occur at the gutter-to-pavement transition or adjacent to railway crossings.
- Inspect the pavement two to four months after trenching construction activities are completed to ensure that excessive settlement has not occurred.

Pavement Overlays

- Extend the overlay over the entire roadway surface to avoid leaving an abrupt edge.
- If the shoulder or bike lane pavement is of good quality, it may be appropriate to end the overlay at the shoulder or bike lane stripe provided no abrupt ridge remains.
- Ensure that inlet grates, manhole and valve covers are within 1/4-inch of the finished pavement surface and are made or treated with slip resistant materials.

Drainage Grates

- Require all new drainage grates to be bicycle-friendly, including grates that have horizontal slats on them so that bicycle tires and assistive devices do not fall through the vertical slats.
- Create a program to inventory all existing drainage grates, and replace hazardous grates as necessary – temporary modifications such as installing rebar horizontally across the grate should not be an acceptable alternative to replacement.

Gutter to Pavement Transition

- Ensure that gutter-to-pavement transitions have no more than a 1/4" vertical transition.
- Examine pavement transitions during every roadway project for new construction, maintenance activities, and construction project activities that occur in streets.

Landscaping

- Ensure that shoulder plants do not hang into or impede passage along bikeways.
- After major damage incidents, remove fallen trees or other debris from bikeways as quickly as possible.

Maintenance Management Plan

- Provide fire and police departments with a map of the system, along with access points to gates/bollards.
- Develop an online tool for riders to report hazards, potholes, and other bicycle-related issues for the County and local jurisdictions to address. Ensure these requests are addressed in a timely manner.
- Provide bicycle detour routes and signs during roadway construction.

Operations

Engagement

- Regularly and consistently engage community members to gain feedback on how existing facilities are operating and areas for improvement.
- Engage community members before, during, and after projects are implemented. Work to ensure projects reflect community needs and serve vulnerable populations.

Implementation and Design

- Implement on-street bicycle and pedestrian facilities proposed in this Plan when completing road rehabilitation and reconstruction projects.
- Design and maintain all streets so that they incorporate Complete Streets standards.
- Adopt an accelerated pavement maintenance schedule for all designated existing and planned bikeways.
- Apply pavement stenciling to indicate detention areas at all traffic signals.
- Identify opportunities to remove travel lanes from roads where there is excess capacity in order to provide new or improved bicycle facilities.
- Install context-sensitive bikeways that consider both the volume, speed, and complement surrounding land uses.

Evaluation

- Work to improve the reporting and analysis of pedestrian and bicyclist involved collisions.
- Measure air quality and reductions in greenhouse gas emissions that may result from a decrease in vehicular use as bicycle use increases.
- Create an annual bicycle and pedestrian count program.
- Regularly monitor implementation of the Active Transportation Plan, and review and update the recommended bicycle and pedestrian facilities every five years.

APPENDIX D: PLANS AND POLICIES

To ensure this Plan is consistent with and builds upon the efforts of various planning, policy, and regulatory documents, the project team conducted a comprehensive review of relevant items. These include the Highland's own documents, such as the General Plan, Municipal Codes, and the General Plan, Municipal Codes, and GreenSpot Specific Plans. Highland also intends to design a bicycle and pedestrian network that complements existing and planned bikeways and pedestrian projects in surrounding jurisdictions. Therefore, the planning context also includes bicycle and pedestrian plans, policies, and projects of neighboring jurisdictions, San Bernardino County, and the State of California.

This Plan will help Highland continue to meet the following goals.

Local

General Plan

Highland's General Plan is a long-range planning document that provides the City a framework for action and the direction in which to focus that action. It serves as the city's primary reference when making development and conservation decisions that involve or impact Highland for both public and privately-owned land. It also serves as a foundation document for City initiatives and resource allocations.

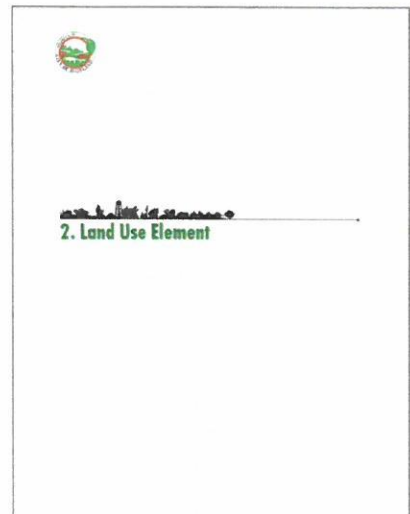
The following elements of the General Plan address issues pertaining to active transportation.

LAND USE ELEMENT

Goal 2.1: Create opportunities for a diverse population to interact, exchange ideas, and establish and realize common goals as a unified community.

- Policy 2 Ensure that the Town Center and Golden Triangle promote safe and convenient pedestrian environments for residents, employees and visitors through the implementation of Land Use and Community Design Element policies and guidelines and Development Code standards.

Goal 2.10: Create a new Town Center where Highland residents, employees and visitors can live, shop, work, recreate and socialize in a vibrant, safe and pedestrian-friendly environment.



- Policy 3 Provide access to multiple modes of travel, including pedestrian, bicycle, transit and automobile.
- Policy 7 Connect the Town Center physically and visually with the Historic Village District with pedestrian connections, historically compatible architecture, signage, landscaping and other streetscape elements.

CIRCULATION ELEMENT

Goal 3.1 Provide a comprehensive transportation system that facilitates current and long-term circulation in and through the City.

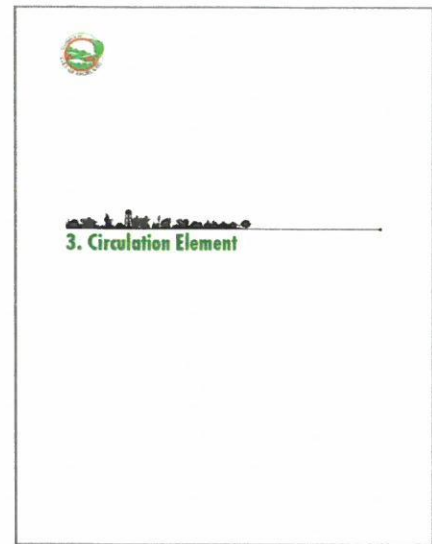
- Policy 10 Encourage major employers to reduce vehicular trips by offering incentive concepts discussed in the General Plan Circulation Element, including but not limited to reduced transit passes and preferential parking for ridesharing.

Goal 3.2 Provide a well-maintained roadway system.

- Policy 1 Maintain and rehabilitate all components of the circulation system, including roadways, sidewalks, bicycle facilities, pedestrian facilities and traffic signals.
- Policy 4 Coordinate maintenance or enhancement of transportation facilities with related infrastructure improvements.

Goal 3.4 Provide a safe circulation system.

- Policy 1 Establish the local street system within developing neighborhoods through a cooperative public/private planning process.
- Policy 3 Promote the principle that streets have multiple uses and users, and protect the safety of all users.
- Policy 4 Require new development to provide pedestrian paths and linkages through projects, locating linkages to avoid conflicts with motorized traffic.
- Policy 5 Discourage high-speed, through traffic on local streets with appropriate traffic-calming measures (e.g., traffic enforcement, bulb-outs, lane striping, chokers, etc.).
- Policy 7 Utilize shared driveways in common areas to minimize disruptions to traffic and pedestrian/bicycle flow.



- Policy 11 Encourage and improve pedestrian connections from residential neighborhoods to retail activity centers, employment centers, schools, parks, open space areas and community centers.
- Policy 12 Encourage barrier-free accessibility for all handicapped residents, employees and visitors throughout the City's circulation system.
- Policy 13 Support the planning of sidewalks of appropriate width to allow the provision of buffers to shield nonmotorized traffic from vehicles.
- Policy 14 Add raised, landscaped medians and bulb-outs, where appropriate, to reduce exposure to cross traffic at street crossings.
- Policy 15 When feasible, walkways should include pedestrian amenities such as shade trees and/or plantings, trash bins, benches and shelters.

Goal 3.7 Protect and encourage bicycle travel.

- Policy 1 Develop a system of continuous and convenient bicycle routes to places of employment, shopping centers, schools, and other high activity areas with potential for increased bicycle use.
- Policy 2 Encourage new development to provide reasonable and secure space for bicycle storage.
- Policy 3 Provide bicycle racks at all public facilities and along major public streets.
- Policy 4 Assure that local bicycle routes will complement regional systems and be compatible with routes of neighboring municipalities.
- Policy 5 Provide linkages between bicycle routes and other trails, such as the Santa Ana River Trail, within the City as appropriate.

Goal 3.8 Incorporate consideration of regional transportation implications into decisions made by the City of Highland and, conversely, incorporate consideration of the local transportation implications on the City of Highland into decisions made by other local agencies, as well as into decisions made by state and federal agencies.

Goal 3.9 Ensure adequate parking is made available to City residents, visitors, and businesses.

- Policy 5 Develop strategies for the control of parking demand such as improved transit service, amenities for bicyclists and rideshare vehicles.

CONSERVATION & OPEN SPACE ELEMENT

Goal 5.10 Maintain a high-quality system of parks that meet the needs of all segments of the community.

- Policy 30 Develop Integrate park and recreation facilities with existing and future trail and bikeways, wherever practical.

Goal 5.12 Develop and maintain trail and bikeway connections to recreational facilities, schools, existing transportation routes, natural features and regional trail systems.

- Policy 1 Provide trail connections between and/or along the major city and surrounding regional facilities, sites and features indicated on the Multi-Use Trails Master Plan.
- Policy 2 Provide bicycle and pedestrian trails along major home-to-work, home-to-school and other travel routes, where appropriate.
- Policy 3 Seek to construct or assist in the construction of those portions of the San Bernardino County Regional Trail system that are located within Highland.
- Policy 4 Require the dedication of trail easements, where appropriate, for establishing a planned trails system alignment, or where an established trail is jeopardized by impending development or subdivision activity.
- Policy 5 Where possible, designate and design new trail development near transit routes or heavily traveled areas.

Goal 5.13 Ensure the maximum safety and enjoyment of all trail system users.

- Policy 3 Adopt the following hierarchy of users on the City's trail system:
 - Bicyclists must yield right-of-way to all other users.
 - Runners must yield to hikers and equestrians (note: horses should not be on trails predominantly intended for bikes and pedestrians).
 - Hikers must yield to equestrians.
- Policy 5 Require that cyclists adhere to the following requirements:
 - Alert hikers and equestrians of their presence.



- Travel no faster than 15 mph, unless conditions warrant reduced speed.
 - Slow to 5 mph when passing and dismount when necessary.
- Policy 6 Promote adherence to the following code of off-road bicycling responsibility, as developed by the International Mountain Bicycling Association:
 - Ride on open trails only.
 - Control your bicycle.
 - Always yield trail.
 - Never spook animals.
 - Leave no trace.
 - Plan Ahead.
- Policy 8 Incorporate, where feasible and without compromising safety, all compatible multiple uses on a single trail.
- Policy 9 Where a single trail is not feasible or there is heavy use, provide alternate or parallel routes and/or design separate, dual trails.
- Policy 10 Allow ample space in right-of-way for safe passage of users, for signing, fencing, separation of trails, trailheads and where appropriate, landscaping.

Goal 5.14 Maintain and enhance the trail system's clear and informative signage.

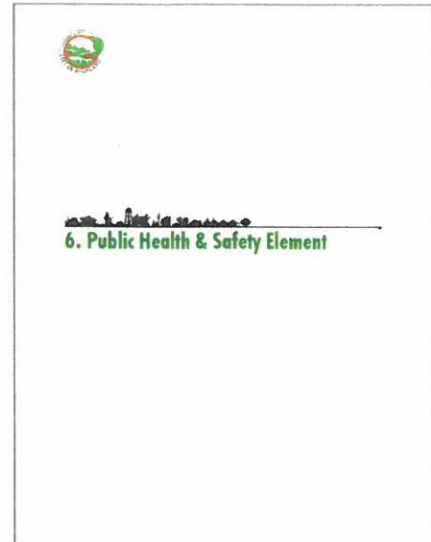
Goal 5.19 Continue to support air quality planning through land use policies, outreach efforts and coordination with regional air quality agencies.

- Policy 3 Encourage land use planning and urban design that reduces vehicle trips through mixed and multi-use development, consolidation of commercial development along major arterials, provision of pedestrian connections from residential to retail areas, and development of a multi-use Town Center.
- Policy 7 Encourage employers to develop trip reduction plans to promote alternative work schedules, ridesharing, telecommuting and work-at-home programs, employee education and preferential parking.

PUBLIC HEALTH & SAFETY ELEMENT

Goal 6.8 Reduce mobile and stationary source air pollutant emissions through cooperation and endorsement of the San Bernardino Regional Air Quality Plan and support of feasible techniques, incentives, and regulatory measures to achieve significant air quality improvements and any necessary air quality related lifestyle and economic changes while sustaining continued economic growth.

- Policy 8 Develop transportation demand management programs and incentives to reduce home to work vehicle trips.
- Policy 10 Reduce vehicle emissions by supporting the design and implementation of the Citywide system of bikeways and pedestrian trails as a non-polluting circulation alternative by requiring as part of the development review process the installation of planned bicycle routes, paths, and lanes where designated; and the construction of necessary bicycle parking and storage areas within convenient commercial, employment and recreation activity areas.
- Policy 12 Continue to encourage the integration of air quality planning with land use and transportation planning in the design, review, and development processes by:
 - Ensuring that site designs facilitate rather than discourage pedestrian movement between commercial development and residential or office uses (e.g., locate buildings adjacent to the street with parking behind such that pedestrians need not walk-through parking lots to reach their destination; provide clear pedestrian paths and connections, etc.).
 - Supporting the mixed use overlay in the zoning ordinance as a means to enhance pedestrian movement throughout the City.
 - Integrating, where appropriate and feasible, traffic improvements (e.g., dedicated turn lanes and pockets, bus turnouts and shelters, restripe traffic lanes for optimal traffic flow) into capital improvement projects that improve the efficiency of transportation systems.



NOISE ELEMENT

Goal 7.2 Encourage the reduction of noise from transportation-related noise sources such as automobile and truck traffic.

- Policy 5 Encourage the development of alternative transportation modes such as bicycle paths and pedestrian walkways to minimize the number of automobile trips and noise.

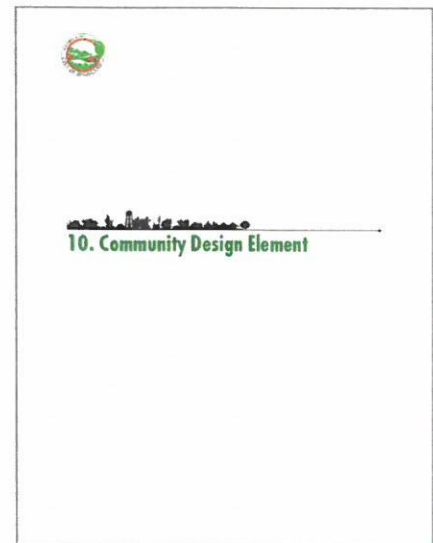
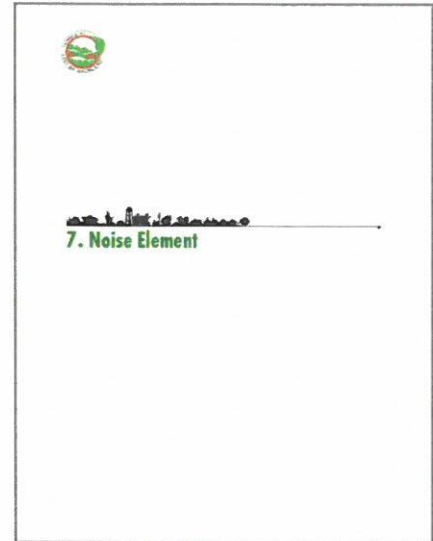
COMMUNITY DESIGN ELEMENT

Goal 10.3 Create a Town Center that is visually distinctive and vibrant and combines retail, residential, civic, cultural and recreational uses.

- Policy 3 Encourage compactness. Successful town centers stimulate energy and pedestrian activity by concentrating uses.
- Policy 5 Provide comfortable pedestrian amenities—quality sitting areas, wide paths and shade—along with specialized and engaging design features, such as interesting fountains or public art, which draw and maintain people’s attention.

Goal 10.5 Encourage the development of attractive, vibrant and convenient commercial centers through careful application of design policies and development standards.

- Policy 5 Clearly delineate pedestrian routes from parking areas to retail uses to allow easy and safe pedestrian movement.
- Policy 6 Encourage pedestrian-scale features such as shaded sitting areas, fountains, arcades, canopies and/or awnings, customized signage and strategically located secondary entrances.
- Policy 8 Link newly developed retail activity centers, where practical, to surrounding residential or office uses through clear and safe pedestrian and bicycle connections.



- Policy 10 Provide walls when necessary for security and/or privacy from adjoining residential uses. When walls are necessary, pedestrian breaks should be provided for access to commercial uses.
- Policy 11 Encourage creative wall design to avoid a blank appearance and utilize landscape buffers as an alternative to walls to facilitate pedestrian linkages to commercial areas.

Goal 10.6 Maintain and enhance single-family neighborhoods with attractive streetscapes, compatible architecture and a high quality of life.

- Policy 1 Incorporate landscaped parkways, consistently spaced street trees, continuous sidewalks and pedestrian-scale streetlights, wherever possible.
- Policy 12 In areas of small lot development, incorporate design features that connect it with adjoining areas such as consistent setbacks, building height and pedestrian connections.

Goal 10.7 Improve the visual quality of Base Line with mid-block corridor residential developments that are compatible with adjoining residential uses.

- Policy 10 Provide pedestrian access and connections to nearby retail, transportation, recreation and educational centers, where practical.

Goal 10.9 Support and strengthen public and private efforts to preserve historic structures and neighborhoods.

- Policy 3 Develop a clear pedestrian and vehicular connection between the City's emerging Town Center and the existing Historic District.

Goal 10.10 Guide the development of a variety of attractive, engaging and convenient public spaces, including plazas, pedestrian areas and recreational open space.

- Policy 3 In areas of heavy pedestrian use, provide wide sidewalks that allow room for window shopping, pedestrian passage, outdoor dining and landscape buffers.
- Policy 5 Incorporate pedestrian scaled, distinctive lighting fixtures in community facilities and other public places with occasional or frequent evening use.

Code of Ordinances

The following sections of Highland's municipal code govern rules related to active transportation in the city.



CHAPTER 10.24 LOCAL TRANSPORTATION CONTROL MEASURES FOR NEW DEVELOPMENTS

§ 10.24.010 BICYCLE RACKS – REQUIRED

All new nonresidential and multiple-family (of 10 or more units) developments subject to discretionary review shall provide secured bicycle parking racks at a ratio of one per 30 automotive parking spaces with a minimum of a three-bike rack. (Ord. 168 § 1, 1994)

§ 10.24.020 ON-SITE PEDESTRIAN WALKWAYS/BICYCLE PATHWAYS – REQUIRED

All new nonresidential and multiple-family (of 10 or more units) developments shall provide on-site walkways/bicycle pathways connecting each building to adjacent public streets. (Ord. 168 § 2, 1994)

§ 10.24.030 SHOWER FACILITIES – REQUIRED

All new nonresidential developments shall provide a minimum of one shower facility for men and women for employees walking or bicycling to work which exceed the following thresholds:

- A. Retail – 250,000 gross square feet (GSF);
- B. Industrial – 325,000 GSF;
- C. Office – 125,000 GSF. (Ord. 168 § 3, 1994)

§ 10.24.060 TRANSIT IMPROVEMENTS – REQUIRED

All new nonresidential and multiple-family developments along existing or planned transit routes shall provide transit improvements such as bus pullouts, bus pads, and bus shelter if determined to be necessary in consultation with Omnitrans or other locally operated transit system. (Ord. 168 § 6, 1994)

§ 10.24.090 REDUCED PARKING REQUIREMENTS

Provisions shall be made by the planning commission or design review committee (board) for reduction of on-site parking space requirements for all new nonresidential developments on a case-by-case basis when such developments are linked to other actions which reduce vehicle trips. (Ord. 168 § 9, 1994)

§ 10.24.100 COUNTYWIDE BICYCLE PLAN – CITY TO PARTICIPATE

The city shall participate in implementation of the countywide bicycle plan upon its adoption. (Ord. 168 § 10, 1994)

CHAPTER 16.44 SPECIFIC USE DEVELOPMENT STANDARDS

§ 16.44.250 SMALL LOT SINGLE-FAMILY DETACHED DESIGN GUIDELINES

C. Relationship with Adjacent Uses.

1. Project designs should connect into the adjacent neighborhoods and provide for future connections to currently undeveloped properties via streets or pedestrian and bike paths.
2. Projects adjacent to existing or future retail properties should provide auto, pedestrian and bicycle access to adjacent developments, coordinating with walkways and plaza locations.
4. Pedestrian, bike and visual connections should be made wherever auto connections are infeasible due to traffic, physical constraints or other considerations.

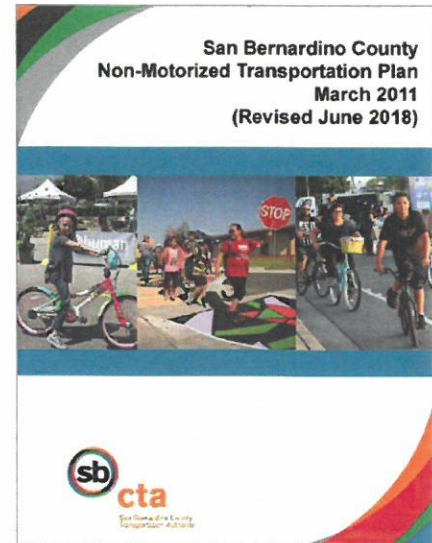
D. Internal Circulation.

5. Where loop street connections are not feasible, pedestrian and bike paths may be used as shortcuts to make walking and biking more convenient.
6. Internal street and path layouts should connect to landmarks or amenity features such as parks or community buildings.
8. Traffic calming measures, such as neckdown curbs and use of medians, should be used to increase pedestrian safety, especially at primary intersections, parks and common spaces, and tot lots.
9. Residentially scaled streetlights, separated sidewalks with street trees within planting strips or in tree wells and accent paving at neighborhood entries are strongly encouraged.
11. Where on-street parking is limited to a single side of the street, a sidewalk should be provided on that side.
12. Separated sidewalks with street trees or decorative tree grates are strongly encouraged for primary circulation and collector streets.

Regional

San Bernardino County Transportation Authority (SBCTA) Non-Motorized Transportation Plan (2018)

With the revised Non-Motorized Transportation Plan, SBCTA seeks to develop a cohesive and integrated plan for the region and identify sources of funds to implement that plan. A response to California Senate Bill 375 initiative to reduce Vehicle Miles Traveled (VMT) and Green House Gas (GHG) emissions, the plan aims to expand bicycle and pedestrian facilities and access within and between neighborhoods, to employment centers, shopping areas, schools, and recreational sites.

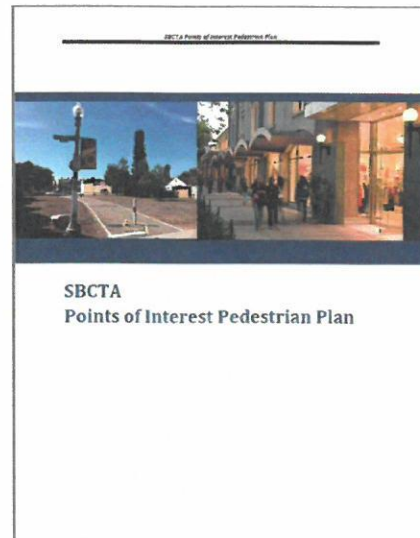


COMPLETE STREETS STRATEGY (2015, ADDENDUM TO NMTP)

While this strategy document does not identify any particular projects, it establishes the County's commitment to Complete Streets policy, helps jurisdictions comply with Assembly Bill (AB) 1358 (also known as the Complete Streets Act of 2008), and qualifies them for particular state funds. The strategy also gives guidance for incorporating Complete Streets policy into more general transportation/land-use policy.

SBCTA Points of Interest Pedestrian Plan (PIPP) (2016)

The Points of Interest Pedestrian Plan (PIPP) aims to capture important locations in need of active transportation improvements that were not adequately captured in the original bicycle-centric Non-Motorized Transportation Plan (NMTP), the broad SBCTA Complete Streets Strategy, or the school site focused Safe Routes to School Plan (SRTSP). The PIPP provides a sample pedestrian plan for each of the 25 member jurisdictions, a list of additional pedestrian sites in need of pedestrian focused improvements.



