

CITY OF HIGHLAND REGULAR MEETING OF THE CITY COUNCIL AGENDA

REGULAR MEETING

September 28, 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 72 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

This meeting is being held in person. Please be advised, facial coverings or masks are required to be worn in the Council Chambers regardless of a person's vaccination status. If you do not have a facial covering or mask, one will be provided to you.

Submission of Public Comments: To limit the number of persons in the Council Chambers, the public is encouraged to make public comments by email rather than in person. For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 5:00 p.m. on September 28, 2021, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the September 28, 2021 agenda, please identify the agenda item number in the subject line.

For those wishing to make a public comment regarding a public hearing item (No. 9), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered part of the record. Please email your comments to publiccomment@cityofhighland.org. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Council meeting.

Members of the public will be permitted to make public comments in person.

**CITY COUNCIL REGULAR MEETING
SEPTEMBER 28, 2021 - 6:00 p.m.**

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

To address the City Council, please complete a speaker form located at the entrance and give it to the City Clerk prior to the beginning of the meeting. Your name will be called when it is your turn to speak. State Law prohibits the City Council from taking action on any item not on the agenda. Individual speakers are limited to three minutes each.

Comments received via email by September 28, 2021, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Email comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

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 – September 14, 2021 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 730 for September 28, 2021, in the amount of \$1,684,366.84 and Payroll of \$102,008.32.
4. Treasurer's Report for August 2021
RECOMMENDATION: That the City Council receive and file Treasurer's Report for August 2021.

5. Year-End Budget Adjustments for Fiscal Year 2020/2021
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council approve the year-end budget adjustments for fiscal year 2020/2021.
6. Sheriff's Department Schedule A Amendment for FY 2021-2022 and Reimbursement Agreement between the City of Highland and East Valley Water District for Law Enforcement Services
RECOMMENDATION: That the City Council:
- 1) Authorize the Mayor to execute the amended Schedule A contract (FY 2021-2022) for Law Enforcement Services with the San Bernardino County Sheriff's Department;
 - 2) Approve the following budget adjustments: \$153,260 for Revenue Account 001-1450-9544 and \$153,260 for Expenditure Account 001-2000-4560; and
 - 3) Approve the Reimbursement Agreement between the City of Highland and East Valley Water District for Law Enforcement Services.
7. Selection of an Event Date and Budget for the 24th Annual Citrus Harvest Festival
RECOMMENDATION: The Historic and Cultural Preservation Board recommends the City Council:
- 1) Select March 26, 2022, as the Event Date for the Citrus Harvest Festival with a rain date of April 2, 2022; and
 - 2) Adopt the budget.
8. The Coalition for Clean Air Requests the City Participate in the 2021 California Clean Air Day on October 6, 2021
RECOMMENDATION: That the City Council adopt Resolution No. 2021-_____ to support and participate in the 2021 California Clean Air Day on October 6, 2021.

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

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

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

For those wishing to make a public comment regarding a public hearing item (No. 9), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered as part of the record. Please email your comments to publiccomment@cityofhighland.org. The City Clerk shall read all email comments provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting.

9. Adoption of an Urgency Ordinance, Extending for an Additional 10 Months and 15 Days through August 23, 2022, an Existing Moratorium on the Approval of Applications for Land Use Entitlements for New Service Station Uses or the Expansion in the Number of Pumps of Existing Service Station Uses
RECOMMENDATION: That the City Council adopt Ordinance No. _____ extending the moratorium on the approval of land uses entitlements for new service station uses and expansion in the number of pumps at existing stations for an additional 10 months and 15 days.

CITY COUNCIL LEGISLATIVE

10. Request for a Special Event Permit (SEP-21-005) by Immanuel Baptist Church for its Annual Harvest Festival on Sunday, October 31, 2021
RECOMMENDATION: That the City Council approve SEP-21-005, authorizing the one-day annual Harvest Festival at Immanuel Baptist Church facilities subject to the conditions of approval.
11. Special Event Permit (SEP-21-006) by Highland Area Chamber of Commerce for the First Annual Discover Highland 5K and 10K Community Run and Request for Co-Sponsorship
RECOMMENDATION: That the City Council consider the following actions:
- 1) Approve the Special Event Permit 21-006 subject to the conditions of approval;
 - 2) Authorize the use of the City logo for promotional items; and
 - 3) Approve a request by the Highland Area Chamber of Commerce for Co-Sponsorship and waiving of City police fees and Public Works traffic control fees in the amount of approximately \$9,973.11.
12. Engineering Resources of Southern California (ERSC) Amendment for Professional Services – City/County Joint Pavement Rehabilitation (Project No. str20003)
RECOMMENDATION: That the City Council:
- 1) Approve Amendment to the professional services being provided by ERSC for the City/County Joint Pavement Rehabilitation Project; and
 - 2) Authorize the City Manager to approve any future contract amendments up to 10% of the new contract amount.

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

ANNOUNCEMENTS

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

One case.

ADJOURN

Regular Meetings

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 September 23, 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: September 23, 2021



Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

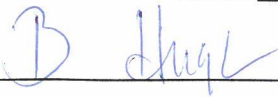
DATE: September 28, 2021

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

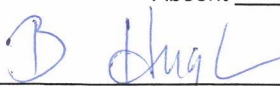
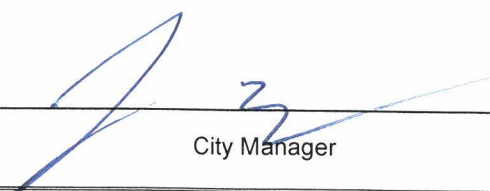
DATE: September 28, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – September 14, 2021 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

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

**MINUTES
CITY COUNCIL REGULAR MEETING
SEPTEMBER 14, 2021**

CALL TO ORDER

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

The invocation was given by Pastor Tracy Johnson, Immanuel Baptist Church, and the Pledge of Allegiance was led by Mayor Pro Tem McCallon.

ROLL CALL

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

REPORT FROM CLOSED SESSION

No meeting.

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

CITY COUNCIL CONSENT CALENDAR

City Clerk Hughes stated she has a clarification on item number five. The last name was correct in the title, but under recommendation instead of Marisol Morris, it should state Gustavo and Susana Lomeli.

Mayor Lilburn stated for the record she is going to abstain from item number eight.

City Attorney Marroquin stated the reason for the abstention is that Mayor Lilburn has a remote conflict of interest in that item and therefore is required to abstain.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to approve the consent calendar as clarified and with Mayor Lilburn abstaining from Item #8. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
2. Minutes – August 24, 2021 City Council Regular Meeting
Approved the Minutes as submitted.
3. Warrant Register
Approved Warrant Register No. 729 for September 14, 2021, in the amount of \$2,159,836.96 and Payroll of \$103,536.04.
4. Drainage Easement Acceptance – “San Carlo” Apartments Project, Northwest Corner of Greenspot Road & Webster Street (SPR 20-001 & DRA 020-006)
 - 1) Accepted the Grant of Easement for Drainage purposes from San Carlo Apartment Homes, LLC; and
 - 2) Directed the City Clerk to record the Grant of Easement.
5. Easement Acceptance/Lomeli (7497 Golondrina Drive)
 - 1) Accepted the Grant of Easement for Road and Drainage purposes from Gustavo and Susana Lomeli; and
 - 2) Directed the City Clerk to record the Grant of Easement.
6. Bid Award – YMCA Dance Room Sport Floor Replacement
 - 1) Approved the bid for floor replacement at the YMCA dance room to the responsive low bidder, Hoover Co. Floor Covering Contractors, in the amount of \$20,205.00; and
 - 2) Authorized staff to implement the alternate addition of Drytex Moisture Barrier solution if required due to moisture levels in the floor system in the amount of \$4,240.
7. Resolution Adopting Chapter 10 of the California Department of Transportation Local Assistance Procedure Manual Entitled “Consultant Selection”
Adopted Resolution No. 2021-042 adopting Chapter 10 of the California Department of Transportation (Caltrans) Local Assistance Procedures Manual, entitled “Consultant Selection,” as the process by which the City retains Architectural and Engineering consultant services related to federal and state funded transportation projects.

RESOLUTION NO. 2021-042

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ADOPTING CHAPTER 10 OF THE CALIFORNIA DEPARTMENT
OF TRANSPORTATION (CALTRANS) LOCAL ASSISTANCE PROCEDURES
MANUAL, ENTITLED “CONSULTANT SELECTION”, AS THE PROCESS BY
WHICH THE CITY RETAINS ARCHITECTURAL AND ENGINEERING
CONSULTANT SERVICES RELATED TO FEDERAL AND STATE FUNDED
TRANSPORTATION PROJECTS

8. Community Development Block Grant (CDBG) Subrecipient Contract between the City of Highland and Highland District Council on Aging, Inc., to Provide for Senior Programs, Activities, and Services to Improve Quality of Life, Physical Fitness, Social Programs, Daily Interaction, and Nutrition to Low- and Moderate- Income Seniors
Approved the contract and authorized execution by the Community Development Director.
9. Status Report in Conformance with Government Code Section 65858(d) for Interim Ordinance No. 449, on Measure Taken to Alleviate the Conditions that Led to the Adoption of a Moratorium on the Approval of Land Use Entitlements for New Fueling Service Stations and the Expansion of the Number of Fueling Pumps at Existing Stations
Issued status report for Interim Ordinance No. 449 related to the moratorium on the approval of land use entitlements for new fueling service stations and the expansion of existing stations.

CITY COUNCIL PUBLIC HEARING

No public hearing.

CITY COUNCIL LEGISLATIVE

10. Measure I Capital Project Needs Analysis (2022/23 – 2026/27)

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

A MOTION was made by Council Member Solano, seconded by Mayor Lilburn, to approve the Five-Year Capital Project Needs Analysis (2022/23-2026/27) for the Measure I Major Street and Freeway Interchange Programs. Motion carried, 5-0.

RESOLUTION NO. 2021-043

A RESOLUTION OF THE CITY COUNCIL OF THE CITY HIGHLAND,
CALIFORNIA, ADOPTING THE MEASURE I FIVE-YEAR CAPITAL PROJECT
NEEDS ANALYSIS FOR FISCAL YEARS 2022/2023 THROUGH 2026/2027

11. 5th Street Storm Drain Connection to City Creek (Project str07004a)

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

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

- 1) Approve proposal from Engineering Resources of Southern California, Inc., (ERSC) to provide engineering design services for the 5th Street Storm Drain Connection to City Creek Project; and
- 2) Authorize the City Manager to approve contract amendments up to 10% of the contract amount. Motion carried, 5-0.

12. (1) Request from the City of Rancho Cucamonga to Join Their Coalition and Advocate for a Fair and Equitable Distribution of the Bradley Burns 1% Local Sales Tax; (2) Designation of Voting Delegate and Alternate for the Cal Cities Annual Conference; and (3) Consider the 2021 Resolutions to Determine the City's Position

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

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Timmer, to write a letter of support for the City of Rancho Cucamonga's Resolution for Fair and Equitable Distribution of the Bradley Burns 1% Local Sales Tax. Motion carried, 5-0.

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

City Manager Hughes stated just a few things tonight. Starting tomorrow, we will be starting the COVID funding for small businesses, the \$7,500 program, so that will be rolling out tomorrow. A public works construction update. The construction on Boulder Avenue between San Manuel Village entrance and Greenspot Road is under way; it has been going for three months now. This project includes landscape median, parkway landscaping, median drainage, sidewalks, ADA ramps, bus stop, ADA landings, trail entrances, lighting, bridge lights, roadway streetlights, sound wall, architecture enhancement, etc. The various elements of the project have been completed, including but not limited to, the median curb, slot pavement next to the median curbs and sidewalk. In the next three weeks, the contractor will be working on the reconstruction of curb ramps and installation of irrigation for the parkway and landscape or the median landscape. This project remains on schedule and is with a completion date estimated at February 2022. A new electrical vehicle charging site has been opened at 27909 Highland Avenue. It is the intersection of Boulder Avenue and Highland Avenue, and it is for eight Tesla Superchargers. That has been added into the network and it is part of the San Manuel Village project. At the September 7 hearing of the Planning Commission, they approved a tentative parcel map and design review application for the construction of four new single family detached housing units. They are all single story on La Praix. Also, at the September 7 hearing, the Planning Commission approved a conditional use permit to convert a commercially developed site into a vehicle towing business called Edwin's Towing. That will be on 5th Street, just east of Tippecanoe, and they are going to try to get into the city's tow rotation program. Speaking of the tow rotation program the contracts are going to be expiring at the end of this year. So, on August 13, staff released Request for Proposals (RFP) with the closing date of September 2. Staff received six proposals and the proposals that meet all the requirements will be presented to the City Council on October 12. The Housing Authority, we put out to bid the demolition of the house on 7433 Central Avenue. We had the mandatory pre-bid meeting that was held this week and the formal bid opening is scheduled for September 27 with a contractor award anticipated on November 9. He sent the Council an email on this earlier this morning, the Orange County Flood Control

property, the old Harmony project, looks like the County has gone through the bid process. With that they received basically four bids on it, and it looks like the winning bid was from the San Bernardino Valley Municipal Water District in the amount of \$32,815,000. This will be taken to the Board of Supervisors for purchase and sale agreement on October 5, and then it will be a 120-day escrow. We will see what comes of that. Micro-Enterprise Home Kitchen Operations (MEHKO) is a type of retail food facility that allows an individual to operate a restaurant in their private residence. This was part of new state law that was done back in 2019. The County is kind of going through the process right now. Staff has been in communication with County Supervisor, Dawn Rowe, and their Chief of Environmental Health Services to strongly oppose the County opting in at this point. We want to be able to have some control at the City level on this. On September 21, the County environmental staff will be presenting to the Board of Supervisors a request to pursue legislation changes to give cities an option to opt out and restore local control. It is not just that the County adopt it, it just goes to every city so we will continue to work on that. The Highland Fire Department responded to, for the month of August, responded to 727 calls for service, 525 medical aides, 41 traffic collisions, there were twelve structure fires, 15 vegetation fires, and eight vehicle fires. So quite a few fires in August. Luckily, nothing turned into a major incident. The Sheriff's Department, from August 23 to September 12, they responded to 2,646 calls for service, wrote 176 reports, and made 101 arrests. They started this week on a project, they are dedicating some staffing regarding illegal parking in the city. Today, there were eight cars towed and eight cars cited, and so that will be an ongoing program. There will be a blood drive on Monday, September 27. There will also be a free oil filter exchange program on Saturday, September 25 at the AutoZone that the City is participating in. He just wanted to give the Council a brief update regarding COVID. Now countywide, we are up to 338,000 cases and since February 1, there have been 35,275, which is basically 87% of the people that have contracted it, were not vaccinated and only 5,300 of those that were vaccinated got COVID. So, 87% of the people that were not vaccinated are the ones that have gotten it since February. We are almost up to 5,000 deaths now in the county; we are at 4,999 as of today. In the last 14 days, there were 15 deaths and of those that are known the vaccination status one was fully vaccinated and twelve were not vaccinated. Hospitalizations, he does not know if Council has looked at the county website recently. It kind of peaked a few days or a few weeks ago and has kind of held at that peak. It has kind of gone up and down, up and down, and up and down, but it has kind of stayed up there and we are still at 539 confirmed and 23 suspected. The peak of the surge was 578, so we are still up in that higher range on hospitalization. In the ICU, there are currently 152 confirmed, one suspected and 132 people are on ventilators. We are still, technically, under the old system, we still would be considered widespread and one of the three categories we are still in that purple tier, two of the categories, however, have now dipped down into the red tier. So, it seems like things are starting to curve and is starting to come back down again a bit, but we are still not completely out of the woods yet. As of right now, 1.1 million people in the county has at least their first dose of the vaccine, and 985,000 are fully vaccinated. So that is kind of where we stand.

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

Mayor Lilburn stated today out at the airport she met with Congressman Pete Aguilar who came out to visit our airport because he is trying to get additional funding out there. He was with the Chairman of the Transportation as well and it was a nice visit. Amazon is up to six flights a day now and they expect to be up to 8 to 9 flights by the end of October. On September 11, she had the opportunity to be the American Legion Hall's keynote speaker.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

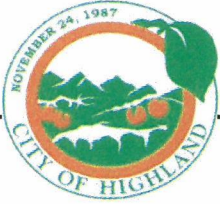
There being no further business, Mayor Lilburn adjourned the meeting at 6:25 p.m. in memory of Al Homen, John Francis "Jack" Brown, Lance Corporal Rylee McCollum, Lance Corporal Jared Schmitz, Lance Corporal David Espinoza, Corporal Hunter Lopez, Lance Corporal Kareem Nikoui, Staff Sergeant Taylor Hoover, Corporal Daegan William-Tyler Page, Sergeant Johanny Rosario, Corporal Humberto Sanchez, Sergeant Nicole Gee, Lance Corporal Dylan Merola, Hospital Corpsman Max Soviak and Staff Sergeant Ryan Knauss.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: September 28, 2021

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Leticia Nava-Cruz, Accounting Supervisor *LNC*

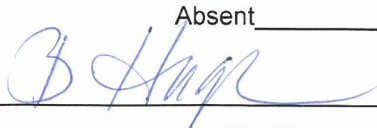
SUBJECT: Warrant Register #730

RECOMMENDATION: City Council to approve Warrant Register #730; Warrants in the amount of \$1,684,366.84 and Payroll in the amount of \$102,008.32.

FISCAL IMPACT: The total of Cash and Expenditures is \$1,786,375.16.

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>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

CITY OF HIGHLAND
WARRANT REGISTER #730
September 28, 2021

Warrants:

9/10/2021 Payroll Wire #607-610 & Ck #83639-83641	60,478.39
9/14/2021 Ck#83642-83688	469,745.32
9/16/2021 Ck#83689	134,586.23
9/21/2021 Ck#83690-83714	1,019,556.90
Total Warrants	<u>\$ 1,684,366.84</u>

Payroll:

9/10/2021 Direct Deposits #11055-11095	101,722.60
9/10/2021 Ck #643	285.72
Total Payroll	<u>\$ 102,008.32</u>

Total Warrants & Payroll \$ 1,786,375.16

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
607	9/10/2021	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	10,509.90
			ICMA DEFERRED COMP 457: Payment	
			004.1170	971.66
			ICMA DEFERRED COMP 457: Payment	
			010.1170	799.98
			ICMA DEFERRED COMP 457: Payment	
			012.1170	12.50
			ICMA DEFERRED COMP 457: Payment	
			016.1170	12.50
			ICMA DEFERRED COMP 457: Payment	
			023.1170	5.01
			ICMA DEFERRED COMP 457: Payment	
			041.1170	324.94
			ICMA DEFERRED COMP 457: Payment	
			070.1170	291.64
			Total :	12,928.13
608	9/10/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS: Payment	
			006.1145	680.19
			PERS: Payment	
			010.1145	937.29
			PERS: Payment	
			012.1145	173.90
			PERS: Payment	
			016.1145	173.89
			PERS: Payment	
			023.1145	115.15
			PERS: Payment	
			024.1145	19.25
			PERS: Payment	
			041.1145	451.27
			PERS: Payment	
			042.1145	783.06

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
608	9/10/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			070.1145	781.59
			PERS SURVIVOR: Payment	
			001.1145	23.30
			PERS SURVIVOR: Payment	
			004.1145	4.63
			PERS SURVIVOR: Payment	
			006.1145	1.30
			PERS SURVIVOR: Payment	
			010.1145	1.06
			PERS SURVIVOR: Payment	
			012.1145	0.57
			PERS SURVIVOR: Payment	
			016.1145	0.57
			PERS SURVIVOR: Payment	
			023.1145	0.27
			PERS SURVIVOR: Payment	
			024.1145	0.06
			PERS SURVIVOR: Payment	
			041.1145	0.34
			PERS SURVIVOR: Payment	
			042.1145	1.61
			PERS SURVIVOR: Payment	
			070.1145	0.70
			EPMC: Payment	
			001.1145	527.99
			EPMC: Payment	
			004.1145	120.52
			EPMC: Payment	
			006.1145	19.81
			EPMC: Payment	
			010.1145	40.05
			EPMC: Payment	
			012.1145	2.37
			EPMC: Payment	
			016.1145	2.37

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
608	9/10/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			023.1145	6.62
			EPMC: Payment	
			024.1145	0.56
			EPMC: Payment	
			041.1145	31.59
			EPMC: Payment	
			042.1145	11.54
			EPMC: Payment	
			070.1145	54.69
			PERS: Payment	
			001.1145	13,010.42
			PERS: Payment	
			004.1145	2,781.79
			Total :	20,760.32
609	9/10/2021	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			012.1140	43.34
			MEDICARE: Payment	
			016.1140	43.32
			MEDICARE: Payment	
			023.1140	24.32
			MEDICARE: Payment	
			024.1140	4.50
			MEDICARE: Payment	
			041.1140	76.28
			MEDICARE: Payment	
			042.1140	184.66
			MEDICARE: Payment	
			070.1140	134.16
			FEDERAL TAXES: Payment	
			001.1120	10,104.23
			FEDERAL TAXES: Payment	
			004.1120	2,182.74
			FEDERAL TAXES: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
609	9/10/2021	000119 INTERNAL REVENUE SERVICE	(Continued)	
			006.1120	582.47
			FEDERAL TAXES: Payment	
			010.1120	700.01
			FEDERAL TAXES: Payment	
			012.1120	74.40
			FEDERAL TAXES: Payment	
			016.1120	74.37
			FEDERAL TAXES: Payment	
			023.1120	73.63
			FEDERAL TAXES: Payment	
			024.1120	15.35
			FEDERAL TAXES: Payment	
			041.1120	420.53
			FEDERAL TAXES: Payment	
			042.1120	531.83
			FEDERAL TAXES: Payment	
			070.1120	667.80
			SOCIAL SECURITY: Payment	
			001.1140	605.94
			MEDICARE: Payment	
			001.1140	2,771.98
			MEDICARE: Payment	
			004.1140	559.74
			MEDICARE: Payment	
			006.1140	143.04
			MEDICARE: Payment	
			010.1140	174.44
			Total :	20,193.08
610	9/10/2021	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	3,876.01
			STATE TAXES: Payment	
			004.1130	887.20
			STATE TAXES: Payment	
			006.1130	223.10

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
610	9/10/2021	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			010.1130	317.71
			STATE TAXES: Payment	
			012.1130	27.63
			STATE TAXES: Payment	
			016.1130	27.63
			STATE TAXES: Payment	
			023.1130	20.69
			STATE TAXES: Payment	
			024.1130	5.28
			STATE TAXES: Payment	
			041.1130	171.25
			STATE TAXES: Payment	
			042.1130	202.66
			STATE TAXES: Payment	
			070.1130	260.39
			Total :	6,019.55
83639	9/10/2021	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	2.26
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.71
			Total :	15.00
83640	9/10/2021	003804 AFLAC WWWHQ	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	108.78
			AFLAC ACCIDENT INSURANCE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83640	9/10/2021	003804 AFLAC WWHQ	(Continued)	
			004.1181	13.97
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.58
			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	24.69
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.51
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	73.60
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.70
			AFLAC DENTAL: Payment	
			001.1181	27.89
			AFLAC DENTAL: Payment	
			004.1181	0.56
			AFLAC DENTAL: Payment	
			041.1181	1.67
			AFLAC DENTAL: Payment	
			070.1181	0.54
			AFLAC SPECIFIED HEALTH INS: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
83640	9/10/2021	003804 AFLAC WWHQ	(Continued) 001.1181	
				2.96
			Total :	527.31
83641	9/10/2021	004556 STATE OF CALIFORNIA	STATE TAX GARNISHMENT: PAYMENT STATE TAX GARNISHMENT: Payment 001.1180	21.00
			STATE TAX GARNISHMENT: Payment 006.1180	14.00
			Total :	35.00
7 Vouchers for bank code : wfb				Bank total : 60,478.39
7 Vouchers in this report				Total vouchers : 60,478.39