Priority locations identified in Highland include:

- Highland City Administration
- Base Line Retail
- The Village at East Highlands Shopping
- Recreational Facilities
- Arroyo Verde Elementary
- Highland Library
- YMCA
- Ball Fields
- Cypress Elementary
- Highland California Historic District
- Highland Grove Elementary
- Beattie Middle School
- Cunningham Neighborhood Park
- Aurantia Park
- Cram Elementary School

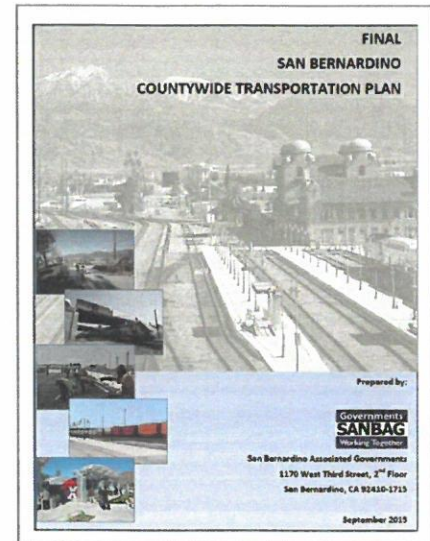
The PPP provides pedestrian and bicycle recommendations for the Historic District which are considered in this Plan.

San Bernardino Countywide Transportation Plan (2015)

The Countywide Transportation Plan (CTP) lays out a strategy for long term investment in and management of San Bernardino County's transportation assets. Rooted in six goals, the corresponding objectives are:

- Reduce travel times for both highway and transit travel
- Maximize the efficiency and reliability of the transportation system
- Reduce vehicle hours traveled
- Reduce vehicle emissions, both criteria pollutants and GHG emissions
- Increase the share of people carpooling, bicycling, walking and taking transit
- Reduce collision rates
- Preserve existing infrastructure in a cost-effective manner
- Encourage development around existing and planned transit stations and hubs

The CTP affirms active transportation's role in advancing these goals, and commits SANBAG (now SBCTA) to continuing to incorporate strategies identified in the NMTP to enhance active transportation mobility. This Plan advances these objectives and SBCTA's initiatives surrounding biking and walking.

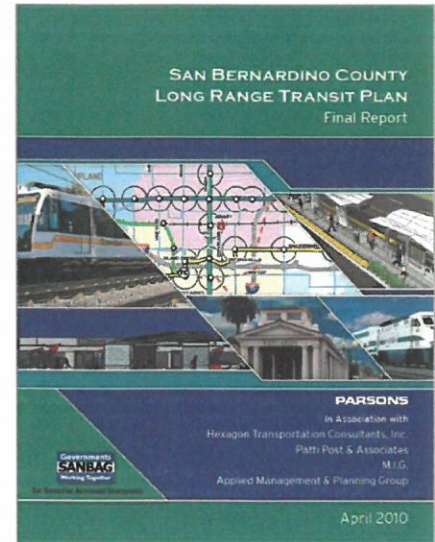


San Bernardino County Long Range Transportation Plan (2010)

The Long-Range Transit Plan (LRTP) addresses the county's current and future travel challenges and provides a system of transit facilities and services that can increase transit's role in the future. The LRTP outlines a strategy for providing transit to the growing population in San Bernardino County, focuses on expanding "high quality" transit and transit-oriented development, and establishes urban design policies that enhance pedestrian facilities, safety, and accessibility to transit, including:

- Pedestrian connections from adjoining neighborhoods
- Street design that includes all modes
- Traffic calming features

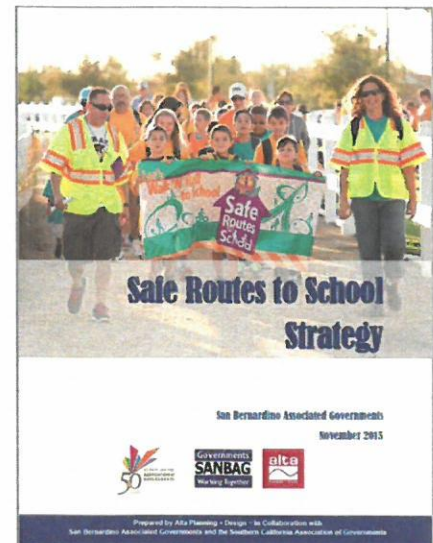
The LRTP details existing and planned active transportation facilities in the city, and reports on estimated costs of previous and future investments.



San Bernardino County Regional SRTS Plan Phase I (2015)

The San Bernardino Associated Governments (SANBAG) SRTS Strategy is Phase I of a comprehensive effort by SANBAG and local jurisdictions to identify existing resources, prioritize allocation of resources, and develop implementable SRTS strategies. These strategies will help SANBAG and local jurisdictions promote active transportation options and shift travel from single-occupancy vehicles.

During Phase I, the project team identified focus areas within San Bernardino County that could most benefit from SRTS investments relative to other areas within the region. The analysis has two parts: The first considers the areas of the San Bernardino region that have the most need for SRTS interventions and areas that have the most potential for students walking and biking. The

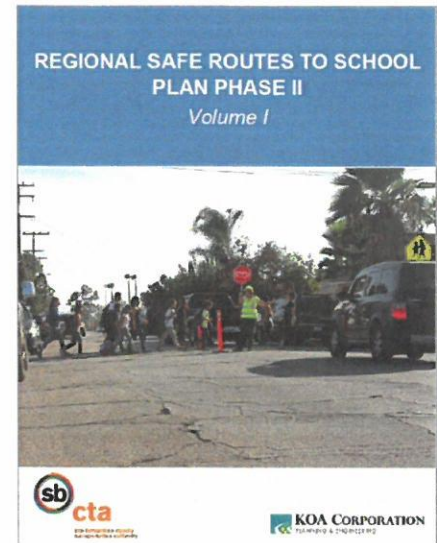


second part of this analysis identifies an initial School Commute Network based on the proposed bicycle routes identified in the Non-Motorized Transportation Plan (NMTP) that could be appropriate for youth bicyclists.

SBCTA Safe Routes to School Phase II (2017)

This phase of the Regional Safe Routes to School (SRTS) Plan was created with the purpose of guiding strategic improvements to the safety and accessibility of non-motorized transportation networks around San Bernardino County schools. For this phase, 55 schools (or roughly 10% of public schools in the County) were selected for data collection and initial implementation, including two schools in Highland:

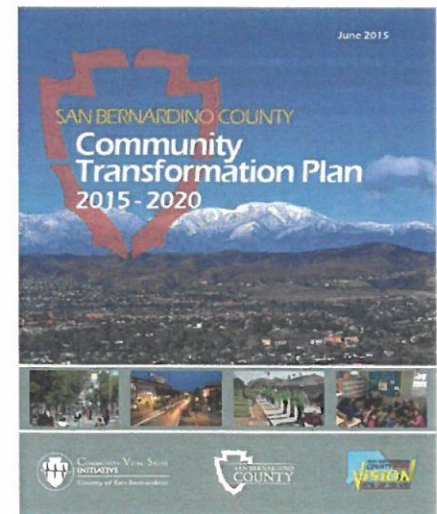
- Lankershim Elementary School
- Warm Springs Elementary School



San Bernardino Community Transformation Plan (2011)

The Community Transformation Plan is intended to drive discussion at the community level and future alignment of strategies and resources in order to achieve wellness in San Bernardino County. The information contained in this document is intended for use by residents, all sectors, networks, and partnerships committed to taking action to address the priority health related issues together, including:

- Increase the number of residents participating in daily physical activity
- Increase options for active transportation planning such as walking and biking



Overall, fewer adults in San Bernardino County walked for transportation, fun, or exercise than in California and less than

20% of teens (ages 12-17) in the county met the CDC recommendation of 60 minutes of physical activity every day, greater than compared to California at 15% in 2009.

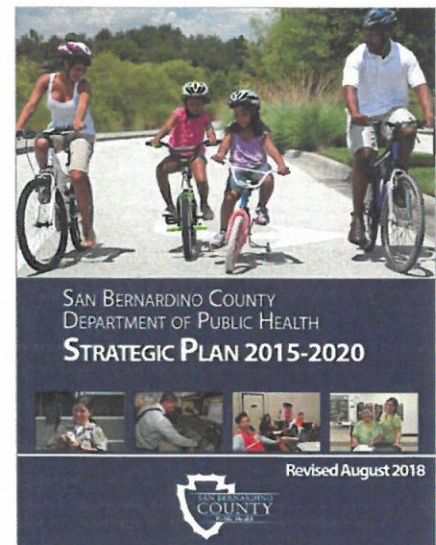
People living in unsafe neighborhoods also tend to have fewer options for public transportation or open spaces to be active, factors which further diminish their ability to engage in healthy behaviors.

***San Bernardino County Department of Public Health
Strategic Plan 2015-2020 (2018)***

Created by the Department of Health (DPH) in the context of several other critical countywide efforts—the Countywide Vision and the Community Vital Signs Initiative—the Strategic Plan lays out the goals and objectives for the department over the next five years. The plan reviews health indicators for the region, and establishes goals around five priority areas:

- 11. Community and Environment
- 12. Empowerment
- 13. Health Equity
- 14. Health Services and Protection
- 15. DPH Infrastructure

While not in itself a policy document, this plan provides strategies, resources, and examples for policy makers. It also outlines the connections between policy, built environment, and public health.



Customer-Focused, Technology-Enabled Multi-Modalism for the San Bernardino Valley: An Action Plan (2018)

The Customer-Based Ridesharing and Transit Interconnectivity Study was initiated by the San Bernardino County Transportation Authority (SBCTA) with its partners, the Southern California Association of Governments (SCAG) and Omintrans. This Action Plan provides a road map of strategies by which to operationalize Mobility-as-a-Service — strategies that communicate choice, invite people to consider alternatives to driving alone and help them develop sufficient confidence to try new modes.

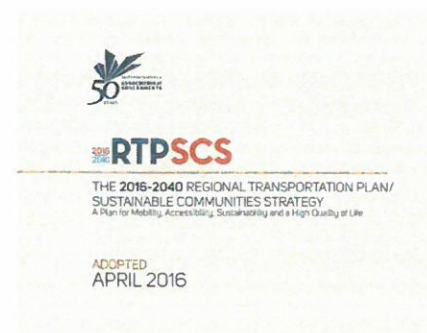
While this plan helps advance many goals outlined in the study, it most directly supports Implementation Action 2.6: Bike/Pedestrian Infrastructure:

"This strategy's objective is to ensure continued attention to street safety by ensuring high priority to street and sidewalk improvements that support the safety and accessibility of the bicycle network and pedestrians, with a focus on multimodal nodes and furthering Vision Zero goals."



Southern California Association of Governments (SCAG) 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016)

The SCAG Regional Transportation Plan includes a commitment to reduce transportation related emissions to comply with California Senate Bill 375. This Plan will help Highland contribute to this goal.



State

California State Bicycle & Pedestrian Plan (2017)

The California State Bicycle and Pedestrian Plan is a visionary and comprehensive policy plan to promote a multi-modal transportation system that supports active modes of transportation and creates a framework to increase safe bicycling and walking. The plan contains:

- Strategies to achieve the goals and objectives outlined in the plan
- Performance measures and data needs to evaluate success
- Recommendations for improved Caltrans processes
- Safety statistics and a safety awareness brochure
- Investment strategies

This plan will help Highland to work with the local Caltrans office to implement projects on Caltrans rights-of-way.

Complete Streets Implementation Action Plan 2.0 (2017)

The intent of the Complete Streets Implementation Action Plan 2.0 is to describe the current California Department of Transportation (Caltrans) complete streets policy framework and to provide an overview of Caltrans' complete streets efforts. This policy directs Caltrans to provide for the needs of all travelers of all ages and ability in all planning, programming, design, construction, operations, and maintenance activities, and products on the State highway system. This update of the plan lays out the structure for monitoring, reporting, and overcoming barriers to further integrate complete streets into all Caltrans functions and processes.

Senate Bill 99 - Active Transportation Program Act (2013)

SB 99 establishes the Active Transportation Program for the state, in accordance with the federal Moving Ahead for Progress in the 21st Century (MAP-21) legislation, to encourage increased use of active modes of transportation and create a mechanism for distributing federal funds to local and regional efforts. The bill includes the following goals for the Active Transportation Program:

- Increase the proportion of trips accomplished by bicycling and walking
- Increase safety and mobility for non-motorized users
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction

- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding
- Ensure that disadvantaged communities fully share in the benefits of the program
- Provide a broad spectrum of projects to benefit many types of active transportation users

Caltrans Deputy Directive 64 – Complete Streets (2008)

In 2001, the California Department of Transportation (Caltrans) adopted Deputy Directive 64, “Accommodating Non-Motorized Travel,” which contained a routine accommodation policy. The directive was updated in 2008 as “Complete Streets – Integrating the Transportation System.” The new policy includes the following language:

The Department views all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in California and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system.

The Department develops integrated multimodal projects in balance with community goals, plans, and values. Addressing the safety and mobility needs of bicyclists, pedestrians, and transit users in all projects, regardless of funding, is implicit in these objectives. Bicycle, pedestrian and transit travel is facilitated by creating “complete streets” beginning early in system planning and continuing through project delivery and maintenance operations.

The directive establishes Caltrans’ own responsibilities under this policy. The responsibilities Caltrans assigns to various staff positions under the policy include the following:

- Ensure bicycle, pedestrian, and transit interests are appropriately represented on interdisciplinary planning and project delivery development teams.
- Ensure bicycle, pedestrian, and transit user needs are addressed and deficiencies identified during system and corridor planning, project initiation, scoping, and programming.
- Ensure incorporation of bicycle, pedestrian, and transit travel elements in all Department transportation plans and studies.
- Promote land uses that encourage bicycle, pedestrian, and transit travel.
- Research, develop, and implement multimodal performance measures.

Assembly Bill 1358 - Complete Streets Act (2008)

In September 2008, California adopted a new law that requires cities and counties to include complete streets policies as part of their general plans so that roadways are designed to safely accommodate all users, including bicyclists, pedestrians, transit riders, children, older adults, and people with mobility impairments, as well as motorists.

Senate Bill 375 - California Sustainable Communities Strategy (2008)

SB 375 is the first law in the nation that attempts to control greenhouse gas emissions by curbing sprawl. The law requires the California Air Resources Board (CARB) to develop regional targets for reductions in greenhouse gas emissions from passenger vehicles for 2020 and 2035. Each of the 18 metropolitan planning organizations in California will need to prepare a "sustainable communities strategy" for meeting the emissions reductions target in its region through transportation and land use actions that reduce the number of vehicle miles traveled. SB 375 establishes per-capita greenhouse gas emission reduction targets of 7% by the year 2020 and 15% by the year 2035, using 2005 levels as the base year.

Assembly Bill 32 - California Global Warming Solutions Act (2006)

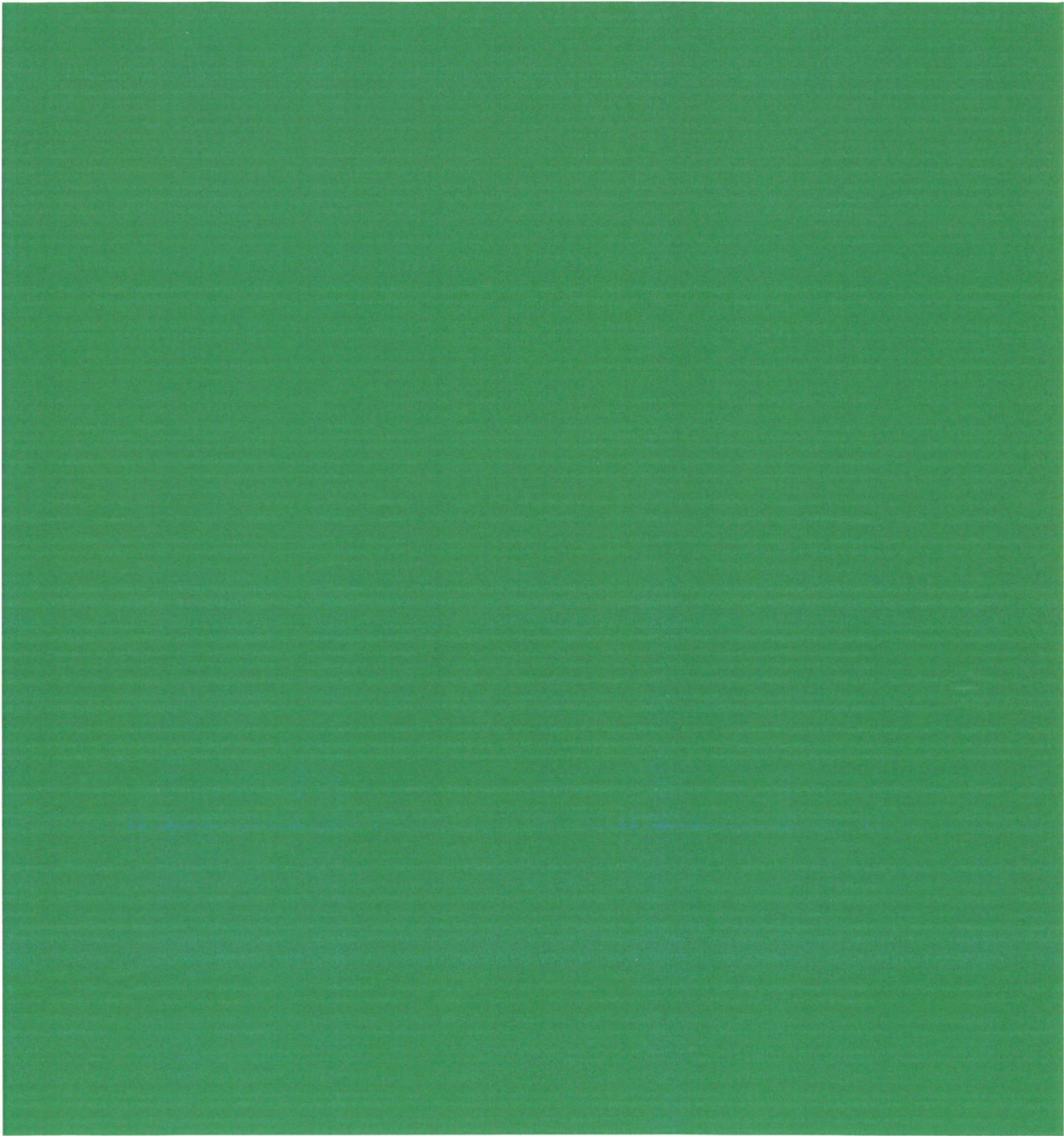
The California Global Warming Solutions Act aims to reduce the state's emissions of greenhouse gases to 1990 levels by 2020 and to 80% below 1990 levels by 2050. The law requires the California Air Resources Board (CARB) to adopt a "scoping plan" indicating how the 2020 target for emission reductions may be achieved from significant greenhouse gas sources through regulations, market mechanisms, and other actions. One of the recommended actions in the CARB scoping plan is to "develop regional greenhouse gas emissions reduction targets for passenger vehicles." The mechanism for developing these targets was established by separate legislation, Senate Bill 375.

Federal Plans and Policies

US DOT Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations (2010)

The United States Department of Transportation (US DOT) issued this Policy Statement to support and encourage transportation agencies at all levels to establish well-connected walking and bicycling networks. The DOT encourages States, local governments, professional associations, community organizations, public transportation agencies, and other government agencies, to adopt similar policy statements on bicycle and pedestrian accommodation as an indication of their commitment to accommodating bicyclists and pedestrians as an integral element of the transportation system.

APPENDIX E: RESOLUTION



ATTACHMENT - 2

RESOLUTION NO. 2021-____

***A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HIGHLAND, ADOPTING THE ACTIVE TRANSPORTATION PLAN
OF THE CITY OF HIGHLAND AND MAKING FINDINGS IN
SUPPORT THEREOF.***

A. RECITALS

1. The City of Highland was selected to participate in the Southern California Association of Government's (SCAG) Disadvantaged Communities Active Transportation Planning Initiative, and initiated drafting the Active Transportation Plan to provide a comprehensive plan for a network of trails, bike lanes, sidewalks, and other elements aimed at supporting safe walking and bicycling throughout the City and providing connections to nearby destinations.
2. The Active Transportation Plan is exempt from the California Environmental Quality Act (CEQA) as it meets the definition of a Feasibility or Planning Study under CEQA Guidelines, Section 15262.
3. The proposed Active Transportation Plan meets the **General Plan Land Use Element Goal 2.1, Policy 2**; Ensure that the Town Center and Golden Triangle promote safe and convenient pedestrian environments for residents, employees and visitors through the implementation of Land Use and Community Design Element policies and guidelines and Development Code standards.
4. The proposed Active Transportation Plan meets the **General Plan Land Use Element Goal 2.10, Policy 3**; Provide access to multiple modes of travel, including pedestrian, bicycle, transit, and automobile.
5. The proposed Active Transportation Plan meets the **General Plan Land Use Element Goal 2.10, Policy 7**; Connect the Town Center physically and visually with the Historic Village District with pedestrian connections, historically compatible architecture, signage, landscaping, and other streetscape elements.
6. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.1, Policy 10**; Encourage major employers to reduce vehicular trips by offering incentive concepts discussed in the General Plan Circulation Element, including but not limited to reduced transit passes and preferential parking for ridesharing.
7. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.2, Policy 1**; Maintain and rehabilitate all components of the circulation system, including roadways, sidewalks, bicycle facilities, pedestrian facilities, and traffic signals.
8. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.2, Policy 4**; Coordinate maintenance or enhancement of transportation facilities with related infrastructure improvements.
9. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.4, Policy 1**; Establish the local street system within developing neighborhoods through a cooperative public/private planning process.

10. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.4, Policy 3**; Promote the principle that streets have multiple uses and users and protect the safety of all users.
11. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.4, Policy 4**; Require new development to provide pedestrian paths and linkages through projects, locating linkages to avoid conflicts with motorized traffic.
12. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.4, Policy 5**; Discourage high-speed, through traffic on local streets with appropriate traffic-calming measures (e.g., traffic enforcement, bulb-outs, lane striping, chokers, etc.).
13. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.4, Policy 7**; Utilize shared driveways in common areas to minimize disruptions to traffic and pedestrian/bicycle flow.
14. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.4, Policy 11**; Encourage and improve pedestrian connections from residential neighborhoods to retail activity centers, employment centers, schools, parks, open space areas and community centers.
15. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.4, Policy 12**; Encourage barrier-free accessibility for all handicapped residents, employees, and visitors throughout the City's circulation system.
16. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.4, Policy 13**; Support the planning of sidewalks of appropriate width to allow the provision of buffers to shield nonmotorized traffic from vehicles.
17. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.4, Policy 14**; Add raised, landscaped medians and bulb-outs, where appropriate, to reduce exposure to cross traffic at street crossings.
18. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.4, Policy 15**; When feasible, walkways should include pedestrian amenities such as shade trees and/or plantings, trash bins, benches, and shelters.
19. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.7, Policy 1**; Develop a system of continuous and convenient bicycle routes to places of employment, shopping centers, schools, and other high activity areas with potential for increased bicycle use.
20. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.7, Policy 2**; Encourage new development to provide reasonable and secure space for bicycle storage.
21. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.7, Policy 3**; Provide bicycle racks at all public facilities and along major public streets.
22. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.7, Policy 4**; Assure that local bicycle routes will complement regional systems and be compatible with routes of neighboring municipalities.
23. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.7, Policy 5**; Provide linkages between bicycle routes and other

trails, such as the Santa Ana River Trail, within the City as appropriate.

24. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.8**; Incorporate consideration of regional transportation implications into decisions made by the City of Highland and, conversely, incorporate consideration of the local transportation implications on the City of Highland into decisions made by other local agencies, as well as into decisions made by state and federal agencies.
25. The proposed Active Transportation Plan meets the **General Plan Circulation Element Goal 3.9, Policy 5**; Develop strategies for the control of parking demand such as improved transit service, amenities for bicyclists and rideshare vehicles.
26. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element Goal 5.10, Policy 30**; Develop Integrate park and recreation facilities with existing and future trail and bikeways, wherever practical.
27. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element Goal 5.12, Policy 1**; Policy 1 Provide trail connections between and/or along the major city and surrounding regional facilities, sites and features indicated on the Multi-Use Trails Master Plan.
28. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element, Goal 5.12, Policy 2**; Provide bicycle and pedestrian trails along major home-to-work, home-to-school and other travel routes, where appropriate.
29. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element, Goal 5.12, Policy 3**; Seek to construct or assist in the construction of those portions of the San Bernardino County Regional Trail system that are located within Highland.
30. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element, Goal 5.12, Policy 4**; Require the dedication of trail easements, where appropriate, for establishing a planned trails system alignment, or where an established trail is jeopardized by impending development or subdivision activity.
31. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element, Goal 5.12, Policy 5**; Where possible, designate and design new trail development near transit routes or heavily traveled areas.
32. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element Goal 5.13, Policy 3**; Adopt the following hierarchy of users on the City's trail system:
 - Bicyclists must yield right-of-way to all other users.
 - Runners must yield to hikers and equestrians (note: horses should not be on trails predominantly intended for bikes and pedestrians).
 - Hikers must yield to equestrians.
33. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element Goal 5.13, Policy 5**; Require that cyclists adhere to the following requirements:
 - Alert hikers and equestrians of their presence.
 - Travel no faster than 15 mph unless conditions warrant reduced speed.
 - Slow to 5 mph when passing and dismount when necessary.

34. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element Goal 5.13, Policy 6**; Promote adherence to the following code of off-road bicycling responsibility, as developed by the International Mountain Bicycling Association:
- Ride on open trails only.
 - Control your bicycle.
 - Always yield trail.
 - Never spook animals.
 - Leave no trace.
 - Plan ahead.
35. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element Goal 5.13, Policy 8**; Incorporate, where feasible and without compromising safety, all compatible multiple uses on a single trail.
36. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element Goal 5.13, Policy 9**; Where a single trail is not feasible or there is heavy use, provide alternate or parallel routes and/or design separate, dual trails.
37. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element Goal 5.13, Policy 10**; Allow ample space in right-of-way for safe passage of users, for signing, fencing, separation of trails, trailheads and where appropriate, landscaping.
38. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element Goal 5.14**; Maintain and enhance the trail system's clear and informative signage.
39. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element Goal 5.19, Policy 3**; Encourage land use planning and urban design that reduces vehicle trips through mixed and multi-use development, consolidation of commercial development along major arterials, provision of pedestrian connections from residential to retail areas, and development of a multi-use Town Center.
40. The proposed Active Transportation Plan meets the **General Plan Conservation and Open Space Element Goal 5.19, Policy 7**; Encourage employers to develop trip reduction plans to promote alternative work schedules, ridesharing, telecommuting and work-at-home programs, employee education and preferential parking.
41. The proposed Active Transportation Plan meets the **General Plan Public Health and Safety Element Goal 6.8, Policy 8**; Develop transportation demand management programs and incentives to reduce home to work vehicle trips.
42. The proposed Active Transportation Plan meets the **General Plan Public Health and Safety Element Goal 6.8, Policy 10**; Reduce vehicle emissions by supporting the design and implementation of the Citywide system of bikeways and pedestrian trails as a nonpolluting circulation alternative by requiring as part of the development review process the installation of planned bicycle routes, paths, and lanes where designated; and the construction of necessary bicycle parking and storage areas within convenient commercial, employment and recreation activity areas.

43. The proposed Active Transportation Plan meets the **General Plan Public Health and Safety Element Goal 6.8, Policy 12**; Continue to encourage the integration of air quality planning with land use and transportation planning in the design, review, and development processes by:
- Ensuring that site designs facilitate rather than discourage pedestrian movement between commercial development and residential or office uses (e.g., locate buildings adjacent to the street with parking behind such that pedestrians need not walk through parking lots to reach their destination; provide clear pedestrian paths and connections, etc.).
 - Supporting the mixed use overlay in the zoning ordinance as a means to enhance pedestrian movement throughout the City.
 - Integrating, where appropriate and feasible, traffic improvements (e.g., dedicated turn lanes and pockets, bus turnouts and shelters, restripe traffic lanes for optimal traffic flow) into capital improvement projects that improve the efficiency of transportation systems.
44. The proposed Active Transportation Plan meets the **General Plan Noise Element Goal 7.2, Policy 5**; Encourage the development of alternative transportation modes such as bicycle paths and pedestrian walkways to minimize the number of automobile trips and noise.
45. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.3, Policy 3** Encourage compactness. Successful town centers stimulate energy and pedestrian activity by concentrating uses.
46. The proposed Active Transportation Plan meets the **General Plan Community Design Plan Element Goal 10.3, Policy 5**; Provide comfortable pedestrian amenities—quality sitting areas, wide paths and shade—along with specialized and engaging design features, such as interesting fountains or public art, which draw and maintain people's attention.
47. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.5, Policy 5**; Clearly delineate pedestrian routes from parking areas to retail uses to allow easy and safe pedestrian movement.
48. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.5, Policy 6**; Encourage pedestrian-scale features such as shaded sitting areas, fountains, arcades, canopies and/or awnings, customized signage and strategically located secondary entrances.
49. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.5, Policy 8**; Link newly developed retail activity centers, where practical, to surrounding residential or office uses through clear and safe pedestrian and bicycle connections.
50. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.5, Policy 10**; Provide walls when necessary for security and/or privacy from adjoining residential uses. When walls are necessary, pedestrian breaks should be provided for access to commercial uses.
51. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.5, Policy 11**; Encourage creative wall design to avoid a blank appearance and utilize landscape buffers as an alternative to walls to facilitate pedestrian linkages to commercial areas.

52. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.6, Policy 1**; Incorporate landscaped parkways, consistently spaced street trees, continuous sidewalks, and pedestrian-scale streetlights, wherever possible.
53. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.6, Policy 12**; In areas of small lot development, incorporate design features that connect it with adjoining areas such as consistent setbacks, building height and pedestrian connections.
54. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.7, Policy 10**; Provide pedestrian access and connections to nearby retail, transportation, recreation, and educational centers, where practical.
55. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.9, Policy 3**; Develop a clear pedestrian and vehicular connection between the City's emerging Town Center and the existing Historic District.
56. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.10, Policy 3**; In areas of heavy pedestrian use, provide wide sidewalks that allow room for window shopping, pedestrian passage, outdoor dining, and landscape buffers.
57. The proposed Active Transportation Plan meets the **General Plan Community Design Element Goal 10.10, Policy 5**; Incorporate pedestrian scaled, distinctive lighting fixtures in community facilities and other public places with occasional or frequent evening use.
58. In the process of drafting the Active Transportation Plan, community participation events were scheduled to gather input from public agency stakeholders, residents, and recreational participants.
59. Notice was duly provided to the public, stake holders of government agencies and all other interested parties.
60. A duly noticed public meeting has occurred concerning the Active Transportation Plan.
61. A public meeting was held on February 9, 2021, at which time all interested persons were given full opportunity to be heard and to present comments.
62. Prior to taking actions, the City Council has heard, been presented with, and/or reviewed all the information and data which constitutes the administrative record for the above-mentioned plan, including all oral and written comments presented to the City during all project meetings and hearings.
63. All other legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION

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

Section 1. The above recitals are all true and correct.

Section 2. The City Council hereby determines that the Active Transportation Plan meets the definition of a 'Feasibility or Planning Study' under CEQA Guidelines, Article 18, Statutory Exemptions, Section 15262, and is therefore exempt from the California Environmental Quality Act (CEQA), and the City Council directs staff to file a Notice of Exemption with the County Clerk of the Board.

Section 3. Based on the information contained in the staff report and supporting exhibits and plans, the City Council hereby finds:

- a) The proposed Plan will not result in a significant adverse effect on the environment and will not negatively affect public health, safety, and welfare as the plan provides a comprehensive network of bike lanes, sidewalks, and other elements aimed at supporting safe walking and bicycling through the City and providing connections to nearby destinations to encourage a more active lifestyle instead of automobile use.
- b) The Active Transportation Plan is consistent with and will contribute to achieving the goals and objectives established by the Highland General Plan to minimize automobile congestion and to provide a well-planned network bike lanes, sidewalks, and other elements aimed at supporting safe walking and bicycling throughout the City.
- c) The Active Transportation Plan will preserve and enhance existing residential neighborhoods by providing greater connectivity throughout the City by improving safety standards and minimizing potential conflicts with pedestrians and bicycles with motor vehicles.

Section 4. Based on the foregoing findings, the City Council adopts the Highland Active Transportation Plan to implement the City of Highland General Plan, as funding becomes available for projects recommended within the Plan (the Highland Active Transportation Plan is attached herein by reference).

Section 5. The City Council declares that should any provision, section, paragraph, sentence, or word of this Resolution be rendered or declared invalid by any court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences, and words of this Resolution shall remain in full force and effect.

C. ADOPTION OF RESOLUTION

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

ADOPTED, SIGNED, AND APPROVED this 9th day of February 2021.

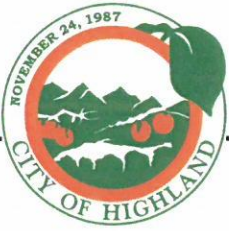
Penny Lilburn,
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:

Maricela E. Marroquinn
City Attorney



STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: February 23, 2021

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Alondra Muñoz, Administrative Assistant III *AM*

SUBJECT: Bid Award – Bid No. 2020-03 “Boulder Avenue Improvements” (Project No. brg04004a)

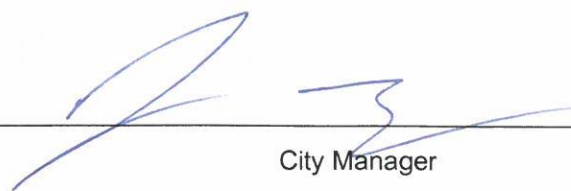
RECOMMENDATION: It is recommended that the City Council consider and select the option to either (1) award the contract to the third lowest responsible bidder, H&H General in the amount of \$3,386,524.95 or (2) reject all bids and re-advertise for construction bids.

FISCAL IMPACT: Funding sources for the \$3,386,524.95 construction cost include:

Federal Projects of National and Regional Significance (PNRS) grant	\$1,443,795.28 (42.63%)
AQMD Mobile Source Air Pollution Reduction Review Committee (MSRC) grant	264,500.00 (7.81%)
City Development Impact Fee (includes MSRC Grant Funds Match)	1,673,629.67 (49.42%)
CalRecycle Grant	<u>4,600.00 (0.14%)</u>
Total Construction	\$3,386,524.95

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

BACKGROUND: The proposed Boulder Avenue Improvements Project (Project No. brg04004a) consists of street and landscape improvements within a two-mile stretch of Boulder Avenue from the San Manuel Village entrance to Greenspot Road. Specific improvements include landscaped median, parkway landscaping, median drainage, sidewalks, ADA ramps, bus stop ADA landing areas, trail entrances and lighting, bridge lights, street lights and street light conversion to LED, sound wall architectural enhancement, anti-graffiti coatings, pavement rehabilitation and slurry seal, bicycle detection systems and way finding signs, and other miscellaneous improvements.

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

Ten (10) bids were received and opened at 10:00 a.m. on January 12, 2021. Arithmetic errors were found in five (5) of the bids. The bid from Roadway Engineering however is considered non-responsive because of a major arithmetic error that caused their bid to be over \$22 million. Following are the corrected results of the nine (9) bids. The bids with arithmetic errors corrected are identified with an asterisk (*).

<u>Bidder</u>	<u>Total Bid</u>
Aramexx Construction *	\$2,992,727.70
GMC Engineering	\$3,350,531.15
H&H General	\$3,386,524.95
Hillcrest Contracting	\$3,455,148.73
YAKAR*	\$3,475,970.89
Hardy & Harper	\$3,777,000.00
KASA Construction	\$3,943,734.25
CS Legacy*	\$4,036,401.46
Gentry Engineering*	\$4,176,835.90

The Disadvantaged Business Enterprise (DBE) contract goal for this federally funded project is 12%. The apparent lowest bidder, Aramexx Construction (Aramexx) included a DBE commitment of 1.78%. Since Aramexx's DBE goal was below the City's project goal and the construction contract is more than \$2 million, Caltrans evaluated the Good Faith Effort to determine if the bidder made reasonable steps to obtain sufficient DBE participation to meet the objective. Caltrans found that Aramexx did not demonstrate adequate good faith efforts to meet the contract goal through indirect or direct methods. As a result of these findings from Caltrans, the City cannot award a construction contract to Aramexx.

Staff then evaluated the bid from the second lowest bidder, GMC Engineering (GMC). Unfortunately, GMC's bid had a major issue. They listed two subcontractors for the same electrical work. Per Public Contract Code Section 4106, if a prime contractor lists two subcontractors for the same work, it cannot use either subcontractor and must then perform that portion of the work themselves. The opportunity to cure this clerical error is only 2 working days after bid opening per Public Contract Code Section 4107.5 which GMC did not do. Staff contacted GMC and was informed they could not perform the electrical work in the contract. The City cannot award a construction contract to GMC.

H&H General's bid was evaluated by staff and found to be responsive. Their bid includes a 12% DBE commitment. The engineer's estimate is \$2,984,400 which is 13.5% above the lowest bid from H&H General.

Since there were issues with the two lowest bids received for this project, the City Council has the option to reject all bids and re-advertise for construction bids. It should be noted that this alternative, if selected by the City Council, would delay construction of this federally funded project. The average bid of the lowest five bids received is \$3,332,181. Therefore, it is not likely that the bids received from re-advertisement would be less than the engineer's estimate.

Staff's recommends bid award to the third lowest responsive bid from H&H General in the amount of \$3,386,524.95 to avoid construction delays of this federally funded project.

Attachment:

1. Vicinity Map



VICINITY MAP



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 23, 2021

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Alondra Muñoz, Administrative Assistant III *AM*

SUBJECT: Construction Management Services for the Boulder Avenue Improvements Project (Project No. brg04004a)

RECOMMENDATION: It is recommended that the City Council:

1. Approve Professional Services Agreement for construction management and inspection services with TKE Engineering, Inc. (TKE) for Boulder Avenue Improvement Project for a not-to-exceed amount of \$535,761; and
2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.

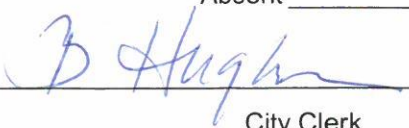
FISCAL IMPACT: The proposed fee for construction and inspection services, based on actual time and material, is not-to-exceed \$535,761, which will be funded as follows:

Federal PNRs grant	\$392,119 (73.19%)
City DIF-Regional	<u>143,642 (26.81%)</u>
Total	\$535,761 (100%)

A 10% contingency in the amount of \$53,576 is also requested. It will be used to cover any additional services, if needed, and requested by City staff during the course of the project. The contingency amount, if used, will be paid out of City DIF-Regional funds.

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

BACKGROUND: The proposed Boulder Avenue Improvements Project (Project No. brg04004a) consists of street and landscape improvements within a two-mile stretch of Boulder Avenue from the San Manuel Village entrance to Greenspot Road.

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

Specific improvements include landscaped median, parkway landscaping, median drainage, sidewalks, ADA ramps, bus stop ADA landing areas, trail entrances and lighting, bridge lights, street lights and street light conversion to LED, sound wall architectural enhancement, anti-graffiti coatings, pavement rehabilitation and slurry seal, bicycle detection systems and way finding signs, and other miscellaneous improvements.

The City followed required Caltrans procedures in obtaining professional services for this project. In response to the City's RFP released on August 8, 2020, ten engineering firms submitted proposals to provide construction management and inspection services. The proposals were reviewed by a Selection Committee consisting of representatives from City of Highland, City of San Bernardino and Paul Toor & Associates. The Committee interviewed the top two firms and ranked the firms based on qualifications of the firms, the assigned project managers and staff, and their understanding and management approach of the project. Thereafter, City staff negotiated with the top ranked firm, TKE to finalize the scope of work and fee. The detailed scope of work and fee can be found in Exhibits A and B attached to the Agreement.

TKE has an on-going contract with the City for various engineering support services. They have successfully managed various projects. TKE is highly qualified and their agency clients of past projects gave them excellent references.

Attachments:

1. Site Map
2. Professional Services Agreement
3. TKE Engineering, Inc. Proposal "Exhibit A"
4. Scope of Work and Fee "Exhibit B"



VICINITY MAP

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into the ____ day of February, 2021, by and between CITY OF HIGHLAND, a Municipal Corporation (hereinafter referred to as "City"), and TKE ENGINEERING, INC., whose address is 2305 Chicago Avenue, Riverside, CA 92507 (hereinafter referred to as "CONSULTANT"), is made with reference to the following:

RECITALS

- A. City is a municipal corporation duly organized and validly existing under the law of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the charter of City.
- B. City is calling for Construction Management and Inspection Services for Boulder Avenue Improvement Project (the "Project").
- C. City desires to retain CONSULTANT to provide Professional Construction Management Services for Boulder Avenue Improvement Project (the Project).
- D. The Project Manager of CONSULTANT is, for the purpose of this Agreement, Terry Renner, P.E., Q.S.D, Senior Vice President.
- E. City has solicited and received a Proposal from CONSULTANT dated September 9, 2020, a copy of which is attached hereto as Exhibit "A" by reference and incorporated herein (the "Proposal"), has reviewed the previous experience and evaluated the expertise of CONSULTANT, and desires to contract with CONSULTANT under the terms of conditions provided in the Agreement.
- F. In entering into this Agreement, City has relied on CONSULTANT'S representations and qualifications as set forth in the Proposal.

NOW, THEREFORE, it is mutually agreed by and between the undersigned Parties as follows:

1. TERM

The term of the Agreement shall commence on the date specified in the Notice to Proceed and shall terminate upon completion of the Project, unless terminated earlier as set forth in Section 26.

2. SERVICES TO BE PERFORMED

2.1 CONSULTANT shall diligently perform all of the duties set forth in the scope of services, attached hereto as Exhibit "A" and incorporated herein by reference.

2.2 Delays or extensions in the work to be performed pursuant to this Agreement shall be approved in writing by the City.

3. COMPENSATION TO CONSULTANT

City shall pay CONSULTANT for the services in accordance with the provisions of this Section and in accordance with the rate schedule included in this agreement as Exhibit "B". City shall reimburse the consultant for actual costs (including labor costs, employee benefits, overhead and other direct costs) incurred by the consultant in the performance of the work, plus a fixed fee, in an amount not to exceed \$535,761, as shown in Exhibit "B" herein. No rate changes shall be made during the term of this Agreement without prior written approval of City.

3.1 CONSULTANT's not-to-exceed contract amount is inclusive of all travel and out-of-pocket expenses, which will be reimbursed in accordance with Department of Personnel Administration guidelines.

3.2 CONSULTANT shall submit invoices on a 4-4-5 week cycle to City payable by City within thirty (30) days of receipt of invoice, subject to the approval of City. The invoices shall be itemized as to number of hours worked, who performed the service, and what kind of service was performed. Invoices shall include vendor receipts for direct expenses, such as reproduction and copying.

3.3 CONSULTANT shall not receive any compensation for extra work, without prior written authorization of City.

3.4 City shall reimburse CONSULTANT only for those costs or expenses which have been specifically approved in this Agreement, or specifically approved in writing, in advance by City. The Federal Acquisition Regulations in Title 48, CFR 31, and Uniform Administrative Requirements in CFR Title 49, Part 18, incorporated herein in full, are the governing factors regarding allowable elements of cost.

4. STANDARD OF CARE

4.1 All of the services shall be performed by CONSULTANT or under CONSULTANT's supervision. CONSULTANT represents that it possesses the professional and technical personnel required to perform the services required by this Agreement, and that it shall execute the services required under this Agreement with the same care and skill ordinarily used by members of CONSULTANT'S profession practicing under similar conditions at the same time and in the same locality. All services shall be performed by qualified and experienced personnel who are not employed by City nor have any conflicting contractual relationship with City. CONSULTANT represents and warrants to City that it has or shall, prior to commencing the services, obtain all licenses, permits, qualifications and approvals required of its profession. CONSULTANT further represents and warrants that it shall keep in effect all such licenses, permits and other approvals during the term of the Agreement.

4.2 CONSULTANT shall not be responsible for delay, nor shall CONSULTANT be responsible for damages or be in default or deemed to be in default, by reason of strikes, lockouts, accidents, or acts of God, or the failure of City to furnish timely information or to approve or disapprove CONSULTANT's work promptly, or delay or faulty performance by City, contractors, or governmental agencies, or any other delays beyond CONSULTANT's control or without CONSULTANT's fault.

5. INDEPENDENT PARTIES

City retains CONSULTANT on an independent contractor basis and CONSULTANT is not an employee of City. The manner and means of conducting the work are under the control of CONSULTANT, except to the extent they are limited by statute, rule or regulation and the expressed terms of this Agreement. Nothing in this Agreement shall be deemed to constitute CONSULTANT or any of CONSULTANT's employees or agents, to be the agents or employees of City. CONSULTANT shall have the responsibility for and control over the details in means of performing the work provided that CONSULTANT is in compliance with the terms of the Agreement. Anything in this Agreement which may appear to give City the right to direct measure of control over CONSULTANT shall mean that CONSULTANT shall follow the desires of City only with respect to the results of the services.

6. COOPERATION

CONSULTANT agrees to work closely and cooperate fully with City's designated Project Administrator (the "Project Administrator"), and any other agencies that may have jurisdiction or interest in the work to be performed. City agrees to cooperate with the CONSULTANT on this Project.

7. PROJECT MANAGER

7.1 CONSULTANT shall assign the Project to a Project Manager, who shall coordinate all phases of the Project. The Project Manager shall be available to City at all reasonable times during the Project term. CONSULTANT has designated Terry Renner to be its Project Manager. CONSULTANT's list of key personnel and subconsultants for the Project is identified in Exhibit "A". CONSULTANT shall not remove or reassign any personnel or subconsultant designated in this Section or assign any new or replacement person to the Project without the prior written consent of City. City's approval shall not be unreasonably withheld with respect to removal or assignment or of key personnel.

7.2 CONSULTANT, at the sole discretion of City, shall remove from the Project any of its personnel or subconsultant assigned to the performance of services upon written request of City. CONSULTANT warrants that it will continuously furnish the necessary personnel to complete the Project on a timely basis as contemplated by this Agreement.

8. TIME OF PERFORMANCE

8.1 Time is of the essence in the performance of the services under this Agreement and the CONSULTANT may start work on the date specified in the Notice to Proceed, but no later than ten (10) days after said date. The failure of CONSULTANT to strictly adhere to the project schedule to or complete duties in a timely fashion as determined by the City may result in termination of this Agreement by the City, and the assessment of damages against CONSULTANT for delay. Notwithstanding the foregoing, CONSULTANT shall not be responsible for delays which are due to causes beyond CONSULTANT's reasonable control. However, in the case of any such delay in the services to be provided for the Project, each party hereby agrees to provide notice to the other party so that all delays can be addressed.

8.2 CONSULTANT shall submit all requests for extensions of time for performance in writing to the Project Administrator not later than ten (10) calendar days after the start of the condition which purportedly causes a delay, and not later than the date upon which performance is due. The Project Administrator shall review all such requests and may grant reasonable time extensions for unforeseeable delays, which the Project Administrator determines are beyond CONSULTANT's control.

8.3 For all time periods not specifically set forth herein, CONSULTANT shall respond in the most expedient and appropriate manners under the circumstances, by either telephone, fax, hand delivery or mail.

9. CITY POLICY

CONSULTANT will discuss and review all matters relating to policy and Project direction with the Project Administrator in advance of all critical decision points in order to ensure that the Project proceeds in a manner consistent with City goals and policies.

10. CONFORMANCE TO APPLICABLE REQUIREMENT

10.1 All work prepared by CONSULTANT shall conform to applicable city, county, state and federal law, policies, rules, regulations and permit requirements and be subject to approval of the Project Administrator.

10.2 The CONSULTANT is alerted to the requirements of California Labor Code §§ 1770 et seq., which require payment of prevailing wages where the services performed pursuant to this Agreement or any portion thereof are determined to be a public work, as defined therein. The CONSULTANT shall defend, indemnify, and hold harmless the City, its officers, employees, consultants and agents, from any claim, penalty or liability, including, without limitation, attorneys' fees, arising from any failure or alleged failure of CONSULTANT to comply with these provisions.

11. PROGRESS

CONSULTANT is responsible for keeping the Project Administrator and/or his/her duly authorized designee informed on a regular basis regarding the status and progress of the Project work, activities performed and planned, and any meetings that have been scheduled or are desired.