09/15/2021 1:47:48PM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83642	9/14/2021	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES CROSSING GUARD SERVICES 002.8200.4530	2,680.14 Total : 2,680.14
83643	9/14/2021	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SVCS EMPLOYEE SUPPORT SVS: AUG 001.1600.4537	450.00 Total : 450.00
83644	9/14/2021	000085 EAST VALLEY WATER DISTRICT	CORP YARD-AUG CORP YARD-AUG 004.8310.4030 CORP YARD-AUG CORP YARD-AUG 004.8310.4030 CORP YARD-AUG CORP YARD-AUG 004.8310.4030 ATHLETIC CTR-AUG ATHLETIC CTR-AUG 001.6000.4030 ATHLETIC CTR-AUG ATHLETIC CTR-AUG 001.6000.4030 YMCA COMMUNITY PARK-AUG YMCA COMMUNITY PARK-AUG 001.6000.4030 COMMUNITY PARK-AUG COMMUNITY PARK-AUG 001.6000.4030 COMMUNITY PARK-AUG COMMUNITY PARK-AUG 001.6000.4030 CUNNINGHAM PARK-AUG CUNNINGHAM PARK-AUG 016.8540.4030	70.27 121.76 713.34 35.14 550.39 227.01 11,295.89 52.70 72.81

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83644	9/14/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			OAK CREEK PARK-AUG	
			OAK CREEK PARK-AUG	
			016.8540.4030	1,859.55
			COMM. CTR-AUG	
			COMM. CTR-AUG	
			001.6000.4030	52.70
			COMM. CTR IRRIGATION-AUG	
			COMM. CTR IRRIGATION-AUG	
			001.6000.4030	800.76
			LIBRARY/ELC-AUG	
			LIBRARY/ELC-AUG	
			001.6000.4030	70.27
			LIBRARY/ELC-AUG	
			LIBRARY/ELC-AUG	
			001.6000.4030	458.10
			LIBRARY/ELC-AUG	
			LIBRARY/ELC-AUG	
			001.6000.4030	658.23
			LMD 10-AUG	
			LMD 10-AUG	
			012.8500.4030	167.23
			LMD 10-AUG	
			LMD 10-AUG	
			012.8500.4030	834.66
			LMD 30-AUG	
			LMD 30-AUG	
			012.8500.4030	228.30
			LMD 34-AUG	
			LMD 34-AUG	
			012.8500.4030	120.01
			Total :	18,389.12
83645	9/14/2021	000100 GOVERNMENT FINANCE OFFICERS, AS:	BUDGET AWARD APPLICATION	
			BUDGET AWARD APPLICATION	
			001.1700.4310	575.00
			Total :	575.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83646	9/14/2021	000108 HIGH TECH SECURITY	CORP YARD: PEDESTRIAN BEAMS & AUDIBLE SI CORP YARD: PEDESTRIAN BEAMS & AUDIBLE 004.8310.4070 BURG SYSTEMS-OCT COMMUNITY PARK CELL SERV ALARM-OCT 001.6000.4066 COMMUNITY PARK MONIT/MAINT-OCT 001.6000.4066 CORP YARD MONIT/MAINT-OCT 004.8310.4066 CITY HALL MONIT/MAINT-OCT 042.9510.4066 CORP YARD CELLULAR BACK UP-OCT 004.8310.4066 FIRE SYSTEMS-OCT LIBRARY/YMCA MONIT/MAINT-OCT 001.6000.4066 CITY HALL MONIT/MAINT-OCT 042.9510.4066 CORP YARD MONIT/MAINT/CELL CARD-OCT 004.8310.4066 FIRE STATION #3 MONIT/MAINT-OCT 028.2050.4066 FIRE STATION #3 MONIT/MAINT-OCT 029.2100.4066 POLICE MONIT/MAINT/CELL BACK UP-OCT 001.2000.4066 POLICE 24 HOUR TIMER TEST-OCT 001.2000.4066 CCTV SYSTEMS-OCT AURANTIA PARK MAINT-OCT 001.6000.4066 COMMUNITY PARK MAINT-OCT 001.6000.4066 CITY HALL MAINT-OCT 042.9510.4066 CORP YARD MAINT-OCT	1,575.45 15.00 40.00 45.00 80.00 10.00 100.00 50.00 85.00 25.00 25.00 75.00 10.00 25.00 50.00 25.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83646	9/14/2021	000108 HIGH TECH SECURITY	(Continued)	
			004.8310.4066	25.00
			CANYON OAKS PARK MAINT-OCT	
			016.8540.4066	25.00
Total :				2,285.45
83647	9/14/2021	000127 K & L HARDWARE	STATION #2 SUPPLIES	
			STATION #2 SUPPLIES	
			028.2050.4203	48.26
			STATION #2 SUPPLIES	
			029.2100.4203	48.26
			STATION #2 SUPPLIES	
			STATION #2 SUPPLIES	
			028.2050.4070	8.06
			STATION #2 SUPPLIES	
			029.2100.4070	8.06
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4203	10.87
			STATION #1 SUPPLIES	
			029.2100.4203	10.87
			STATION #2 SUPPLIES	
			STATION #2 SUPPLIES	
			028.2050.4070	40.92
			STATION #2 SUPPLIES	
			029.2100.4070	40.91
			CORP YARD SUPPLIES	
			CORP YARD SUPPLIES	
			004.8310.4206	137.83
			STATION #1 SUPPLIES	
			STATION #1 SUPPLIES	
			028.2050.4070	2.90
			STATION #1 SUPPLIES	
			029.2100.4070	2.90
			STATION #3 SUPPLIES	
			STATION #3 SUPPLIES	
			028.2050.4203	17.57
			STATION #3 SUPPLIES	

09/15/2021 1:47:48PM

Voucher List
CITY OF HIGHLAND

Page: 5

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83647	9/14/2021	000127 K & L HARDWARE	(Continued)	
			029.2100.4203	17.57
			STATION #2 SUPPLIES	
			STATION #2 SUPPLIES	
			028.2050.4203	46.31
			STATION #2 SUPPLIES	
			029.2100.4203	46.31
			Total :	487.60
83648	9/14/2021	000203 SOUTHERN CALIFORNIA EDISON	LS2-B-AUG	
			LS2-B-AUG	
			013.8510.4011	16.37
			LMD#48B-AUG	
			LMD#48B-AUG	
			012.8500.4010	14.48
			UPLIGHTING LMD 48-AUG	
			UPLIGHTING LMD 48-AUG	
			013.8510.4011	34.26
			UPLIGHTING LMD 48-AUG	
			012.8500.4010	2.86
			HIGHLAND AVE ALPR-AUG	
			HIGHLAND AVE ALPR-AUG	
			001.2000.4062	13.26
			LS 2 B CITY WIDE STREET-AUG	
			LS 2 B CITY WIDE STREET-AUG	
			013.8510.4011	13,546.33
			LMD#48C-AUG	
			LMD#48C-AUG	
			012.8500.4010	14.67
			LMD #55-AUG	
			LMD #55-AUG	
			012.8500.4010	14.48
			LS-3 METERS-SEP	
			LS-3 METERS-SEP	
			013.8510.4011	168.50
			Total :	13,825.21
83649	9/14/2021	000203 SOUTHERN CALIFORNIA EDISON	CITY HALL-AUG	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83649	9/14/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued) CITY HALL-AUG 042.9510.4010 STATION #1-AUG STATION #1-AUG 028.2050.4010 STATION #1-AUG 029.2100.4010	760.55 456.98 456.97 Total : 1,674.50
83650	9/14/2021	000222 UNDERGROUND SERVICE ALERT	MONTHLY DIG ALERT FEE MONTHLY DIG ALERT FEE 004.8310.4553 MONTHLY DIG ALERT FEE MONTHLY DIG ALERT FEE 004.8310.4553	505.00 70.01 Total : 575.01
83651	9/14/2021	000233 WAXIE SANITARY SUPPLY	STATION #1 JANITORIAL SUPPLIES STATION #1 JANITORIAL SUPPLIES 028.2050.4240 STATION #1 JANITORIAL SUPPLIES 029.2100.4240	29.40 29.40 Total : 58.80
83652	9/14/2021	000291 HIGHLAND COMMUNITY NEWS	NEWSPAPER PUBLICATIONS NEWSPAPER PUBLICATIONS 001.1200.4300	 2,668.62 Total : 2,668.62
83653	9/14/2021	000570 STP COMPLIANCEEHS	CAL OSHA H&S COMPLIANCE TRAINING CAL OSHA H&S COMPLIANCE TRAINING 001.1600.4310	 902.00 Total : 902.00
83654	9/14/2021	000598 PR PRINTING	BUS CARDS: A TAFOLLA BUS CARDS: A TAFOLLA 001.4100.4200 BUS CARDS: OWENS	 38.48

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83654	9/14/2021	000598 PR PRINTING	(Continued) BUS CARDS: OWENS 001.4600.4200	38.48
Total :				76.96
83655	9/14/2021	000774 ARROWHEAD CREDIT UNION-DEPT 91	FS#2: CONCRETE STAIN KIT FS#2: CONCRETE STAIN KIT 029.2100.4070 FS#2: CONCRETE STAIN KIT 028.2050.4070 HIGHLAND GROCERY DELIVERY PROGRAM 21/22 HIGHLAND GROCERY DELIVERY PROGRAM 21/22 006.8400.4353	374.50 374.50 99.00
Total :				848.00
83656	9/14/2021	000774 ARROWHEAD CREDIT UNION-DEPT 91	DRI CRASH PLAN DRI CRASH PLAN 042.9510.4208 ZOOM MEETINGS ZOOM MEETINGS 042.9510.4310	19.98 110.00
Total :				129.98
83657	9/14/2021	000824 J & M TROPHIES	AWARDS: MUNOZ, ZAMANO & TAFOLLA 5 YEAR AWARDS: MUNOZ 001.1000.4336 10 YEAR AWARDS: ZAMANO 001.1000.4336 15 YEAR AWARDS: TAFOLLA 001.1000.4336	40.00 50.00 60.00
Total :				150.00
83658	9/14/2021	000979 VERIZON WIRELESS	CELL PHONES/AIR CARDS-AUG AIR CARDS-AUG 042.9510.4062 CELL PHONES-AUG 001.2000.4061 AIR CARDS-AUG	228.06 163.45

09/15/2021 1:47:48PM

Voucher List
CITY OF HIGHLAND

Page: 8

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83658	9/14/2021	000979 VERIZON WIRELESS	(Continued)	
			001.2000.4062	1,064.32
			CELL PHONES-AUG	
			001.6000.4061	68.00
			CELL PHONES-AUG	
			001.6010.4061	34.84
			CELL PHONES-AUG	
			004.8310.4061	164.01
			AIR CARDS-AUG	
			004.8310.4062	76.02
			CELL PHONES-AUG	
			028.2050.4061	143.84
			AIR CARDS-AUG	
			028.2050.4062	266.07
			CELL PHONES-AUG	
			042.9510.4061	654.35
			Total :	2,862.96
83659	9/14/2021	000979 VERIZON WIRELESS	AIR CARDS-AUG	
			AIR CARDS-AUG	
			001.2000.4061	99.32
			Total :	99.32
83660	9/14/2021	001072 AUTO ZONE	VEHICLE MAINTENANCE	
			VEHICLE MAINTENANCE	
			004.8310.4240	39.95
			EQUIP REPAIR	
			EQUIP REPAIR	
			004.8310.4245	219.29
			EQUIP REPAIR CREDIT INV2851407805	
			EQUIP REPAIR CREDIT INV2851407805	
			004.8310.4245	-36.00
			Total :	223.24
83661	9/14/2021	001414 RICHARDS, WATSON & GERSHON	GENERAL-JUL	
			GENERAL-JUL	
			001.1450.4520	3,065.51
			STR18001 R/W IVDA-JUL	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83661	9/14/2021	001414 RICHARDS, WATSON & GERSHON	(Continued)	
			STR18001 R/W IVDA-JUL	
			027.8490.6550	628.94
			STR18001 R/W RDA07-JUL	
			STR18001 R/W RDA07-JUL	
			010.3830.6550	629.12
			STR18001 R/W SMBMI-JUL	
			STR18001 R/W SMBMI-JUL	
			027.8490.6550	628.94
			CUP21007-JUL	
			CUP21007-JUL	
			001.1450.4520	731.00
			HCD20001-JUL	
			HCD20001-JUL	
			027.8490.4520	221.00
			CODE ENFORCEMENT-JUL	
			CODE ENFORCEMENT-JUL	
			001.4600.4520	102.00
			CODE ENFORCEMENT-JUL	
			CODE ENFORCEMENT-JUL	
			001.4600.4520	2,398.50
			PERSONNEL & LABOR RELATIONS-JUL	
			PERSONNEL & LABOR RELATIONS-JUL	
			001.1450.4520	335.34
			HCD20001-JUL	
			HCD20001-JUL	
			027.8490.4520	969.00
			ICEMA-JUL	
			ICEMA-JUL	
			028.2050.4520	221.00
			7914 CALLE DEL RIO CODE ENFORCMENT-JUL	
			7914 CALLE DEL RIO CODE ENFORCMENT-JUL	
			001.4600.4520	39.00
			Total :	9,969.35
83662	9/14/2021	001439 OFFICE SOLUTIONS	COLOR COPY PAPER	
			COLOR COPY PAPER	
			042.9510.4200	73.96

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83662	9/14/2021	001439 OFFICE SOLUTIONS	(Continued) 11X17 COPY PAPER 11X17 COPY PAPER 042.9510.4200	90.50
Total :				164.46
83663	9/14/2021	001476 TIME WARNER CABLE	CITY HALL TELE/INT-SEP CITY HALL TELE/INT-SEP 042.9510.4065	1,640.17
Total :				1,640.17
83664	9/14/2021	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-AUG PROFESSIONAL SERVICES-AUG 023.3890.4554	3,000.00
Total :				3,000.00
83665	9/14/2021	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMB-JUL MONTHLY REIMB-JUL 001.6000.4526	5,633.00
Total :				5,633.00
83666	9/14/2021	001954 PACIFIC PRODUCTS & SERVICE LLC	REPLACEMENT STREET SIGN POST REPLACEMENT STREET SIGN POST 004.8310.4206	1,222.96
Total :				1,222.96
83667	9/14/2021	002190 ENGINEERING RESOURCES OF SO CA	STR20001 DE MSRI-AUG STR20001 DE MSRI-AUG 017.8350.6550	11,149.00
Total :				11,149.00
83668	9/14/2021	002408 PEOPLEREADY	TEMPORARY LABOR TEMPORARY LABOR 001.6000.4206 TEMPORARY LABOR 001.6100.4206 TEMPORARY LABOR 004.8310.4570 TEMPORARY LABOR	239.12 47.83 95.65

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83668	9/14/2021	002408 PEOPLEREADY	(Continued) 015.8530.4592	95.64
Total :				478.24
83669	9/14/2021	002653 H & H GENERAL CONTRACTORS	BRG04004A CON MSRC PPE#3-AUG BRG04004A CON MSRC PPE#3-AUG 027.8490.6813	65,424.00
			BRG04004A CON DIF REG PPE#3-AUG BRG04004A CON DIF REG PPE#3-AUG 007.8330.6813	65,424.00
			BRG04004A CON PNRS PPE#3-AUG BRG04004A CON PNRS PPE#3-AUG 030.8495.6813	40,352.96
			BRG04004A CON DIF REG PPE#3-AUG BRG04004A CON DIF REG PPE#3-AUG 007.8330.6813	10,088.24
			BRG04004A CON DIF REG PPE#3-AUG BRG04004A CON DIF REG PPE#3-AUG 007.8330.6813	34,110.40
			BRG04004A CON MSRC PPE#3 RET-AUG BRG04004A CON MSRC PPE#3 RET-AUG 027.1350	-3,271.20
			BRG04004A CON DIF REG PPE#3 RET-AUG BRG04004A CON DIF REG PPE#3 RET-AUG 007.1350	-3,271.20
			BRG04004A CON PNRS PPE#3 RET-AUG BRG04004A CON PNRS PPE#3 RET-AUG 030.1350	-2,017.65
			BRG04004A CON DIF REG PPE#3 RET-AUG BRG04004A CON DIF REG PPE#3 RET-AUG 007.1350	-504.41
			BRG04004A CON DIF REG PPE#3 RET-AUG BRG04004A CON DIF REG PPE#3 RET-AUG 007.1350	-1,705.52
Total :				204,629.62
83670	9/14/2021	003814 KONE INC.	LIBRARY: ELEVATOR MAINTENANCE LIBRARY: ELEVATOR MAINTENANCE	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83670	9/14/2021	003814 KONE INC.	(Continued) 001.6000.4587	2,980.00
Total :				2,980.00
83671	9/14/2021	004243 S.B.M.W.D.	INDUSTRIAL USER PERMIT C-3-3806-S2 INDUSTRIAL USER PERMIT C-3-3806-S2 029.2100.4030	195.00
Total :				195.00
83672	9/14/2021	004453 HARRIS & ASSOCIATES	MEDIC TAX LEVY 2021/2022 MEDIC TAX LEVY 2021/2022 028.2050.4550	3,000.00
Total :				3,000.00
83673	9/14/2021	004679 TK ELEVATOR CORPORATION	ELEVATOR MAINTENANCE ELEVATOR MAINTENANCE 001.2000.4587	657.17
Total :				657.17
83674	9/14/2021	004709 VORTEX INDUSTRIES, INC.	PD: GATE REPAIR PD: GATE REPAIR 001.2000.4224	792.53
Total :				792.53
83675	9/14/2021	005285 LA VERNE POWER EQUIPMENT INC	ME543 CHAINSAW REPAIR ME543 CHAINSAW REPAIR 028.2050.4245 ME543 CHAINSAW REPAIR 029.2100.4245	32.98
Total :				65.96
83676	9/14/2021	005353 IDC CONSULTING ENGINEERS, INC.	BRG12001 DE DIF-REG 3/1/21-6/30/21 BRG12001 DE DIF-REG 3/1/21-6/30/21 007.8330.6813	101.76
Total :				101.76
83677	9/14/2021	005358 FLEET SERVICES INC	ME542 REPAIR ME542 REPAIR 028.2050.4240	26.06

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Voucher List
CITY OF HIGHLAND

Page: 14

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83681	9/14/2021	005599 005599 DM CONTRACTING, INC.	(Continued)	
Total :				165,070.01
83682	9/14/2021	005679 KEN GRODY FORD	VEH#103: RADIATOR TANK OVERFLOW REPAIR	
			VEH#103: RADIATOR TANK OVERFLOW REPAIR	
			004.8310.4240	271.48
			VEH#116: VEHICLE REPAIR & MAINTENANCE	
			VEH#116: VEHICLE REPAIR & MAINTENANCE	
			001.6010.4240	2,092.83
			VEH#127: REPLACE BRAKE POWER BOOSTER & M	
			VEH#127: REPLACE BRAKE POWER BOOSTER &	
			001.4600.4240	861.08
Total :				3,225.39
83683	9/14/2021	005679 KEN GRODY FORD	VEH#127 MAINTENANCE	
			VEH#127 MAINTENANCE	
			001.4600.4240	60.26
			VEH#125 MAINTENANCE	
			VEH#125 MAINTENANCE	
			001.6000.4240	151.51
			VEH#129 MAINTENANCE	
			VEH#129 MAINTENANCE	
			004.8310.4240	241.25
Total :				453.02
83684	9/14/2021	005771 AMAZON CAPITAL SERVICES	PD: DIGITAL CAMERA & MEMORY CARDS	
			PD: DIGITAL CAMERA & MEMORY CARDS	
			001.2000.4203	1,272.40
Total :				1,272.40
83685	9/14/2021	005941 MANZANA INC.	BUS LIC #013327 REFUND	
			BUS LIC #013327 REFUND	
			001.1450.7452	120.00
			BUS LIC #013327 REFUND	
			051.1493	4.00
Total :				124.00
83686	9/14/2021	005942 LAURCO, INC.	BP#20210952.20210990 REFUND	
			BP#20210952.20210990 REFUND	
			008.8340.9543	2.30

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83686	9/14/2021	005942 LAURCO, INC.	(Continued) BP#20210952.20210990 REFUND 001.1450.7600	171.00
Total :				173.30
83687	9/14/2021	005943 STATE OF CALIFORNIA OFFICE OF	CLAIM FILING FEE CLAIM FILING FEE 023.3890.4582	25.00
Total :				25.00
83688	9/14/2021	005944 SHELLY, DORIANN N.	OUT OF CITY BUS LIC REFUND OUT OF CITY BUS LIC REFUND 001.1450.7450 OUT OF CITY BUS LIC REFUND 051.1493	180.00
Total :				4.00
Total :				184.00
47 Vouchers for bank code : wfb				Bank total : 469,745.32
47 Vouchers in this report				Total vouchers : 469,745.32

09/16/2021 1:11:20PM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83689	9/16/2021	000030 SAN BERNARDINO COUNTY SHERIFFS	VEHICLE MAINTENANCE 04/2021-06/2021 VEHICLE MAINTENANCE 04/2021-06/2021 001.2000.4240 CELL PHONES 04/2021-06/2021 CELL PHONES 04/2021-06/2021 001.2000.4061 TRANSCRIPTIONS 04/2021-06/2021 TRANSCRIPTIONS 04/2021-06/2021 001.2000.4560 O/T & ON-CALL 04/2021-06/2021 O/T & ON-CALL 04/2021-06/2021 001.2000.4560 PERSONNEL CREDITS 04/2021-06/2021 PERSONNEL CREDITS 04/2021-06/2021 001.2000.4560	44,682.76 395.64 4,305.95 162,654.92 -77,453.04
			Total :	134,586.23
1 Vouchers for bank code : wfb			Bank total :	134,586.23
1 Vouchers in this report			Total vouchers :	134,586.23

09/21/2021 11:13:27AM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83690	9/21/2021	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-SEP POLICE SERVICES-SEP 030.8495.4560	923,169.00 Total : 923,169.00
83691	9/21/2021	000085 EAST VALLEY WATER DISTRICT	LMD 10-AUG LMD 10-AUG 012.8500.4030	1,504.00 Total : 1,504.00
83692	9/21/2021	000085 EAST VALLEY WATER DISTRICT	STATION #2-SEP STATION #2-SEP 029.2100.4030 STATION #2-SEP 028.2050.4030 STATION #2-SEP STATION #2-SEP 029.2100.4030 STATION #2-SEP 028.2050.4030 STATION #3-SEP STATION #3-SEP 029.2100.4030 STATION #3-SEP 028.2050.4030 STATION #3-SEP STATION #3-SEP 029.2100.4030 STATION #3-SEP 028.2050.4030 STATION #3-SEP STATION #3-SEP 029.2100.4030 STATION #3-SEP 028.2050.4030 AURANTIA PARK-SEP AURANTIA PARK-SEP	154.88 154.87 22.15 22.14 140.34 140.34 26.35 26.35 28.69 28.68

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83692	9/21/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			001.6000.4030	1,386.42
			BASELINE MEDIAN-SEP	
			BASELINE MEDIAN-SEP	
			004.8310.4030	187.04
			LMD 04-SEP	
			LMD 04-SEP	
			012.8500.4030	59.98
			LMD 07-SEP	
			LMD 07-SEP	
			012.8500.4030	110.94
			LMD 15 A-SEP	
			LMD 15 A-SEP	
			012.8500.4030	221.80
			LMD 15 B-SEP	
			LMD 15 B-SEP	
			012.8500.4030	439.23
			LMD 21 A-SEP	
			LMD 21 A-SEP	
			012.8500.4030	106.81
			LMD 21 B-SEP	
			LMD 21 B-SEP	
			012.8500.4030	151.94
			LMD 29-SEP	
			LMD 29-SEP	
			012.8500.4030	76.25
			LMD 37-SEP	
			LMD 37-SEP	
			012.8500.4030	253.52
			LMD 44-SEP	
			LMD 44-SEP	
			012.8500.4030	951.36
			LMD 73-SEP	
			LMD 73-SEP	
			012.8500.4030	49.54
			Total :	4,739.62
83693	9/21/2021	000085 EAST VALLEY WATER DISTRICT	SEELEY PARK-SEP	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83693	9/21/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			SEELEY PARK-SEP	
			016.8540.4030	272.62
			LMD #76-SEP	
			LMD #76-SEP	
			012.8500.4030	71.38
			LMD 11-SEP	
			LMD 11-SEP	
			012.8500.4030	333.81
			LMD 16-SEP	
			LMD 16-SEP	
			012.8500.4030	52.21
			LMD 17 A-SEP	
			LMD 17 A-SEP	
			012.8500.4030	76.66
			LMD 17 B-SEP	
			LMD 17 B-SEP	
			012.8500.4030	1,107.14
			LMD 17 C-SEP	
			LMD 17 C-SEP	
			012.8500.4030	180.38
			LMD 17 D-SEP	
			LMD 17 D-SEP	
			012.8500.4030	99.06
			LMD 25-SEP	
			LMD 25-SEP	
			012.8500.4030	96.52
			LMD 43-SEP	
			LMD 43-SEP	
			012.8500.4030	150.64
			LMD 47-SEP	
			LMD 47-SEP	
			012.8500.4030	175.02
			LMD 55-SEP	
			LMD 55-SEP	
			012.8500.4030	677.41
			Total :	3,292.85