12. HOLD HARMLESS

CONSULTANT shall indemnify, defend, save and hold harmless City, its City Council, boards and commissions, officers, employees, agents, consultants and volunteers, from and against any and all loss, damages, liability, claims, allegations of liability, suits, costs and expenses for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, property damages, or any other claims arising from any and all negligent acts or omissions of CONSULTANT, its employees, agents or subconsultants in the performance of services or work conducted or performed pursuant to this Agreement, excepting only the sole negligence or willful misconduct of City, its officers or employees, agents, consultants and

volunteers, and shall include attorneys' fees and all other cost incurred by City in defending any such claim(s).

13. INSURANCE

13.1 Without limiting CONSULTANT's indemnification of City, and prior to commencement of work, CONSULTANT shall obtain and provide and maintain at its own expense during the term of this Agreement and thereafter, as required herein, a policy or policies of liability insurance of the type and amounts described below and satisfactory to City. Certification of all required policies shall be signed by a person authorized to bind coverage on its behalf and must be filed with City prior to exercising any right or performing any work pursuant to this Agreement. With the except of workers' compensation and errors and omissions policies, all insurance policies shall:

Include the City, its officials, officers, employees, agents, consultants and volunteers as additional insureds with respect to performance of Services and shall contain no special limitations on the scope of coverage or the protection afforded to the additional insureds;

Be primary with respect to any insurance of self insurance programs covering the City, its officials, officers, employees, agents, consultants and volunteers; and

Contain standard separation of insureds provisions for all liability arising from CONSULTANT's Services as described herein.

13.2 All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholder's Rating of A (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest editions of Bests Key Rating Guide unless otherwise approved by the City Risk Manager, as follows:

- A. Worker's compensation insurance covering all employees and principals of CONSULTANT, as required by the laws of the State of California.
- B. Commercial general liability insurance covering third party liability risks, including without limitation, contractual liability, in a minimum amount of \$1 million combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial general liability insurance or other form with a general aggregate is used, either the general aggregate shall apply separately to this Project, or the general aggregate limit shall be twice the occurrence limit.
- C. Commercial auto liability and property insurance covering any owned and rented vehicles of CONSULTANT in a minimum amount of \$1 million combined single limit per accident for bodily injury and property damage.
- D. Professional errors and omissions insurance which cover the services to be performed in connection with this Agreement in the minimum amount of at least

Two Million Dollars (\$2,000,000.00). This professional errors and omissions insurance coverage shall be maintained in effect for at least 1 year following acceptance of the Project by the City.

13.3 Said policy or policies shall be endorsed to state that coverage shall not be canceled, reduced in coverage or amount or modified except after thirty (30) days' prior notice has been given in writing to City. CONSULTANT shall give City prompt and timely notice of claim made or suit instituted arising out of CONSULTANT's operation hereunder. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

13.4 CONSULTANT agrees that, in the event of loss due to any of the perils for which it has agreed to provide comprehensive general and automotive liability insurance, CONSULTANT shall look solely to its insurance for recovery. CONSULTANT hereby grants to City, on behalf of any insurer providing comprehensive general and automotive liability insurance to either CONSULTANT or City with respect to the services of CONSULTANT herein, a waiver of any right of subrogation which any such insurer of said CONSULTANT may acquire against City by virtue of the payment of any loss under such insurance.

14. PROHIBITION AGAINST TRANSFERS

14.1 CONSULTANT shall not assign, sublease, hypothecate or transfer this Agreement or any of the services to be performed under this Agreement, directly or indirectly, by operation of law or otherwise without prior written consent of City. Any attempt to do so without consent of City shall be null and void.

14.2 The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of CONSULTANT, or of the interest of any general partner or joint venturer or syndicate member or cotenant if CONSULTANT is a partnership or joint-venture or syndicate or cotenancy, which shall result in changing the control of CONSULTANT, shall be construed as an assignment of this Agreement. Control means fifty percent (50%) or more of the voting power, or twenty-five percent (25%) or more of the assets of the corporation, partnership or joint-venture.

15. OWNERSHIP OF DOCUMENTS

All working papers and reports created in connection with the completion of the Project are the property of the City. All working papers and reports will remain the property of the City.

16. CONFIDENTIALITY

The information, which results from the services in this Agreement, is to be kept confidential unless the release of information is authorized by City.

17. CITY'S RESPONSIBILITIES

In order to assist CONSULTANT in the execution of his/its responsibilities under this Agreement, City agrees to provide the following:

- A. Identify a City Project Administrator who has the authority to make decisions regarding Project assumptions.
- B. Have qualified staff available for questions as the project progresses.

18. ADMINISTRATION

This Agreement will be administered by the City Public Works Department. Ernest Wong, Public Works Director/City Engineer, shall be considered the Project Administrator and shall have the authority to act for City under this Agreement. The Project Administrator and/or his/her authorized designee shall represent City in all matters pertaining to the services to be rendered pursuant to this Agreement.

19. RECORDS

CONSULTANT shall keep records and invoices in connection with the work to be performed under this Agreement. CONSULTANT shall maintain complete and accurate records with respect to the costs incurred under this Agreement. All such records shall be clearly identifiable. CONSULTANT shall allow a duly authorized representative of City, the State of California and FHWA to examine, audit and make transcripts or copies of such records during normal business hours. CONSULTANT shall allow inspection of all work, data, documents, proceedings and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

20. WITHHOLDINGS

City may withhold payment of any disputed sums until satisfaction of the dispute with respect to such payment. Such withholding shall not be deemed to constitute a failure to pay according to the terms of this Agreement. CONSULTANT shall not discontinue work as a result of such withholding. CONSULTANT shall have an immediate right to appeal to the City Manager or his designee with respect to such disputed sums. CONSULTANT shall be entitled to receive interest on any withheld sums at the rate of seven percent (7%) per annum from the date of withholding of any amounts found to have been improperly withheld.

21. ERRORS AND OMISSIONS

In the event of errors or omissions that are due to the negligence or professional inexperience of CONSULTANT which result in expense to City greater than would have resulted if there were not errors or omissions in the work accomplished by CONSULTANT, the additional expense shall be borne by CONSULTANT. Nothing in this paragraph is intended to limit City's rights under any other sections of this Agreement.

22. CITY'S RIGHT TO EMPLOY OTHER CONSULTANT(S)

City reserves the right to employ other consultant(s) in connection with this Project.

23. CONFLICTS OF INTEREST

23.1 The CONSULTANT or his/its employees may be subject to the provisions of the California Political Reform Act of 1974 (the "Act"), which (1) requires such persons to disclose financial interests that may foreseeably be materially affected by the work performed under the Agreement, and (2) prohibits such persons from making, or participating in making decisions that will foreseeably financially affect such interests.

23.2 If subject to the Act, CONSULTANT shall conform to all requirements of the Act. Failure to do so constitutes a material breach and is grounds for termination of this Agreement by City. CONSULTANT shall indemnify and hold harmless City for any and all claims for damages resulting from CONSULTANT's violation of this Section.

24. SUBCONSULTANT AND ASSIGNMENT

Except as specifically authorized under this Agreement, the services included in this Agreement shall not be assigned, transferred, contracted or subcontracted without prior written approval of City. All subcontracts shall incorporate all provisions and requirements of this Agreement.

25. NOTICES

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the third business day after the deposit thereof in the United States mail, postage prepaid, first class mail, addressed as hereinafter provided.

All notices, demands, requests or approvals from CONSULTANT to City shall be addressed to City at:

City of Highland
27215 Base Line
Highland, CA 92346
Office: (909) 864-6861
Fax (909) 862-3180

All notices, demands, requests or approvals from City to CONSULTANT shall be addressed to CONSULTANT at:

TKE Engineering, Inc.
Attn: Terry Renner
2305 Chicago Avenue
Riverside, CA 92507

26. TERMINATION

26.1 In the event either party hereto fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, that party shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of seven (7) days, or if more than seven (7) days are reasonably required to cure the default and the defaulting party fails to give adequate assurance of due performance within seven (7) days after receipt of written notice of default, specifying the nature of such default and the steps necessary to cure such default, the nondefaulting party may terminate the Agreement forthwith by giving to the defaulting party written notice thereof.

26.2 Notwithstanding the above, City shall have the option, at its sole discretion and without cause, of terminating this Agreement at any time by giving seven (7) days' prior written notice to CONSULTANT as provided herein. Upon termination of this Agreement, City shall pay to the CONSULTANT that portion of compensation specified in this Agreement that is earned and unpaid prior to the effective date of termination.

26.3 Termination or Abandonment – Upon termination of this Agreement by the City, or abandonment by the CONSULTANT, the CONSULTANTS shall, immediately upon City request, deliver to City all work product and City documents, and cooperate with City as requested to obtain all work product and City documents from subconsultants.

27. COMPLIANCES

CONSULTANT shall comply with all laws, state or federal and all ordinances, rules and regulations enacted or issued by City.

27.1 The CONSULTANT shall keep himself fully informed of and shall observe and comply with, and shall cause any and all persons employed by him or under him to observe and comply with, all State, Federal, County and City, laws, ordinances, regulations, orders, and decrees which in any manner affect the conduct of the work, including, but limited to, working hours and wages, and the payment of prevailing wages. Attention is also directed to the provisions in Section 1777.5 of the Labor Code concerning the employment of apprentices by the CONSULTANT or any Sub-consultant under him/it.

27.2 CONSULTANT must give consideration to DBE firms as specified in 23 CFR 172.5(b) and in Exhibit 10-I "Notice to Proposers Disadvantaged Business Enterprise Information." Consultants are advised that, as required by federal law, the State has established a statewide overall DBE goal. This City federal-aid contract is considered to be part of the statewide overall DBE goal. The City is required to report to Caltrans on DBE participation for all Federal-aid contracts each year so that attainment efforts may be evaluated. To provide assistance in meeting the statewide goal, the City has established a Disadvantaged Business Enterprise (DBE) goal of eight (8) percent for this project. The Consultant must meet the DBE goal by using DBEs as subconsultants or document a good faith effort to meet the goal. If a DBE subconsultant is unable to perform, the Consultant must make a good faith effort to replace him/her with another DBE subconsultant if the goal is not otherwise met.

27.3 CONSULTANT shall comply with the City's Drug Free Workplace Policy.

28. WAIVER

A waiver by either party or any breach, of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

29. COVENANT AGAINST CONTINGENT FEES

The CONSULTANT warrants that he/she has not employed or retained any company or person, other than a bona fide employee working for the CONSULTANT, to solicit or secure this Agreement, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or formation of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability, or at its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

30. NON-DISCRIMINATION.

In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor or applicant for employment. In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation. CONSULTANT will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

31. INTEGRATED CONTACT

This Agreement represents the full and complete understanding of every kind or nature whatsoever between the Parties hereto, and all preliminary negotiations and agreements of whatsoever kind or natures are merged herein. No verbal agreement of an implied covenant shall be held to alter or amend the provisions herein. Any modification of this Agreement will be effective only by written execution signed by both City and CONSULTANT.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as set forth below.

CONSULTANT:
TKE ENGINEERING, INC.

CITY OF HIGHLAND

By _____
Terry Renner, Senior Vice President

By _____
Penny Lilburn, Mayor

Date: _____

Date: _____

By: _____
Michael P. Thornton, President

Attest: _____
Betty Hughes, City Clerk

Date: _____

Date: _____

APPROVED AS TO FORM:

City Attorney (signature optional)

Date: _____

EXHIBIT "A"

REQUEST FOR PROPOSAL

**Construction Management and Inspection Services for the Boulder Avenue
Improvement Project (Greenspot Road to Highland Avenue)
Federal Project No. PNRSL-5449 (033) City Project No. BRG04004A**

for:

City of Highland
27215 Base Line
Highland, CA 92346



September 9, 2020

Prepared by:



2305 Chicago Avenue
Riverside, California 92507
(9 5 1) 6 8 0 - 0 4 4 0

WWW.TKEengineering.COM

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CONTACT INFORMATION

Prepared for:



City of Highland

27215 Base Line

Highland, CA 92346

Contact: Carlos Zamano

Phone: (909) 864-8732 Ext. 254

e-mail: czamano@cityofhighland.org

Prepared by:



TKE Engineering, Inc.

2305 Chicago Avenue

Riverside, CA 92507

Contact: Terry Renner

Phone: (951) 680-0440

e-mail: trenner@tkeengineering.com



T K E E N G I N E E R I N G , I N C .

September 9, 2020

Mr. Carols Zamano
Assistant Public Works Director
CITY OF HIGHLAND
27215 Base Line
Highland, CA 92346

Subject: Request for Proposal for Construction Management and Inspection Services for the Boulder Avenue Improvement Project (Greenspot Road to Highland Avenue) Federal Project No. PNRSL-5449 (033) City Project No. BRG04004A

Dear Mr. Zamano:

Thank you for the opportunity to present this material outlining TKE Engineering, Inc. (TKE's) qualifications. Enclosed herein are our qualifications to provide Construction Management and Inspection Services for the Boulder Avenue Improvement Project. TKE is a full service, multi-disciplinary consulting corporation located at 2305 Chicago Avenue, Riverside, California 92507. We are highly qualified to perform the services necessary for project delivery and are enthusiastic about the opportunity to assist the City of Highland (City) in bettering their infrastructure.

Why should the City choose TKE to provide consulting services? Please consider the following:

1. Experience and Qualifications-TKE is a full-service, multi-disciplinary firm with a wide range of construction management and inspection related experience in street and drainage improvement projects, as well as parks and public buildings experience and is currently providing construction management services to the City for the Safe Routes to School Cycle 10. TKE's broad range of successful services includes public works turnkey program and project management and delivery for a diverse array of public projects. The City benefits from our broad range of government grant funded project experience through our intimate understanding of the common pitfalls for each project variation and our past history of successfully overcoming these challenges.

2. Our Team- TKE's project manager is a resident of the City of Highland and has extensive knowledge and an unmatched familiarity of the project locations, existing traffic patterns and the surrounding businesses. The City will benefit greatly by continuing the vision, leadership, and dedication to community exhibited by TKE's project team. Our experience in the City, numerous accomplishments and management skills will help maintain continuity in the delivery of the City's improvement projects. TKE's wide variety of services allow us to complete all services in-house, other than geotechnical services that will be provided by Aragon Geotechnical and biological monitoring that will be provided by Ultra Systems Environmental.

In particular, Terry Renner, our Construction Manager, has a vast amount of experience with all aspects of Public Works improvement projects, including the management of projects with special permitting requirements. Mr. Renner's experience extends from project planning to design and bidding through construction. His excellent construction management skills will provide a great benefit to the City, in particular, his experience with "cutting edge" creative engineering techniques focused on cost control, ensuring that projects provide the maximum value for the public's investment. Supporting Mr. Renner will be TKE's key personnel, including Robert Doss as Construction Engineer, Ron Musser as Director of Surveyor and, Stephen Biscotti as Senior Construction Inspector.

3. Our Commitment-TKE is committed to providing high quality, efficient services to meet all of the City's needs. Prior to beginning to provide any services, TKE will meet to discuss project requirements and scheduling needs. Our Construction Manager and Inspector will meet with the City and Contractor each week to ensure that we are progressing on schedule and are within our allocated budget. It is this personal touch and contact that define our "local service" approach. We consider ourselves community builders and take ownership of projects assigned to TKE, ensuring that our personnel will be allocated on an as needed basis in order to complete all projects on schedule.

Our broad array of services and in-house team provide the City a trusted consultant to turn to in any challenge, no matter how simple or complex. We pride ourselves in the management and completion of special, atypical projects and thrive on challenging budgets and deadlines. It is this commitment to service and diverse array of offerings that makes us unique and drives our long-standing relationship with our client base and it is these qualities and that make us "the right fit" for you. Our commitment to service will be verified with references presented in our proposal.

4. Our Value-TKE's management team and staff are fundamentally committed to creating value in each task that we perform. As such, we have created a professional culture wherein each member of our staff constantly strives for increased efficiency, ultimately allowing us to provide highly professional services at competitive rates. This culture of constant value creation and increased efficiencies ensures that the services contracted to and provided by TKE will always mean good stewardship of public resources.

Thank you for your consideration. TKE would very much appreciate the opportunity to continue our working partnership with the City. If you have any questions, please call me at (951) 680-0440 or e-mail me at trenner@tkeengineering.com.

Sincerely,



Terry Renner, P.E., Q.S.D.
Senior Vice President
TKE Engineering, Inc.

SECTION A: PROJECT UNDERSTANDING AND APPROACH

SECTION A: PROJECT UNDERSTANDING AND APPROACH

COMPANY OVERVIEW



Firm Name

TKE Engineering, Inc.



Company Structure

TKE is a California Corporation founded in June 2000



City of Highland's Point of Contact

Terry Renner, P.E., Q.S.D. –
Senior Vice President
Phone: (951) 680-0440
Fax : (951) 680-0490
Email: trenner@tkeengineering.com



Location of Office

TKE Engineering, Inc.
2305 Chicago Avenue
Riverside, CA 92507



On-Call Contracts

TKE currently provides On-Call CM, Inspection and Materials Testing services to the City of Highland. TKE also provides various On-Call services to more than 30 Cities / Counties / Agencies throughout Southern California



City Engineer

City Engineer in 5 Cities/Districts



Grant Experience

TKE has experience with more than fifteen grant agencies on over forty different projects



Size of Organization

40 Professional Construction Managers, Surveyors, Inspectors, Engineers, Traffic Engineering Specialist, Project and Designers, Plan Checkers, & Support Staff



Years in Business

TKE has conducted business for the past 20 years and has 20 years of experience in providing civil and traffic engineering design services for public clients.

PROJECT UNDERSTANDING

The City of Highland (City) desires to retain professional construction management and inspection services for the Boulder Avenue Improvement Project. The project will complete the ultimate improvements along Boulder Avenue from Greenspot Road to Highland Avenue. As a preliminary phase of the Boulder Avenue improvements, the Boulder Avenue bridge crossing over City Creek was reconstructed to ultimate conditions in 2016 after the original bridge was destroyed in a severe rain storm in December of 2010. The bridge construction in 2016 constructed all improvements associated with the bridge except for installation of the street lighting on the bridge which will be part of the current construction. The project includes State and Federal funding sources through the Projects of National and Regional Significance (PNRS) grant and through the Mobile Source Air Pollution Reduction Review Committee (MSRC) grant programs. The City desires a consultant that will provide all necessary efforts to provide overall project/program management, construction management, coordination, scheduling, administration, inspection, construction surveying and staking, geotechnical services and materials testing along with biological monitoring in order to comply with all federal and state grant funding program requirements and maintain accounting on all invoices for the grant funding programs.

TKE past history with the City has provided us with

TKE's extensive grant experience, our construction management history with the City and our Construction Manager's knowledge of the City provides TKE with unmatched project understanding. †

extensive knowledge of the project development and requests for grant funding related to this project. TKE is ideally suited to manage construction of this project. Our past experience with the City has allowed us to develop a detailed understanding of City standards and policies as well as relationships with City staff that will ensure the project is constructed to City expectations. In addition, our knowledge of the project and the grant funding sources associated with the project will ensure successful completion of the project in

City of Highland

Project (Greenspot Road to Highland Avenue) Federal Project No. PNRS-5449 (033) City Project No. BRG04004A

SECTION A: PROJECT UNDERSTANDING AND APPROACH

accordance with grant requirements that will result in smooth processing through Caltrans Local Assistance and full reimbursement. TKE's vast experience in construction management and our direct knowledge of the City, as well as all aspects of public works engineering projects, provides us with a distinct advantage to ensure the project is completed on schedule and within budget. TKE's Project Manager lives in the City less than one mile from the project area and is familiar with the project area, traffic patterns and surrounding businesses. TKE's effective management style and our inspectors' knowledge of Public Works inspection projects enable early identification of design and construction errors which helps expedite construction and keep our projects within budget.

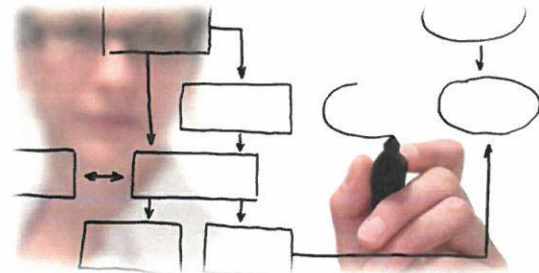
The proposed project scope includes street, sound-wall, pedestrian enhancement, lighting, landscaping and irrigation improvements to improve transportation safety and efficiency, reduce fuel consumption, reduce vehicle emissions and noise pollution, improve area aesthetics and promote economic development, and to extend the service life of the public infrastructure. The proposed improvements will also help to encourage non-motorized transportation through enhanced visibility and improved accessibility to activity centers and public transit. The improvements will include raised center median curb and median drainage, sidewalks, handicap ramps, bus stop accessibility, driveways, landscape and irrigation of drought tolerant plants within the medians and parkways, non-motorized access enhancements at bus stops and pathway intersections, decorative street lights on the recently constructed Boulder Avenue Bridge, new cobra-head style LED street lights between City Creek and Eucalyptus Avenue, conversion of existing street lights from HPSV to LED, sound wall and bridge structure enhancements, pavement rehabilitation and slurry seal, traffic signal bike loop modifications, way-finding signage, striping and trail safety improvements.

TKE has a long history of delivering grant funded street and drainage improvement projects for the City and numerous surrounding communities in which we live and work on a daily basis. From our first project in 2000 to our latest project of this type, Interagency Safe Routes to School Project for the City of Adelanto, TKE has always understood

the importance of these projects to the local community. Because of the current budgetary constraints combined with the project being grant funded, we understand the importance of maximizing the amount of improvements that can be built with available funding. TKE has an excellent record of bringing construction projects in on budget. TKE's team is not only highly experienced with construction management but also with design and can anticipate potential issues before they occur allowing us to consistently minimize or avoid costly change orders all together. Despite numerous unknown challenges and required design modifications, TKE's construction management team has developed creative engineering techniques and utilized our strong dispute resolution tactics that have allowed our projects to remain consistently on budget. Our team has demonstrated the ability to build project coalitions time and time again.

PROJECT APPROACH

Successful project delivery is our goal. Our definition of successful project delivery is project completion that meets all grant and City project requirements, on-time and within budget.



Our approach to your project, recognizing that both cost effectiveness and expedited construction are of primary concern, dictates that very close working partnership between the selected consultant and the City is vital to successful project completion. When this is coupled with the various site constraints, it is critical that the City choose a consultant team with a proven track record of delivering construction administration for grant projects. With a familiar team of senior level design and construction professionals, TKE is the right choice for the City's construction administration consultation list.

As mentioned above, our experience tells us that there must be a proactive approach to completing

SECTION A: PROJECT UNDERSTANDING AND APPROACH

the work in order to complete cost effective fully functioning public works project. This approach includes early identification of critical elements, and development of project schedule and tasks.

Critical elements for construction administration projects include funding source compliance, QA/QC, dispute resolution, public relations, permitting/environmental compliance, and compliance with plans, specifications and standards, and site safety.

The most important key to every public works project is management. TKE, working closely with City staff, will ensure that the project is managed properly to expedited project delivery. Project construction will generate a series of considerations requiring City responses. Our close working partnership will lead to the proper decisions and ultimately, fully operating, cost effective public works improvements.

TKE also understands the limits on the City's budget, particularly funding. Because of the limited budget for City projects, it is vital to keep costs controlled. Our approach to controlling costs is to utilize our considerable experience with Construction Management and our unique knowledge of the City to assist in providing compliance with the contract documents, cost and dispute resolution.

Below are key elements of our commitment to service:

Funding/Regulatory Compliance

TKE will verify that all construction activities, records management and processing are completed in accordance with project and funding agency requirements including Caltrans Local Assistance Construction Manual and Federal requirements. TKE is already working closely with Caltrans Local Assistance District 8 on other projects and is very familiar with funding requirements ensuring that the City's projects will be delivered efficiently.

Permit/Environmental Compliance

TKE has prepared numerous permit applications and managed permit compliance for agencies such as Caltrans, SBCFCD, SBCTA, BNSF, UPRR, SCRR, USACOE, County of San Bernardino, local cities and other regulatory agencies. In addition, TKE has developed logs and other spreadsheet systems

developed for project tracking and permit compliance.

Public Relations

TKE's Construction Manager and Inspectors are experienced with public relations associated with construction projects. TKE performs initial site visits to all potentially affected properties to discuss the upcoming project and any potential concerns the property owner and/or tenant may have. TKE identifies improvements that will benefit the property owners to help them understand the importance of project construction. Our approach builds a project coalition with the property owners and tenants which reduces public complaints at City Council meetings and provides a sense of ownership with the project. TKE's Inspector also performs routine visits during construction to check on the property owners concerns and to see if there are any issues that need to be mitigated.

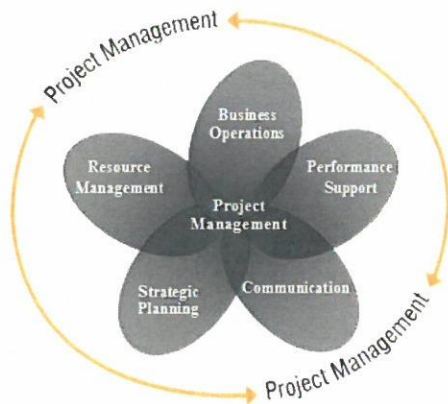
Quality Assurance/Quality Control

TKE takes pride in our reputation for thoroughness, rapid turnaround, cost efficiency and overall quality of work, and believes that a high level of quality is needed on all aspects of construction projects. High quality review and inspection yields the following tangible results:

- Ease of oversight
- Smoother processing
- Absence of design-related change orders
- Reduced claims and dispute resolution costs

TKE believes that the most successful quality assurance program is one that is applied inherently throughout the entire management and inspection process. This program requires not only formal procedures for inspection, but encourages the conscientious effort of experienced people to always "create quality" in every task performed. All of our management and inspection personnel are trained to identify potential construction issues before they occur, thereby saving time and money on potential costly change orders.

SECTION A: PROJECT UNDERSTANDING AND APPROACH



This Quality Assurance/Quality Control program is in place to ensure that project construction exceeds the standards of our clients and that we will deliver the project on schedule and within budget.

Dispute Resolution

TKE's construction manager has provided dispute resolution on a number of past projects. The keys to avoiding potential costly and time consuming disputes are knowledge, communication and organization. Our construction manager prides himself on his thorough research and review of the project plans and specifications and his existing knowledge and understanding of Caltrans, Greenbook and other standard plans and specifications. His effective communications skills ensure that all stakeholders are constantly advised of project progress and requirements. His proactive organizational program effectively manage the construction schedule, documents action items with required follow-up and continuous schedule reviews and anticipate needs for future action items. Our project manager's 'can do' approach to all project issues nearly always results in resolution. He is non-combative with all project stakeholders, maintaining professional working relationships with each stakeholder regardless of conflict. His perseverance and vast knowledge and experience of issues will resolve challenges while protecting City interests.

SECTION B: SCOPE OF WORK

SECTION B: SCOPE OF WORK

SCOPE OF WORK

TKE's scope of services is presented in the following paragraphs:

General Services

TKE will perform all construction management services and provide correspondence and coordination as required to ensure oversight of all activities related to construction of the project, maintain close liaison with the City Project Manager and copy City Project Manager on all project correspondence. General management services will also include coordination with the project design engineer and City Project Manager for any required modifications to the construction plans and/or specifications during construction.

Construction Management Services

Construction management services will include the following tasks and subtasks:

Task No. 1 – Preconstruction Services

TKE will provide the following subtasks related to preconstruction services:

Task No. 1a – Quality Assurance/ Quality Control

TKE will provide plan check and constructability review services for the project. We will identify design deficiencies, permit requirements, utility relocations, any constructability issues and cost savings measures and will ensure that the projects will meet all budget requirements. We will also provide an outline of our dispute resolution procedures for the City to review.

Upon completion of our thorough project review, TKE will prepare a project schedule which will include utility and preconstruction relocations by others, notification timelines as noted on all permits, agreements, and contract documents. TKE's construction manager will then attend a meeting with the City Project Manager to discuss design features, our constructability review, and the project schedule. After our meeting with the City, we will assist the contractor in obtaining any outstanding permits.

Deliverables: Contract Document
Review Comments, Project Schedule, and
Meeting Agenda

Task No. 1b – Preconstruction Meeting

Prior to the preconstruction meeting, TKE's Construction Manager and Inspector will review all project plans and specifications to have a complete understanding of the project requirements. During our review, we will identify any constructability issues that may cause project delays and/or unnecessary change orders.

A preconstruction conference will be held for the project. The conference will be attended by City staff, TKE's Construction Manager and Construction Inspector, the Contractor, representatives of potentially affected utilities and representatives of any other affected agencies. Prior to the conference, we will prepare a conference agenda. At the meeting, we will discuss communication protocol requirements, safety and health procedures, storm water controls, schedule requirements, procedures for contract submittals, contract administration, job-site access and delivery, and coordination with others. After the meeting, it will be documented with minutes.

Deliverables: Agenda, Minutes, and
Distribution to All Entities

Task No. 1c – Records Management Review

TKE will coordinate with the City to establish and review electronic records management system. Files include:

- Contract Documents, Addenda, and Reports
- All required local, other agencies and state records throughout the project duration and submit copies to the City's project manager, including labor compliance.
- Environmental Compliance Documents/ Agency Permits
- Material Submittals
- Contractor Correspondence (RFI's and RFC's)
- City Correspondence (Responses to RFI's and RFC's and other correspondence)

SECTION B: SCOPE OF WORK

- Certified Payroll Records
- Change Orders
- Weekly Statement of Working Days
- Resident Engineers Report
- Project Schedule
- Dispute Resolution Outline
- Progress Payments
- Materials Testing
- Reports/Correspondence
- Labor Compliance Interviews
- Surveying Records
- Inspection Field Reports/ Accident Reports
- Photo Logs
- Utility/Agency Correspondence
- Public Correspondence
- Operations and Maintenance Manuals
- Project Closeout Records

Deliverables: E-File of Proposed Records for All of the Above.

Task No. 2 – Construction Management Services During Construction

TKE will provide the following subtasks related to construction management services:

Task No. 2a – Records Management

TKE utilizes an electronic records management system. Files include:

- Contract Documents, Addenda, and Reports
- All required local, other agencies and state records throughout the project duration and submit copies to the City's project manager, including labor compliance.
- Environmental Compliance Documents/ Agency Permits
- Material Submittals
- Contractor Correspondence (RFI's and RFC's)
- City Correspondence (Responses to RFI's and RFC's and other correspondence)
- Certified Payroll Records
- Change Orders
- Weekly Statement of Working Days
- Resident Engineers Report
- Project Schedule
- Dispute Resolution Outline

- Progress Payments
- Materials Testing
- Reports/Correspondence
- Labor Compliance Interviews
- Surveying Records
- Inspection Field Reports/ Accident Reports
- Photo Logs
- Utility/Agency Correspondence
- Public Correspondence
- Operations and Maintenance Manuals
- Project Closeout Records

Deliverables: E-File of All of the Above.

Task No. 2b – Material Submittal Review

TKE will develop a list of all required material submittals and compare the list to the Contractors submittals. TKE will review all project submittals including traffic control plans. Each submittal shall be reviewed with City staff and design engineer as required to verify compliance. We will maintain a project log for each project and it will include descriptions of submittals, submittal status, date received, and date returned. Once the submittals have been reviewed and accepted, they will be signed, dated, and sent to the Construction Inspector, City staff, project Contractor and the file. Submittals will be returned within the time frame specified by the Contract Documents but not longer than two weeks.

In addition to submittals, TKE will review all vendor and lab reports and certifications and material test inspections and correlate all reports with respect to the plans and specifications. TKE will provide a log for reports and certifications and notify the City upon any irregularities.

Over the course of construction, TKE will utilize MDG Associates, Inc. (MDG) to perform labor compliance interviews and verification of labor compliance for the project with each payment request submitted. Should deficiencies be noted, corrective action will be requested from the contractors prior to payment release.

Deliverables: Submittals, Transmittals, and Logs

SECTION B: SCOPE OF WORK

Task No. 2c – Construction Meetings

TKE will be in constant communication with City staff during the projects entirety to ensure that the project is running smoothly and in accordance with the City's expectations. TKE will hold regular meetings with City staff, Contractor and Inspector, meetings with utilities/agencies, and affected agencies. Each is discussed below:

City Meetings-TKE will meet with City staff as required to keep staff fully apprised as to construction progress and potential project issues. We will prepare agendas and minutes for each meeting.

Contractor Meeting-our Construction Manager will meet with the project contractor weekly. We will prepare agendas and minutes for each meeting. Meeting agenda will typically include background, old business, new business, scope, objectives, traffic control, construction phasing, project schedule, potential issues discussion, payment quantities discussion, and any safety deficiencies observed.

Utilities/Agency Meetings-as mentioned above, TKE will invite utilities and agencies to the preconstruction conference. During that meeting, all potential project impacts will be discussed with each. During construction, should issues develop needing further discussions with utilities/agencies, TKE will meet with each and develop remediation strategies. Again, all meetings will be documented with minutes.

Public Meeting-if required, TKE will coordinate with the City for public meetings to advise the public of pending construction and its impacts. Discussion may include alternative routes to be used to avoid delays and the project schedule.

In addition, the City will receive RFI's and RFC's (including written clarification requests and change-in-plan drawings) regarding the contract documents. TKE will provide any drawings, sketches and written responses in a timely manner to each with direction and will verify compliance with the Contract Documents. All RFI's and RFC's will be logged, including content of inquiry, date relayed and

date of response. TKE will review all RFC's for any potential change in scope and notify the City if potential change orders may arise from the RFC.

Deliverables: Agendas, Minutes, RFI and RFC Responses

Task No. 2d – Construction Management

TKE is uniquely suited to respond to challenges that may occur during construction. Our first review of the project is during our QA/QC analysis. Our consistent communications with the construction inspector will also provide immediate remediation alternative development.

TKE will review the project schedule and construction progress prior to each Contractor meeting to verify compliance with the Contract Documents. In addition, we will prepare weekly statement of working days to be provided to the contractor at each weekly meeting. If the Contractor is failing to meet approved schedule contract obligations, TKE will request a remediation effort to return the project progress to comply with requirements. If the remediation plan requires adjustment to the completion date, TKE will advise the City and will not execute any approval of such change without City authorization.

Change conditions and time extensions that may warrant a change order will require a complete understanding of the impacts of the change of which TKE will need to consider in determining its resolution. TKE will seek appropriate comments from anyone impacted by the changed conditions and will closely consult with the City to develop the most cost effective remediation alternative. Cost and scheduling impacts will be noted and presented to the City in accordance with the cities change order procedures prior to direction being given to the Contractor, including the preparation of Change Order drawings and specifications, if required.

To maintain cost controls, TKE will review project budgets on a weekly basis, or as warranted, by review of change orders, RFC's, and progress payments. In particular, quantities used on the project will be tracked to verify that they will not exceed contract

SECTION B: SCOPE OF WORK

budgeted amounts. Each month TKE will provide a budget report to the City. Should an increase in budget be required, TKE will assist Staff with staff report preparation.

Regarding RFC's, we will review any change order request received to determine if said request is warranted. If the change order request is not warranted, we will reject it in writing; prior to sending rejection letters to the Contractor, we will review it with City staff. If the change order request appears justified, we will review it with the Construction Inspector and compare it with field reports for confirmation of materials, equipment and/or labor involved; we will review same with City staff and receive City staff's approval prior to preparing and processing the contract change order. Change orders will be prepared on standard forms.

Should rejected RFC's require additional consideration, we will negotiate with contractors to establish the impact of change conditions and we will attempt to complete negotiations prior to beginning work. If we fail to reach an agreement and the work must continue, we will direct the Contractor to complete the work. For all disputed work and force account work, the Construction Inspector will document the labor, materials and equipment used for the extra work for use in future negotiations.

Upon direction from the City, TKE will continue negotiating with Contractors to settle all disputes; however, City staff will ultimately determine the extent the City will go to achieve resolution. TKE will meet with both parties, either independently or together, as warranted until resolution is reached. TKE will complete all necessary calculations to support the City's position. TKE utilizes a proactive dispute avoidance program. Once an issue is identified, TKE works diligently to resolve it as timely as possible. The weekly meetings will also be used to avoid or resolve these disputes.

TKE will perform labor compliance interviews with contractor and subcontractor personnel in accordance with the required schedule set forth in the LAPM. In addition, TKE will review certified payroll reports and ensure DBE

utilization in compliance with state and federal requirements.

Deliverables: Change Orders and Logs, RFI's/RFC's and Logs, Budget Reports, Resident Engineer's Report, Weekly Statement of Working Days and Labor Compliance Forms

Task No. 2e – Pay Requests

Each month, TKE will review the construction payment requests submitted by the contractors for work completed and the construction schedule. We will review the work completed and payment requests to ensure that the quantities and amounts requested reflect the actual work completed. After each request has been reviewed (and revised if necessary), we will approve it and forward it to staff for approval and payment along with a written statement of completed review. We will also submit a monthly status report with each payment request that will advise the City of compliance with the project schedule.

TKE will track and log any Preliminary and Stop Notices prior to each month's progress payment. If any stop notices have been issued, we will direct the Contractor to rectify the notice and provide proof of the rectification prior to release of payment.

TKE will also provide monthly reports highlighting project progress, change orders, cost issues, and schedule.

Deliverables: Payment Requests and Budget Reports

Task No. 2f – Agency Coordination

TKE's Construction Managers will review permitting and coordinate with appropriate County, City, and utility agencies affected by the work. We will coordinate project schedules and work progress affecting each of the projects with each appropriate agency. If appropriate, the construction manager will invite affected agencies to attend the weekly progress meetings to review the project schedule, summarize project requirements and discuss them at these weekly meetings.

Deliverables: Agency Coordination and Permit Acquisition

Task 2g – Billing and Project Reports

SECTION B: SCOPE OF WORK

TKE will provide monthly project reporting identifying current activities, future activities, potential change items, concerns, problems and possible delays, percentage of completion and budget status for construction and consultants. TKE will provide monthly billing to the City for consultant work performed during the previous month. All invoices will follow City format and include a break down by task and fee. TKE will also prepare reimbursement requests to Caltrans Local Assistance in accordance with the LAPM and funding requirements.

Deliverables: Monthly Invoices,
Summary Reports and Reimbursement
Requests to LAPM

Task No. 3 – Post Construction Management Services

TKE will provide the following subtasks related to post construction management services:

Task 3a - Project Close-Out

After project construction is essentially complete, we together with City staff, if desired, will field review the project and prepare a construction deficiencies list (punch list) of items requiring remedial work. After all deficiencies are corrected, our Construction Manager will prepare a letter, recommending acceptance of the project. Once the remedial work is completed, TKE will review and process the final project invoice.

TKE will assist the City to identify, track and monitor the completion of warranty work prior to the construction completion date. We will obtain lien waivers, bonds, guarantees, warranties, if required, and other documents required by the Contract Documents for final Contract Closeout.

In addition, we will prepare the Notice of Substantial Completion to establish the date for the commencement of contract warranty periods and acceptance of maintenance responsibility by City. We will provide the Contractor with a list of any remaining incomplete work requirements to be completed prior to Final Completion.

After all project requirements have been completed, we will prepare a "Notice of

Completion" report documenting the final completion of the project and acceptance of the project improvements by the City.

Once the project has been completed, we will provide the City with a complete set of redlined record drawings which will reflect the improvements as constructed; any changes made during project construction will be shown on the record drawings based on contractor's and our records.

We will forward copies of all records in digital and hard copy format (CD ROM and mylar) and we will prepare a summary of construction changes, final cost, and schedule revisions.

Deliverables: Record Drawings, Punch List, Final Payment, Project Records, and Notice of Completion

Task No. 3b – Record Drawings

Each month, our Construction Inspector will review the contractor's records to ensure that a diligent effort is being made to keep current and accurate records of work in place. If deficiencies are observed, we will withhold the contractor's progress payment until the contractor demonstrates compliance.

Once the project has been completed, we will provide the City with a complete set of redlined record drawings which will reflect the improvements as constructed; any changes made during project construction will be shown on the record drawings based on contractor's and our records. Drawings will be forwarded to the design engineer to prepare final as-built drawings to be provided to the City.

Deliverables: Redlined Record Drawings

Task 3c – Billing Close-Out

TKE will prepare the Final Delivery Report of Expenditures (FROE) for review and submittal by the City to Caltrans Local Assistance.

Deliverables: FROE Report

Inspection Services

TKE will provide daily construction inspection and reporting, to verify that the project is progressing in compliance with the contract documents. We will require strict compliance with the contract

SECTION B: SCOPE OF WORK

documents for all construction activities and for any equipment or materials to be furnished and installed. We already possess the measuring devices and testing equipment normally required for inspecting public works construction projects. Our construction inspection personnel are experienced and knowledgeable in the operation of said devices and equipment, as well as the associated safety equipment.

All materials will be reviewed against approved material submittals as they arrive on-site. Batch tickets or weigh certificates will be collected upon material arrival.

Our Construction Inspector will verify SWPPP and safety provisions have been implemented at the start of each work day, at the construction site. Any deviations will be documented. All system service interruptions, connections and abandonments will be coordinated with staff. In addition, he will coordinate and schedule materials testing and survey requirements with appropriate parties to ensure there is no delay to the project construction and to minimize costly down periods for anyone onsite.

We will digitally photograph the activities and maintain copies in the project files and our Construction Inspector will prepare daily field reports, which will document all observed project activity, including location of the activity, number of workers present, construction equipment used, quantities constructed, inspector present, weather conditions, and construction progress. All project documentation will be completed on standard forms. All documents will be submitted in hard copy and electronic copy formats. TKE will provide all inspection equipment needed.

Our inspector will provide emergency contact information to allow for 24-hour accessibility. He will verify site safety conditions on a daily basis and, should conditions be unsafe, advise the contractor of corrective actions. If the contractor fails to remediate such condition, he will advise the City and request direction. Should an accident occur, we will notify the City and note all site conditions and photo document the accident location.

Deliverables: Daily Field Reports, Site Deficiency Reports, Batch Tickets, Photographs, Accident Reports, Testing Reports, and Summary Reports

Construction Surveying Services

TKE will provide construction staking services for the project. Construction staking will include site control to develop control and establishment of centerline monumentation and the establishment of temporary site control for staking operations including a level loop from the City's benchmarks around the site to be utilized during construction. In addition, we will provide staking and grade sheets as necessary for all items required for construction including but not limited to, clearing and grubbing, rough grading, asphalt concrete and PCC demolition limits, curb, gutter, sidewalk, ramps, driveways, fencing, walls, storm drain pipe, catch basins, and street lighting.

TKE will tie out all existing monumentation prior to construction. After construction is complete, we will reset all lost survey monuments and prepare all required documentation.

Deliverables: Construction Stakes, Grade Sheets and Corner Records

Geotechnical Services and Materials Testing

Over the course of project construction, we will schedule materials and compaction testing with Aragon Geotechnical Inc. They will identify the locations and specified depths for all tests on roadway subgrade, aggregate base, asphalt concrete and grading in accordance with the City's Quality Assurance Plan. They will provide for initial sampling and acceptance testing on materials proposed for the project and continue sampling as required throughout the project in accordance with ASTM D2922, D1556 or D1557. Extraction and gradation tests will be performed in accordance with ASTM D2172. Testing will be conducted in a Caltrans Certified Laboratory and all technicians will be Caltrans Certified as well. A certification memorandum will be prepared and signed by a professional engineer identifying any non-complying materials used on the project.

Deliverables: Reports and Certification Memorandum

Biological Monitoring Services

TKE has acquired the services of UltraSystems Environmental for potential work related to biological monitoring. Depending on the construction schedule UltraSystems will be onsite to monitor for biological species defined in the construction documents and inform City, Contractor and construction team of any biological

SECTION B: SCOPE OF WORK

issues or sensitive areas and provide mitigation measures required.

Deliverables: Biological Monitoring and Mitigation Reports

SECTION C: PROJECT TEAM

SECTION C: PROJECT TEAM

TKE ENGINEERING, INC.

TKE has managed publicly grant funded construction projects for more than twenty years. The breadth of experience and technical skill of our staff enable us to manage a wide variety of projects, ranging from major infrastructure to the restoration and rehabilitation of minor roadways. TKE has performed construction management services for a wide variety of projects from small projects like traffic signal and sidewalk infill installation to multimillion dollar construction projects including the 5th Street Improvement Project, San Bernardino Avenue Street Widening and Storm Drain Improvements Project, San Bernardino Avenue Trunk Sewer Project, Upland Basin Phases I and II Improvements Project, and Foothill Boulevard Street Improvements Project. TKE's corporate structure guarantees that the principals of the firm will be intricately involved with all aspects of the project which translates to innovative solutions, effective communication and project stability for the City. TKE's principals and support staff are highly qualified in managing all sizes and types of projects and have a proven track record of successfully delivering even the most challenging projects. In addition, our teams personal background and knowledge of the City, brings a team with in depth knowledge of the City standards and specifications, local agencies and utility companies, and City project goals to ensure that the City's best interests are fully covered in the event of the contractor requesting extra work, change orders or any type of additional compensation or working days, thereby maximizing the potential for project success.

• • •
TKE has extensive grant funded management
experience.
• • •

In addition, TKE has extensive construction administration experience for all types of projects with numerous funding sources. TKE has performed construction administration services for projects with funding sources that include State and Federal Safe Routes To Schools (SR2S), Safe, Accountable, Flexible, Efficient Transportation Act:

A legacy for users (SAFE TEA-LU), Mobile source Air Pollution Reduction Review Committee (MSRC), Active Transportation Program (ATP), Local Partnership Program, California State Revolving Fund (SRF), Federal Highway Safety Improvement Program (HSIP), American Recovery and Reinvestment Act (ARRA), Community Development Block Grant Program (CDBG), Article III California Department of Public Health (CDPH), State Water Resource Control Board (SWRCB), County Economic Development Agency (EDA), California Department of Parks and Recreation and numerous locally funded projects. The projects constructed include street widening, street rehabilitation, sidewalk, traffic signals, median curb with hardscape, pedestrian enhancement, landscape and lighting, storm drain, flood control and aquifer recharge basins, bus transfer stations and stop enhancements, and park development and community revitalization improvements.

KEY STAFF/TEAM MEMBERS

We have assembled a superior staff of professionals with a depth and breadth of experience that make them industry leaders. While we take pride in our history, our focus is on the service we are providing for current projects and how we might improve on our next one. Our team collaborates daily with top government officials, engineering leaders, and contractors. We are experts at enabling contractors to rapidly construct projects, while ensuring that every detail is in order and every requirement satisfied. It is the depth, breadth and experience of our team members that have contributed to our reputation and continued success.



City of Highland

**Project (Greenspot Road to Highland Avenue) Federal Project No. PNRSL-5449 (033) City
Project No. BRG04004A**

SECTION C: PROJECT TEAM

TKE's management team came together out of the collective belief of long time practitioners that there needed to be, in the civil engineering and land surveying consultant's marketplace, a company that brought modern management techniques and new ways of thinking to the business of consulting services for engineering projects. Our management team is 100% accountable and responsible for TKE's work product and actively seeks feedback and suggestions on our services. Our team members are presented below:

PRINCIPAL OFFICERS

TKE's principals, Michael Thornton, President, Terry Renner, Senior Vice President, and Steven W. Ledbetter, Vice President are officially authorized to bind TKE to the requirements set forth in the RFP. Our team members are presented below:

Terry M. Renner, P.E., Q.S.D. – Construction Manager / Resident Engineer

Education

Bachelor of Science – California State Polytechnic University, Pomona, Civil Engineering

Experience

20 Years

Years with Firm

20 Years

Credentials

California Professional Civil Engineer #69984

California Qualified SWPPP Developer #24329

Arizona Professional Civil Engineer #55194

Mr. Renner is the Senior Vice President of TKE and has over 20 years of construction experience on grant funded civil engineering infrastructure projects, including transportation improvements, drainage improvements, sewer and water improvements, facilities improvements and recreation improvements. He has managed numerous transportation and drainage projects for the City of Highland and has delivered projects for the City of Rialto, Hesperia, Fontana, Moreno Valley, Upland, Riverside, Redlands, and Corona.

As a construction manager, Mr. Renner has been responsible for construction coordination and scheduling, utility relocation coordination, public relations, submittal review, supervising a staff of

inspectors and subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the projects managed and delivered by TKE continue to exceed industry standards.

Mr. Renner's greatest attribute is his ability to deliver projects from grant funded to capital projects. His vast experience ensures success again and again. He also understands the importance of working as a team member. Mr. Renner understands that he will be given direction from City staff and fully understands the need to maintain proper protocol while providing services. He further understands that his role will be to implement construction that meets the needs of the City and project documents while maintaining the project budget.