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83694	9/21/2021	000090 FEDEX	OVERNIGHT MAIL OVERNIGHT MAIL 001.4100.4210	81.48
Total :				81.48
83695	9/21/2021	000127 K & L HARDWARE	PARK SUPPLIES PARK SUPPLIES 001.6000.4206 GRAFITTI REMOVAL SUPPLIES GRAFITTI REMOVAL SUPPLIES 001.6010.4206	20.01
Total :				77.45
Total :				97.46
83696	9/21/2021	000165 AT&T	WHITE PAGES-AUG WHITE PAGES-AUG 042.9510.4060	18.17
Total :				18.17
83697	9/21/2021	000203 SOUTHERN CALIFORNIA EDISON	SIGNALS-SEP SIGNALS-SEP 004.8310.4580	2,387.14
Total :				2,387.14
83698	9/21/2021	000203 SOUTHERN CALIFORNIA EDISON	LS#3-SEP LS#3-SEP 013.8510.4011 LS#3-SEP LS#3-SEP 013.8510.4011 LMD#76-SEP LMD#76-SEP 012.8500.4010 LS3 METER-SEP LS3 METER-SEP 013.8510.4011	62.68
				95.73
				15.11
Total :				22.18
Total :				195.70
83699	9/21/2021	000203 SOUTHERN CALIFORNIA EDISON	TRAFFIC SIG PALM/CYPRESS-SEP TRAFFIC SIG PALM/CYPRESS-SEP	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83699	9/21/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			013.8510.4011	33.26
			SMART N FINAL SCE FEES-SEP	
			SMART N FINAL SCE FEES-SEP	
			013.8510.4011	21.66
			Total :	54.92
83700	9/21/2021	000207 KONICA MINOLTA	COPIER LEASE-OCT	
			COPIER LEASE-OCT	
			042.9510.4205	1,054.54
			COPIER LEASE-OCT	
			001.2000.4205	625.29
			Total :	1,679.83
83701	9/21/2021	000211 STRADLING YOCCA CARLSON RAUTH	GENERAL-AUG	
			GENERAL-AUG	
			070.7000.4520	5,688.83
			Total :	5,688.83
83702	9/21/2021	000231 VISTA PAINT CORP	GRAFFITI REMOVAL SUPPLIES	
			GRAFFITI REMOVAL SUPPLIES	
			001.6010.4206	199.21
			Total :	199.21
83703	9/21/2021	000237 WILLDAN ASSOCIATES	BUILDING AND SAFETY PLAN CHECK-AUG	
			BUILDING AND SAFETY PLAN CHECK-AUG	
			001.4500.4540	7,715.00
			INSPECTION SERVICES-AUG	
			INSPECTION SERVICES-AUG	
			001.4500.4540	12,410.00
			PERMIT TECHNICIAN SERVICES-AUG	
			PERMIT TECHNICIAN SERVICES-AUG	
			001.4500.4540	3,737.50
			Total :	23,862.50
83704	9/21/2021	000414 TOM BELL CHEVROLET	VEH#135 MAINTENANCE	
			VEH#135 MAINTENANCE	
			001.4500.4240	53.48

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83704	9/21/2021	000414 000414 TOM BELL CHEVROLET	(Continued)	
Total :				53.48
83705	9/21/2021	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS	
			FINGERPRINT APPS-ALONSO	
			001.1700.4236	32.00
			FINGERPRINT APPS-CELIA	
			001.1700.4236	32.00
Total :				64.00
83706	9/21/2021	001320 HIGHLAND SENIOR CENTER	CDBG REIMBURSEMENT-JUL	
			CDBG REIMBURSEMENT-JUL	
			006.8400.4348	2,100.00
			CDBG CV SENIOR CENTER MEAL PROGRAM-AUG	
			CDBG CV SENIOR CENTER MEAL PROGRAM-AUG	
			006.8400.4353	15,400.00
			CDBG REIMBURSEMENT-AUG	
			CDBG REIMBURSEMENT-AUG	
			006.8400.4348	2,100.00
Total :				19,600.00
83707	9/21/2021	001476 TIME WARNER CABLE	STATION #1 TELE/INT-AUG	
			STATION #1 TELE/INT-AUG	
			028.2050.4065	182.69
			STATION #1 TELE/INT-AUG	
			029.2100.4065	182.68
			STATION #2 TELE/INT-AUG	
			STATION #2 TELE/INT-AUG	
			028.2050.4065	220.17
			STATION #2 TELE/INT-AUG	
			029.2100.4065	220.17
			STATION #3 TELE/INT-AUG	
			STATION #3 TELE/INT-AUG	
			028.2050.4065	106.75
			STATION #3 TELE/INT-AUG	
			029.2100.4065	106.75
Total :				1,019.21
83708	9/21/2021	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 R/W IVDA-AUG	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83708	9/21/2021	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued)	
			STR18001 R/W IVDA-AUG	
			027.8490.6550	538.85
			STR18001 R/W RDA07-AUG	
			STR18001 R/W RDA07-AUG	
			010.3830.6550	539.21
			STR18001 R/W SMBMI-AUG	
			STR18001 R/W SMBMI-AUG	
			027.8490.6550	538.85
			STR18001 R/W EDA-AUG	
			STR18001 R/W EDA-AUG	
			030.8495.6550	1,898.12
			STR18001 PS&E IVDA-AUG	
			STR18001 PS&E IVDA-AUG	
			027.8490.6550	735.07
			STR18001 PS&E RDA07-AUG	
			STR18001 PS&E RDA07-AUG	
			010.3830.6550	735.55
			STR18001 PS&E SMBMI-AUG	
			STR18001 PS&E SMBMI-AUG	
			027.8490.6550	735.07
			STR18001 PS&E EDA-AUG	
			STR18001 PS&E EDA-AUG	
			030.8495.6550	2,589.28
			Total :	8,310.00
83709	9/21/2021	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 PS&E IVDA-AUG	
			STR18001 PS&E IVDA-AUG	
			027.8490.6550	84.43
			STR18001 PS&E RDA07-AUG	
			STR18001 PS&E RDA07-AUG	
			010.3830.6550	84.48
			STR18001 PS&E SMBMI-AUG	
			STR18001 PS&E SMBMI-AUG	
			027.8490.6550	84.43
			STR18001 PS&E EDA-AUG	
			STR18001 PS&E EDA-AUG	
			030.8495.6550	297.41

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
83709	9/21/2021	002710	002710 HERNANDEZ, KROONE & ASSOCIAT (Continued)	
			Total :	550.75
83710	9/21/2021	003360	DIRECTV	
			POLICE SATELLITE CABLE-SEP	
			POLICE SATELLITE CABLE-SEP	
			001.2000.4065	78.00
			Total :	78.00
83711	9/21/2021	004416	SIEMENS MOBILITY, INC.	
			TRAFFIC SIGNAL MAINTENANCE-AUG	
			TRAFFIC SIGNAL MAINTENANCE-AUG	
			004.8310.4580	3,283.64
			STREET LIGHT MAINTENANCE-AUG	
			STREET LIGHT MAINTENANCE-AUG	
			013.8510.4664	2,528.50
			TRAFFIC SIGNAL RESPONSE CALL OUTS-AUG	
			TRAFFIC SIGNAL RESPONSE CALL OUTS-AUG	
			004.8310.4580	7,147.11
			CROSSWALK LIGHTS MAINTENANCE	
			CROSSWALK LIGHTS MAINTENANCE	
			004.8310.4580	5,137.90
			Total :	18,097.15
83712	9/21/2021	005285	LA VERNE POWER EQUIPMENT INC	
			PARKS HANDHELD BLOWER	
			PARKS HANDHELD BLOWER	
			001.6000.4206	195.74
			Total :	195.74
83713	9/21/2021	005324	CHARLES ABBOTT ASSOCIATES, INC	
			FIRE MARSHALL SERVICES-AUG	
			FIRE MARSHALL SERVICES-AUG	
			029.2100.4540	4,425.00
			Total :	4,425.00
83714	9/21/2021	005677	PARAGON PARTNERS LTD	
			STR11006 R/W MSRI-AUG	
			STR11006 R/W MSRI-AUG	
			017.8350.6530	192.86
			Total :	192.86
25 Vouchers for bank code : wfb				Bank total : 1,019,556.90
25 Vouchers in this report				Total vouchers : 1,019,556.90



STAFF REPORT

TO THE CITY COUNCIL

DATE: September 28, 2021

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Treasurer's Report for August 2021

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

FISCAL IMPACT:

Cash and Investments:	
General Fund	\$ 6,401,918.99
Special Revenue Funds	\$34,781,345.24
Internal Service Funds	\$ 3,838,044.19
Capital Projects Funds	\$20,140,697.04
Agency Funds	\$ 4,292,276.96
Housing Authority Fund	\$ 3,649,400.79
SARDA Funds	\$ 3,055,662.64

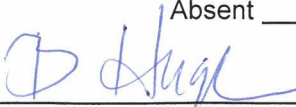
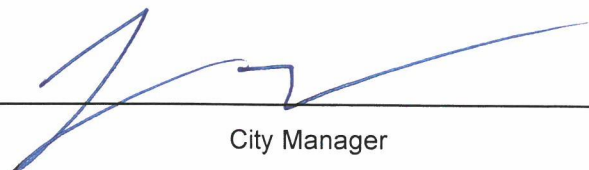
PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

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

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

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

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

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

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

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking-Account #*****236	20,131,813.81

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	0.221%		
General Fund			4,579,282.08	
Special Revenue Funds			18,101,033.00	
Internal Service Funds			4,530,045.00	
Capital Projects Funds			13,483,379.00	
Total City LAIF Funds				40,693,739.08
Housing Authority Fund			3,550,835.69	
Total Housing Authority LAIF Funds				3,550,835.69
Total LAIF Funds				44,244,574.77

- 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 July 2021 on-line for listing of investments.
- 5) Market Value is based on the June 30, 2021 applicable percentage of 1.00008297.
- 6) Market Value is \$44,248,245.74 (\$44,244,574.77 x 1.00008297).

<u>California Asset Management Program (CAMP)</u>	n/a	0.050%		
General Fund			131,761.78	
Special Revenue Funds			1,554,000.00	
Capital Projects Funds			5,699,542.00	
Total CAMP Funds				7,385,303.78

INVESTMENTS: FISCAL AGENT ACCOUNTS

US Bank Corporate Trust Services (Community Facilities Districts)

Community Facilities District (CFD) 90-1

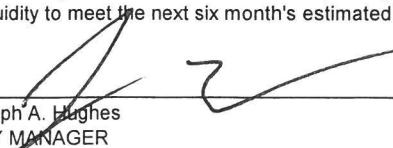
Administrative Expense Fund #128262-011				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	88,710.04	88,710.04
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	3,104.06	3,104.06
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	1,148.15	1,148.15

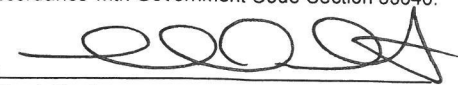
Community Facilities District (CFD) 2001-1

Special Tax Fund #149239000				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	13,508.80	13,508.80
Interest Account #149239001				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	18.53	18.53
Principal Account #149239002				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	0.02	0.02
Reserve Fund #149239003				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	2.63	2.63
Administrative Expense Fund #149239004				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	16,622.99	16,622.99
Surplus Fund #149239006				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	0.32	0.32
Costs of Issuance Fund #217795005				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	12,519.02	12,519.02
Escrow Fund #270134000				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	3,105,006.25	3,105,006.25

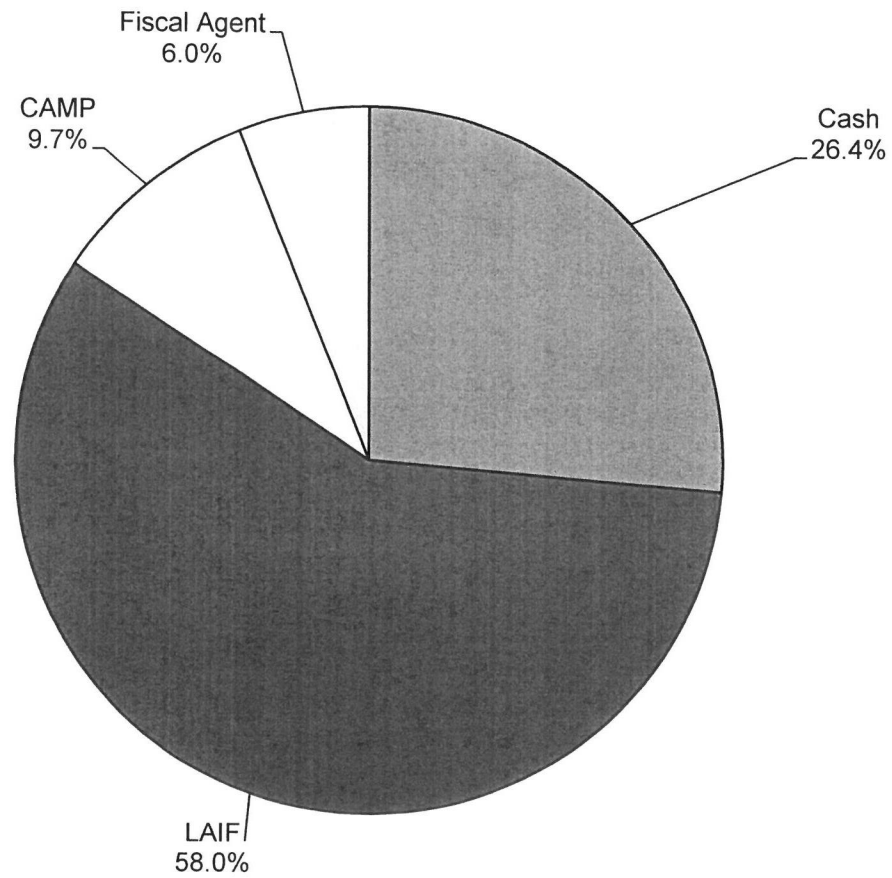
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	8,791.13	8,791.13
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.01%	129.04	129.04
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	48.25	48.25
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				3,249,609.23
<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%	4.40	4.40
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%	176,429.53	176,429.53
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	0.75	0.75
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%	956,954.38	956,954.38
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	13,504.52	13,504.52
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	0.68	0.68
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,146,894.26
TOTAL CASH AND INVESTMENTS				76,159,345.85

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.

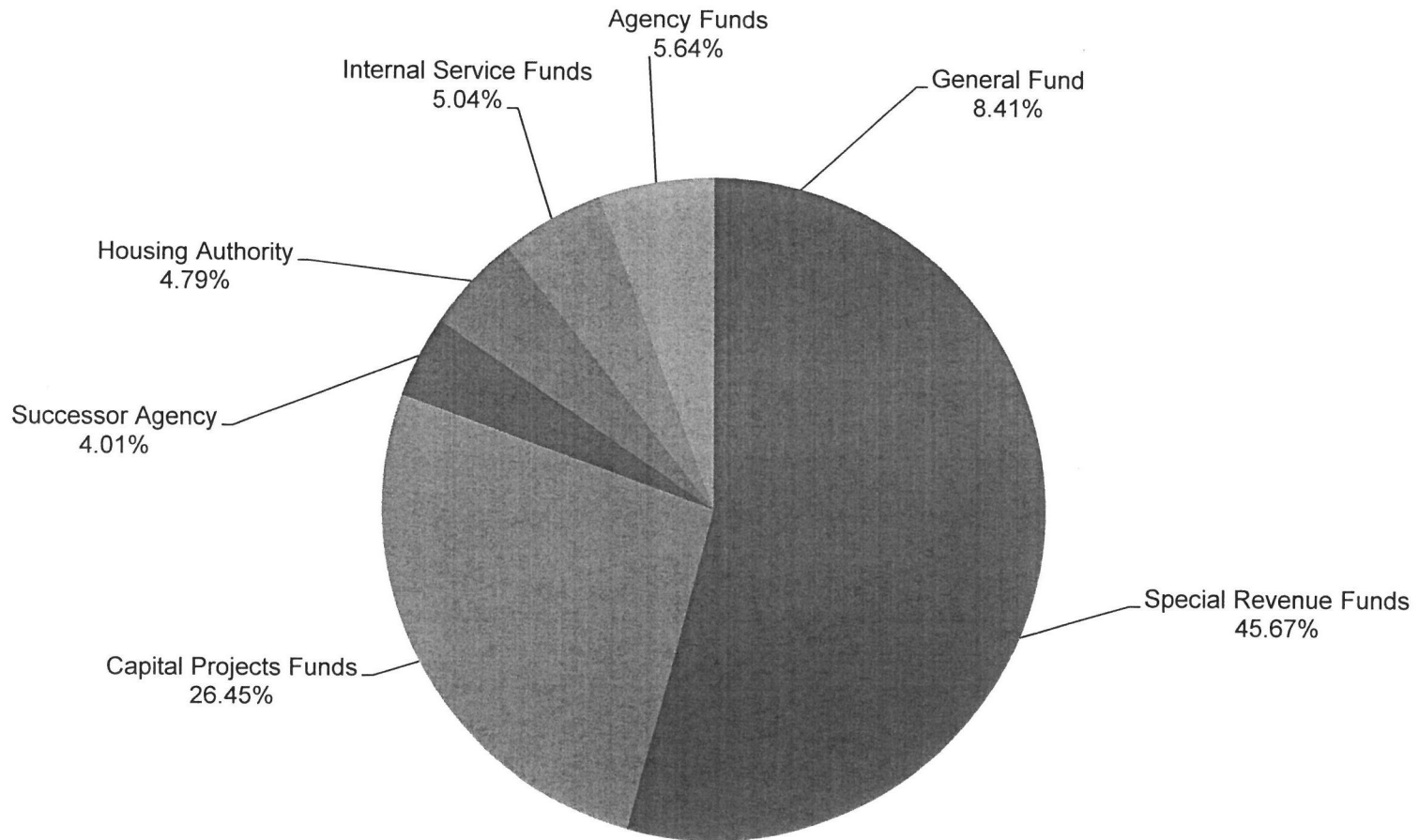
SIGNED: 
Joseph A. Hughes
CITY MANAGER

SIGNED: 
Chuck Dantuono
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

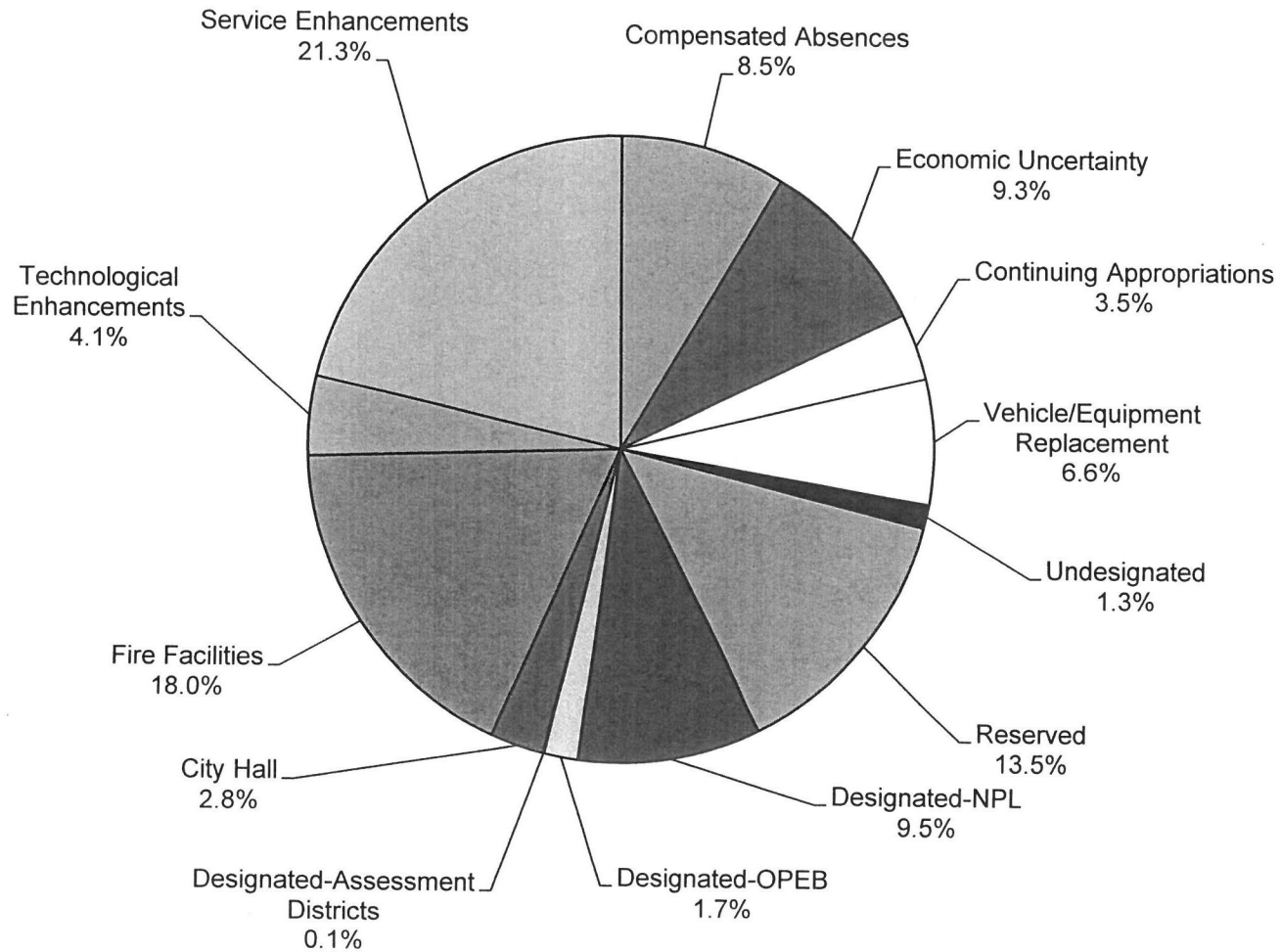
Treasurer's Report

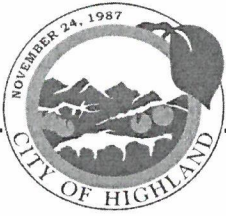


Cash & Investments



General Fund Reserves





STAFF REPORT

TO THE CITY COUNCIL

DATE: September 28, 2021

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Year-end budget adjustments for fiscal year 2020/2021.

RECOMMENDATION: The Finance Subcommittee recommends that the City Council approve the year-end budget adjustments for fiscal year 2020/2021.

FISCAL IMPACT: See the attached spreadsheet for a detailed list of each budget adjustment.

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

BACKGROUND: The following budget adjustments were reviewed and approved by the Finance Subcommittee on September 14, 2021.

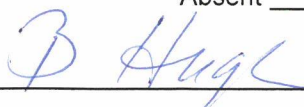
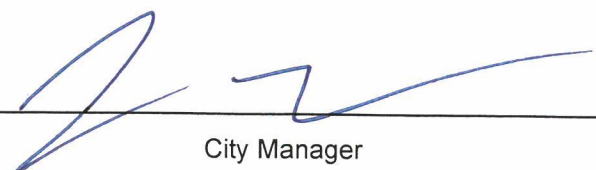
Expenditures:

General Government – Transfers of \$295,000, \$178,650, and \$215,000 were made to the General Capital Financing fund, the Insurance fund, and the General Services fund, respectively, to help fund future expenditures in these funds. The total of \$688,650 will come from 001-2100 (fund balance).

Graffiti – An unforeseen vehicle maintenance issue (engine) on the graffiti truck caused this line item to go over budget. Staff chose to fix the problem over purchasing a new truck. These funds (\$2,180) will come from 001-2100 (fund balance).

Trails – Trails maintenance performed by staff on Emmerton Trail (installing signs and wrought iron fencing) was used more than what was budgeted for. These funds (\$2,450) will come from 001-2100 (fund balance).

CDBG – The City received CDBG-CV (CoronaVirus) funds in addition to the regular CDBG funds. The CDBG-CV funds (\$150,000) were used for grocery delivery & ready-made meals at the Senior Center. As for the regular CDBG funds, three overlay projects, ola 18-001, ola 19-001 & ola 20-001 totaling \$305,000 were done but not budgeted for. Because CDBG is a grant, a budget adjustment for the revenue side (\$455,000) is included in the revenue section as well.

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

Development Impact Fees – Construction on the Base Line Interchange project was budgeted for in the prior year. These funds (\$710,500) will come from 007-2100 (fund balance).

Developer Fees – Work on projects str 11-005 (9th Street Sidewalk/Church Ave Crosswalk) & str 11-006 (Lankershim/McKinley St Sidewalk/Base Line Crosswalk) were budgeted for in the prior year. These funds (\$80,710) will come from 008-2100 (fund balance).

Capital Improvements – Work on Base Line Bridge and Boulder Bridge was budgeted for in the prior year. Construction on the Base Line Interchange was not budgeted at all. These funds (\$900,000) will come from 010-2100 (fund balance).

Landscape Maintenance District – Water in the LMD fund was under budgeted. These funds (\$35,000) will come from 012-2100 (fund balance).

Street Light District – SCE over charged for power over the last several years since we purchased the streetlights making this line item go over budget. Although we will receive a refund, a budget adjustment of \$76,600 still needs to be performed. Also, more maintenance work (\$14,000) on streetlights were performed due to more accidents. Staff will be reimbursed by the insurance companies. These funds (\$90,600) will come from 013-2100 (fund balance).

COPS – More grant funds (\$895) were received than expected, so they were expended. A budget adjustment for the revenue side is included in the revenue section as well.

General Capital Financing – One-half (\$201,000) of the proceeds from the sale of the vacant lot on 6th Street/Victoria Avenue is being transferred to the General Services fund to help offset future expenditures and one-half is being transferred to the General Fund to help offset future expenditures for future capital projects. Also, one-half of the interest income (\$83,105) from the Orange County (Greenspot Bridge Infrastructure) loan is being transferred to the General Services fund to help offset future expenditures and the other half is being transferred to the General Fund to help offset future expenditures for capital projects. These funds (\$568,210) will come from 023-2100 (fund balance).

Insurance – We hired through our Insurance JPA, consultants to help us work through the challenges of the cyber-attack by establishing a new network, network security, installing new workstations and negotiating with the threat actors. Our Insurance JPA reimbursed \$167,085 of the \$217,085 cost to recover the data (\$50,000 deductible). Also, Liability and Worker Comp premiums were higher (\$59,000) than budgeted. These (\$276,085) funds will come from 041-2100 (fund balance).

General Services – This is the cost of the consultants for assisting staff with the replacing of every workstation and network computer (hardware & software) at all city facilities. These funds (\$196,255) will come from 042-2100 (fund balance). The city was reimbursed this amount from our Insurance JPA.

Revenues:

General Fund – This is the revenue side of the transfer (\$284,105) from the General Capital Financing fund.

CDBG – This is the revenue side of the CDBG grant expenditures (\$455,000).

COPS – This is the revenue side of the COPS grant expenditures (\$895).

General Capital Financing – This is the revenue side of the transfer (\$295,000) from the General Fund.

Insurance – This is the revenue side of the transfer (\$178,650) from the General Fund.

General Services – This is the revenue side of the transfer (\$215,000) from the General Fund.

City-Fiscal Year 2020/2021 Year-End Budget Adjustments-Expenditures

General Fund

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds for future expenditures	001-General	1450-General Government	4123-Operating Xfer Out-Gen Capital Fin	295,000	-	295,000
Transfer funds for future expenditures	001-General	1450-General Government	4141-Operating Xfer Out-General Liability	178,650	-	178,650
Transfer funds for future expenditures	001-General	1450-General Government	4142-Operating Xfer Out-General Services	215,000	-	215,000
Unforeseen maintenance was required on graffiti truck	001-General	6010-Graffiti	4240-Vehicle Maintenance	2,180	3,000	5,180
Expended more \$ on needed trails maintenance than budgeted	001-General	6100-Trails	4198-City Administration	2,450	4,000	6,450

Community Development Block Grant

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Additional CDBG Coronavirus Grant funds	006-CDBG	8400-HCD	4353-CDBG CV Programs	150,000	-	150,000
Project mostly budgeted in 2019/2020 & done in 2020/2021	006-CDBG	8400-HCD	6550-Traffic Improvements	305,000	337,000	642,000

Development Impact Fees

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Base Line Interchange Project	007-DIF	8330-DIF	6813-Bridge Construction	710,500	179,000	889,500

Developer Fees

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Projects str 11-005 & 11-006 budgeted in prior years	008-Developer Fees	8340-Developer Fees	6530-Street/Sidewalk Construction	80,710	13,000	93,710

Capital Improvements

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Base Line/Boulder Bridges and BL Interchange budgeted prior	010-Capital Improvements	3830-Facilities Construction	6813-Bridge Construction	1,137,400	618,000	1,755,400

Landscape Maintenance District

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Water usage was higher than budgeted	012-LMD	8500-LMD	4030-Water	35,000	150,000	185,000

Street Light District

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Charged higher rate for power-will receive credit	013-SLD	8510-SLD	4011-Electricity-Street Lighting	76,600	275,000	351,600
More maint was done than budgeted (reimbursed)	013-SLD	8510-SLD	4664-Contract Services-Street Light Maint.	14,000	85,570	99,570

COPS

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received higher grant amount	021-COPS	8450-AB 3229	4560-Contract Services-Police Services	895	156,000	156,895

City-Fiscal Year 2020/2021 Year-End Budget Adjustments-Expenditures

General Capital Financing

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Sale of 6th/Vic prop/OC Loan xfer to General Fund-cap proj.	023-General Capital Financing	3890-Capital Construction	4101-Operating Xfer Out-General Fund	284,105	-	284,105
Sale of 6th/Vic prop/OC Loan xfer to General Svcs future exp	023-General Capital Financing	3890-Capital Construction	4142-Operating Xfer Out-General Services	284,105	-	284,105

Insurance

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
General liability and W/C premiums higher than budgeted	041-Insurance	9500-General Liability	4360-Premiums	59,000	310,750	369,750
Network consultant services	041-Insurance	9500-General Liability	4554-Contract Services-Consultant	217,085	-	217,085

General Services

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
New computers for staff & network	042-General Services	9510-Building Services	4203-Office Equipment	75,000	1,400	76,400
Network consultant services & equipment	042-General Services	9510-Building Services	4627-Contract Services-Network	121,255	5,000	126,255

Summary

Current City Expenditure Budget	60,758,260					
Total Proposed Expenditure Increases	4,243,935					
Total Proposed City Expenditure Budget	65,002,195					

Total Proposed Expenditure Increases 4,243,935

City-Fiscal Year 2020/2021 Year-End Budget Adjustments-Revenues

General Fund

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer from Gen Cap Fin for Cap Project reserves	001-General Fund	1450-General Government	9923-Operating Xfer In-General Cap Fin	284,105	-	284,105

CDBG

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Increase grant reimbursement by \$455,000	006-CDBG	8400-HCD	9300-CDBG	455,000	-	455,000

COPS

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Received higher grant amount	021-COPS	8450-AB 3229	9350-COPS Grant	895	156,000	156,895

General Capital Financing

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds for future expenditures	023-General Capital Financing	3890-Capital Construction	9901-Operating Xfer In-General Fund	295,000	-	295,000

Insurance

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds for future expenditures	041-Insurance	9500-General Liability	9901-Operating Xfer In-General Fund	178,650	-	178,650

General Services

Expenditure	Fund	Department	Account	Proposed Increase	Current Budget	Proposed Budget
Transfer funds for future expenditures	042-General Services	9510-Building Services	9901-Operating Xfer In-General Fund	215,000	-	215,000
Transfer funds for future expenditures	042-General Services	9510-Building Services	9923-Operating Xfer In-General Cap Fin	284,105	-	284,105

Summary

Current City Revenue Budget	49,140,735
Total Proposed Revenue Increases	1,712,755
Total Proposed City Revenue Budget	50,853,490

Total Proposed Revenue Increases 1,712,755



STAFF REPORT

TO THE CITY COUNCIL

DATE: September 28, 2021

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Sheriff's Department Schedule A amendment for FY 2021-2022 & Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services.

RECOMMENDATION:

1. The City Council authorize the Mayor to execute the amended Schedule A contract (fiscal year 2021-2022) for Law Enforcement Services with the San Bernardino County Sheriff's Department; &
2. Approve the following budget adjustments: \$153,260 for Revenue Account 001-1450-9544 & \$153,260 for Expenditure Account 001-2000-4560; &
3. Approve the Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services.

FISCAL IMPACT: The fiscal impact of the amended Schedule A for 2021-2022 is an additional \$153,260 that will be reimbursed by East Valley Water District (EVWD).

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

BACKGROUND: East Valley Water District has requested that the City add a Deputy position to our existing contract with the San Bernardino County Sheriff's Department. This addition will require an amendment (Attachment B) to our current Schedule A. EVWD has determined they need a Deputy to assist with day-to-day operations. Over the years EVWD has grown in geographic size and infrastructure. EVWD currently has 41 sites totaling approximately \$420 million in assets. Once completed, the Sterling Natural Resources Center (SNRC) will be the largest wastewater treatment center in the immediate area and the home to a large community event area and demonstration garden. EVWD estimates it will need the deputy approximately 20 - 40 hours per week. EVWD has agreed to supply a workspace for the deputy and understands that ultimate command and control of the deputy will remain at the discretion of the Highland Police Department Command Staff. EVWD will be invoiced annually. The costs include the position (salary & benefits), a marked unit, equipment, and all insurance such as personal liability and vehicle.

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

The deputy will be utilized to assist with security at all 41 EVWD sites, conduct criminal investigations involving EVWD property, assist EVWD personnel with some customer conflicts and stand by on some water shut offs. Additionally, the deputy may be contracted for certain public events, at the SNRC, at an additional cost.

The agreement (Attachment A) will start January 1, 2022, and will terminate on June 30, 2031, unless terminated earlier by either party. The agreement was prepared by the City Attorney, and she has approved as to form. EVWD staff has also approved this agreement and the EVWD Board will taking formal action soon.

This item was presented to the Finance Subcommittee during the budget process and recommends the approval of the Amended Schedule A, the Budget Adjustments, and the Agreement.

Attachments:

A. Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services.

B. Proposed 2021-2022 (January 1-June 30, 2022) Schedule A.

Attachment A

Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services.

**REIMBURSEMENT AGREEMENT
BETWEEN THE CITY OF HIGHLAND AND EAST VALLEY WATER DISTRICT FOR LAW
ENFORCEMENT SERVICES**

THIS AGREEMENT is made and entered into this 28th day of September 2021 by and between the CITY OF HIGHLAND, a municipal corporation ("City") and EAST VALLEY WATER DISTRICT, a California special district ("EVWD"). The City and EVWD may be collectively referred to as "the Parties".

WITNESSETH

WHEREAS, in 1992 the County of San Bernardino ("County") and the City entered into a contract for the San Bernardino County Sheriff's Department ("Sheriff") to provide law enforcement services to the City ("Contract"); and

WHEREAS, EVWD is in the process of constructing the Sterling Natural Resource Center ("Center") in the City and requires law enforcement services to patrol the Center and all 41 EVWD sites located in San Bernardino County; and

WHEREAS, the Parties desire to enter into an agreement whereby the Sheriff will provide law enforcement services to EVWD and EVWD will in turn reimburse the City for those services.

NOW, THEREFORE, the parties hereto agree as follows:

1. Scope of Services. Beginning January 1, 2022, the City, through its Contract with the County, will provide one Sheriff's deputy to patrol the Center and provide law enforcement services to EVWD's 41 sites. The scope of services that the Sheriff deputy will provide to EVWD are set forth in Exhibit "A." Each day, upon completion of the scope of services for EVWD, the Sheriff's deputy will be available to respond to calls for service for the City at large. Any changes to the scope of services require an amendment to this Agreement.

2. Term. This Agreement shall begin January 1, 2022, and shall remain in effect until June 30, 2031, unless sooner terminated by the Parties pursuant to the provisions of Section 4 below. The Parties may agree to mutually extend the term of the Agreement beyond the initial ten-year term.

3. Payment. On or before January 1, 2022, EVWD shall pay to the City One Hundred Fifty-Three Thousand Two Hundred and Sixty Dollars (\$153,260.00) for the full cost of the Sheriff's deputy. The cost break down is attached hereto as Exhibit "B". Thereafter, on or before July 1st of each subsequent year, EVWD shall pay to the City the full cost of the Sheriff's deputy based on the revised schedule of payment. The parties acknowledge that the cost of the Sheriff's deputy may change each year and that the full cost that the City pays the County for the Sheriff's deputy shall be passed through to EVWD. Beginning in June 2022, no later than June 1st of each year, the City shall provide to EVWD a new schedule of payment for the Sheriff's deputy that will replace Exhibit "B" hereto.

The City's Contract with the County provides that personnel costs include salary and benefits are subject to change by Board of Supervisor action. The Contract further provides that changes in salary and benefit costs will be billed to the City on a quarterly basis. If the cost for the Sheriff's deputy increases in any year after payment has been made by EVWD to the City, the City shall promptly notify EVWD of the additional cost and EVWD shall pay the City the additional cost within thirty days of receipt of the City's notice.

4. Termination. Either party may terminate this agreement with six month written notice. Any termination will only be effective for the following fiscal year but will not terminate the Agreement as to the current fiscal year for which EVWD has already paid the City and the City has already contracted with the County for services. For clarity, if EVWD wishes to terminate the Agreement for the following fiscal year, it must provide notice to the City no later than January 2nd. If the City's Contract with the County terminates, this Agreement shall automatically terminate, and the City shall have no further obligation to provide law enforcement services to EVWD.

5. Assignment. This Agreement is not assignable by either party.

6. Notice. Any notice, demand, request, consent, approval, or communication either party desires or is required to give to the other party or any person shall be in writing and either served personally or sent by prepaid, First-Class mail to the address set forth below. Notice shall be deemed communicated 48 hours from the time of mailing if mailed as provided in this section.

To City: City of Highland
Attn: Joseph A. Hughes, City Manager
27215 Base Line
Highland, CA 92346
Tel.: (909) 864-6861
Fax: (909) 862-3180

To District: East Valley Water District
Attn: John Mura, General Manager
31111 Greenspot Road
Highland, CA 92346
Tel.: (909) 889-9501
Fax: (909) 889-5732

7. Interpretation. This Agreement shall be interpreted according to the laws of the State of California. This document contains the entire Agreement between the parties with respect to the subject matter hereof. This Agreement cannot be modified except by an agreement in writing, signed by the party against whom the enforcement of any waiver, change, modification or discharge is sought. Subject to any provisions herein to the contrary, this agreement shall in all respects bind, and inure to the benefit of, the heirs, executors, administrators, successors and assigns of each of the parties.

8. Amendments. Except for amendments to Exhibit B, this Agreement may only be amended or supplemented by the Parties' mutual written consent.

9. Entire Agreement. This Agreement shall constitute the entire agreement between the Parties hereto with respect to the subject matter hereof and supersede all prior agreements and understandings, oral and written, between the Parties hereto with respect to the subject matter hereof.

10. Binding Effect, Benefits. This Reimbursement Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns. Notwithstanding anything contained in this Agreement to the contrary, nothing in this Agreement, expressed or implied, is intended to confer on any person other than the Parties hereto or their respective successors and assigns, any rights, remedies, obligations, or liabilities under or by reason of this Agreement.

11. Governing Law. This Reimbursement Agreement shall be governed and construed in accordance with the laws of the State of California without regard to any applicable conflicts of law, including all matters of construction, validity, and performance. Furthermore, the Parties agree that proper venue for any action initiated in connection with this Agreement shall be filed in the San Bernardino County Superior Court.

12. Severability. The remainder of this Agreement's validity, legality or enforceability will not be affected even if one or more of the provisions of this Reimbursement Agreement will be held to be invalid, illegal, or unenforceable in any respect.

13. Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

14. Headings. The various headings of the paragraphs of this Agreement have been inserted for convenience of reference only and shall not affect the meaning or interpretation of this Agreement or any provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

CITY OF HIGHLAND

EAST VALLEY WATER DISTRICT

Penny Lilburn
Mayor

ATTEST:

Betty Hughes, MMC

ATTEST:

Exhibit "A"

Scope of Services

The East Valley Water District ("EVWD") was formed in 1954 to provide domestic water service to the unincorporated communities of Highland and East Highland. Over time, the need for a modern sewer system grew and the water district eventually took on that responsibility as well.

Over the years EVWD has grown in geographic size and infrastructure. EVWD currently has 41 sites totaling approximately \$420 million in assets and an operating budget of \$40 million.

In the fall of 2018, EVWD broke ground on the state-of-the-art Sterling Natural Resources Center ("SNRC") situated on 16 acres of land at the intersection of Del Rosa Drive and 5th Street. Once completed, the SNRC will be the largest wastewater treatment center in the immediate area and the home to a large community event area and demonstration garden.

As of December 2020, EVWD covers approximately 30 square miles and serves approximately 103,000 residents.

Based on the above information, EVWD has determined they need a Deputy Sheriff to assist with day-to-day operations. EVWD estimates it will need the deputy approximately 20 - 40 hours per week. EVWD has agreed to supply a car and workspace for the deputy and understands that ultimate command and control of the deputy will remain at the discretion of the Highland Police Department Command Staff.

The deputy will be utilized to assist with security at all 41 EVWD sites, conduct criminal investigations involving EVWD property, assist EVWD personnel with some customer conflicts and stand by on some water shut offs. Additionally, the deputy may be contracted for certain public events, at the SNRC, at an additional cost.

Exhibit "B"
Payment Schedule
FY 2021-2022 (January 1, 2022 - June 30, 2022)

Deputy Sheriff: **\$107,103** (Estimated increase for FY 2022-2023 is 8% to 10% of the full annual cost \$214,205)

Start-up cost for Deputy Sheriff and Patrol Unit: **\$11,910**. The start-up costs totaling \$11,910 are a one-time cost and will not be charged for subsequent years.

Services & Supplies: **\$900**

Marked Patrol Unit: **\$8,634** (Estimated increase for FY 2022-2023 is 3% to 5% of the full annual cost \$17,269)

Plus, other costs such as: HT radio and taser, Dispatch Services, Administrative support, Vehicle and Personnel Liability and Insurance of approximately **\$24,713**.

Total Cost for the above deputy and equipment in FY 2021-2022 (January 1, 2022 - June 30, 2022) is **\$153,260.00**.

Attachment B

Schedule A for additional deputy 2021-2022 (January 1-June 30, 2022)

**SCHEDULE A
LAW ENFORCEMENT SERVICES CONTRACT
CITY OF HIGHLAND
FY 2021-22**

CHANGE: ADD 1-Deputy Sheriff, 1 Marked Unit, 1 HT

<u>LEVEL OF SERVICE</u>		FY 2021-22	
		<u>COST</u>	
1	- Deputy Sheriff Tier 2 (Effective 01-01-22)	214,205	¹
1	- Marked Unit (Effective 01-01-22)	17,269	²
	Dispatch Services	17,442	¹
1	- HTs (Amortization, Access & Maintenance)	1,409	
1	- Taser Replacement (Amortized over 5-years)	336	
	Administrative Support	1,646	
	Services & Supplies	1,800	
	Vehicle Insurance	5,623	
	Personnel Liability & Bonding	8,674	
	Startup Cost (New Position and Vehicle)	11,910	
		Cost for FY2021-22	\$ 280,314 ¹
		Less credit 1 Deputy Sheriff & 1 Marked Unit Jul - Dec 2021	\$ (127,054)
		Net Cost for FY2021-22	\$ 153,260

Monthly Payment Schedule

1 st payment due January 5, 2022:	\$25,545
2 nd through 6 th payments due the 5 th of each month:	\$25,543

¹ Personnel costs include salary and benefits and are subject to change by Board of Supervisors' action. Changes in salary and benefit costs will be billed to the City on a quarterly invoice.

² Vehicle costs do not include fuel and maintenance. The City is responsible for fuel, repair and maintenance of all contract vehicles, including collision damage. All fuel, repair and maintenance costs incurred by the County will be billed to the City on a quarterly invoice.

³ No replacement cost is included for grant funded or donated vehicles.



STAFF REPORT

TO THE CITY COUNCIL

DATE: September 28, 2021

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director & Kim Stater, Assistant Community Development Director *[Signature]*

PREPARED BY: Ash Syed, Associate Planner *[Signature]*

SUBJECT: Selection of an Event Date and Budget for the 24th Annual Citrus Harvest Festival

RECOMMENDATION: The Historic and Cultural Preservation Board recommends the City Council:

1. Select March 26, 2022, as the Event Date for the Citrus Harvest Festival with a Rain Date of April 2, 2022; and
2. Adopt the Budget

FISCAL REVIEW: The Festival Account has a balance of \$257. Separately, the Home tour Account has a balance of \$1,639.91. All expenses from the prior year have been paid and these funds are available to utilize.

Attached is the 2022 Draft Budget (Attachment 1). Expenses are estimated to be \$15,378 while expected revenues are \$15,500.

The Budget does not reflect a Rain Date contingency or Staff's time. Costs associated with a Rain Date are approximately \$5,000 for re-advertising, vendor cancellations and modifications to entertainment and paid demonstrators.

Traditionally, staff time is not charged to the CHF fund. Planning, Public Works and Finance Departments spend many hours on the event. Personnel costs are estimated at \$18,000.

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

PROJECT REVIEW: Consistent with the traditional citrus harvesting seasons, the Board recommends the Festival be held on March 26, 2022, with a Rain Date the following week, April 2, 2022.

Attachments: 1) Budget for 2022 Citrus Harvest Festival

Attachment 1:

Budget for 2022 Citrus Harvest Festival

2022 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES (Initial Balance \$257)	
Item / Description	Budget
Advertising (HCN \$0, RDF/Sun \$1,225, EHR \$535 & Peach Jar \$518) Radio – (KCAL 96.7 \$1,085 / Hot 103.9 \$1,200 [credited])	2,278
Historic Demonstrators/Exhibitors (17 x \$200 ea)	3,400
Entertainment (Bands & DJ) (BMS \$100, CVHS \$100, Highland Music Co. \$1,300)	1,500
Balloons street decorations	1,300
Insurance	2,000
Street Banner over Base Line (date modification)	300
Portable toilets	1,300
Posters, Flyers, print marketing materials	250
Mobile Stage (Towing)	550
Paper materials, copying, postage	650
Tables w/ umbrella & chairs for food court & stage area	550
Signs for parking & festival activities	300
Contest ribbons & prizes	300
Kid's activities	100
Booth refunds for historic displays	150
CHF Honoree plaque	150
Miscellaneous supplies	50
Staff shirts (10)	150
Contest materials	100
TOTAL	\$15,378

FESTIVAL REVENUES	
Item / Description	Budget
Sponsorship	11,000
Direct Sales vendor Booth spaces (62 x \$40)	2,500
Food vendor booth spaces (10 x \$200)	2,000
TOTAL	\$15,500

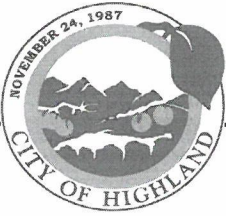
	Initial Balance: \$257	Projected Balance: \$379
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2022 Home Tour Budget

HOME TOUR EXPENDITURES	
Item / Description	Budgeted
Brochure	25
Flowers	125
Fee paid to property owners for participation	300
Shoe covers	50
TOTAL	\$500

HOME TOUR REVENUES	
Item / Description	Budgeted
Sponsors	350
Home Tour ticket sales	50
TOTAL	\$400

	Initial Balance: \$1,639.91	Projected Balance: \$1,539.91
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STAFF REPORT

TO THE CITY COUNCIL

DATE: September 28, 2021

FROM: Joseph A. Hughes, City Manager

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

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

SUBJECT: The Coalition for Clean Air request the City participate in the 2021 California Clean Air Day on October 6, 2021.