Robert Doss, P.E. – Construction Engineer

Education:

Bachelor of Science – Arizona State University, Civil Engineering

Masters Business Administration – Arizona State University

Experience:

36 Years

Years with Firm

1 Year

Credentials:

California Professional Civil Engineer #31236

Arizona Professional Civil Engineer #11575

Colorado Professional Civil Engineer #23152

Mr. Doss, has over 36 years of experience in construction management and civil engineering. Mr. Doss has provided construction management services on all types of public works improvement projects throughout Southern California. He has strong analytical skills, proven successful negotiating, consistency in quality performance, demonstrated positive proactive actions, confidence while being composed under pressure, consistency in delivering superior service tailored to individual customer needs, superb leadership traits, organizational scheduling and planning

SECTION C: PROJECT TEAM

skills, quick problem solving, work prioritizing, productivity maximization, and great foresight to keep construction projects on schedule and within budget. Additional supportive capabilities include change order analysis, administrative management, quality control management, team building/motivation, cost estimating, knowledge of scheduling software, administrative organization, cost management, planning strategies, and team resource management. In addition to construction management, he has worked in many facets of Engineering including Traffic Engineer, Project Manager, City Engineer, Resident Engineer and Public Works Director.

Ron Musser, L.S. – Senior Surveyor

Education:

Riverside Community College

Experience

52 Years

Years with Firm

15 Years

Credentials:

California Professional Land Surveyor #4230

Mr. Musser has over 52 years of experience in performing field and office surveying and plan checking services for public and private projects including roadway and highway projects. He has performed design topographic surveying and construction staking on all of TKE's respective design and construction management projects and map checking over the past 15 years. In addition, he has prepared records of survey, parcel maps and tract maps in Orange County, Los Angeles County, San Bernardino County, Riverside County, and San Diego County. He has performed boundary, topographic, ALTA, and precise level surveys as well as Global Positioning Surveys. Mr. Musser currently provides map checking services to the City's of Hesperia, Pico Rivera, El Monte, Upland, and Calimesa.

Stephen Biscotti – Senior Public Works Inspector

Education

Bachelor of Arts and Humanities – Colorado State University

16 Hour QSP Training Seminar

Lean Manufacturing Seminar – Gibbs Wire & Steel Co., Inc.

Forklift Certification 2004 – 2012 (Both operator and instructor) – Gibbs Wire & Steel Co., Inc.

Step 2000 Courses (electricity and electrical control devices) Siemens E&A

Conflict and Confrontation Seminar – Farmers Insurance

Forklift Certification 1984 – 1990, Various Wire Mills in MA, CT, and CA

Experience

16 Years

Years with Firm

8 Years

Mr. Biscotti has over 13 years of inspection experience with the last 5 years providing public works construction inspection services. Mr. Biscotti has provided inspection services to numerous municipalities throughout Southern California. Mr. Biscotti's further background in steel manufacturing inspection and oversight provide him with an extensive knowledge of ASTM specifications and OSHA standards. Additionally, Mr. Biscotti has received Step 2000 certification from Siemens for electrical design and inspection. Mr. Biscotti has provided coordination with other project professional services including geotechnical and survey. Mr. Biscotti has worked as a Public Works Inspector for inspection of capital improvement and developer installed improvements relating to the construction of water, sewer, streets, drainage, traffic signals, parks and housing tract improvements. Mr. Biscotti has prepared daily inspection reports, developed construction photo logs, prepared tie sheets, assisted with progress and final payment processing, assisted with change order negotiations, verified compliance with contract documents and approved project submittals, verified public safety compliance, and developed remedial work lists.

CHANGES IN PERSONNEL

TKE acknowledges that key personnel will be available for the duration of the requested services.

SECTION C: PROJECT TEAM

No key personnel shall be removed or changed without the prior written consent of the City.

Corporate resumes are enclosed in Appendix A.

TKE's support team includes 40 Registered Engineers, Licensed Surveyors, Inspectors, Assistant Engineers, Surveyors, CAD Operators, and Clerical staff.

SUBCONSULTANTS

TKE has assembled an elite team of sub-consultants. TKE has developed an excellent working partnership with our sub-consultants which will lead to a more efficient design. TKE has reviewed the proposed project and desired scope of services and we will retain Aragon Geotechnical for Geotechnical Materials Testing and Biological Monitoring will be completed by Ultra Systems Environmental. Both Firms are registered as Disadvantaged Business Enterprises (DBE's) and will allow us to far exceed the DBE goal amount of 9%.

Aragon Geotechnical (AGI) traces its roots to the year 1973, followed soon after by the establishment of the present headquarters office in the Woodcrest area of Riverside County. The firm will apply decades of experience acquired by talented professionals in the fields of geotechnical engineering, engineering geology, hydrogeology, earthquake engineering, and materials engineering and testing to the City of Jurupa Valley.

Professionals and staff occupy a modern two-story commercial building that is fully equipped with an on-site soils, concrete and asphalt concrete testing laboratory. Our staff regularly attends scientific conferences and specialty training sessions to stay abreast of cutting-edge technologies and new developments in our disciplines. AGI is a State of California Small Business Enterprise (SBE #1182800), Minority Business Enterprise (MBE # 19000092) and Disadvantaged Business Enterprise (DBE # 45365). AGI has California Department of Transportation (Caltrans) certified facilities and is AASHTO Resource (Formerly AMRL) accredited. AGI has endeavored to obtain specialty certifications reflective of high degrees of staff training as well-maintained equipment. AGI holds AASHTO Resource (Formerly AMRL) and Caltrans (California Department of Transportation) accreditations.

Ultra Systems Environmental was established in 1994 as a consulting practice specializing in the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), and to assist private industry and governmental agencies navigate environmental regulations.

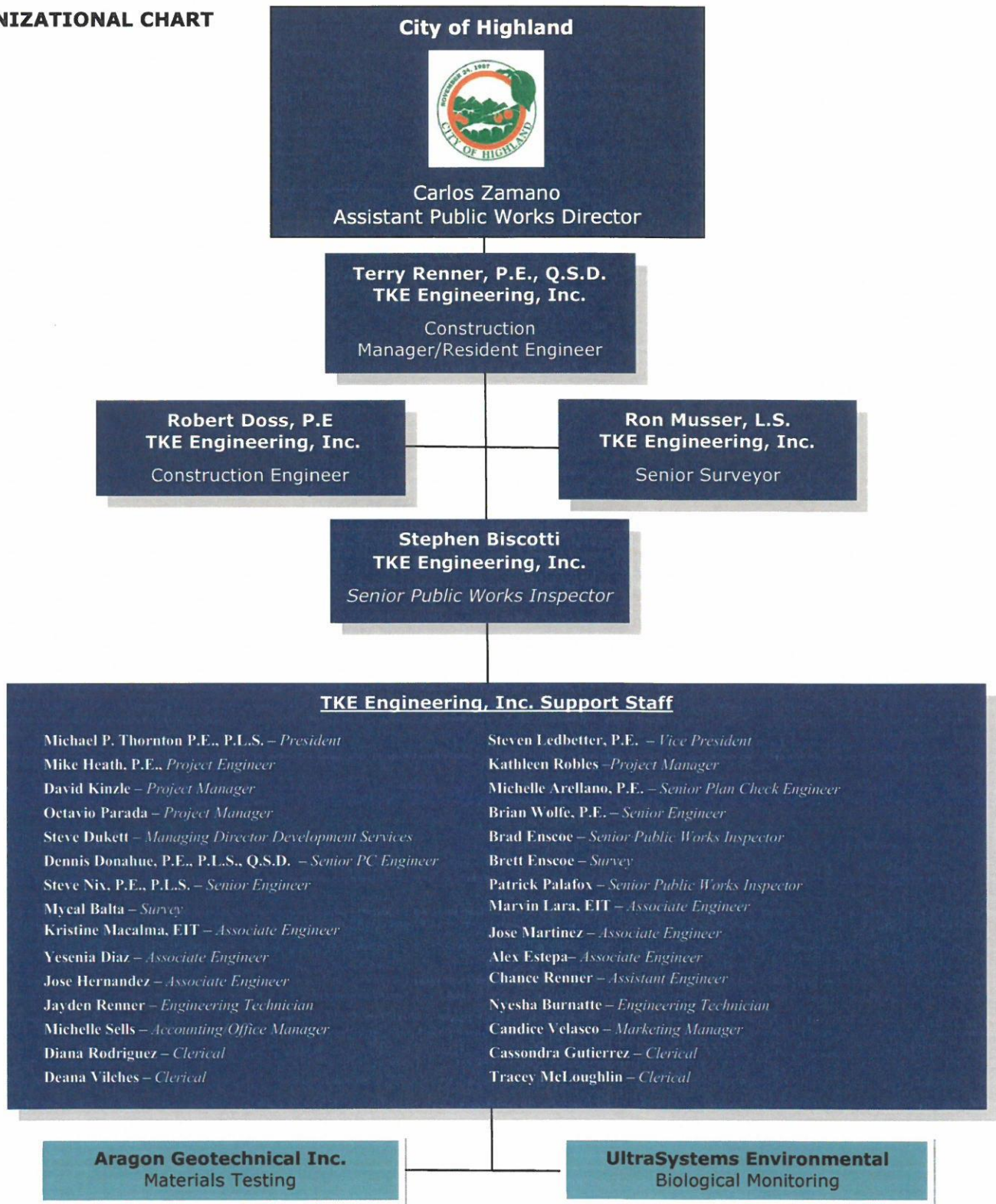
The firm's reputation as a problem-solver comes from their commitment to pragmatism, technical excellence and meticulous communication in servicing their clients. They are committed to successful project management, time management and timely delivery in every project that we undertake. Their firm prepares and reviews CEQA and NEPA compliance documents and supporting technical studies that include the following disciplines: air quality and greenhouse gas emissions, noise, biological, cultural, land use, socioeconomic, hydrology, water supply and aesthetics.

Their projects have ranged in complexity from categorical exemptions and categorical exclusions, to Negative Declarations (ND) and Mitigated Negative Declarations (MND), to full Environmental Impact Reports (EIR) and Environmental Impact Statements (EIS). Additionally, they process and deliver the necessary entitlements, project permits and approvals so that project development is not impeded.

Ultra Systems is a California S Corporation and holds DBE, SBE, WBE, Micro, and WSBE Certifications.

SECTION C: PROJECT TEAM

ORGANIZATIONAL CHART



SECTION D: QUALIFICATIONS AND EXPERIENCE

SECTION D: QUALIFICATIONS AND EXPERIENCE

BACKGROUND

TKE Engineering, Inc. (TKE), a California Corporation, was established in June 2000, and in the last twenty years has developed into one of Southern California's premier full-service consulting engineering firms. TKE was established with the goal of providing turnkey services for municipal projects in order to benefit our community. As a result of the focus of a firm on this mission, TKE has earned a reputation for thoroughness, rapid turnaround, cost efficiency and, overall quality of work. We are a highly motivated, dynamic firm with the goal of being your preferred consultant.

TKE provides turnkey construction management and inspection services to numerous municipalities throughout San Bernardino, Riverside, Los Angeles, and Orange Counties. The municipal services provided by our firm include Project Development, CIP Design, Traffic Engineering, Surveying, Project and Construction Management, Plan and Map Checking, Inspection, Program Management, Utility Company Coordination and Management, Public Outreach, Grant Funding, Federally/State Funded Project Management, and Construction Surveying services. Our wide range of services provides our team with an intimate knowledge and experience of the common pitfalls for each project variation and our past history of successfully overcoming these challenges.

CONSTRUCTION MANAGEMENT HISTORY

Our versatile experience means that we provide more than just a management team that supervises and reacts to problems that arise during construction. Our experience and history with the City provide us the ability to foresee and avoid problems before they happen, which translates to lower costs, higher efficiency, less change orders and reduced construction periods. When construction issues do occur, our extensive design experience allows us to provide creative and innovative solutions that help reduce potential change order costs. Our team has managed numerous grant funded projects which included successfully relocating utilities, acquiring rights-of-way, temporary construction easements and/or permission of entry rights, coordination with

jurisdictional agencies for permitting and environmental mitigation, coordination and management of grant funds and reimbursement requests through Caltrans Local Assistance and numerous other grant agencies.

TKE also recently completed construction management projects with the City of Highland for a Safe Routes to School grant funded project and for a street and drainage improvement project. Despite numerous required design changes and unknown issues encountered during construction on TKE's past six construction management projects with the City of Highland, TKE has averaged a 0.7% changed condition cost. Not a single TKE managed project required council action to increase the approved 10% contingency and 5 of the six projects were completed within the allotted contract time.

SECTION D: QUALIFICATIONS AND EXPERIENCE

REFERENCES

Since our inception twenty years ago, TKE has extensive experience with an excellent reputation in the design, construction management and inspection of all types of local and grant funded public works projects.

Throughout our history serving the Southern California region, we have provided multi-disciplinary construction support services for large and small projects. We have successfully completed complex and challenging projects for a variety of municipal agencies who have continued to request that we partner with them in delivering much needed infrastructure to their communities.

We are sure that the successful results of our past performance in the delivery of projects, along with our firm's proven ability to utilize our experience for a complete and well managed and inspected project, will provide a valuable resource to the City.

Please see the Table below for a small, but representative list of references who we have worked with on the following projects. Also attached is a brief list of projects with descriptions. We respectfully request that you verify our qualifications with the listed references.

PROJECT	CLIENT	RESIDENT ENGINEER/ CONSTRUCTION MANAGER	GENERAL CONTRACTOR	DATE OF SERVICES
Calimesa Boulevard Roundabout (SAFETEA-LU)	City of Calimesa Ms. Bonnie Johnson 908 Park Avenue Calimesa, Ca 92320 (909) (909) 795-9801	TKE Engineering, Inc. Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	TBD	Dec 2020 – Dec 2021
County Line Road Transportation Corridor Project (SB-1 LPP)	TKE Engineering, Inc. Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	TKE Engineering, Inc. Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	TBD	June 2020 – Aug 2021
Safe Routes to School – Cycle 10 Improvement Project (SR2S)	City of Highland Mr. Carlos Zamano, P.E. 27215 Base Line Highland, Ca 92346 (909) 864-8732 X254	TKE Engineering, Inc. Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	DM Contracting, Inc Mr. David Magana 1065 Harbor Drive Colton, Ca 92324 (909) 824-7071	Jan 2020 – Aug 2020
Interagency Safe Routes to School Project (SR2S)	City of Adelanto Mr. Brian Wolfe, P.E. 11600 Air Expressway Adelanto, Ca 92301 (760) 246-2300	TKE Engineering, Inc. Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	Sully Miller Contracting Co. Mr. Tom Sternfeld 135 S. State College Boulevard, Suite 400 Brea, Ca 92821 (714) 578-9600	Aug 2018 – June 2019
5 th Street Corridor Improvements, Phase 1	City of Highland Mr. Carlos Zamano, P.E. 27215 Base Line Highland, Ca 92346 (909) 864-8732 X254	TKE Engineering, Inc. Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	Alabassi Construction Mr. Marwan Alabassi 16810 Van Buren Blvd, #200, Riverside, Ca 92504 (951) 776-9300	July 2016 – Jan 2017

City of Highland

**Project (Greenspot Road to Highland Avenue) Federal Project No. PNRSL-5449 (033) City
Project No. BRG04004A**

SECTION D: QUALIFICATIONS AND EXPERIENCE

2 nd Street Safe Routes To School (SR2S)	City of Calimesa Ms. Bonnie Johnson 908 Park Avenue Calimesa, Ca 92320 (909) (909) 795-9801	TKE Engineering, Inc. Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	Alabassi Construction Mr. Marwan Alabassi 16810 Van Buren Blvd, #200, Riverside, Ca 92504 (951) 776-9300	Nov 2015 – July 2016
Safe Routes To School, Cycle 10 Phase 2 (SR2S)	City of South El Monte Mr. Tom Melendrez 1415 Santa Anita Avenue South El Monte, Ca 91733 (626) 221-0248	TKE Engineering, Inc. Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	EC Construction Co. Mr. John Walters 2213 Chico Avenue South El Monte, Ca 91733 (626) 444-9596	Jan 2015 – Apr 2015
San Bernardino Avenue Street, Sewer and Drainage Improvements	City of Fontana Mr. Chuck Hays 16489 Orange Way Fontana, Ca 92335 (909) 350-6530	TKE Engineering, Inc. Mr. Terry Renner 2305 Chicago Ave. Riverside, Ca 92507 (951) 680-0440	Griffith Company Mr. Eric Guzman 12200 Bloomfield Ave. Santa Fe Springs, Ca 90670 (562) 929-1128	June 2015 – Sept 2015

SECTION D: QUALIFICATIONS AND EXPERIENCE

EXPERIENCE

TKE has extensive experience with an excellent reputation with construction support of Federal and State funded civil engineering projects through Caltrans Local Assistance District 8 for the City and numerous surrounding communities.

TKE provides turnkey consulting services to several municipalities throughout Southern California. Some of the municipal services provided by our firm include Project and Construction Management, Inspection, CIP Design, Site Planning, Program Management, Utility Company Coordination and Management, CDBG, HUD and Federally/State Funded Project Management services. Our comprehensive list of services provides TKE with a knowledge base spanning all aspects of a project and ensures an understanding on common pitfalls associated with each type of project and how to avoid these challenges.

The following is a brief list of projects similar in nature to the project types listed in the RFP.



Calimesa Boulevard/ County Line Road Roundabout

City of Calimesa, CA

Client Contact

Mr. Bonnie Johnson
City Manager
City of Calimesa
(909) 795-9801

Project Cost

\$2.5 Million

Completion Date

Current

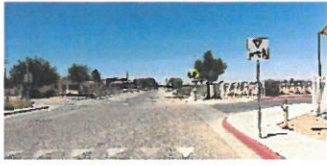
Project Team

Terry Renner, P.E., Q.S.D. -
Project/Construction
Manager
Michael P. Thornton, P.E.,
L.S. - Principal In Charge
Ron Musser, L.S. - Surveyor
Monae Pugh - Traffic
Engineering Specialist

Description: The City of Calimesa was awarded SAFETEA-LU funding for the roundabout improvement project for the intersection of Calimesa Boulevard and County Line Road. The project includes the design of a dual lane roundabout with property acquisition. Proposed curb, gutter, sidewalk, drive approaches, ramps, central island, apron and splitter island improvements will be constructed for increased vehicular efficiency and pedestrian safety. The project includes street improvements together with drainage channel and piping modifications, full parcel acquisition, right-of-way acquisition, right-of-entry acquisition, public outreach and coordination with regulatory agencies, Riverside County Flood Control and Water Conservation District and Caltrans Local Assistance.

Services: Services included funding administration through Caltrans Local Assistance, design, surveying, environmental compliance, utility relocation coordination, public outreach, permitting, right-of-way and right-of-entry acquisition documents, construction management, inspection, construction staking, and negotiation with property owners.

SECTION D: QUALIFICATIONS AND EXPERIENCE



Interagency Safe Routes to Schools Project

City of Adelanto, CA

Client Contact

Mr. Jessie Flores
City of Adelanto
(760) 246-2300 ext. 11184
jflores@ci.adelanto.ca.us

Project Cost

\$870,000

Dates

2018

Project Team

Brian Wolfe, P.E.
Michael P. Thornton, P.E.,
L.S.
Terry Renner, P.E., Q.S.D.
Ron Musser, L.S.
Michelle Arellano, P.E.
Monae Pugh

Description: The City of Adelanto was awarded funding for the Interagency Safe Route to School Project. TKE successfully delivered Construction Management, Inspection, Construction Staking and Grant Management services for 5,000 Linear Feet of Street, Sidewalk and Access Ramp Improvements around Columbia Middle School, Adelanto Elementary School and Westside Park Elementary School

Services: Services included construction management, inspection, construction staking, and grant management



County Line Road Transportation Corridor

City of Calimesa, CA

Client Contact

Ms. Bonnie Johnson
City Manager
City of Calimesa
(909) 795-9801
bjohnson@cityofcalimesa.net

Project Cost

\$10.1 Million
(\$3.7 Million Grant)

Completion Date

August 2021

Project Team

Michael P. Thornton, P.E.,
L.S.
Terry Renner, P.E., Q.S.D.
Steven Ledbetter, P.E.
Michael Heath, P.E.
Ron Musser, L.S.
Monae Pugh

Description: TKE prepared and obtained a grant for the City of Calimesa through the Road Repair and Accountability Act of 2017 (SB1) Local Partnership Program (LPP). TKE is preparing street widening and roundabout improvements for the construction of the County Line Road Transportation Corridor. The Project includes four (4) single-lane and one (1) multi-lane roundabouts, together with street, pedestrian, and bicycle improvements, to improve safety and efficiency throughout the corridor. The innovative approach to implement roundabout intersection throughout the corridor provides adequate capacity and level of service to remain a two-lane street; thus, significantly reducing right-of-way and construction costs to construct a four-lane corridor.

Services: Services include grant coordination and management, design, topographic survey, right-of-way engineering, environmental assistance, roadway safety analysis, preparation of exhibits, cost estimates, coordination with California Transportation Commission, construction management, inspection, and construction staking

SECTION D: QUALIFICATIONS AND EXPERIENCE



Hillview Neighborhood Street and Storm Drain Improvements Project

City of Highland, CA

Client Contact

Mr. Carlos Zamano
City of Highland
27215 Base Line
Highland, CA 92346
(909) 864-8732 ext. 254

Project Cost

\$1.9 Million

Completion Date

November 2019

Project Team

Terry Renner, P.E.
Kristine Macalma, E.I.T.
Ron Musser, L.S.
Stephen Biscotti

Description: The Hillview Neighborhood Street and Storm Drain Improvements Project is located on Hillview Street and Cunningham Street between 9th Street and Base Line in the City of Highland. The project included construction of approximately one mile of pavement rehabilitation; construction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, and driveway approaches; construction of catch basins and storm drains; relocation of miscellaneous utilities; raising of various utility manholes/valves and installation of traffic signing and striping.

Services: Services included CalRecycle Grant coordination, value engineering, right-of-entry acquisition, utility relocation and coordination, construction management, inspection, and coordination with property owners.



5th Street Improvements Project

City of Highland, CA

Client Contact

Mr. Carlos Zamano
City of Highland
(909) 864-8732 ext. 254
czamano@cityofhighland.org

Project Cost

\$2.1 Million

Completion Date

Jan 2017

Project Team

Dave Kinzle – Project Manager
Terry Renner, P.E. – Project/Construction Manager
Michael P. Thornton, P.E., L.S. – Principal In Charge
Ron Musser, L.S. – Surveyor
Brad Enscoe – Inspector

Description: The 5th Street Improvements Project is located on 5th Street from Victoria Avenue to Palm Avenue in the City of Highland. The project included construction of approximately one mile of pavement rehabilitation; removal and reconstruction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, bus pads and driveway approaches; construction of catch basins and storm drains; installation of a new traffic signal system at the intersection of 5th Street and Central Avenue; relocation of miscellaneous utilities; raising of various utility manholes/valves and installation of traffic signing, striping and loop detectors.

Services: Services included value engineering, striping and signal redesign, utility relocation and coordination, construction management, inspection, construction staking and coordination with property owners.

SECTION D: QUALIFICATIONS AND EXPERIENCE



Calimesa Safe Route to Schools (SR2S)

City of Calimesa, CA

Client Contact
Mr. Bob French
City of Calimesa
(909) 795-9801 ext. 235

Project Cost
\$1.5 Million

Completion Date
July 2016

Project Team
Terry Renner, P.E.-Project
Manager
Michael P. Thornton, P.E.,
L.S.-Principal In Charge
Ron Musser, L.S.-
Surveyor
Brad Enscoe – Public
Works Inspector

Description: The City of Calimesa was awarded funding for the pedestrian path of travel enhancements to provide increased safety for walking paths along 2nd Street between Avenue "L" and Avenue "H" and along Avenue "L" between 2nd Street and 3rd Street. Proposed curb, gutter and sidewalk improvements will be constructed for increased pedestrian safety. The project includes 1 mile of street improvements together with structural bridge widening over existing drainage channel, right-of-entry acquisition, public outreach and coordination.

Services: Services included funding administration through Caltrans Local Assistance, design, surveying, environmental compliance, utility coordination, right-of-entry acquisition documents, construction management, inspection, construction staking, and negotiation with property owners.