RECOMMENDATION: Staff recommends the City Council adopt a resolution to support and participate in the 2021 California Clean Air Day on October 6, 2021.

FISCAL IMPACT: None.

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

BACKGROUND: The California Clean Air Coalition was founded in 1971 and is California's only statewide organization working exclusively on-air quality issues. From creating the idea for California's original Smog Check program in 1981 to ensuring the first national ban on the toxic dry-cleaning chemical "perc" to helping pass legislation to put 1 million electric vehicles on California's roads by 2025, CCA has paved the way for socially and environmentally responsible air policy nationally and worldwide.

California Clean Air Day is built on the idea that shared experiences unite people to action to improve our community health. By joining together for a unified day of action we can create new habits to clear the air for all members of California's diverse communities. This year's California Clean Air Day is October 6, 2021. Cities and local governments have the ability to lead their communities to a more breathable future. Cities, counties, school districts, water districts, and other local and special districts all have a responsibility to take action and inspire constituents and stakeholders.

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

RESOLUTION NO. 2021-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, DECLARING OCTOBER 6, 2021 AS CLEAN AIR DAY**

WHEREAS, Air pollution contributes to higher rates of cancer and heart and lung diseases, which adversely affect health; and

WHEREAS, California has some of the worst air quality in the United States; and

WHEREAS, It is vital that we protect the health and well-being of our residents, visitors, and workforce; and

WHEREAS, Emissions from vehicles, industry, and even household sources significantly affects the natural environment, air quality and well-being of City of Highland residents; and

WHEREAS, Individual actions such as not idling vehicles, walking or biking to work and school, carpooling, and conserving energy can directly improve air quality in our region; and

WHEREAS, State, County and local employees, vendors and elected officials have tremendous power to help lower emissions; and

WHEREAS, Pledges by individuals have shown to result in action; and

WHEREAS, Education about air quality can raise community awareness, encourage our community to develop better habits, and improve our community health; and

WHEREAS, Californians will be joining together across the state to clear the air on October 6, 2021; and

WHEREAS, the City of Highland is committed to the health of our residents, workforce, visitors, and community at large;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Highland that October 6, 2021 be declared "Clean Air Day" in the city; and be it further

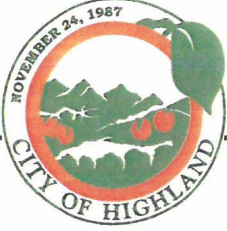
RESOLVED, That we encourage all residents, businesses, employees, and community members to participate in Clean Air Day and help clear the air for all Californians.

PASSED, APPROVED AND ADOPTED this 28th day of September, 2021.

Penny Lilburn
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: September 28, 2021

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director *LM*
Maricela Marroquin, City Attorney

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

SUBJECT: Adoption of an Urgency Ordinance, Extending for an Additional 10 Months and 15 days through August 23, 2022, an Existing Moratorium on the Approval of Applications for Land Use Entitlements for New Service Station Uses or the Expansion in the number of Pumps of Existing Service Station Uses.

RECOMMENDATION: That the City Council adopt Ordinance No. _____, extending the moratorium on the approval of land uses entitlements for new service station uses and expansion in the number of pumps at existing stations for an additional 10 months and 15 days.

FISCAL IMPACT: There is no fiscal impact related to this action other than staff and attorney time to prepare the staff report and interim ordinance, and staff time to study the matter.

PUBLIC NOTICE: The agenda was posted at the City's three (3) designated posting locations as required by Resolution and on the City's Website. A legal ad was published in the Highland Community News on September 17, 2021.

ENVIRONMENTAL REVIEW: When adopting the Interim Ordinance on August 24, 2021, the Council made findings that there was no possibility that its adoption would have significant effect on the environment, because the ordinance established a temporary moratorium on approvals of applications for service station uses in order to protect the public health, safety and general welfare, and will thereby serve to avoid potentially significant impacts during the term of the moratorium. Therefore, the ordinance is not subject to the California Environmental

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

Quality Act review pursuant to Title 14, Chapter 3, Section 15061(b)(3) of the Code of Regulations.

BACKGROUND: On August 10, 2021, the Council directed staff to prepare an Interim Urgency Ordinance for the Council's consideration to halt the approval of additional land use permits for new fueling service stations in order to consider short and long-term impacts to the City's commercial and residential land use composition, and economic development goals to preserve the City's health, safety and general welfare. On August 24, 2021, the City Council adopted Interim Ordinance No. 449 establishing the moratorium (Attachment 1 – Interim Ordinance). The Council directed staff to allow entitlement processing for service station projects which had undergone the "Pre-Application" process in addition to those which had already formally filed a Conditional Use Permit or Design Review Application.

Government Code Section 65858 allows the City to adopt an interim zoning ordinance on an urgency basis in order to "protect the public safety, health, and welfare." An interim zoning ordinance prohibits a use or uses that may be in conflict with the general plan or zoning code pending additional study by staff and preparation of a permanent ordinance. Interim ordinances are effective for 45 days, at which time they may be renewed by the City Council pursuant to Government Code Section 65858(a).

The interim ordinance and moratorium are intended to allow staff an opportunity to study the impacts related to fueling service station establishment and expansion and prepare a permanent ordinance, which must be noticed and approved by the Planning Commission and City Council at public hearings.

On September 14, 2021, the City Council published a report describing the measures taken to alleviate the condition which led to the adoption of the Interim Urgency Ordinance. This was done more than ten (10) days prior to the expiration of that interim ordinance or any proposed extension in accordance with Government Code Section 65858(d).

As cited in the September 14th Staff Report, the following actions have been taken to date.

1. Service Station Review Ad Hoc Committee Meeting. On August 24, 2021, the Mayor appointed two members to the Ad Hoc Committee. On August 30, 2021, the Committee met to discuss impacts related to service stations; the number of existing stations, proposed new stations, expansions, clustering of locations, public safety, design standards and future fuel technology. The Committee directed staff to continue work and analysis on the issue and present findings to the Committee prior to presenting the Final Draft Ordinance to the Planning Commission.
2. GIS Mapping. Planning staff updated a map of all existing and proposed stations to determine the extent of overconcentration/clustering along certain street segments, intersections and important gateways of the City. This map provides an analysis of the physical placement and resulting visual impacts related to the proliferation of stations. The City intends to maintain a healthy mix of uses along its commercial corridors inclusive of a variety of retail, dining, entertainment and services. The map is attached (Attachment 2 – Service Station Inventory Map). Special care will be given to analyze uses along the Base Line corridor, Greenspot/5th Street corridor, and in the General Plan Community

Policy Areas of the Town Center, Base Line, 5th Street, and the Golden Triangle Policy Area.

3. Analysis of Impacts. Staff continues to gather data that will help determine short and long-term impacts related to service stations and necessary responses to preserve the health, safety, and welfare of the community. Service stations are often regarded as having a high number of calls for police services. The Highland Sheriff's Office is working to collect the call data for each station in the City including the number and type of calls. Service stations are also considered susceptible for the release of hazardous materials and contaminant exposure to vulnerable populations. Staff continues to engage with the appropriate state and local agencies that keep the data regarding these hazards and will provide that information at a future meeting. Staff began analysis of the City's existing development standards as currently established in the Municipal Code. A thorough review of these standards and consideration of more modern standards is being made. This review will analyze the need for non-petroleum based fueling options at all new stations (i.e. electric vehicle charging stations).

ANALYSIS: After the initial 45-day period, the interim ordinance may be extended after notice and a public hearing, for an additional 10 months and 15 days [GC 65858(a)]. Said Notice was prepared, posted and published in compliance with the Code. Staff recommends the Council extend the moratorium to allow the further analysis of impacts related to service station uses and locations (Attachment 3 – Urgency Ordinance Extending the Moratorium). If the Council extends the moratorium, the moratorium will expire on August 23, 2022.

- Attachments:
1. Interim Ordinance No. 449
 2. Service Station Inventory Map
 3. Urgency Ordinance Extending the Moratorium for 10 months, 15 days

ATTACHMENT 1
Interim Urgency Ordinance No. 449

URGENCY ORDINANCE NO. 449

AN INTERIM URGENCY ORDINANCE OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING A MORATORIUM ON THE APPROVAL OF APPLICATIONS FOR LAND USE ENTITLEMENTS FOR NEW SERVICE STATION USES OR THE EXPANSION IN THE NUMBER OF PUMPS OF EXISTING SERVICE STATION USES IN THE CITY OF HIGHLAND

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES
HEREBY ORDAIN AS FOLLOWS:

Section 1. Purpose, Findings, and Intent.

A. Service stations are currently permitted within the City's Commercial and Employment Districts subject to approval of a land use entitlement permit and conformance with development standards established in Highland Municipal Code Section 16.44.200 (Service stations).

B. There are currently thirteen (13) service stations in Highland and an additional two (2) stations with approved Conditional Use Permits which have not yet applied for building permits.

C. A disproportionate amount of the City's existing and entitled service stations are concentrated along two corridors, Base Line and Greenspot Road/5th Street. Five stations are located along the Base Line corridor. Five (5) existing stations, and one (1) entitled station are located along Greenspot Road/5th Street corridor.

D. On January 13, 2021, the City also received a Design Review Application to expand an existing station on Base Line with the addition of a car wash at the southwest corner of Base Line and the 210 Freeway. This project is scheduled for Public Hearing by the Planning Commission on September 21, 2021.

E. The City received a Pre-Application for a service station at the northeast corner of 5th Street and Palm Avenue to include gasoline, high-speed diesel fueling, electric vehicle charging stations, a quick service restaurant, convenience market, and car wash. Staff provided comments on the preliminary plan, a formal entitlement application has not yet been received.

F. The existing location and concentration of service stations in the City mean that drivers need only drive several minutes in order to reach most existing service stations in the City. Applications for additional service stations continue to be submitted to the City despite the already high concentration of service stations in the City and declining demand.

G. Vehicle technology is rapidly evolving such that reliance on gas is steadily declining. On September 23, 2020, Governor Newsom issued Executive Order N-79-20 to require that, by 2035, all new cars and passenger trucks sold in California be zero-emission vehicles. The order also directs the state to take more actions to address oil extraction and move the state further away from its reliance on climate change-causing fossil fuels. Additional measures will be taken to eliminate harmful emissions from the transportation sector.

H. The declining demand for gasoline may increase competition amongst existing service stations such that closures may occur over time. Due to their propensity to become brownfield sites, service stations require remediation for potential ground contamination prior to redevelopment. Closed sites may be abandoned and left unused for long periods of time and the removal of contaminants may present health risks for neighboring communities and sensitive receptors. This could result in blight and dangerous conditions throughout the City, threatening public health, safety and welfare. The City wishes to assess the appropriate concentration and locations of service stations given declining demand.

I. The City Council finds and determines that there is an immediate threat to the public health, safety, or welfare, and that new and expanded service station uses within the City, under the City's current regulations, constitutes a threat to the public health, safety or welfare. As described in this Section 1, the staff report accompanying this Interim Urgency Ordinance, and other evidence in the record, such continued service station development in the City could threaten the health, safety and welfare of the community through negative impacts that include, but are not limited to, police service, contaminant exposure, and police protection services. To preserve the public health, safety, and welfare, the City Council finds that it is necessary that this Interim Urgency be adopted to prevent such harm.

J. The City Council finds that time provided by the moratorium will allow for a comprehensive analysis on how to manage and reduce the impact of additional service stations in the City. The City will be able to analyze their potential impacts on the public health such as the potential for contaminant exposure near sensitive receptors, impacts on public safety related to the provision of public safety to service stations, impacts on the public welfare due to the disproportionate concentration of service stations in certain residential areas of the City and potential for blight in connection with the declining demand for gas. These studies will help the Council and City's Planning Division determine how best to prevent impacts to public health, safety and welfare, and evaluate the General Plan, Development Code, and Zoning map and develop appropriate regulations and/or appropriate zones to achieve positive outcomes for the City's residents, business community, property owners and developers.

K. All legal prerequisites to the adoption of this Ordinance have occurred.

Section 2. Moratorium Enacted. In accordance with Government Code Section 65858(a), and pursuant to the findings stated herein, the City Council hereby: (1) declares that the findings and determinations in Section 1 are true and correct; (2) finds that there exists a current and immediate threat to the public health, safety, and welfare requiring this interim urgency ordinance; (3) finds that this Ordinance is necessary for the immediate preservation of the public peace, health, and safety as set forth herein; and (4) declares and imposes a temporary moratorium with interim regulations for the immediate preservation of the public health, safety, and welfare as set forth below:

A. This Ordinance shall expire, and its standards and requirements shall terminate, 45 days after the date of adoption of this Ordinance, unless extended by the City Council at a regularly noticed public hearing, pursuant to Government Code Section 65858.

B. Notwithstanding any other ordinance or provision of the Highland Municipal Code or any Specific Plan, after August 24, 2021, no preliminary application shall be accepted for processing or approving a new service station, or for expanding additional fueling pumps at existing service stations.

C. Nothing contained in this Interim Urgency Ordinance shall preclude the improvement, renovation, or demolition of an existing service station, provided that such development otherwise conforms to applicable law and does not result in an increase to the number of gas pumping facilities.

D. For the purposes of this Interim Urgency Ordinance, the term “service station” shall be limited to a retail business selling gasoline or other motor vehicle fuels derived from fossil fuels.

Section 3. Special Conditional Use Permit.

A. Notwithstanding any other provision of this Interim Urgency Ordinance, the City may accept, process and approve applications for special conditional use permits for development or use of property otherwise subject to this Interim Ordinance, if the City Council finds, after receipt of a recommendation from the Planning Commission, that an owner of property subject to the moratorium imposed by this Interim Urgency Ordinance will be deprived of all economically viable use of his or her land unless the property owner is allowed to develop or use the property for a service station, or that the law of California or of the United States otherwise requires the City to approve an application for a permit or an entitlement for the development or use. The special conditional use permit provided by the Section shall be an available entitlement process and permit for a property owner affected by the moratorium whether or not a conditional use permit would otherwise be required by the Highland Municipal Code. A special conditional use permit submitted pursuant to this Section shall be processed in accordance with the Highland Municipal Code, except that the City Council shall serve as the final decision-making body, which shall make the additional findings required by this Section prior to approving the special conditional use permit.

Section 4. CEQA. The City Council hereby finds that it can be seen with certainty that there is no possibility that the adoption of this Interim Urgency Ordinance may have a significant effect on the environment, because the Interim Urgency Ordinance will establish a temporary moratorium on approvals of applications for service station uses in the City in order to protect the public health, safety and general welfare, and will thereby serve to avoid potentially significant adverse environmental impacts during the term of the moratorium. It is therefore not subject to the California Environmental Quality Act review pursuant to Title 14, Chapter 3, Section 15061(b)(3) of the California Code of Regulations.

Section 5. Severability. If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance, is for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

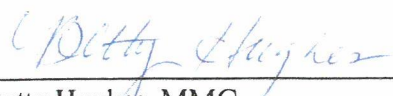
Section 6. Savings Clause Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

PASSED, APPROVED AND ADOPTED this 24th day of August, 2021.



Penny Lilbourn
Mayor

ATTEST:



Betty Hughes, MMC.
City Clerk



Maricela Marroquin
City Attorney

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

I, BETTY HUGHES, MMC, City Clerk of the City of Highland, California, do hereby certify that Urgency Ordinance No. 449 had its first reading on August 24, 2021, and was duly and regularly adopted as an Urgency Ordinance by the City Council of the City of Highland at a regular meeting of said Council thereof, held on the 24th day of August, 2021, by the following vote:

AYES: Chavez, Lilburn, McCallon, Solano, Timmer

NOES: None

ABSTAIN: None

ABSENT: None



BETTY HUGHES, MMC
CITY CLERK

STATE OF CALIFORNIA }
COUNTY OF SAN BERNARDINO } SS
CITY OF HIGHLAND }

I, Betty Hughes, MMC, City Clerk of the City of Highland, California, do hereby certify that the foregoing Ordinance is an original copy of Urgency Ordinance Number 449 on file in the office of the City Clerk, introduced at a meeting held on the 24th day of August, 2021, and passed, approved and adopted by the City Council of the City of Highland at a regular meeting held on the 24th day of August, 2021:

AYES: Chavez, Lilburn, McCallon, Solano, Timmer

NOES: None

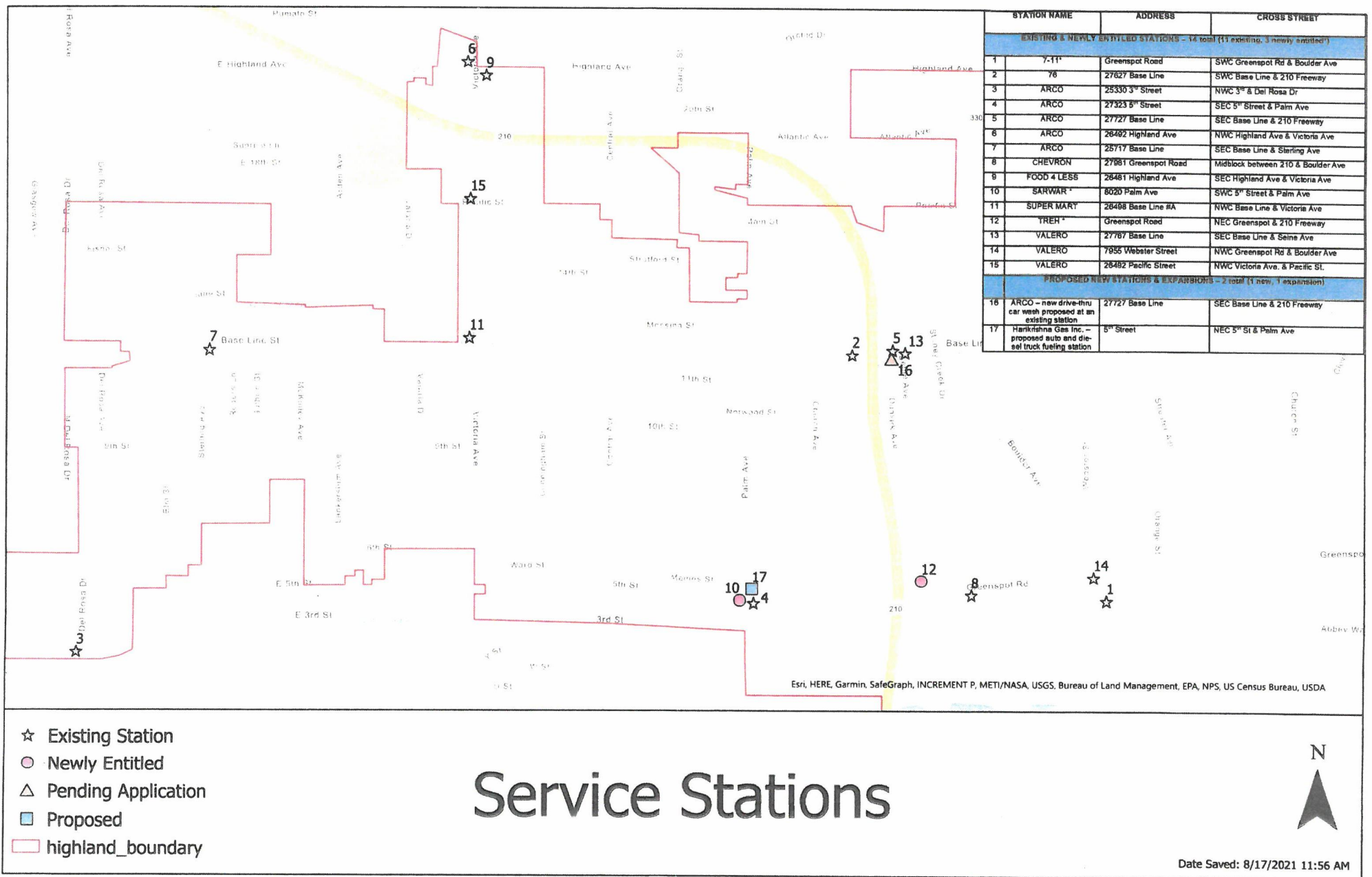
ABSENT: None

ABSTAIN: None

and do hereby further certify that Urgency Ordinance Number 449 has been published.

Betty Hughes, MMC
City Clerk

ATTACHMENT 2
Service Station Inventory Map



ATTACHMENT 3

Urgency Ordinance Extending the Moratorium

URGENCY ORDINANCE NO. _____

**AN INTERIM URGENCY ORDINANCE OF THE CITY OF HIGHLAND,
CALIFORNIA ENACTED PURSUANT TO GOVERNMENT CODE SECTION 65858
EXTENDING FOR AN ADDITIONAL 10 MONTHS AND 15 DAYS, THROUGH
AUGUST 23, 2022, AN EXISTING MORATORIUM ON THE APPROVAL OF
APPLICATIONS FOR LAND USE ENTITLEMENTS FOR NEW SERVICE STATION
USES OR THE EXPANSION IN THE NUMBER OF PUMPS OF EXISTING SERVICE
STATION USES IN THE CITY OF HIGHLAND, DECLARING THE URGENCY
THEREOF AND MAKING A DETERMINATION OF EXEMPTION UNDER THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES
HEREBY ORDAIN AS FOLLOWS:

Section 1. Purpose, Findings, and Intent.

A. Service stations are currently permitted within the City's Commercial and Employment Districts subject to approval of a land use entitlement permit and conformance with development standards established in Highland Municipal Code Section 16.44.200 (Service stations).

B. There are currently thirteen (13) service stations in Highland and an additional two (2) stations with approved Conditional Use Permits which have not yet applied for building permits.

C. A disproportionate amount of the City's existing and entitled service stations are concentrated along two corridors, Base Line and Greenspot Road/5th Street. Five stations are located along the Base Line corridor. Five (5) existing stations, and one (1) entitled station are located along Greenspot Road/5th Street corridor.

D. On January 13, 2021, the City also received a Design Review Application to expand an existing station on Base Line with the addition of a car wash at the southwest corner of Base Line and the 210 Freeway. This project is scheduled for Public Hearing by the Planning Commission on September 21, 2021.

E. The City received a Pre-Application for a service station at the northeast corner of 5th Street and Palm Avenue to include gasoline, high-speed diesel fueling, electric vehicle charging stations, a quick service restaurant, convenience market, and car wash. Staff provided comments on the preliminary plan, but a formal entitlement application has not yet been received.

F. The existing location and concentration of service stations in the City mean that drivers need only drive several minutes in order to reach most existing service stations in the City. Applications for additional service stations continue to be submitted to the City despite the already high concentration of service stations in the City and declining demand.

G. Vehicle technology is rapidly evolving such that reliance on gas is steadily declining. On September 23, 2020, Governor Newsom issued Executive Order N-79-20 to require that, by 2035, all new cars and passenger trucks sold in California be zero-emission vehicles. The order also directs the state to take more actions to address oil extraction and move the state further away from its reliance on climate change-causing fossil fuels. Additional measures will be taken to eliminate harmful emissions from the transportation sector.

H. The declining demand for gasoline may increase competition amongst existing service stations such that closures may occur over time. Due to their propensity to become brownfield sites, service stations require remediation for potential ground contamination prior to redevelopment. Closed sites may be abandoned and left unused for long periods of time and the removal of contaminants may present health risks for neighboring communities and sensitive receptors. This could result in blight and dangerous conditions throughout the City, threatening public health, safety and welfare. The City wishes to assess the appropriate concentration and locations of service stations given declining demand.

I. The City Council finds and determines that there is an immediate threat to the public health, safety, or welfare, and that new and expanded service station uses within the City, under the City's current regulations, constitutes a threat to the public health, safety or welfare. As described in this Section 1, the staff report accompanying this Interim Urgency Ordinance, and other evidence in the record, such continued service station development in the City could threaten the health, safety and welfare of the community through negative impacts that include, but are not limited to, increased police service, contaminant exposure, and police protection services. To preserve the public health, safety, and welfare, the City Council finds that it is necessary that this Interim Urgency be adopted to prevent such harm.

J. On August 24, 2021, the City Council approved Interim Urgency Ordinance No. 449, which imposed an initial 45-day moratorium on the approval of applications for land use entitlements for new service station uses or the expansion in the number of pumps of existing service station uses during the pendency of the City's review and adoption of permanent regulations governing service stations. The initial 45-day moratorium is scheduled to expire on October 8, 2021.

K. The City Council continues to believe that the time provided by the moratorium will allow for a comprehensive analysis on how to manage and reduce the impact of additional service stations in the City, or if additional service stations or the expansion of existing service stations should be permitted. During the extended period of the moratorium, the City will continue to analyze their potential impacts on the public health such as the potential for contaminant exposure near sensitive receptors and residential areas; impacts on public safety related to the provision of police services to service stations; and impacts on the public welfare due to the disproportionate concentration of service stations in certain areas of the City and potential for blight in connection with declining demand for gas. The City Council finds that these studies will help the Council and the City's Planning Department determine how best to prevent impacts to the public health, safety and welfare. The City Council further finds that this extension will allow time to evaluate the General Plan, the Development Code, and the Zoning map and develop appropriate regulations and/or appropriate zones for service stations in the City to achieve a reasonable level of assurance that there will not be serious negative impacts to the

overall community and ensure positive outcomes for the City's residents, business community, property owners, and developers.

L. Based on the foregoing, the City Council ultimately finds that if the City fails to extend the moratorium adopted pursuant to Interim Urgency Ordinance No. 449, then new service stations may be allowed to develop within the City or be redeveloped or expanded within the City that do not reflect the demand for such services, are incompatible with neighboring residential areas and sensitive receptors, and exacerbate existing public safety issues at service stations. Therefore, a current and immediate threat to the public safety, health and welfare remains in existence.

M. A written report describing the measures taken to alleviate the conditions which led to the adoption of the aforementioned Interim Urgency Ordinance was issued by the City Council on September 14, 2021, which was at least ten (10) days prior to the expiration of the Interim Urgency Ordinance on October 8, 2021, in compliance with State law.

N. Pursuant to Government Code Sections 65858 and 65090, the City Council conducted a duly noticed public hearing on September 28, 2021, at which time the City Council considered this Interim Urgency Ordinance to extend the existing 45-day moratorium on the establishment or expansion of service stations for an additional 10 months and 15 days.

O. All legal prerequisites to the adoption of this Ordinance have occurred.

Section 2. Authority.

Pursuant to Government Code Section 65858, the City Council may adopt, as an urgency measure, an interim ordinance that prohibits any uses that may be in conflict with a contemplated zoning proposal that the City Council is considering, studying, or intends to study within a reasonable period of time. The City Council may also extend a moratorium adopted pursuant to such an interim ordinance for up to 10 months and 15 days, and subsequently for up to one year, pursuant to Government Code Section 65858(a).

Section 3. Urgency Findings.

The City Council finds and determines that there is an immediate threat to the public health, safety, or welfare, and that new and expanded service station uses within the City, under the City's current regulations, constitutes a threat to the public health, safety or welfare. As described in Section 1, the staff report accompanying this Interim Urgency Ordinance, and other evidence in the record, such continued service station development in the City could threaten the health, safety and welfare of the community through negative impacts that include, but are not limited to, public safety, contaminant exposure, and police protection services. To preserve the public health, safety, and welfare, the City Council finds that it is necessary that this Interim Urgency Ordinance to extend the current moratorium on service stations take effect immediately pursuant to Government Code Sections 65858, 36934, and 36937 to prevent such harm

Section 4. Moratorium Extended. In accordance with Government Code Section 65858(a), and pursuant to the findings stated herein, the City Council hereby: (1) declares that the findings and determinations in Sections 1 through 3 are true and correct; (2) finds that there

exists a current and immediate threat to the public health, safety, and welfare requiring this interim urgency ordinance; (3) finds that this Ordinance is necessary for the immediate preservation of the public peace, health, and safety as set forth herein; and (4) extends the existing moratorium on the approval of land use entitlements for new service station uses or the expansion of the number of pumps of existing service station uses for the immediate preservation of the public health, safety, and welfare as set forth below:

A. This Ordinance shall expire, and its standards and requirements shall terminate, on and through August 23, 2022 unless further extended by the City Council at a regularly noticed public hearing, pursuant to Government Code Section 65858.

B. Notwithstanding any other ordinance or provision of the Highland Municipal Code or any Specific Plan, after August 24, 2021, no preliminary application shall be accepted for processing or approving a new service station, or for expanding additional fueling pumps at existing service stations. Projects for a new service station or for expanding additional fueling pumps at existing stations that have submitted preliminary applications prior to August 24, 2021 may submit formal applications during the pendency of this Interim Urgency Ordinance.

C. Nothing contained in this Interim Urgency Ordinance shall preclude the improvement, renovation, or demolition of an existing service station, provided that such development otherwise conforms to applicable law and does not result in an increase to the number of gas pumping facilities.

D. For the purposes of this Interim Urgency Ordinance, the term “service station” shall be limited to a retail business selling gasoline or other motor vehicle fuels derived from fossil fuels.

Section 5. Special Conditional Use Permit.

A. Notwithstanding any other provision of this Interim Urgency Ordinance, the City may accept, process and approve applications for special conditional use permits for development or use of property otherwise subject to this Interim Ordinance, if the City Council finds, after receipt of a recommendation from the Planning Commission, that an owner of property subject to the moratorium imposed by this Interim Urgency Ordinance will be deprived of all economically viable use of his or her land unless the property owner is allowed to develop or use the property for a service station, or that the law of California or of the United States otherwise requires the City to approve an application for a permit or an entitlement for the development or use. The special conditional use permit provided by the Section shall be an available entitlement process and permit for a property owner affected by the moratorium whether or not a conditional use permit would otherwise be required by the Highland Municipal Code. A special conditional use permit submitted pursuant to this Section shall be processed in accordance with the Highland Municipal Code, except that the City Council shall serve as the final decision-making body, which shall make the additional findings required by this Section prior to approving the special conditional use permit.

Section 6. CEQA. The City Council hereby finds that it can be seen with certainty that there is no possibility that the adoption of this Interim Urgency Ordinance may have a

significant effect on the environment, because the Interim Urgency Ordinance will establish a temporary moratorium on approvals of applications for service station uses in the City in order to protect the public health, safety and general welfare, and will thereby serve to avoid potentially significant adverse environmental impacts during the term of the moratorium. It is therefore not subject to the California Environmental Quality Act review pursuant to Title 14, Chapter 3, Section 15061(b)(3) of the California Code of Regulations.

Section 7. Severability. If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance, is for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 8. Savings Clause Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

Section 9. Effective Date; Approval and Extension of Ordinance.

This Interim Urgency Ordinance, being adopted as an urgency measure for the immediate protection of the public safety, health, and general welfare, containing a declaration of the facts constituting the urgency, and passed by a minimum four-fifths (4/5) vote of the City Council, shall take effect immediately upon its adoption and shall continue in effect for a period of not longer than ten months and fifteen days. After notice pursuant to Government Code Section 65090 and a public hearing, the City Council may extend the effectiveness of this Urgency Ordinance as provided in Government Code Section 65858.

Section 10. Term

This Interim Urgency Ordinance shall take effect concurrent with the expiration of Urgency Ordinance No. 449 at midnight on October 8, 2021, and shall remain in effect for a period of ten (10) months, fifteen (15) days, through and including August 23, 2022, in accordance with California Government Code Section 65858

PASSED, APPROVED AND ADOPTED this 28th day of September, 2021.

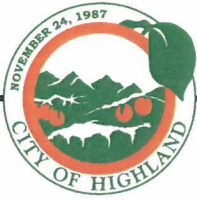
Penny Lilburn
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:

Maricela Marroquin
City Attorney



STAFF REPORT

TO THE CITY COUNCIL

DATE: September 28, 2021

FROM: Joseph Hughes, City Manager

REVIEWED BY: Lawrence Mainez, Community Development Director, 
and Kim Stater, Assistant Community Development Director 

PREPARED BY: Angela Aguilar, Assistant Planner 

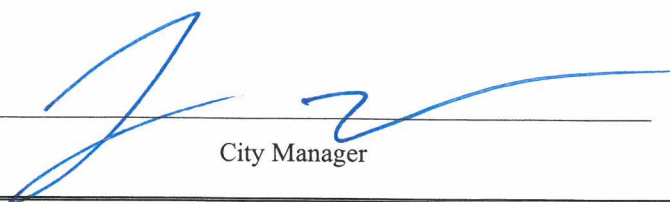
SUBJECT: A request for a Special Event Permit (SEP-21-005) by Immanuel Baptist Church for its annual Harvest Festival on Sunday, October 31, 2021.

APPLICANT: Immanuel Baptist Church

RECOMMENDATION: Staff recommends the City Council approve SEP-21-005, authorizing the one-day annual Harvest Festival at Immanuel Baptist Church facilities subject to the conditions of approval.

FISCAL IMPACT: The City Council has adopted a policy whereby no fee will be collected for a Special Event Permit. The cost to the City is time and materials for preparation of the Staff Report and advertisement. The City's Police Department identified a cost of \$6,647.60 for required services and the City's Fire Marshal identified a total cost of \$142.30 to cover fire permits. The total cost of \$6,789.90 will need to be paid by the Applicant prior to the Event.

PUBLIC NOTICE: No public notice is required prior to the City Council taking action on this matter. However, the City Clerk posted an Agenda on the City's Website and posted a copy at the City's three designated posting sites, as required by the City Council Resolution.

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

PROJECT DESCRIPTION: Immanuel Baptist Church is seeking approval of its annual Harvest Festival. The Church has held this Event for many years with extensive community participation. Consistent with provisions contained in the City of Highland Municipal Code Section 16.08.130.B; any Special Event anticipated accommodating 2,500 or more person at any given time requires City Council approval for issuance of a Special Event Permit.

The Festival is scheduled to be held on Sunday, October 31, 2021 from 5:00 PM to 8:00 PM. It is anticipated the Event will draw 5,000 – 6,000 people. Activities for the Festival would include sixty (60) game booths staffed by Church members, food vendors and live entertainment. Additionally, this year there will be 40-60 vehicles for “trunk or treat” located in the parking lot beside the ball fields (see attachment 2). A volunteer security team will provide parking assistance and security on site. Additional security and traffic supervision will be provided by the Highland Police including seven (7) deputies, one (1) service specialist and one (1) sergeant as conditioned by Lieutenant Matt Yost. All other related equipment and services such as lighting and sound accessories, restroom facilities and trash collection will be provided for the Event by Immanuel Baptist Church. The Special Event Permit Application has been circulated to all the City’s Departments for comments and Conditions, if necessary and appropriate.

The current San Bernardino County COVID guidelines permit public gatherings of this type and size. Planning Division Conditions of Approval No. 12 requires the Applicant to remain aware of public health orders and follow all COVID protocols.

Attachment: 1. Immanuel Baptist Church event proposal letter dated August 17, 2021
2. Event Site Plan
3. Conditions of Approval

Attachment 1



IMMANUEL
BAPTIST CHURCH

August 17, 2021

City of Highland
27215 Base Line
Highland, CA 92346

Dear City Council,

This letter comes to you as the permit request for our annual Harvest Festival scheduled for Sunday, October 31, 2021 at 5:00pm-8:00pm. Our event will take place on our softball fields and south parking lot.

The service will include four inflatables (i.e slide and bounce house), approximately 60 game booths, food vendors, and live music. Services for this event exclude motorized carnival rides. Additionally, there will be 40-60 vehicles for trunk or treat in the parking lot beside the ball fields (please see attached map).

We anticipate 5,000-6,000 people at this event over a period of 3 hours. We expect many people to come for a little while and then move on. Cars will be parked in the standard parking that exists on our property. A security company will be providing general security on the campus and may perform a bag check at the entrance to the fields. In addition, a volunteer security team will provide parking assistance and security on site. First aid, and a fire truck, if available thru the City, will be on site for this event in case of an emergency as in past years. Lighting will be supplied by diesel-powered generator lighting towers and our work lights placed throughout the Harvest Festival site. Trash will be collected and disposed of via a Burrtec dumpster on site. Recyclable bottles and cans will be taken to a recycling center within the City of Highland. Restroom facilities will include eight portable toilets, two of which are handicap accessible, two with hand washing sinks, and two hand washing stations. Hand sanitizing dispensers will be provided thru out the event.

We will be monitoring State and County guidance for Churches and outdoor events for social distancing and provide safety signage. We will meet other requirements for Covid 19 health precautions, as needed. Thank you for the years of cooperation you have given us as we seek to serve the citizens of the City of Highland. Please find the attached special event permit application and an event site plan. If you have any questions, please feel free to contact me.

Sincerely,

Ashley Culpepper
Director of Missions & Outreach



Attachment 2

S

HFD (if present)

Attachment 3



CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346
Telephone - (909)864-8732 FAX - (909)862-3180

Project Planner: Angela Aguilar
Request for Comments: August 19, 2021
Comments Due: September 23, 2020

PROJECT:	SEP 21-005
DESCRIPTION:	Immanuel Baptist Church Annual harvest festival with game booths, stage, live entertainment, petting zoo, food and carnival rides. Attendance 5,000 – 6,000 people.
LOCATION:	28355 Base Line
EVENT DATE & TIME	Sunday, October 31, 2021, 5 pm – 8:30 pm

This Application has been filed with the Community Development Department's, Planning Division. Please review the attached information and return this sheet with your comments and/or recommendations. **IF WE RECEIVE NO COMMENTS BY THE ABOVE REFERENCED DUE DATE, THEN WE WILL ASSUME YOU HAVE NO CONCERNS.** You need not return the attachments.

POLICE COMMENT

Determination

- ☐ Approval *without* comments/conditions
☒ Approval *with* comments/conditions listed below
☐ Denied, reason listed below

EVENT SECURITY
/POLICE RESPONSE:

SUPERVISION:

1 SERGEANT

Fee's

Supervision	\$821.70
Security/Police	\$
Traffic	\$5,1825.90
Grand Total	\$647.60

TRAFFIC ENFORCEMENT:

7 DEPUTIES

1 SERVICE SPECIALIST

Other comments:

CITIZEN ON PATROL AND EXPLORERS WILL SUPPLEMENT

TRAFFIC ENFORCEMENT FOR NO FEES

APPROVED BY: [Signature]

ANY FEES REQUIRED WILL BE PAID AT CITY HALL.

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: September 16, 2021
Applicant: Immanuel Baptist Church – Applicant
File/Index: Special Event Permit (SEP-21-005)
Proposal: Annual Harvest Festival
Location: 28355 Base Line

PLANNING CONDITIONS OF APPROVAL

Note: These conditions represent Planning Division conditions only and are meant to be only one part of the project's overall conditions that may include Engineering, Fire Department and Building and Safety. All required on-site and off-site conditions shall be completed prior to the event date, except where noted.

Special Event Permit No. 21-005 is approved, subject to compliance with the conditions of approval contained herein. The conditions of approval listed below are continuing conditions; failure of the Applicant and/or operator to comply with any/all conditions at any time, shall result in initiating revocation of the subject permit.

General

1. This Special Event Permit approval shall become null and void:
 - a. Unless all conditions have been complied with and authorized by Special Event Permit No. 21-005 has occurred.
2. The subject event shall be in compliance with the approved plans on file with the City of Highland Planning Division and shall be in compliance with all conditions of approval contained herein.
 - a. The Site Plan is included as Exhibit "A".
3. Revisions, modifications, and/or deletions to the approved plans must be submitted to the Planning Division for review and approval prior to the event date.
4. Times of said event is as follows:
 - a. Sunday, October 31, 2021 from 5:00 PM – 8:00 PM
5. In compliance with the Highland Municipal Code, the Applicant/Owner shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, which seeks to attack, set aside, challenge, void, or annul an approval of the City Council, Planning Commission, or other decision-making body, including staff, concerning this project. The City may, at its sole discretion,

participate at its own expense in the defense of any such action but such participation shall not relieve the Applicant/Owner of his/her obligations under this condition.

6. The recorded owner of the property shall submit to the Planning Division written evidence of agreement with all conditions of this approval before the approval becomes effective.
7. The owner/applicant is responsible for implementing all conditions of approval to the satisfaction of the Community Development Director, City Engineer, Fire Department, Public Services, Public Works, and Police Department. Final clearances shall not be given until all conditions are met. Each condition of approval is separately enforced, and if one of the conditions of approval is found to be invalid by a court of law, all the other conditions shall remain valid and enforceable.
8. All Ordinances, Policy Resolutions, and Standards of the City in effect at the time this project is approved shall be complied with as a condition of this approval.
9. The applicant shall comply with all Federal, State, and Local laws.
10. No intensification of use event scope and nature described in the application (i.e., SEP-21-005, which would tend to increase the projected scale of the event, shall be permitted except upon application for, and approval of, modification of this permit in compliance with all procedures and requirements therefore.
11. (NS) If sheriff personnel are required to stay over the time suggested on the attached comment sheet the applicant will be responsible for paying additional fees pertaining to the overtime. Overtime fee's will need to be paid within forty-eight (48) hours of the event end date and time to the City of Highland.
12. **(NS) The Applicant shall comply with all Federal, State, and Local laws, including, but not limited to the most current Covid-19 guidelines.**

Signage

13. Event signage shall be in compliance with Chapter 16.56 of the Highland Municipal Code and shall be reviewed and approved under a separate application prior to installation. All signage shall be consistent with the type allowed within the zone and, as conditioned, the tenant space shall not be marked in an exaggerated manner and no banners or streamers shall be strung on the property. Any signage that creates a potential distraction to motor vehicle operations shall be prohibited.
14. All signs and sign structures shall be located outside of the public right-of-way.

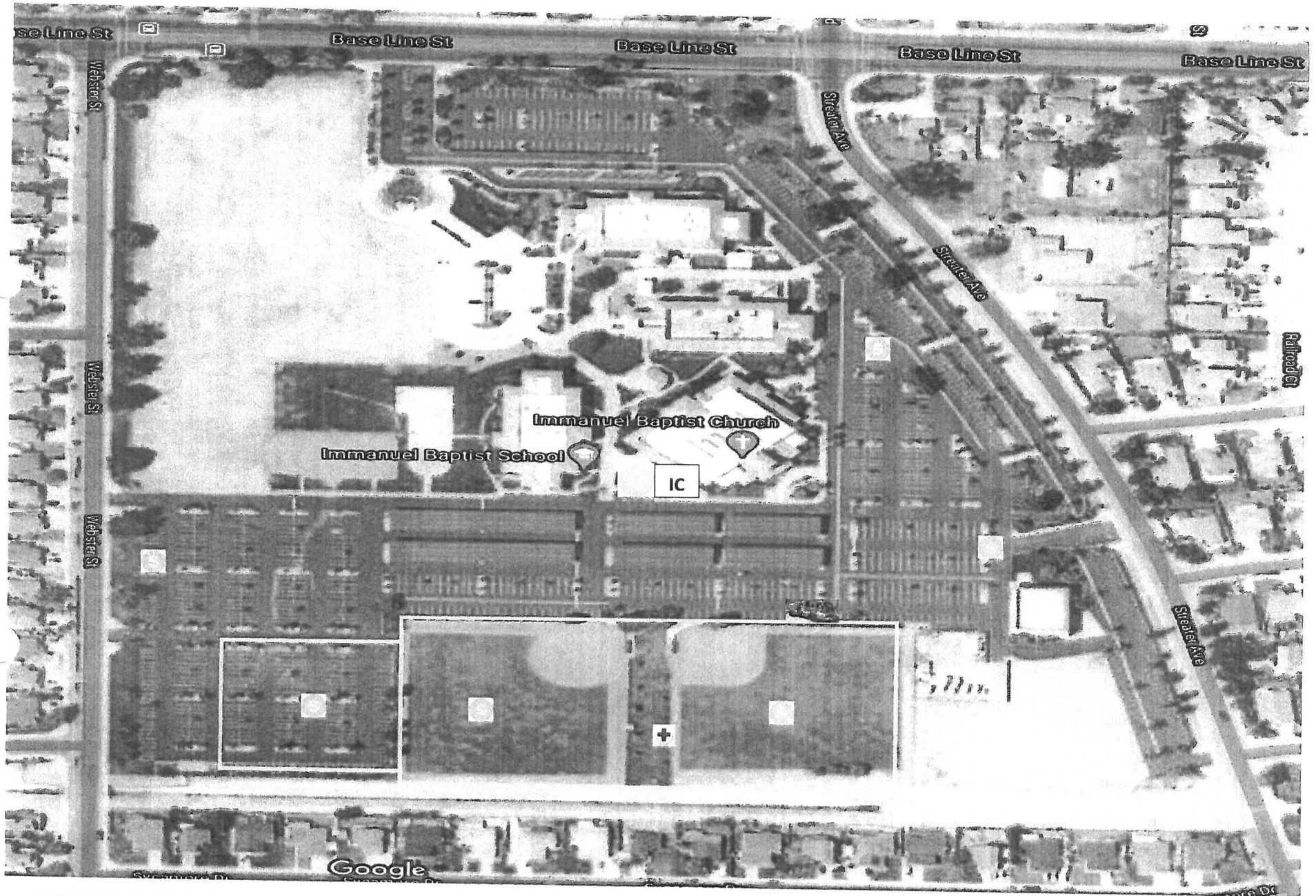
Maintenance

15. All trash, litter, debris, etc. that may be generated outside of the property (off-site) by the participants and organizer of the event shall be the responsibility of the applicant or property owner.

Exhibit "A"

Site Plan

IMMANUEL BAPTIST CHURCH, HARVEST FESTIVAL, OCT. 31, 2021, 5 – 8PM



HF Event Area



FIRST AID

SECURITY will patrol fields, parking areas, and buildings



HFD (if present)



City of Highland, **FIRE PREVENTION DIVISION**, Conditions of Approval.

DATE : August 23, 2021

Page 1 of 2

APPLICANT : Immanuel Baptist Church

ADDRESS : 28355 Baseline

SITE LOCATION: Immanuel Baptist Church Annual Harvest Festival

FILE / INDEX No.: SEP 21-005

A tiered level of mitigation options has been developed and listed below are the systems and/or modifications required for your project. Compliance with the following items is a condition of Fire Department approval of the event.

These conditions are required as acceptable solutions to the adverse fire conditions impacting firefighting and emergency operations accompanying the site/area and/or event. They will either assist in detection and extinguishment of the fire and/or facilitate the anticipated emergency operations.

This project is protected by the City of Highland Fire Department / Cal-Fire / California Department of Forestry and Fire Protection.

For event approval, the applicant shall comply with the currently adopted California Fire Code and all applicable appendices, statutes, codes, ordinances, standards and policies of the City of Highland Fire Prevention Division / Fire Department.

The following are general tent / air supported structure & outdoor fair & carnival requirements. For specific or detailed requirements, refer to California Fire Code & CCR T-19. The more restrictive shall apply.