Safe Route to School – Fontana Avenue and Arrow Boulevard

City of Fontana, CA

Client Contact
Mr. Noel Castillo
Engineering Manager
City of Fontana
909.350.7632

Project Cost
\$1.1 Million

Completion Date
May 2017

Project Team
Terry Renner, P.E.
Michael P. Thornton, P.E.,
L.S.
Michael Heath, P.E.
Monae Pirie- Pugh
Ron Musser, L.S.

Description: TKE provided design engineering services for the Safe Routes to Schools project funded through ATP Cycle 2 for the City of Fontana for Fontana Ave and Arrow Boulevard. This project consisted of the preparation of full Construction documents including plans, technical specifications, construction cost estimates (PS&E) and construction support services for the 5,900 linear foot ADA and pedestrian enhancement project. The project included the construction of curb, gutter, sidewalk, curb ramp, bike lane improvements, utility relocations, storm drain modifications, private improvement restoration and signing and striping. TKE successfully coordinated with Caltrans for completion of the PES, right-of-way certifications and obtaining the RFA for construction.

Services: Services included design, surveying, grant management, PES preparation, environmental compliance services, utility coordination, right-of-way engineering, and construction assistance.

SECTION D: QUALIFICATIONS AND EXPERIENCE



San Bernardino Avenue Street, Traffic Signal, Sewer and Drainage Improvements

County of San Bernardino, CA

Client Contact

Mr. Brendon Biggs
County of San Bernardino
(909) 387-8040
bbiggs@dpw.sbcounty.gov

Project Cost

\$4.1 Million

Completion Date

November 2011

Project Team

Terry Renner, P.E.-Project
Manager
Michael P. Thornton, P.E.,
L.S.-Principal In Charge
Ron Musser, L.S.- Surveyor

Description: The San Bernardino Avenue street, sewer and storm drain improvements project is located in the City of Fontana north of Interstate 10 Freeway and East of the Interstate 15 Freeway from Commerce Drive to Cypress Avenue. Proposed median and sidewalk improvements minimize turning movements providing for increased vehicular capacity, corridor beautification, and improved traffic and pedestrian safety. The project included 2 ½ miles of street improvements together with traffic signal modification, median curb, drainage facilities, and minor sewer improvements. Drainage facilities included numerous storm drain crossings and channel extension.

Services: Services included design, hydrology and hydraulic modeling, report preparation, surveying, traffic signal modification, environmental compliance services, utility and railroad coordination, railroad crossing upgrade, right-of-way acquisition documents, and negotiation with property owners.

SECTION E: WORK PLAN AND SCHEDULE/ SECTION F: PROPOSED FEE

SECTION E: WORK PLAN AND SCHEDULE

WORK PLAN

For a complete work plan please see above section 'B' Scope of Work which includes a description of how each task of the project will be conducted, identification of deliverables for each task and implementation schedule.

TKE will hold weekly construction progress meetings where all aspects of the project will be discussed including schedule, conflicts, potential change orders, upcoming work, and remaining contract time. These meetings are utilized to ensure the project remains on schedule and provides the ability to forecast potential issues with the project. If the project begins to slip from the original construction schedule, we will require the Contractor to provide an updated schedule and determine methods to remedy the schedule delay. These meetings are an effective means of keeping the project on schedule and avoiding potential schedule delays.

RESOURCE ALLOCATION

TKE's project team is committed to providing services as presented herein. In addition, TKE maintains state of the art engineering resources that ensure complete compatibility with our clients resources including computer software compatibility, filing protocol, communications protocol, and survey data. Our office location in Riverside is only minutes from the City and will permit TKE staff to respond to requests for meetings or field inspections within at a moment's notice.

As documented from our past history with the City, TKE will respond to the City's needs as they arise. The City is and will continue to be an important client to TKE. TKE's commitment will ensure that all of the City's needs are met. We strongly encourage the City to verify our performance history with our references. Because of TKE's proactive management approach, we are able to provide the resources required to sufficiently complete the task at hand without experiencing 'crisis' project delivery needs. When required, TKE adds resources, commits extended work hours, develops an efficient implementation plan and

other efforts as needed. Our proactive management approach has years of past success with the management of multiple concurrent projects. By utilizing frequent internal meetings and TKE support staff our managers have developed a system utilizing trained individuals to assist with construction management tasks.

WORKLOAD

TKE is free of any current and future obligations and commitments with construction management and inspection which may impact our ability to perform the required tasks in this agreement.

INSURANCE

TKE currently holds all required insurance limits set forth in the RFP and they are on file with the City. Upon selection, TKE will provide new insurance certificates to the City for the limits specified in the RFP.

CONFLICT OF INTEREST

TKE does not have any financial, business or other relationship with the City or engineer or any of its officers or officials that may have an impact upon the outcome of the work.

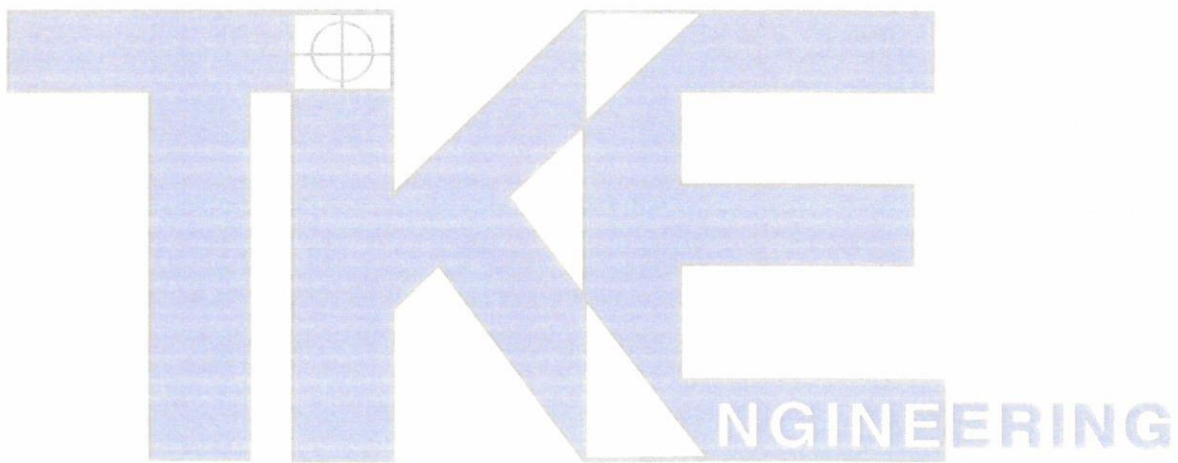
SECTION F: PROPOSED FEE

SECTION F: FEE PROPOSAL

FEE PROPOSAL

As requested, TKE has attached a not to exceed fee with an associated fee breakdown table and Exhibit 10-H in a separate sealed envelope. TKE's fee is based on the proposed construction schedule being 160 working days as described in the request for proposal.

Appendix 'A'



Resumes

ATTACHMENT 'A': RESUMES



Mr. Terry Renner, P.E., Q.S.D.

Project Role

Project Construction Engineer/
City Liaison

Length with Company

20 years

Education

BS, Civil Engineering, California
State Polytechnic University,
Pomona

Continuing Education

Caltrans SWPPP Certified
QSP/QSD Training

Registration

Registered Civil Engineer,
PE 69984 (CA)

Qualified SWPPP Developer and
Practitioner #24329

South Coast Air Quality
Management District – Coachella
Valley Fugitive Dust Control
Cert #CV1903-007740-7785

Affiliations

Riverside-San Bernardino
Counties Branch, American
Society of Civil Engineers

American Public Works
Association

American Council of Engineering
Companies of California

Mr. Renner is the Vice President of TKE and has over 20 years of experience in civil engineering infrastructure projects, including transportation improvements, drainage improvements, sewer and water improvements, facilities improvements and recreation improvements. He has managed numerous projects and has delivered projects for the Cities of South El Monte, Highland, Calimesa, El Monte, Fontana, Rialto, Upland, Riverside, and Redlands. As a construction manager, Mr. Renner has been responsible for supervising a staff of inspectors, construction coordination and scheduling, utility relocation coordination, public relations, submittal review, coordination with subconsultants, weekly progress meetings, request for information responses, storm water management, progress payments, change order review and negotiations, labor compliance, and project closeout. He has successfully delivered a wide variety of complex and challenging projects and is dedicated to ensuring that the plans produced by TKE continue to exceed industry standards.

Related Experience

- *Interagency Safe Routes to Schools Project, City of Adelanto, CA*– Mr. Renner performed construction management services for approximately 5,000 linear feet of street, sidewalk and access ramp improvements around Columbia Middle School, Adelanto Elementary School, and Westside Park Elementary School. The project included construction management, inspection, construction staking, and grant management.
- *5th Street Corridor Improvements Project*– The 5th Street Corridor Improvements Project is located on 5th Street from Victoria Avenue to Palm Avenue in the City of Highland. The project includes construction of approximately one mile of pavement rehabilitation, removal and reconstruction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, bus pads and driveway approaches, construction of catch basins and storm drains, installation of a new traffic signal system at the intersection of 5th Street and Central Avenue, relocation of miscellaneous utilities, raising of various utility manholes/valves and installation of traffic signing, striping and loop detectors. Services include value engineering, striping and signal redesign, utility relocation and coordination, construction management, inspection, construction staking and coordination with property owners.
- *Stuart Avenue Storm Drain Improvements, City of Redlands Public Works Department, City of Redlands, CA* – Mr. Renner performed project management, design, and construction administration services for approximately 4,500 linear feet of RCP storm drain pipeline ranging from 18-inch diameter to 120-inch diameter and 700 linear feet of waterline improvements within Caltrans right-of-way. The inspection included storm drain installation, including manholes, junction structures, catch basins and connection to existing open channel.
- *Safe Route to Schools – Cycle 10, Phase 2 Pedestrian Improvements Project, City of South El Monte, CA* – Mr. Renner provided Construction Administration services for the Safe Route to Schools project which is located in the City of South El Monte. The City was awarded funding for the pedestrian path of travel enhancements to provide safety walking paths along Strozier Avenue between Lerma Road and Rush Street. Proposed sidewalk, curb access ramps, striping and signage improvements will be constructed for increased pedestrian safety. The project includes approximately 3,500 linear feet of street

City of Highland

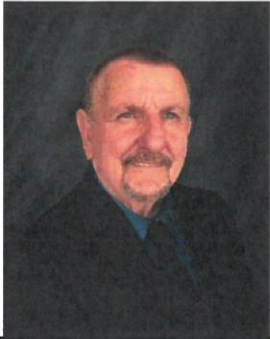
**Project (Greenspot Road to Highland Avenue) Federal Project No. PNRSL-5449 (033) City
Project No. BRG04004A**

ATTACHMENT 'A': RESUMES

and sidewalk improvements together with public outreach and coordination. Services included utility coordination, construction administration, construction management, inspection, and coordination with property owners.

- *2nd Street Safe Routes to School, City of Calimesa/Yucaipa, CA* – Mr. Renner is providing Construction Administration services for the City of Calimesa for the SR2S funded pedestrian path of travel enhancements to provide safer walking paths along 2nd Street between Avenue “L” and Avenue “H” and along Avenue “L” between 2nd Street and 3rd Street. The project includes construction of proposed curb, gutter and sidewalk improvements for increased pedestrian safety. The project includes approximately 1 mile of street improvements together with structural bridge widening over existing drainage channel, right-of-entry acquisition, public outreach and coordination, utility relocation and roundabout construction at the intersection of County Line Road and 2nd Street. Mr. Renner is responsible for grant management with the Caltrans Local Assistance, project management, bidding services, permitting, construction administration and utility coordination.
- *San Bernardino Avenue Street Improvements, City of Fontana, CA* – Mr. Renner provided Construction Administration services for the San Bernardino Avenue street and storm drain improvements project which is located in the City of Fontana north of Interstate 10 Freeway and East of the Interstate 15 Freeway from Commerce Drive to Cherry Avenue. The proposed median and sidewalk improvements minimize turning movements providing for increased vehicular capacity, corridor beautification, and improved traffic and pedestrian safety. Construction Management, Inspection and construction staking is being provided by TKE for approximately 8,800 linear feet of street median, sidewalk and storm drain improvements. TKE provided utility and railroad coordination for the relocation and adjustment of various utility improvements (i.e., power poles, meters, vaults, etc.) and the railroad crossing upgrade. TKE prepared all legal descriptions, right-of-way acquisition plats, temporary construction easement plats and negotiated with property owners for 5 separate parcels
-

ATTACHMENT 'A': RESUMES



Mr. Robert Doss, P.E.

Project Role
Construction Manager

Length with Company
1 year

Education
B.S. in Civil Engineering
Arizona State University
M.B.A. in Management
Arizona State University
Caltrans Resident Engineer
Academy
Caltrans Office Engineers
Academy
Master's in Management
Arizona State University-
Tempe - Menifee, CA

Registrations
Registered Civil Engineer,
CA (31236)
AZ (11575)
CO (23152)

Affiliations
Member of American Society
of Civil Engineers
Member of American Public
Works Association
Member of Institute of
Transportation Engineers

Mr. Doss has over 36 years of experience in construction management and civil engineering. Mr. Doss has provided construction management services on all types of public works improvement projects throughout Southern California. He has strong analytical skills, proven successful negotiating, consistency in quality performance, demonstrated positive proactive actions, confidence while being composed under pressure, consistency in delivering superior service tailored to individual customer needs, superb leadership traits, organizational scheduling and planning skills, quick problem solving, work prioritizing, productivity maximization, and great foresight to keep construction projects on schedule and within budget. Additional supportive capabilities include change order analysis, administrative management, quality control management, team building/motivation, cost estimating, knowledge of scheduling software, administrative organization, cost management, planning strategies, and team resource management. In addition to construction management, he has worked in many facets of Engineering including Traffic Engineer, Project Manager, City Engineer, Resident Engineer and Public Works Director.

Related Experience

- Long Beach Transit Company, Irvine, CA. - As Construction Manager, Robert is responsible for managing construction of Civil Engineering projects in Laguna Beach, Temecula, Villa Park, and Irvine.
- San Diego Association of Governments (SANDAG) Long Beach, CA.- As Facilities Engineer, Mr. Doss was responsible for providing engineering services to plan, design and manage construction of all maintenance facilities of the Transit Company of over 248 buses and over two thousand bus stops.
- Prospect Avenue Corridor Enhancement, Santee, CA. As Resident Engineer, Robert managed the on-site construction services representing SANDAG and the City of Santee for the construction of a \$12 million project to rebuild one mile of a major street, including undergrounding all utilities and new landscape improvements. We completed the project while maintaining access to local businesses and residents.
- US General Services Administration (GSA) Westwood Federal Building, Los Angeles, CA. - As Construction Manager, Robert managed the onsite construction services representing the US General Services Administration Region 9 on the new Caltrans flyover ramp at Wilshire Boulevard as part of the Interstate 405 Sepulveda Pass Widening Project. We completed two months ahead of schedule.
- Bureau Veritas, Costa Mesa, CA. Construction Management Director, Robert determined staffing requirements, interviewed, hired, and trained new employees; managed staff, preparing work schedules and assigning specific duties; oversaw personnel processes; reviewed financial statements, sales and activity reports, and other performance data of Construction Managers and Inspectors on projects throughout southern California. Robert also produced an operation budget and controlled costs for

City of Highland

**Project (Greenspot Road to Highland Avenue) Federal Project No. PNRSL-5449 (033) City
Project No. BRG04004A**

ATTACHMENT 'A': RESUMES

an operation that produced \$ 6 million in revenue annually. His division grew 10% per year over three years

- City of Stanton Public Works Department and Engineering Department, Stanton, CA. Robert served as Public Works Director and City Engineer, where he managed the Public Works Department and Engineering Department for a city with a population of 40,000. Robert directed personnel, made City Council presentations, interacted with public citizens and controlled a budget of over \$12,000,000 annually. In addition, Robert managed the construction of \$16 million in capital improvement projects including design, budgeting, and construction; we completed the project ahead of schedule with a savings of one million dollars.
- DEI Professional Services Newport Beach Branch, Newport Beach, CA. Serving as Branch Manager, Robert managed a branch office for a civil engineering and construction management company. Robert hired and managed a staff of 16 people during that growth, establishing a new branch that grew revenues from zero to \$2.6 million in three years.
- PBS&J, San Diego, CA. As Construction Manager, Mr. Doss determined staffing requirements, interviewed, hired and trained new employees; managed staff, preparing work schedules and assigned specific duties; oversaw personnel processes; reviewed financial statements, sales and activity reports, and other performance data of Construction Managers and Inspectors on projects throughout San Diego County. In addition, Robert produced an operation budget and controlled costs for an operation that produced \$4 million in revenue annually.
- State of California Transportation, Santa Ana, CA – Mr. Doss served as Resident Engineer, managing the construction on over \$100 million worth of transportation construction projects. Robert's responsibilities included daily coordination with contractors and inspectors on freeway projects throughout Orange County. Robert managed change orders, design revisions and cost projections using Caltrans standards and specifications. Most projects required federal and state funding which involved extensive paperwork and final reports. We completed these projects on time with no construction claims.

ATTACHMENT 'A': RESUMES



Mr. Ron Musser, P.L.S.

Project Role
Director of Survey

Registration
Professional Land
Surveyor, LS 4230 (CA),
Exp. 6/30/16

Affiliations
American Council of
Engineering Companies
of California

Mr. Musser has over 50 years of experience in performing field and office surveying services for public and private projects including roadway and highway projects. He has performed design topographic surveying and construction staking on all of TKE's respective design and construction management projects over the past 10 years. He has prepared records of survey, parcel maps and tract maps in San Bernardino County, Riverside County, San Diego County, Orange County and Los Angeles County. He has performed boundary, topographic, ALTA, and precise level surveys as well as Global Positioning Surveys.

Related Experience

- *Foothill Boulevard Median and Traffic Signal Improvements, City of Fontana, CA* – Mr. Musser was the Project Surveyor for this 1,300 linear feet of median, traffic signal modification, and street widening improvements. Mr. Musser provided all topographic design surveying and construction staking for construction of the project between Sierra Avenue and Mango Avenue. Project components included construction of ultimate street widening, median, curb and gutter, sidewalk, traffic signals, striping, and onsite private improvements.
- *San Bernardino Avenue Street Improvements, County of San Bernardino, CA* – Mr. Musser was the Project Surveyor for this 8,800 Linear feet of street median, sidewalk, and storm drain improvements. Mr. Musser provided all topographic design surveying and construction staking for construction of ultimate street widening improvements including median, curb and gutter, sidewalk, landscaping, traffic signal modification, striping, storm drain and sewer crossings and private onsite improvements. In addition, Mr. Musser prepared legals, plats and grant deeds for right-of-way acquisition on eight parcels.
- *Foothill Boulevard Street Improvements, City of Fontana, CA* – Mr. Musser was the Project Surveyor for this 11,800 linear feet of street widening, sewer and storm drain improvements, bike lane extension and median improvements. The project was separated into two phases from East Avenue to Cherry Avenue and from Cherry Avenue to Hemlock Avenue. Mr. Musser provided all topographic design surveying and construction staking for the construction of ultimate street widening, median, curb and gutter, sidewalk, traffic signals, storm drain, sewer, striping, and onsite

City of Highland

**Project (Greenspot Road to Highland Avenue) Federal Project No. PNRSL-5449 (033) City
Project No. BRG04004A**

ATTACHMENT 'A': RESUMES

private improvements. In addition, Mr. Musser prepared legals, plats and grant deeds for more than twenty right-of-way acquisitions.

- *Arden Drive Street Improvements, City of El Monte, CA* - The Arden Drive Water System, Sewer, and Street Improvements Project is located in the City of El Monte north of the Interstate 10 Freeway on Arden Drive between Valley Boulevard and the BNSF Railroad crossing. Proposed water system, sewer, and street improvements, including traffic signal installation and interconnect conduit were constructed with ARRA funding and schedule requirements. The project provided water line upgrades and construction of additional sewer and street improvements to serve a proposed development for the new public works yard and Department of Motor Vehicles office. Supplemental ground design survey and design services, including preparation of plans, specifications and estimates were provided by TKE for approximately 1,600 linear feet of water, sewer and street improvements, traffic signal and interconnect wiring, and signing and striping improvements.
- *Foothill Vision: Street and Recycled Water Improvements, City of Upland, CA* - The City of Upland developed a corridor master plan for Foothill Boulevard through the City. The master plan appointed vision for Foothill Boulevard dictated the ultimate street section with landscaped median, parkway and right-of-way. The Foothill Vision Project was the first reach of Foothill Boulevard to be improved within the City. The project included 2,800 linear feet of street and recycled water main design along Foothill Boulevard from Redding Way to 2nd Street. The vision project reconstructed Foothill Boulevard to eliminate the existing frontage road and provide a wider street section with large amounts of landscaping to beautify the corridor. Conventional ground design survey, design and construction management services, including preparation of plans, specifications and estimates were provided by TKE for approximately 2,800 linear feet of street improvements, 1,600 linear feet of recycled water improvements, and signing and striping improvements.

ATTACHMENT 'A': RESUMES



Mr. Stephen Biscotti

Project Role

Construction
Inspector

Education

BA, Arts and
Humanities
Colorado State
University

Certifications

OSHA 30
Certified

16 Hour QSP
Training
Seminar

Lean
Manufacturing
Seminar –
Gibbs Wire &
Steel Co.,
Inc.

Forklift
Certification
2004 – 2012
(Both
operator and
instructor) –
Gibbs Wire &
Steel Co.,
Inc.

Step 2000
Courses

Mr. Biscotti has over 13 years of inspection experience with the last 6 years providing public works construction inspection services. Mr. Biscotti has provided inspection services to several municipalities throughout Southern California. He has completed project inspection services for the Cities of Fontana, South El Monte, Riverside, Moreno Valley, Hemet, Calimesa, Riverside Transit Agency, East Valley Water District and the County of San Bernardino. Mr. Biscotti has provided coordination with other project professional services including geotechnical and survey. Mr. Biscotti has worked as a Public Works Inspector for inspection of capital improvement and developer installed improvements relating to the construction streets, drainage, utilities, parks and development improvements. Mr. Biscotti has prepared daily inspection reports, developed construction photo logs, assisted with progress and final payment processing, assisted with change order negotiations, verified compliance with contract documents and approved project submittals, verified public safety compliance, and developed remedial work lists.

Related Experience

- *5th Street Corridor Improvements Project* – Mr. Biscotti performed construction inspection services for installation of a new traffic signal on 5th Street located in the City of Highland west of the Interstate 210 Freeway. The 5th Street Corridor Improvements Project is located on 5th Street from Victoria Avenue to Palm Avenue in the City of Highland. The project includes construction of approximately one mile of pavement rehabilitation, removal and reconstruction of concrete sidewalks, curbs and gutters, cross-gutters, ADA ramps, bus pads and driveway approaches, construction of catch basins and storm drains, installation of a new traffic signal system at the intersection of 5th Street and Central Avenue, relocation of miscellaneous utilities, raising of various utility manholes/valves and installation of traffic signing, striping and loop detectors. Services include value engineering, striping and signal redesign, utility relocation and coordination, construction management, inspection, construction staking and coordination with property owners.
- *Interagency Safe Routes to Schools Project, City of Adelanto, CA*– Mr. Renner performed construction management services for approximately 5,000 linear feet of street, sidewalk and access ramp improvements around Columbia Middle School, Adelanto Elementary School, and Westside Park Elementary School. The project also included placement of speed feedback signage and rapid rectangular flashing beacons within the school zones.