1. No vehicle or internal combustion powered equipment shall be parked or located less than one hundred feet from any tent. Vehicles or other internal combustion engines necessary for the operation of the establishment and/or event, and with prior approval by the City Fire Marshal, may be parked or located less than one hundred feet from a tent or combustible structure. Said equipment and/or vehicles, shall not be located less than twenty (20) feet from same. This includes the display of motor vehicles for car shows and competitions. (CFC, CCR T-19)
2. A California State Fire Marshal flame-retardant certificate must accompany this application (CCR T-19), if tent and/or air supported structures are used.
3. "NO SMOKING" signs with block letters at least five inches in height shall be conspicuously posted in all fire hazard areas and inside tent structures. (CCR T-19)



Intra-office Memorandum

City of Highland

DATE: August 23, 2021

TO: Angela Aguilar, Planning Tech II

FROM: Carlos Florez, Public Services Coordinator

CC: Melissa Morgan, Public Services Manager

SUBJECT: SPECIAL EVENT PERMIT ISSUANCE CLEARANCE FORM (SEP016-013)
IMMANUEL BAPTIST CHURCH HARVEST FESTIVAL

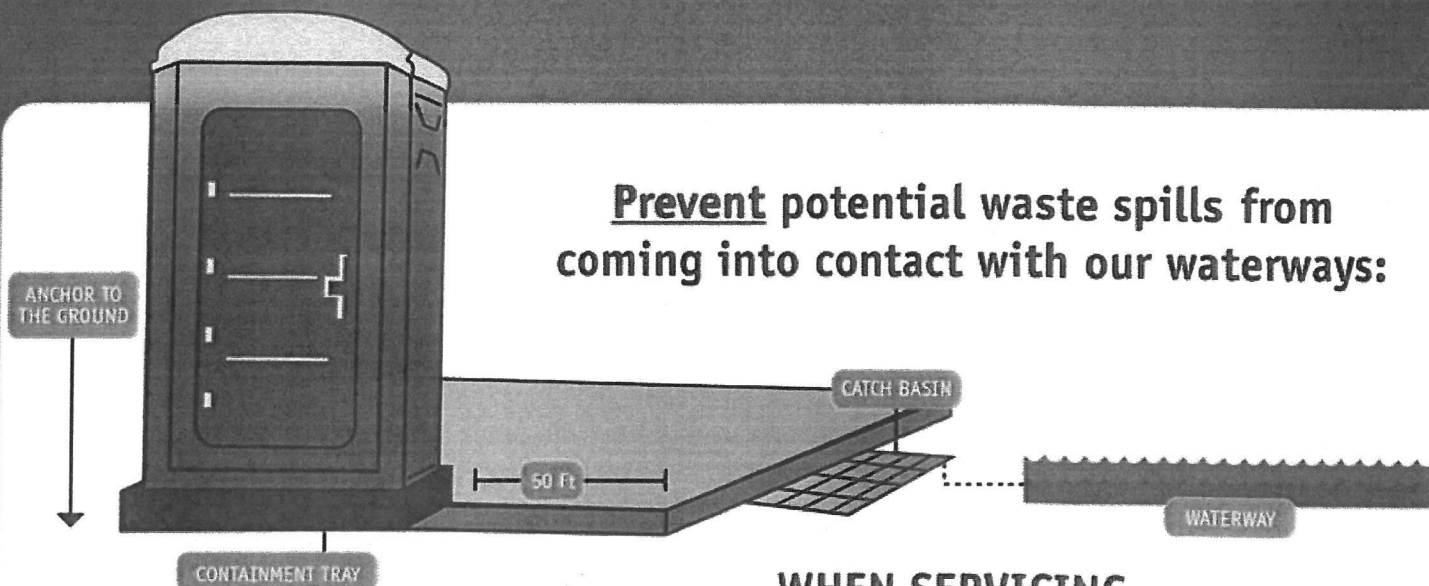
The Public Services Division will approve this Special Event Permit with the following conditions:

- 1. Stabilize Dirt Parking Area:** Ensure that the dirt area on the property used for parking is stabilized and there is no tracking onto the Street. Frequent maintenance may need to be performed to ensure there is no tracking.
- 2. Portable Toilets:** Please be sure that all portable toilets on site are equipped with a containment tray throughout the duration of the event. Provide the Portable Toilet Business flyer (attached) to the company you have selected for further suggestions on how to prevent potential spills when delivering or servicing the portable toilets during this event.
- 3. Pony Ride/Petting Zoo:** Please ensure that all animal waste is picked up and properly disposed of at the end of the event. Any storm drain catch basin(s) located within 50 feet of the pony ride/petting zoo must be protected throughout the duration of the event.
- 4. Food/Beverage:** If plastic bottles and aluminum cans are available during this event there must be recycling opportunities onsite. Public Services staff has provided Cheryl Johnson with 20 permanent portable recycling containers for the church's use. Please provide proof of recycling within 10 business days. If there is food available during this event there must be organic recycling opportunities onsite for the food vendors. There must be one recycling and organic container next to each trash receptacle throughout the duration of the event.

Should you have any questions, please feel free to give me a call 909-864-8732 ext. 271

PORTABLE TOILET BUSINESSES

Prevent potential waste spills from coming into contact with our waterways:



WHEN DELIVERING

- ✓ Site Portable Toilets at least 50 feet away from a catch basin or waterway.
- ✓ In high wind areas, secure the Portable Toilets by anchoring the unit securely to the ground.
- ✓ Equip Portable Toilets with a containment tray to prevent accidental overflow.

! When there is potential for greater than normal usage, **remind** your clients to **request additional units** or **adjust the service schedule** to ensure sanitary conditions and **prevent overflow**.

WHEN SERVICING

- ✓ On the service vehicle:
 - Maintain the condition of all hoses, couplings, tanks, and equipment to prevent leaks or spills.
 - Properly store and handle potential contaminants (Portable Toilet waste, disinfectants, oils, detergents etc.) to prevent any spills or discharges from entering the street, gutter or catch basin.
- ✓ When rinsing or washing Portable Toilets, ensure that all waste water is captured in the containment tray to prevent waste water from entering the street, gutter or catch basin.
- ✓ Upon completion of the cleaning process, pump the captured water into the service vehicle.

WHAT IS STORMWATER POLLUTION?

Stormwater pollution is created when bacteria, organic matter, disinfectants, and suspended solids are transported by water or wind into the catch basins and storm drain system. The untreated urban runoff then flows directly into our lakes and rivers contaminating our communities with high levels of bacteria, posing a threat to public health and wildlife.

**THANK YOU FOR BEING A RESPONSIBLE BUSINESS AND HELPING TO KEEP
SAN BERNARDINO COUNTY CLEAN AND HEALTHY!**

In the event of a spill or discharge to a storm drain or waterway, contact San Bernardino County Stormwater immediately: **(877) WASTE18 | sbcountystormwater.org/report**

To dispose of hazardous waste call the San Bernardino County Fire Dept. - CUPA Program **(909) 386-8401**

sbcountystormwater.org



Big Bear • Chino • Chino Hills • Colton • Fontana • Grand Terrace • Highland • Loma Linda • Montclair • Ontario • Rancho Cucamonga • Redlands • Rialto • San Bernardino • San Bernardino County • San Bernardino County Flood Control District • Upland • Yucaipa

CITY OF HIGHLAND
BUILDING AND SAFETY REQUIREMENTS FOR SPECIAL EVENTS

Date: August 30, 2021

Applicant: Immanuel Baptist Church Annual Harvest Festival

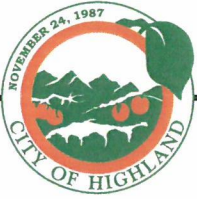
Site Location: 28355 Base Line

Event Date: Sunday, October 31, 2021 5:00 pm – 8:30 pm

SEP: 21-005

Conditions of Approval

1. Temporary restroom facilities if provided and where clustered shall provide 5% accessible, but not fewer than one, portable toilet for each cluster.
2. Use of Ezee-Up type awnings are to be secured to prevent overturning.
 - A. All tent type shade covers greater than 400 sq. ft. shall first obtain permission from the Building Official and Fire Marshall.
3. Parking areas shall include Accessible spaces and paths of travel to event.
4. Portable lighting or electrical: Temporary electrical shall be installed in accordance with the current edition of the California Electric Code.
 - A. Portable generators shall be grounded.
 - B. All electric cords shall be protected from becoming tripping or fire hazards. Bridging must be provided for wheel chairs.
 - C. All extension cords shall be minimum 10 gauge heavy duty rated, and be protected from vehicular and foot traffic.
 - D. Overhead cords are to be rated for such use and must not hang lower than (10) ten feet above surrounding walking surfaces and (18) eighteen feet above fire lanes.
 - E. Portable or festoon lighting must be approved by the Building Official prior to installation. Festoon Lighting conductors smaller than No.12 must be supported by messenger wires. 225.6(B)
5. Any food service providers are to be properly licensed.
6. Trash and waste containers shall be provided. At the conclusion of the event, the entire site shall be cleaned of all trash, debris and signage.



STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: September 28, 2021

FROM: Joseph Hughes, City Manager

REVIEWED BY: Lawrence Mainez, Community Development Director, *LM*
and Kim Stater, Assistant Community Development Director *KS*

PREPARED BY: Angela Aguilar, Assistant Planner *AA*

SUBJECT: A Special Event Permit (SEP 21-006) by Highland Area Chamber of Commerce for the first annual Discover Highland 5k and 10k Community Run and request for co-sponsorship.

APPLICANT: Highland Area Chamber of Commerce

REPRESENTATIVE: Chris Nielson, Interim Executive Director

RECOMMENDATION: Staff recommends the City Council consider the following actions:

1. Approve the Special Event Permit 21-006 subject to the conditions of approval;
2. Authorize the use of the City Logo for promotional items; and
3. Approve a request by the Highland Area Chamber of Commerce for Co-Sponsorship and waiving of City Police fees and Public Works traffic control fees in the amount of approximately \$9,973.11.

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

FISCAL IMPACT: The City Council has adopted a policy whereby no fee will be collected for processing a Special Event Permit. Application cost to the City is time and materials for preparation of the Staff Report and advertisement. The City's Police Department identified a cost of \$5,947.10 for required services and the City's Public Works traffic control identified a cost of \$4,026. Typically these fees are paid by an Applicant prior to the Event. A waiver of Police services and Public Works traffic control has been requested.

PUBLIC NOTICE: As required by the City Council Resolution, the Agenda was posted at three designated posting locations. In addition, it was posted on the City's Website.

PROJECT DESCRIPTION: The Highland Area Chamber of Commerce is seeking approval of its first Annual Discover Highland 5K & 10K Run. Additionally, they are requesting co-sponsorship for Police Department and Public Works expenses (see attachment 1). The run is scheduled for Saturday, October 9, 2021, from 6:00 A.M. thru 10:00 A.M. The route will begin at Arroyo Verde Elementary School, go north on Church Street, east on Base Line, south on Weaver Street and west on Greenspot Road and north again back to Love Street. The Event is anticipated to draw approximately 200 participants.

The Highland Area Chamber of Commerce was originally seeking assistance to install and remove an event street banner across Base Line. Due to time constraints the Highland Chamber is no longer requiring the assistance of City staff for the installation or removal of the banner.

The current San Bernardino County COVID guidelines permit public gatherings of this type and size. Planning Division Conditions of Approval No. 12 requires the Applicant to remain aware of public health orders and follow all COVID protocols.

Co-sponsorship Request: Highland Area Chamber of Commerce has requested City co-sponsor to help assist with Police Department expenses and Public Works traffic control support fees in the amount of \$9,973.11 (see attachment 3).

The Special Event Permit Application has been circulated to all the City's Departments for comments and Conditions, if necessary and appropriate.

Attachment: 1. Co-sponsorship request letter
2. Site Plan
3. Department Conditions

Attachment 1



.. **HIGHLAND** ..
Area Chamber of Commerce

**Highland Area
Chamber of Commerce
Board of Directors**

Ryan Vollkommer, President
Modern Woodmen Fraternal
Financial

Jan Forrester, Vice President
Redlands Community Hospital
Foundation

Gail Shelton, Chief Financial Officer
Coldwell Banker Kivett-Teeters

Joalene Given, Secretary
Big Mike's Rooter and Plumbing

Chris Marin,
Immediate Past President
Marin Rentals

Jane Bouch, Director
Avon Sales and Recruitment

Virginia Caldera, Director
Brightwater Senior Living

Kari Hill, Director
Redlands Unified School District

Dr. Gerard Sabate, Director
Highland Dental Arts

Jody Scott, Director
Jody Scott Tax & Notary

Kenneth Shoji - Director
San Manuel Band of Mission
Indians

Chris Nielsen
Executive Director

September 13, 2021

City of Highland
27215 Baseline
Highland, CA 92346

Dear City of Highland Staff and Council Members:

This letter serves as the permit request for the first Discover Highland 5K and 10K Run, sponsored by The Highland Area Chamber of Commerce, to be held on Saturday, October 9, 2021.

We anticipate approximately 200 runners will participate in this event and all pre-registered participants will receive a commemorative medal and t-shirt for their entrance fees (\$35-5K) (\$45-10K). This is a competitive Run with first, second, and third place awards, and the community at large is encouraged to participate to Go Healthy.

Our presenting sponsor is the San Manuel Band of Mission Indians and the route Start and Finish will be at the Arroyo Verde School on Church Street in Highland. The Route map is attached. Portable rest rooms will be located on the Arroyo Verde School grounds adjacent to parking. Registration will open at 6am and the Run will start at 7am. Sponsors will have the opportunity to set up displays in the Registration area. The 5K Run will travel north on Church, East on Base Line, South on Weaver, West on Greenspot, and north again on Church Street. 10K runners will run the 5K twice. Also attached is the approved application from the Redlands Unified School District for the use of the Arroyo Verde School.

This serves as a Letter of Request for City Co-Sponsorship for the Discover Highland Run. We are requesting the City waive the fee for police services and command center for the event, as well as the necessary funding requested by the City Public Works Department for traffic control support, and to have City personnel display the Run banner across Base Line. Twisted Images is producing the banner. The Chamber has also contracted with Pacific Coast Timing for this event, and they will have personnel onsite to help manage registration, as well as Run timing, to insure this is a professionally produced Run.

While both the Police and Fire Departments will enact plans based on the direction from the City, please know that approximately two months ago, Gail did contact both Departments to place the date on their respective calendars.

Again, the Chamber, its staff, Board, and membership greatly appreciate the City's consideration of this request to co-sponsor this first-time event, and we look forward to making this an annual Run that is enthusiastically embraced by the community.

Sincerely,

Gail M. Shelton, CFO

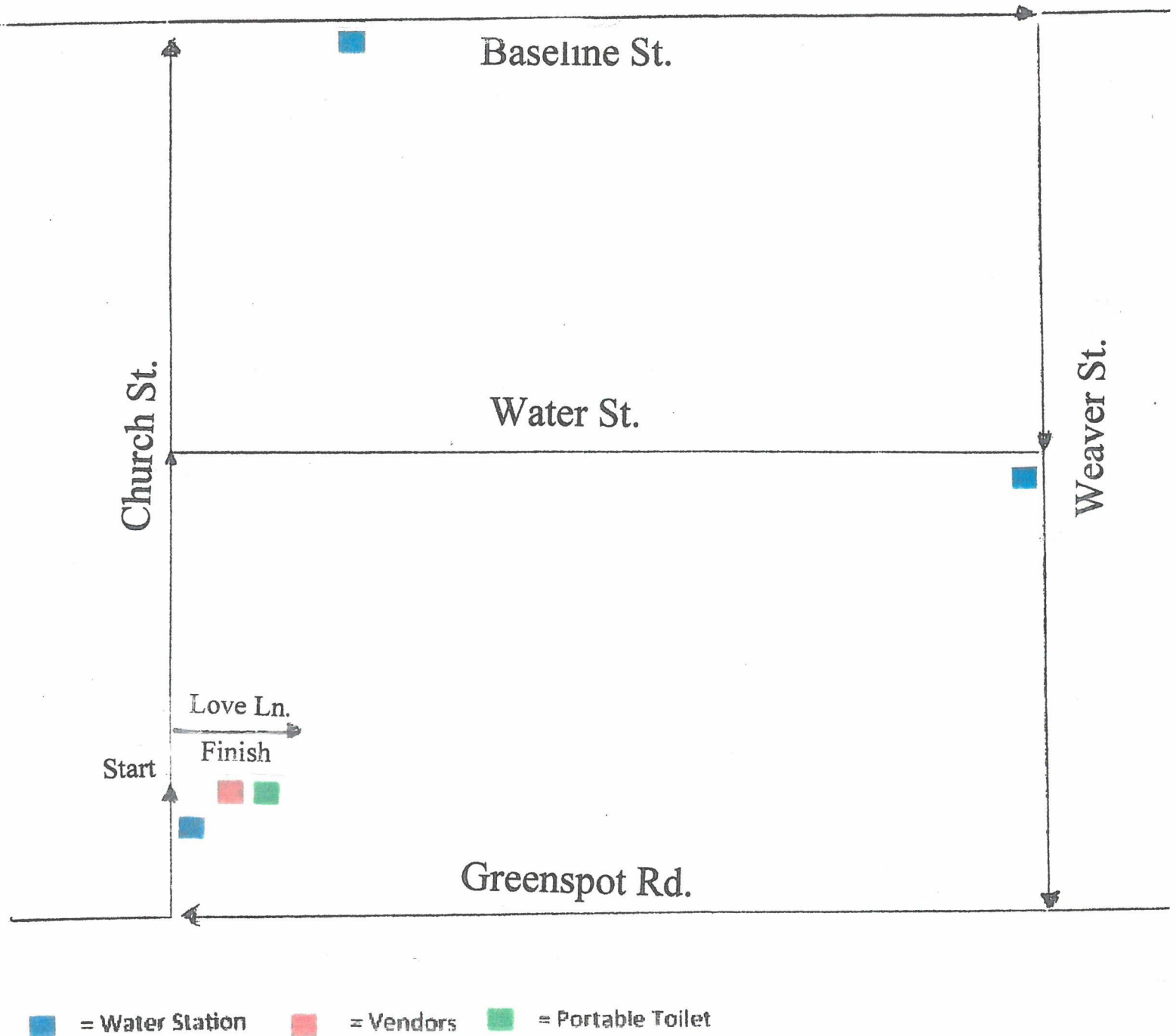
CC: Chris Nielsen, Interim Executive Director

27255 Messina St. P.O. Box 455, Highland, CA 92346 909-864-4073
Tax I.D. No: 33-0470117

Attachment 2

Highland Area Chamber of Commerce

Discover Highland 5K & 10K Run Map



5K Run: Start on Church by Tree Closest to driveway entrance of school, Right on Baseline St., Right on Weaver St., Right on Greenspot Rd, Right on Church St. Right on Love Ln. to Finish.

10K Run: Start same as 5K Run. Do a Second lap of the 5K Run Course. Finish On Love Lane.

Attachment 3

Discover Highland 5K & 10K Run
Public Works Cost Estimate for Services

October 9, 2021

Public Works Pre Event No Parking Posting	Units	Unit Price	Total
Maintenance Worker II - Pre Event Set Up (10-8-21)	3	127	381

Public Works Set up (Saturday 10-9-21) Overtime Rates Apply

Maintenance Worker II (2 @ 3hrs)	6	190.5	1143
Maintenance Worker I (3 @ 3hrs)	6	174	1044
Misc Signs from stock (Detour, road closed, etc.)	From stock - NC		

Public Works Removal (Saturday 10-9-21) Overtime Rates Apply

Maintenance Worker II (2 @ 2hrs)	4.00	190.5	762.00
Maintenance Worker I (2 @ 2hrs)	4.00	174	696.00

\$ 4,026.00



CITY OF HIGHLAND

27215 Base Line, Highland, CA 92346
Telephone - (909)864-8732 FAX - (909)862-3180

Project Planner: Angela Aguilar

Request for Comments: September 13, 2021

Comments Due: **September 20, 2020** – Going to City Council on 9/28 please respond asap

PROJECT:	SEP 21-006
DESCRIPTION:	Discover Highland 5k & 10k run. The run route is the same as the YMCA 2020 run. Approximately 200 runners will participate.
LOCATION:	Staging area at Arroyo Verde Elementary – see attachment
EVENT DATE & TIME	Saturday, October 9, 2021- 6 am – 10 pm

This Application has been filed with the Community Development Department's, Planning Division. Please review the attached information and return this sheet with your comments and/or recommendations. **IF WE RECEIVE NO COMMENTS BY THE ABOVE REFERENCED DUE DATE, THEN WE WILL ASSUME YOU HAVE NO CONCERNS.** You need not return the attachments.

POLICE COMMENT

Determination

- ☐ Approval *without* comments/conditions
- ☒ Approval *with* comments/conditions listed below
- ☐ Denied, reason listed below

EVENT SECURITY /POLICE RESPONSE:

7 DEPUTIES

1 SERVICE SPECIALIST

SUPERVISION:

1 SERGEANT

Fee's

Supervision \$ 903.87
Security/Police \$
Traffic \$ 5013.23
Grand Total **\$ 5,947.10**

TRAFFIC ENFORCEMENT:

13 COP

2 EXPLORERS

Other comments:

APPROVED BY: 

ANY FEES REQUIRED WILL BE PAID AT CITY HALL.

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: September 20, 2021
Applicant: Highland Area Chamber of Commerce – Applicant
File/Index: Special Event Permit (SEP-21-006)
Proposal: Discover Highland Run
Location: Various Streets

PLANNING CONDITIONS OF APPROVAL

Note: These conditions represent Planning Division conditions only and are meant to be only one part of the project's overall conditions that may include Engineering, Fire Department and Building and Safety. All required on-site and off-site conditions shall be completed prior to the event date, except where noted.

Special Event Permit No. 21-006 is approved, subject to compliance with the conditions of approval contained herein. The conditions of approval listed below are continuing conditions; failure of the Applicant and/or operator to comply with any/all conditions at any time, shall result in initiating revocation of the subject permit.

General

1. This Special Event Permit approval shall become null and void:
 - a. Unless all conditions have been complied with and authorized by Special Event Permit No. 21-006 has occurred.
2. The subject event shall be in compliance with the approved plans on file with the City of Highland Planning Division and shall be in compliance with all conditions of approval contained herein.
 - a. The Site Plan is included as Exhibit "A".
3. Revisions, modifications, and/or deletions to the approved plans must be submitted to the Planning Division for review and approval prior to the event date.
4. Times of said event is as follows:
 - a. Saturday, October 9, 2021 6:00 am – 10:00 pm
5. In compliance with the Highland Municipal Code, the Applicant/Owner shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, set aside, challenge, void, or annul an approval of the City Council, Planning Commission, or other decision-making body, including staff, concerning this project. The City may, at its sole discretion, participate at its own expense in

the defense of any such action but such participation shall not relieve the Applicant/Owner of his/her obligations under this condition.

6. The recorded owner of the property shall submit to the Planning Division written evidence of agreement with all conditions of this approval before the approval becomes effective.
7. The owner/applicant is responsible for implementing all conditions of approval to the satisfaction of the Community Development Director, City Engineer, Fire Department, Public Services, Public Works, and Police Department. Final clearances shall not be given until all conditions are met. Each condition of approval is separately enforced, and if one of the conditions of approval is found to be invalid by a court of law, all the other conditions shall remain valid and enforceable.
8. All Ordinances, Policy Resolutions, and Standards of the City in effect at the time this project is approved shall be complied with as a condition of this approval.
9. The applicant shall comply with all Federal, State, and Local laws.
10. No intensification of use event scope and nature described in the application (i.e., SEP-21-006), which would tend to increase the projected scale of the event, shall be permitted except upon application for, and approval of, modification of this permit in compliance with all procedures and requirements therefore.
11. (NS) If sheriff personnel are required to stay over the time suggested on the attached comment sheet the applicant will be responsible for paying additional fees pertaining to the overtime. Overtime fee's will need to be paid within forty-eight (48) hours of the event end date and time to the City of Highland.
12. **(NS) The Applicant shall comply with all Federal, State, and Local laws, including, but not limited to the most current Covid-19 guidelines.**

Signage

13. Event signage shall be in compliance with Chapter 16.56 of the Highland Municipal Code and shall be reviewed and approved under a separate application prior to installation. All signage shall be consistent with the type allowed within the zone and, as conditioned, the tenant space shall not be marked in an exaggerated manner and no banners or streamers shall be strung on the property. Any signage that creates a potential distraction to motor vehicle operations shall be prohibited.
14. All signs and sign structures shall be located outside of the public right-of-way.

Maintenance

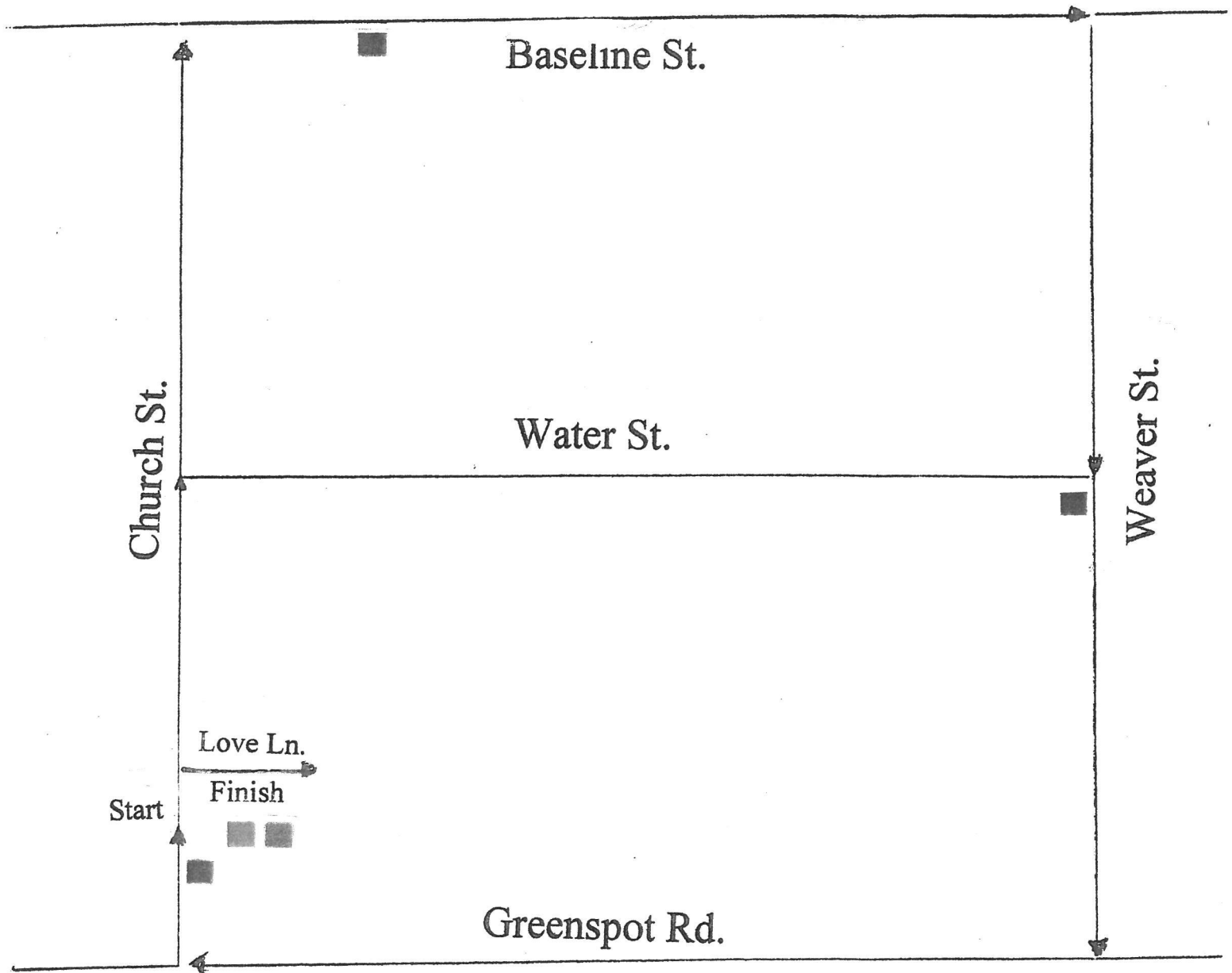
15. All trash, litter, debris, etc. that may be generated by the participants and organizer of the event shall be the responsibility of the applicant or property owner.

Exhibit "A"

Site Plan

Highland Area Chamber of Commerce

Discover Highland 5K & 10K Run Map



■ = Water Station ■ = Vendors ■ = Portable Toilet

5K Run: Start on Church by Tree Closest to driveway entrance of school, Right on Baseline St., Right on Weaver St., Right on Greenspot Rd, Right on Church St. Right on Love Ln. to Finish.

10K Run: Start same as 5K Run. Do a Second lap of the 5K Run Course. Finish On Love Lane.



City of Highland, **FIRE PREVENTION DIVISION**, Conditions of Approval.

DATE : September 20, 2021

Page 1 of 3

APPLICANT : Highland Area Chamber of Commerce

SITE LOCATION: Various streets in East Highland

EVENT TIME & DATE: October 9, 2021 7am – 10am (Set up 5am – Clean up 12pm)

FILE / INDEX No.: SEP 21-006

A tiered level of mitigation options has been developed and listed below are the systems and/or modifications required for your project. Compliance with the following items is a condition of Fire Department approval of the event.

These conditions are required as acceptable solutions to the adverse fire conditions impacting firefighting and emergency operations accompanying the site/area and/or event. They will either assist in detection and extinguishment of the fire and/or facilitate the anticipated emergency operations.

This project is protected by the City of Highland Fire Department / Cal-Fire / California Department of Forestry and Fire Protection.

For event approval, the applicant shall comply with the currently adopted California Fire Code and all applicable appendices, statutes, codes, ordinances, standards and policies of the City of Highland Fire Prevention Division / Fire Department.

The following are general tent / air supported structure & outdoor fair & carnival requirements. For specific or detailed requirements, refer to California Fire Code & CCR T-19. The more restrictive shall apply.

1. No vehicle or internal combustion powered equipment shall be parked or located less than one hundred feet from any tent. Vehicles or other internal combustion engines necessary for the operation of the establishment and/or event, and with prior approval by the City Fire Marshal, may be parked or located less than one hundred feet from a tent or combustible structure. Said equipment and/or vehicles, shall not be located less than twenty (20) feet from same. (CFC, CCR T-19)
2. A California State Fire Marshal flame-retardant certificate must accompany this application (CCR T-19), if tent and/or air supported structures are used.

3. Fire extinguishers and other fire-protection equipment shall be provided as required. (CCR T-19 and CFC).

Minimum rating for fire extinguishers shall be:

2A-10B/C: in tents, canopies, air supported structures, vendor booths, mess halls, power generators, transformers, on fuel fired equipment, and at fuel storage areas.

40-B/C (K-Type): in / at kitchens where operation creates grease laden vapors.

Travel distance to an approved fire extinguisher, on the Mid-way, in tent enclosures and in carnival-faire areas shall not exceed seventy-five (75) feet in any direction, and shall have **"FIRE EXTINGUISHER"** signage denoting location.

One fire extinguisher minimally rated 2A-10BC shall be located **on each side of any stage** and at each cooking site.

4. Electrical and electrical wiring/generator(s) shall be installed per the California Electrical Code, inspected and approved by the Fire Marshal, City Building & Safety Official before the event. Fueling shall not be performed with the engines in operation. Extension cords that are exposed to public traffic shall be secured to prevent a tripping hazard. Cords shall be of the proper gauge, in good repair, and not be affixed to structures, extend thru doorways, windows, or walls. A cord bridge or ramp shall be provided to facilitate wheelchairs.
5. Cooking and heating equipment shall not be allowed within (20) feet of combustible materials, such as canopies and membrane structures. CFC 2404.15.6
6. A plot plan, to scale, showing location of: tent(s); carnival apparatus; power generation equipment; flammable liquid/gas storage; mid-way and/or faire event stalls relative to buildings, property lines, roads, parking and other tents shall be submitted to Fire Marshal's Office for Review and approval seven working days prior to event. A separate sheet shall be used and attached.
7. Emergency fire and rescue access lanes shall be identified on plan. Minimum width for emergency access lanes shall be twenty (20) feet and support a minimum live load for fire apparatus of 75,000 pounds. Emergency access lanes shall be provided, so that any point at event shall not exceed one hundred fifty (150) feet from emergency access road. Emergency access lanes shall remain clear at all times to allow for quick response in the event of an emergency incident. Emergency access shall be maintained in all areas along the race route, especially those streets contained within the 'loop' as shown on the submitted map.

8. Temporary control barriers shall be erected to allow immediate removal for emergency access. Banners and signs attached to fencing shall be secured in place.
9. Provide each Race Marshal, Corner worker and Volunteer, direction on how to report emergency or other requests for assistance to minimize delay in responding.

If you have any questions or concerns regarding the above or wish to discuss other mitigation alternatives contact the City of Highland Fire Prevention.

Craig Sanchez
City of Highland - Fire Prevention
909-864-6861 x 248



Memo

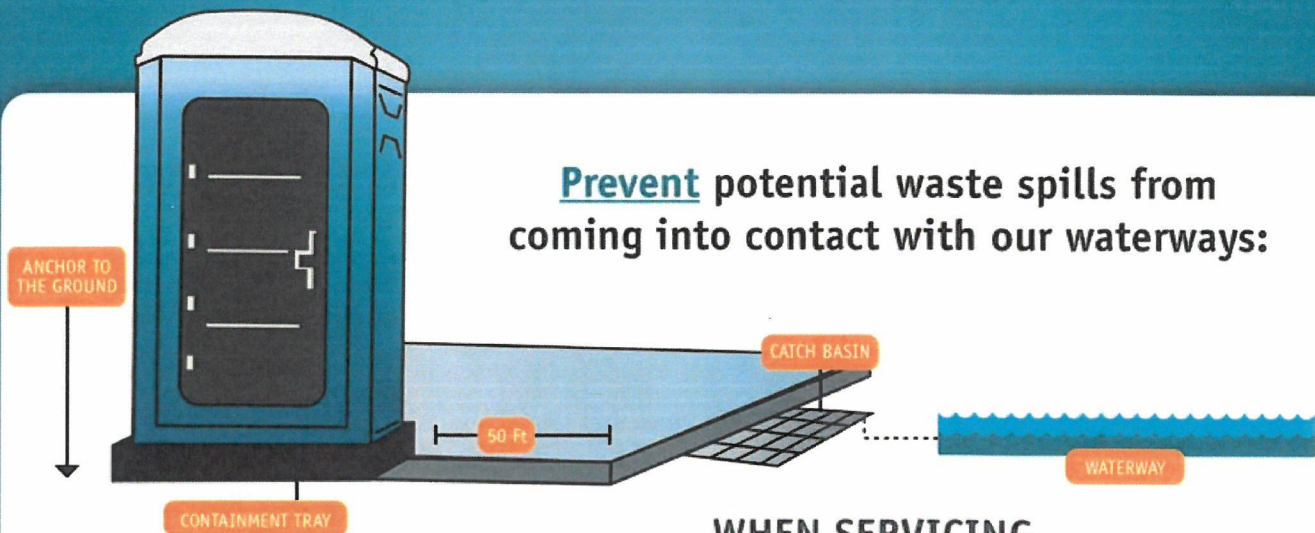
To: Angela Aguilar, Assistant Planner
From: Melissa Morgan, Public Services Manager
CC: Carlos Florez, Public Services Coordinator
Date: September 21, 2021
Re: Special Event Permit Conditions – Discover Highland Run

The Public Services Division will approve this Special Event Permit with the following conditions:

1. **Portable Toilets**: Please be sure that all portable toilets on site are equipped with a containment tray throughout the duration of the event. Provide the Portable Toilet Business flyer (attached) to the company you have selected for further suggestions on how to prevent potential spills when delivering or servicing the portable toilets during this event.
2. **Food/Beverage**: Recycling opportunities must be available to race participants, spectators, and volunteers/staff onsite throughout the duration of the event. One recycling container must be placed alongside each trash receptacle. Public Services can provide the Highland Chamber with permanent portable recycling containers for their use if necessary. Please provide proof of recycling within 10 business days. Trash services must be obtained from Burrtec Waste Industries.

Should you have any questions, please contact Carlos Florez at 909-864-8732 ext. 271

PORTABLE TOILET BUSINESSES



Prevent potential waste spills from coming into contact with our waterways:

WHEN DELIVERING

- ✓ Site Portable Toilets at least 50 feet away from a catch basin or waterway.
- ✓ In high wind areas, secure the Portable Toilets by anchoring the unit securely to the ground.
- ✓ Equip Portable Toilets with a containment tray to prevent accidental overflow.



When there is potential for greater than normal usage, **remind** your clients to **request additional units** or **adjust the service schedule** to ensure sanitary conditions and **prevent overflow**.

WHEN SERVICING

- ✓ On the service vehicle:
 - Maintain the condition of all hoses, couplings, tanks, and equipment to prevent leaks or spills.
 - Properly store and handle potential contaminants (Portable Toilet waste, disinfectants, oils, detergents etc.) to prevent any spills or discharges from entering the street, gutter or catch basin.
- ✓ When rinsing or washing Portable Toilets, ensure that all waste water is captured in the containment tray to prevent waste water from entering the street, gutter or catch basin.
- ✓ Upon completion of the cleaning process, pump the captured water into the service vehicle.

WHAT IS STORMWATER POLLUTION?

Stormwater pollution is created when bacteria, organic matter, disinfectants, and suspended solids are transported by water or wind into the catch basins and storm drain system. The untreated urban runoff then flows directly into our lakes and rivers contaminating our communities with high levels of bacteria, posing a threat to public health and wildlife.

**THANK YOU FOR BEING A RESPONSIBLE BUSINESS AND HELPING TO KEEP
SAN BERNARDINO COUNTY CLEAN AND HEALTHY!**

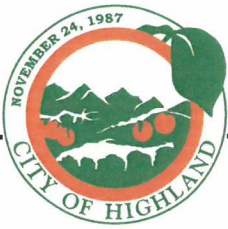
In the event of a spill or discharge to a storm drain or waterway, contact San Bernardino County Stormwater immediately: **(877) WASTE18** | sbcountystormwater.org/report

To dispose of hazardous waste call the San Bernardino County Fire Dept. - CUPA Program **(909) 386-8401**

sbcountystormwater.org



Big Bear • Chino • Chino Hills • Colton • Fontana • Grand Terrace • Highland • Loma Linda • Montclair • Ontario • Rancho Cucamonga
Redlands • Rialto • San Bernardino • San Bernardino County • San Bernardino County Flood Control District • Upland • Yucaipa



STAFF REPORT TO THE CITY COUNCIL

DATE: September 28, 2021

FROM: Joseph Hughes, City Manager

PREPARED BY: Carlos Zamano, Public Works Director/City Engineer *12*

SUBJECT: ERSC Amendment for Professional Services – City/County Joint Pavement Rehabilitation (Project No. str20003)

RECOMMENDATION: It is recommended that the City Council:

- (1) Approve Amendment to the professional services being provided by ERSC for the City/County Joint Pavement Rehabilitation Project, and
- (2) Authorize the City Manager to approve any future contract amendments up to 10% of the new contract amount.

FISCAL IMPACT: This amendment will increase the fee for professional services by \$42,530, for a total fee of \$149,735.00, 39.7% increase. Funding sources for the fee increase are:

San Bernardino County	\$14,402.50
City Measure I Local Pass-thru	<u>28,127.50</u>
	\$42,530.00

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

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

BACKGROUND: Complete design and construction of a joint pavement rehabilitation of Tippecanoe Avenue is an HP- priority item in the 2021/2022 Work Program. On May 19, 2020, the Board of Supervisors of the County of San Bernardino approved Cooperative Agreement No. 20-301 between the County and the City of Highland for pavement rehabilitation of Tippecanoe Avenue and other

Approved _____	Motion _____	Second _____	Agenda Item No. <i>12</i>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>B. Hughes</i> City Clerk		<i>[Signature]</i> City Manager	

roads. In addition, rehabilitation of these segments is listed in the CalRecycle Rubberized Asphalt Concrete Grant Program. The City will serve as the lead agency and is responsible for performance of the CalRecycle grant management, design, California Environment Quality Act review, construction, engineering and inspection of the project.

On April 27, 2021, the City Council approved a proposal from ERSC in the amount of \$107,205.00 to provide engineering services for the City/County Joint Pavement Rehabilitation Project that involves rehabilitation of five (5) street segments covering four streets, as follows:

<u>STREET</u>	<u>FROM</u>	<u>TO</u>
Ward Street	Waterman Avenue	Cooley Street
Cooley Street	Monterey Avenue	Fifth Street
Cooley Street	Fifth Street	Sixth Street
Sixth Street	Pedley Road (0.3 mi west)	Tippecanoe Avenue
Tippecanoe Avenue	Third Street	Vine Street

Several items have arisen during the 35% design of the project that resulted in a change in the scope of services and additional effort is needed by ERSC. Additional engineering services include:

- Addition of portion of 3rd Street and Tippecanoe Avenue intersection. This additional design work in the amount of \$2,485.00 is split 50% between both agencies.
- Addition of public alley improvements south of Base Line and west of Elm Street. The City's trash hauler is having difficulty with service in this public alley due to the deterioration of the pavement and cross gutter. This additional design work in the amount of \$13,725.00 will be funded 100% by the City.
- Review of traffic signal pedestrian pushbuttons along Tippecanoe Avenue between 3rd Street and 6th Street for compliance with ADA standards due to new curb ramp improvements. This additional design work in the amount of \$8,320.00 is split 50% between both agencies.
- Potholing of existing utilities on Tippecanoe Avenue is needed to confirm there are no shallow utilities on the roadway to finalize the street improvement design. This additional design work in the amount of \$18,000.00 is split 50% between both agencies.

It is recommended that this amendment for additional professional engineering services with ERSC be approved. The County will reimburse the City for its share of the project's cost.

Attachments: Location Map
ERSC Additional Services Proposal

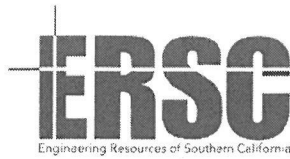
M:\PUBWRK\str20003 Tippecanoe Avenue (3rd Street - Vine St.) - Joint Project with SB County\City Council\ERSC Amendment Staff Report 09282021.doc



- Pavement Rehabilitation (County Only)
- Tippecanoe Ave (Vine St. To 3rd St.)
- City Boundary Line

Project No. str20003

LOCATION MAP



September 16, 2021

Mr. Carlos Zamano, P.E.
Public Works Director/City Engineer
City of Highland
27215 Baseline
Highland, CA 92346

**SUBJECT: COOPERATIVE CITY/COUNTY PAVEMENT REHABILITATION
PROJECT- str20003 – ADDITIONAL SERVICES**

Dear Mr. Zamano;

In response to the City's request for additional services, following the site walk of August 11, 2021 to review the 30% submittal package, ***Engineering Resources of Southern California, Inc. (ERSC)*** is pleased to present our proposal for additional professional engineering services related to Cooperative City/County Pavement Rehabilitation Project, str20003 (Project). Contained in our proposal is a description of the additional items as we understand them, the method to accomplish those items, including proposed design efforts. It is our intent to incorporate the additional items within the plan set of the original project and meet the design schedule for the Project.

A. ADD PORTION OF THIRD STREET AT TIPPECANOE AVENUE

In an email to Ben Booth, of ERSC on August 19, 2021, you requested a cost to provide design services to include this extension of Tippecanoe Avenue into Third Street. ERSC obtained survey on Tippecanoe to the curblin in Third Street. Through further discussion with you, it was determined survey would not be required to be obtained from the curblin to the centerline of Third Street. It is ERSC's understanding the Third Street and Tippecanoe Ave. intersection will be improved to include a mill and overlay treatment.

ERSC staff will incorporate the added portion of the intersection into the plan set as defined by the City. Striping, signage and traffic loops will be addressed on the appropriate sheets. The intersection work will be coordinated with the County's adjoining project.

Cost = \$2,485.00

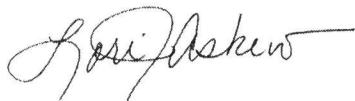
D. POTHOLING FOR UTILITIES ALONG PROJECT STREETS

The original scope of services did not anticipate any potholing due to project being limited to pavement rehabilitation and minimal depth disruption. Your redline comment on page 7 indicates utility potholing during design to determine utility conflicts for all streets within the scope of original work. The maximum depth of pavement section for this project is for 1.15' depth of pulverizing in place. It would not be normal for a public utility to be placed at this shallow of depth. Utility Notices have been sent out and information received has been incorporated into the plans. The City will determine where potential conflicts may exist and identify them for ERSC to include on a Pothole Map. ERSC will prepare a map with pothole locations being identified by station and offset. A report will summarize the pothole(s), including pictures and depth of pothole. Since it is not known at this time where the potholing will be required, and if any is needed within the proposed additional work of the Alley as identified in Item B above, the cost per each pothole is \$1,500.00 which included time for ERSC to prepare a map identifying the pothole locations. It is assumed 12 potholes will be needed for Tippecanoe Avenue at a cost of **\$18,000.00**

Upon City's authorization we will proceed with the additional services. ERSC requests a prompt answer due to the tight schedule this project has.

Should you have any questions, do not hesitate to contact me at your earliest convenience at 909-890-1255, ext. 110.

Respectfully submitted,



Lori J. Askew
Project Manager

Attachment: Fee Breakdown

B. ADD ALLEY SOUTH OF BASELINE STREET AND WEST OF ELM STREET TO PROJECT LIMITS

In an email to Ben Booth, of ERSC on August 19, 2021, you requested a cost to provide design services to include this alley. ERSC will have the alley surveyed to include 50' cross-sections and identify all surface topographic items and generate 1' contours. Individual survey shots will be taken at all join points, driveways, gates or walkways leading to properties and any thresholds encountered. A DTM will be created to enable staff to see low spots which will be addressed. Street centerline and property lines will be identified.

ERSC design staff will produce a plan and profile sheet from the survey. Demolition limits of pavement will be identified and new pavement limits with a concrete swale. Staff will review high and low points and propose the necessary drainage structures, including inlets and curb outlets, to provide positive drainage from the alley. Additional quantities of items identified for construction will be included into the original project's bid schedule.
Cost = \$13,725.00

C. ADD REVIEW OF ALL PUSHBUTTONS FOR PEDESTRIAN CROSSINGS

ERSC has identified pedestrian pushbuttons exist at all corners of intersections that contain traffic signals along Tippecanoe Avenue, i.e., Third Street, Fifth Street and Sixth Street. Some pushbuttons are located on the traffic signal pole and others on either a 1-A pole or single pole just for the button. Based upon the new ADA ramp location, ERSC will review current pushbutton locations to confirm they meet ADA standards. If pushbuttons do not meet ADA standards ERSC will propose a new location for conformance with ADA. This may mean installing one or more pedestrian pushbuttons at a corner to accommodate the new ramp(s). It is assumed pushbuttons will follow CalTrans standards, but ERSC will coordinate with the City and County on design requirements. ERSC will confirm with the City if splicing a conductor from the existing pullbox is allowed or if new conduit and conductors are to be run. Staff will field verify conduit runs by tracing back conductors to the pullbox. Staff will prepare a Conductor Schedule and provide for Conduit Percentage Fill calculations, if necessary. The pushbutton information will be incorporated into the ADA ramp detail sheet or if the City requests, a new sheet may be created. Additional items will be incorporated into the Specifications and bid schedule. The cost is based upon analyzing and preparing plans for all 10 locations within the City of Highland and the County of San Bernardino. It is assumed no new survey will be required.

Cost = \$8,320.00

09/09/21
LJA

LJA

-7-



STAFF REPORT

TO THE CITY COUNCIL

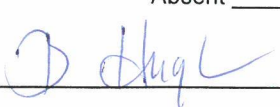
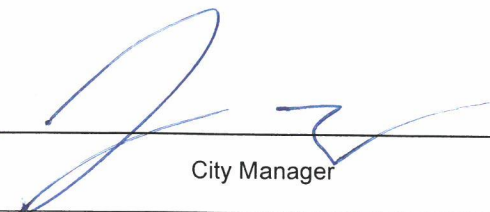
DATE: September 28, 2021

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>13</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

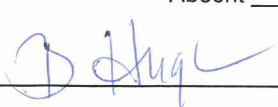
DATE: September 28, 2021

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