ATTACHMENT 'A': RESUMES

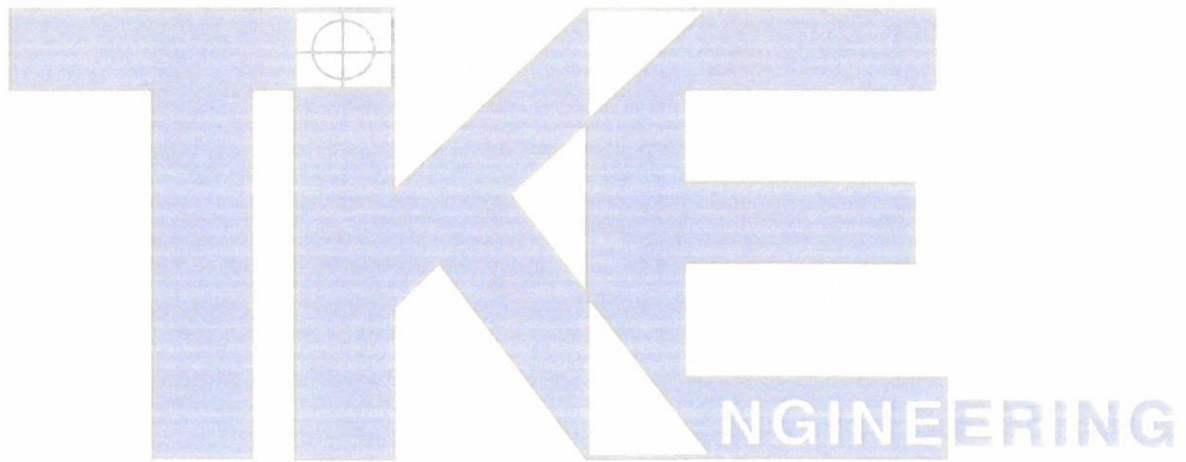
(electricity
and electrical
control
devices)
Siemens E&A

Conflict and
Confrontation
Seminar –
Farmers
Insurance

Forklift
Certification
1984 – 1990,
Various Wire
Mills in MA,
CT, and CA

- *Safe Routes to School, Cycle 10, Phase 2, City of South El Monte, South El Monte, CA* - Mr. Biscotti performed inspection services for approximately 3,000 linear feet of ADA Compliant sidewalk. Inspection included tree, fence, driveway approaches, curb and gutter, and landscape and irrigation removal and replacement, grading, concrete forming, concrete pouring and finishing, street sign installation, street marking, and fence installation. Mr. Biscotti was also responsible for public relations with the home owners for daily construction activities.
- *Chico Avenue Improvements Project, City of South El Monte, South El Monte, CA* - Mr. Biscotti over saw inspection services for cold mill removal and full depth replacement of 6-inch asphalt pavement over existing base material, reconstruction of cross gutters, installation of drainage pipes, adjustment of manholes and valve covers and street striping located on Chico Avenue between Rush Street and the Cul-de Sac for rehabilitation of approximately 2,000 linear feet of road within a commercial area of the City.
- *San Bernardino Avenue Median Hardscape and Drainage, City of Fontana, Fontana, CA* - Mr. Biscotti performed inspection services for 11,000 linear feet of median and parkway hardscape improvements. Inspection included sidewalk installation, grading, cobble installation, design layout, storm drain pipe installation and connection to existing storm drain system, Concrete forms, and DG installation.
- *RTA Moreno Valley Mall Transfer Station Improvements, Riverside Transit Agency, Moreno Valley, CA-* Mr. Biscotti performed inspection services for the removal and upgrade installation to RTA's Transfer Station. Inspection included demolition of existing asphalt, damaged curb and gutter, sidewalk, and bus stop structures, over saw compaction and non-compliant soil removal, 8" thick, rebar re-enforced concrete pour, ADA Compliant sidewalk and Parking Lot install, Asphalt replacement, seat wall construction, grading, Parking Lot Marking, and over saw Traffic Control.
- *RTA Tyler Mall Transfer Station Improvements, Riverside Transit Agency, Riverside, CA-* Mr. Biscotti performed inspection services for the removal and upgrade installation to RTA's 2nd largest Transfer Station. Inspection included demolition of existing asphalt, damaged curb and gutter, sidewalk, and bus stop structures, over saw compaction, 8" thick, rebar re-enforced concrete pour, ADA Compliant sidewalk, solar panel installation, grading, irrigation install and repair, electrical installation, and over saw Traffic Control.
- *San Bernardino Avenue Median and Traffic Signal Improvements, City of Fontana, CA* - Mr. Biscotti performed construction inspection services for installation of a new traffic signal and approximately 300 linear feet of median improvements on San Bernardino Avenue located in the City of Fontana north of Interstate 10 Freeway and East of the Interstate 15 Freeway near Commerce Drive. This projects proposed median and traffic signal improvements were constructed to provide a centralized turning procedure for the Walmart Distribution facility with nearly 1,000 turning movements per day. The project provides for increased vehicular capacity, corridor beautification, and improved traffic and pedestrian safety.

Appendix 'B'



City Forms

CITY OF HIGHLAND

ADDENDUM NO. 1

**REQUEST FOR PROPOSALS
TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION
SERVICES**

**for the
BOULDER AVENUE IMPROVEMENT PROJECT
(GREENSPOT ROAD TO HIGHLAND AVENUE)
FEDERAL PROJECT NO. PNRSL-5449(033)
CITY PROJECT NO. BRG04004A
in the
CITY OF HIGHLAND**

August 27, 2020

PROPOSAL SUBMITTAL REQUIREMENTS FOR THE PROJECT ARE HEREBY REVISED
AS FOLLOWS:

1. **Revise** proposal submittal in the Request for Proposal (RFP) with the following:

The City of Highland will also accept proposals from qualified consultants via email submission. Electronic proposal submittals shall be sent to czamano@cityofhighland.org. Hard copies of the proposal are not mandatory as set forth in the original RFP.

The proposal due date shall remain no later than 4:00p.m. on Wednesday, September 9, 2020.

2. **Revise** the 'Notice to Proposers DBE Information' form on page 1 of EXHIBIT 10-I to 9%. Erroneously it states the DBE Goal at 0%. DBE Submittal Forms shall show correct DBE Goal of 9%.
3. **Attached** to this addendum is the missing Sample Agreement.

**ALL PROPOSALS SHALL INDICATE RECEIPT OF THIS ADDENDUM BY SIGNING
BELOW AND INCLUDING THIS SHEET WITH THEIR PROPOSAL.**


(Firm's Authorized Representative Signature Here)

8/29/2020
Date

CITY OF HIGHLAND

ADDENDUM NO. 2

**REQUEST FOR PROPOSALS
TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION
SERVICES**

**for the
BOULDER AVENUE IMPROVEMENT PROJECT
(GREENSPOT ROAD TO HIGHLAND AVENUE)
FEDERAL PROJECT NO. PNRSL-5449(033)
CITY PROJECT NO. BRG04004A
in the
CITY OF HIGHLAND**

September 3, 2020

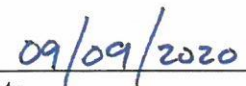
PROPOSAL SUBMITTAL REQUIREMENTS FOR THE PROJECT ARE HEREBY REVISED
AS FOLLOWS:

1. **Attached** to this addendum is the missing City of Highland Quality Assurance Program (QAP) document.

**ALL PROPOSALS SHALL INDICATE RECEIPT OF THIS ADDENDUM BY SIGNING
BELOW AND INCLUDING THIS SHEET WITH THEIR PROPOSAL.**



(Firm's Authorized Representative Signature Here)



Date

EXHIBIT 10-O2 CONSULTANT CONTRACT DBE COMMITMENT

1. Local Agency: City of Highland 2. Contract DBE Goal: 9%
 3. Project Description: Construction Management and Inspection Services for the Boulder Avenue Improvement
 4. Project Location: Boulder Avenue (Greenspot Road to Highland Avenue)
 5. Consultant's Name: TKE Engineering, Inc. 6. Prime Certified DBE: ☐ 7. Total Contract Award Amount: _____
 8. Total Dollar Amount for ALL Subconsultants: 129,426 9. Total Number of ALL Subconsultants: 2

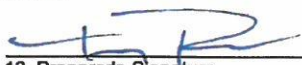
10. Description of Work, Service, or Materials Supplied	11. DBE Certification Number	12. DBE Contact Information	13. DBE Dollar Amount
Biological Monitoring	25485	Ultra Systems Environmental 949.788.4900	45,356
Materials Testing and Compaction	45365	Aragon Geotechnical 951.776-0345	84,070
Local Agency to Complete this Section			
20. Local Agency Contract Number: _____			\$ 129,426
21. Federal-Aid Project Number: _____			
22. Contract Execution Date: _____			32.3 %
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.			
23. Local Agency Representative's Signature _____			
24. Date _____			
25. Local Agency Representative's Name _____			
26. Phone _____			
27. Local Agency Representative's Title _____			
14. TOTAL CLAIMED DBE PARTICIPATION			
IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.			
15. Preparer's Signature 			09/09/2020
16. Date			
17. Preparer's Name			951.680.0440
18. Phone			
19. Preparer's Title			

DISTRIBUTION: 1. Original – Local Agency
 2. Copy – Caltrans District Local Assistance Engineer (DLAE). Failure to submit to DLAE within 30 days of contract execution may result in de-obligation of federal funds on contract.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

EXHIBIT 10-01 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: City of Highland 2. Contract DBE Goal: 9%
 3. Project Description: Construction Management and Inspection Services for the Boulder Avenue Improvement
 4. Project Location: Boulder Avenue (Greenspot Road to Highland Avenue)
 5. Consultant's Name: 2 6. Prime Certified DBE: ☐

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %	
Materials Testing and Compaction	45365	Aragon Geotechnical (951) 776-0345	21.0%	
Biological Monitoring	25485	Ultra Systems Environmental (949) 788-4900	11.3%	
Local Agency to Complete this Section		11. TOTAL CLAIMED DBE PARTICIPATION	32.3 %	
17. Local Agency Contract Number: _____				
18. Federal-Aid Project Number: _____		IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.  12. Preparer's Signature Terry Renner 14. Preparer's Name Senior Vice President 16. Preparer's Title		
19. Proposed Contract Execution Date: _____				
20. Consultant's Ranking after Evaluation: _____				
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate. _____ _____ _____				
		13. Date	09/09/2020	
		15. Phone	951.680.0440	

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity ☐ Prime ☐ Subawardee Tier _____, if known Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known _____	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable _____	
8. Federal Action Number, if known:	9. Award Amount, if known:	
10. Name and Address of Lobby Entity (If individual, last name, first name, MI) (attach Continuation Sheet if necessary)	11. Individuals Performing Services (including address if different from No. 10) (last name, first name, MI) (attach Continuation Sheet if necessary)	
12. Amount of Payment (check all that apply) ☒ <u>Contractor</u> ☐ actual ☐ planned	Type of Payment (check all that apply) ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other, specify _____	
13. Form of Payment (check all that apply): ☐ a. cash ☒ b. in-kind; specify: nature _____ Value _____		
15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12: (attach Continuation Sheet(s) if necessary)		
16. Continuation Sheet(s) attached: Yes ☐ No ☐		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: <u>Terry Renner</u> Title: <u>Senior Vice President</u> Telephone No.: <u>951.680.0440</u> Date: <u>09/09/2020</u>		Authorized for Local Reproduction Standard Form - LLL
Federal Use Only:		

Standard Form LLL Rev. 04-28-06

Distribution: Orig- Local Agency Project Files

Final Report-Utilization of Disadvantaged Business Enterprises (DBE) and First-Tier Subcontractors

EXHIBIT 17-F FINAL REPORT-UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBE) AND FIRST-TIER SUBCONTRACTORS

1. Local Agency Contract Number BRG04004A		2. Federal-Aid Project Number PNRSL-5449 (033)		3. Local Agency City of Highland		4. Contract Completion Date	
5. Contractor/Consultant TKE Engineering, Inc.			6. Business Address 2305 Chicago Avenue Riverside CA 92507			7. Final Contract Amount	
8. Contract Item Number	9. Description of Work, Service, or Materials Supplied	10. Company Name and Business Address	11. DBE Certification Number	12. Contract Payments		13. Date Work Completed	14. Date of Final Payment
				Non-DBE	DBE		
	Biological Testing	Ultra Systems Environmental 16431 Scientific Way Irvine, CA 92618	25485		DBE		
	Materials Testing and Compaction	Aragon Geotechnical 16801 Van Buren Boulevard STE A, Riverside, CA 92504	45365		DBE		
15. ORIGINAL DBE COMMITMENT AMOUNT \$ Constructor				16. TOTAL			

List all first-tier subcontractors/subconsultants and DBEs regardless of tier whether or not the firms were originally listed for goal credit. If actual DBE utilization (or item of work) was different than that approved at the time of award, provide comments on an additional page. List actual amount paid to each entity. If no subcontractors/subconsultants were used on the contract, indicate on the form.

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT			
17. Contractor/Consultant Representative's Signature	18. Contractor/Consultant Representative's Name Terry Renner, Senior Vice President	19. Phone 951.680.0440	20. Date 09/09/2020
I CERTIFY THAT THE CONTRACTING RECORDS AND ON-SITE PERFORMANCE OF THE DBE(S) HAS BEEN MONITORED			
21. Local Agency Representative's Signature	22. Local Agency Representative's Name	23. Phone	24. Date

DISTRIBUTION: Original – Local Agency, Copy – Caltrans District Local Assistance Engineer. Include with Final Report of Expenditures

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, Local Assistance Procedures Manual TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

EXHIBIT 10-H3 COST PROPOSAL Page 1 of 2

COST PER UNIT OF WORK CONTRACTS
(GEOTECHNICAL AND MATERIAL TESTING)

Note: Mark-ups are Not Allowed

☐ Prime Consultant☒ Subconsultant☐ 2nd Tier SubconsultantConsultant Aragon Geotechnical, Inc.Project No. BRG04004A Contract No. _____ Date 9/7/20**Unit/Item of Work:****(Example: Log of Test Boring for Soils Report, or ADL Testing for Hazardous Waste Material Study)****Include as many Items as necessary.**

DIRECT LABOR	Hours	Billing Hourly Rate (\$)	Total (\$)
Professional (Classification)*	<u>79</u>	<u>135</u>	<u>10,665</u>
Sub-professional/Technical**	<u>476</u>	<u>120</u>	<u>57,120</u>
EQUIPMENT 1 (with Operator)	_____	_____	_____
EQUIPMENT 2 (with Operator)	_____	_____	_____

Consultant's Other Direct Costs (ODC) – Itemize:

Description of Item	Quantity	Unit	Unit Cost	Total
ODC Example: Travel/Mileage Costs	<u>51</u>	<u>each</u>	<u>\$ 100</u>	<u>\$ 5,100</u>
ODC Example: Mobilization/De-mobilization			<u>\$</u>	<u>\$</u>
ODC Example: Supplies/Consumables			<u>\$</u>	<u>\$</u>
ODC Example: Report			<u>\$</u>	<u>\$</u>
ODC (List more ODCs as applicable) Lab Tests	<u>1</u>	<u>each</u>	<u>\$ 11,185</u>	<u>\$ 11,185</u>
Subconsultant 1:				<u>\$</u>
Subconsultant 2:				<u>\$</u>
Subconsultant 3:				<u>\$</u>
Subconsultant 4:				<u>\$</u>
Subconsultant 5:				<u>\$</u>

Note: Attach additional pages if necessary.

TOTAL COST PER UNIT OF WORK**\$ 84,070****NOTES:**

1. Key personnel **must** be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals. The cost proposal format shall not be amended.
2. Hourly billing rates should include prevailing wage rates and be consistent with publicly advertised rates charged to all clients (Commercial, Private or Public).
3. Mobilization/De-mobilization is based on site location and number and frequency of tests/items.
4. ODC items shall be based on actual costs and supported by historical data and other documentation.
5. ODC items that would be considered "tools of the trade" are not reimbursable.
6. Billing Hourly Rates must be actual, allowable, and reasonable.

EXHIBIT 10-H3 COST PROPOSAL Page 2 of 2

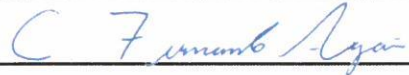
Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

13. Generally Accepted Accounting Principles (GAAP)
14. Terms and conditions of the contract
15. [Title 23 United States Code Section 112](#) - Letting of Contracts
16. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
17. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
18. [48 Code of Federal Regulation Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Prime Consultant or Subconsultant Certifying:

Name: C. Fernando Aragon Title*: President
Signature:  Date of Certification (mm/dd/yyyy): 09/07/2020
Email: fernando@aragongeo.com Phone Number: 951 776 0345
Address: 16801 Van Buren Blvd. Building B, Riverside CA 92504

* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Professional engineering, field materials testing and laboratory testing services in support of the Boulder Ave Improvement project.

EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity ☐ Prime ☐ Subawardee Tier _____, if known Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known _____	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable _____	
8. Federal Action Number, if known:	9. Award Amount, if known:	
10. Name and Address of Lobby Entity (If individual, last name, first name, MI)	11. Individuals Performing Services (including address if different from No. 10) (last name, first name, MI)	
(attach Continuation Sheet(s) if necessary)		
12. Amount of Payment (check all that apply) \$ _____ ☐ actual ☐ planned	14. Type of Payment (check all that apply) ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other, specify _____	
13. Form of Payment (check all that apply): ☒ a. cash ☐ b. in-kind; specify: nature _____ Value _____		
15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12: (attach Continuation Sheet(s) if necessary)		
16. Continuation Sheet(s) attached: Yes ☐ No ☒		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: <u>C. Fernando Aragon</u> Print Name: <u>C. Fernando Aragon</u> Title: <u>President</u> Telephone No.: <u>951-776-0345</u> Date: <u>9/8/20</u>		Authorized for Local Reproduction Standard Form - LLL
Federal Use Only:		

Standard Form LLL Rev. 04-28-06

Distribution: Orig- Local Agency Project Files

EXHIBIT 10-O1 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: City of Highland 2. Contract DBE Goal: 9%
 3. Project Description: Boulder Ave. Improvement Project - Construction Management and Inspection Services
 4. Project Location: Greenspot Road to Highland Avenue
 5. Consultant's Name: UltraSystems Environmental 6. Prime Certified DBE: ☒

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %
Biological Monitoring	25485	Betsy A. Lindsay	11.3%
Local Agency to Complete this Section		11. TOTAL CLAIMED DBE PARTICIPATION	9%
17. Local Agency Contract Number: _____			
18. Federal-Aid Project Number: _____		IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required. <i>Betsy Lindsay</i> 9/9/2020 12. Preparer's Signature 13. Date Betsy A. Lindsay 949/788-4900 14. Preparer's Name 15. Phone President/CEO 16. Preparer's Title	
19. Proposed Contract Execution Date: _____			
Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.			
20. Local Agency Representative's Signature _____	21. Date _____		
22. Local Agency Representative's Name _____	23. Phone _____		
24. Local Agency Representative's Title _____			

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

EXHIBIT 10-H1 COST PROPOSAL Page 3 of 3

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. [Title 23 United States Code Section 112](#) - Letting of Contracts
4. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
5. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
6. [48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: Betsy A. Lindsay Title *: President
Signature : Betsy Lindsay Date of Certification (mm/dd/yyyy): 9/9/2020
Email: blindsay@ultrasystems.com Phone Number: 949/788-4900
Address: 16431 Scientific, Irvine, CA 92618

*An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Biological Consulting Services



Prepared by:



TKE Engineering, Inc.
2305 Chicago Ave.
Riverside, CA, 92507

w w w . T K E e n g i n e e r i n g . c o m

EXHIBIT "B"

City of Highland Construction Management and Inspection Services for the Boulder Avenue Improvement Project Consulting Engineering Fee Federal Project No. PNRSL-5449(033)/City Project No. BRG04004A															
Task No.	Task	Principal In Charge Hours	\$	Construction Manager Hours	\$	Construction Engineer Hours	\$	Clerical Hours	\$	Inspector Hours	\$	Survey Crew Hours	\$	Subconsultants 2,3,3.3 \$	Total \$
Scope of Services															
	General Services		\$ -	16	\$ 2,480	24	\$ 3,480	40	\$ 3,200		\$ -		\$ -	\$ -	\$ 9,160
	Construction Management Services														
	Task No. 1 - Preconstruction Services														
	Task No. 1a - Quality Assurance/Quality Control		\$ -	4	\$ 620	8	\$ 1,160	1	\$ 80	8	\$ 960		\$ -	\$ -	\$ 2,820
	Task No. 1b - Preconstruction Meeting		\$ -	4	\$ 620	8	\$ 1,160	1	\$ 80	4	\$ 480		\$ -	\$ -	\$ 2,340
	Task No. 1c - Records Management Review		\$ -	4	\$ 620	4	\$ 580	8	\$ 640	2	\$ 240		\$ -	\$ -	\$ 2,080
	Task No. 2 - Construction Management Services During Construction														
	Task No. 2a - Records Management		\$ -	2	\$ 310	4	\$ 580	40	\$ 3,200	40	\$ 4,800		\$ -	\$ -	\$ 8,890
	Task No. 2b - Material Submittal Review		\$ -	24	\$ 3,720	40	\$ 5,800	16	\$ 1,280		\$ -		\$ -	\$ -	\$ 10,800
	Task No. 2c - Construction Meetings		\$ -	64	\$ 9,920	64	\$ 9,280	24	\$ 1,920	32	\$ 3,840		\$ -	\$ -	\$ 24,960
	Task No. 2d - Construction Management	4	\$ 660	480	\$ 74,400	240	\$ 34,800	40	\$ 3,200		\$ -		\$ -	\$ -	\$ 113,060
	Task No. 2e - Pay Requests		\$ -	24	\$ 3,720	24	\$ 3,480	8	\$ 640	16	\$ 1,920		\$ -	\$ -	\$ 9,760
	Task No. 2f - Agency Coordination		\$ -	16	\$ 2,480	16	\$ 2,320	8	\$ 640		\$ -		\$ -	\$ -	\$ 5,440
	Task No. 2g - Billing and Project Reports		\$ -	8	\$ 1,240	24	\$ 3,480	24	\$ 1,920		\$ -		\$ -	\$ -	\$ 6,640
	Task No. 3 - Post Construction Management Services														
	Task No. 3a - Project Close-Out		\$ -	16	\$ 2,480	24	\$ 3,480	24	\$ 1,920	24	\$ 2,880		\$ -	\$ -	\$ 10,760
	Task No. 3b - Record Drawings		\$ -	2	\$ 310	2	\$ 290	2	\$ 160	8	\$ 960		\$ -	\$ -	\$ 1,720
	Task No. 3c - Billing Close-Out		\$ -	4	\$ 620	12	\$ 1,740	4	\$ 320	2	\$ 240		\$ -	\$ -	\$ 2,920
	Inspection Services		\$ -	24	\$ 3,720	24	\$ 3,480	24	\$ 1,920	1140	\$ 136,800		\$ -	\$ -	\$ 145,920
	Construction Surveying Services		\$ -	16	\$ 2,480	16	\$ 2,320	8	\$ 640	8	\$ 960	120	\$ 27,600	\$ -	\$ 34,000
	Geotechnical Services and Materials Testing		\$ -	16	\$ 2,480	16	\$ 2,320	4	\$ 320	8	\$ 960		\$ -	\$ 84,070	\$ 90,150
	Biological Monitoring Services		\$ -	8	\$ 1,240	8	\$ 1,160	4	\$ 320	8	\$ 960		\$ -	\$ 45,356	\$ 49,036
	Subtotal:	4	\$ 660	712	\$ 110,360	526	\$ 76,270	239	\$ 19,120	1,292	\$ 155,040	120	\$ 27,600	\$ 129,426	\$ 530,456
														Reimbursables (@1%)^{1,2}:	\$ 5,305
														Construction Management Total:	\$ 535,761
Rates:		Notes:													
	Principal In Charge	1.) Reimbursables Include Cost for Prints, Copies, Mileage, Etc.													
	Construction Manager	2.) Subconsultant Costs for Materials Testing													
	Construction Engineer	3.) Subconsultant Costs for Biological Monitoring													
	Clerical	4.) Assumes Construction Period of 160 Working Days													
	Inspector														
	Survey Crew														

TKE Engineering, Inc.



STAFF REPORT

TO THE CITY COUNCIL

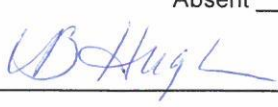
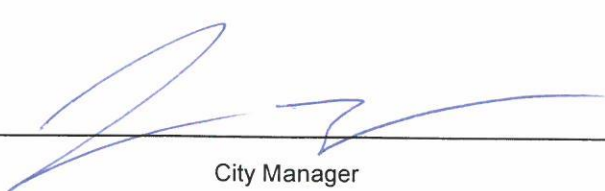
DATE: February 23, 2021

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. <u>11</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
City Clerk		City Manager	



STAFF REPORT

TO THE CITY COUNCIL

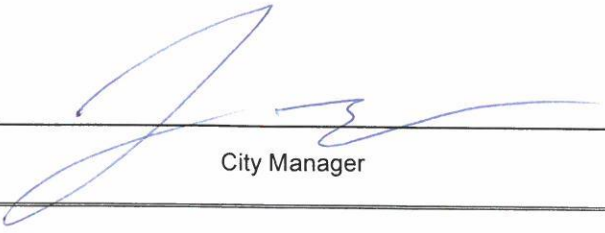
DATE: February 23, 2021

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. <u>12</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	