CITY OF HIGHLAND
REGULAR MEETING OF THE CITY COUNCIL
AGENDA

REGULAR MEETING

December 14, 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 December 14, 2021, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the December 14, 2021 agenda, please identify the agenda item number in the subject line.

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

CITY COUNCIL REGULAR MEETING
DECEMBER 14, 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 December 14, 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 BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2021/22
   RECOMMENDATION: That the City Council choose one of its members as Mayor and another of its members as Mayor Pro Tem.

2. Membership on Various Council Subcommittees, Ad Hocs and Agency Organizations
   RECOMMENDATION: That the City Council review and revise as appropriate current membership on various Council Committees, Ad Hocs and Agency Appointments.

CITY COUNCIL CONSENT CALENDAR

3. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.

4. Minutes – November 9, 2021 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.

5. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 734 for December 14, 2021, in the amount of $4,065,933.93 and Payroll of $311,313.37.

6. Treasurer's Report for October 2021
RECOMMENDATION: That the City Council receive and file Treasurer's Report for October 2021.

7. Claim Consideration – April Islas
RECOMMENDATION: George Hills Company recommends Council reject claim.

8. Escrow Account with All American Asphalt for the Retention of the Sector E Pavement Rehabilitation Project str20001 at Citizens Bank
RECOMMENDATION: That the City Council approve the attached Resolution No. 2021-_____ approving the escrow account with All American Asphalt for the retention of the Sector E Pavement Rehabilitation Project str20001 at Citizens Bank and giving Joseph A. Hughes, City Manager, the authority to sign the Escrow Agreement.

9. The Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion Letter, and the Gann Limit (Appropriations Limit) Letter. All reports are for Fiscal Year Ended June 30, 2021.
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2021.

10. AB 1600 Development Impact Fee Annual Report for Fiscal Year 2020-2021 per Government Code Section 66006
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2020-2021.

11. Developer In-Lieu Fee Annual Report for Fiscal Year 2020-2021
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the Developer in-lieu Fee Annual Report for Fiscal Year 2020-2021.

12. Contract Renewal – Bid No. 2020-08, "City-Wide Concrete Maintenance Contract"
RECOMMENDATION: That the City Council extend the City-Wide Concrete Maintenance Contract with Above All Names Construction Services, Inc., for one year.

13. Contract Renewal – Bid No. 2020-09, "City-Wide Traffic Striping and Pavement Marking Maintenance Contract"
RECOMMENDATION: That the City Council extend the City-Wide Traffic Striping and Pavement Marking Maintenance Contract with Interstate Striping & Signs, Inc., for one year.

14. Notice of Completion – Project Nos str11005 & str11006 (Bid No. 2020-05, "Federal Funded Safe Routes to School Projects")
RECOMMENDATION: That the City Council:
    1. Accept Project Nos. str11005 & str11006 (Bid No. 2020-05, "Federal Funded Safe Routes to School Projects") as complete;
    2. Authorize the Mayor to sign the Notice of Completion; and
    3. Direct the City Clerk to file the Notice of Completion.

15. Easement Acceptance/Navarro (7987 Cortez Street)
RECOMMENDATION: That the City Council:
    1. Accept Grant of Easement for Road and Drainage purposes from Cesar and Araceli Navarro; and
    2. Direct the City Clerk to record the Grant of Easement.

16. Easements Acceptance from Curtis Skalet (Southwest Engines) and Leonel Estupinan (Johnny's Minimart) – Traffic Signal Modifications at 5th Street and Del Rosa Drive (Project No. sig21002)
RECOMMENDATION: That the City Council:
    1. Accept the Grants of Easement for Road and Drainage purposes from Curtis Skalet and Leonel Estupinan; and
    2. Direct the City Clerk to record the Grants of Easement.

17. Addendum No. 5 of the Professional Services Agreement with Digital Map Products, Inc., for GovClarity and CommunityView Website Hosting Services
RECOMMENDATION: That the City Council approve Addendum No. 5 to Professional Services Agreement with Digital Map Products, Inc., for continued GovClarity Enterprise and CommunityView Website Hosting Services for two (2) years.

18. Second Reading of Ordinance No. 451 adding Chapter 8.13, Mandatory Organic Waste Disposal Reduction, to Title 8, Health and Safety, of the Highland Municipal Code and Making a Determination of Exemption Under CEQA in Compliance with SB 1383 Short-lived Climate Pollutants: Methane Emissions: Dairy and Livestock: Organic Waste: Landfills
RECOMMENDATION: That the City Council conduct a second reading, read by title only, waive further reading of Ordinance No. 451, an Ordinance adding Chapter 8.13 Mandatory Organic Waste Disposal Reduction to Title 8, Health and Safety of the Highland Municipal Code and Making a Determination of Exemption Under CEQA.

19. A Resolution of the City Council of the City of Highland, California, Authorizing the City to Enter Into Settlement Agreements with Mckesson Corporation, Cardinal Health, Inc., Amerisourcebergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-Mcneil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc., Agree to the Terms of the State-Subdivision Agreements, and Authorize Entry into the State-Subdivision Agreements with the Attorney General
RECOMMENDATION: That the City Council:
1. Adopt Resolution No. 2021-_____; and
2. Authorize the City Manager to execute any necessary documents.

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

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

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

No public hearing.

CITY COUNCIL LEGISLATIVE

20. Proposition 68 Park Per Capita Grant Project – Community Park Perimeter Fencing Configuration Options
RECOMMENDATION: The Public Facilities Subcommittee recommends the City Council select perimeter fencing Option C configuration for the Community Park Proposition 68 per Capita Grant Project Application.

21. Bid Award – Bid No. 2021-02, "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue" (Project str20003)
RECOMMENDATION: That the City Council award the construction contract for Bid No. 2021-02, "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue (Project str20003)" to the responsible low bidder, Matich Corporation, in the amount of $2,315,112.00.

22. Construction Management and Inspection Services for Bid No. 2021-02, "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue" (Project str20003)
RECOMMENDATION: That the City Council:
1. Approve proposal from Willdan Engineering to provide construction management and inspection services in the amount of $119,832 for Bid No. 2021-02, "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue" (Project str20003); and
2. Authorize the City Manager to approve contract amendments up to 10% of the proposal amount.

23. Construction Engineering Services/TKE Engineering, Inc., Services – Traffic Signal Modifications at 5th Street and Del Rosa Drive (Project No. sig21002)
RECOMMENDATION: That the City Council:
1. Approve proposal from TKE Engineering, Inc., (TKE) to provide construction management services for traffic signal modifications at 5th Street and Del Rosa Drive; and
2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.

24. Frequency of City Council Meetings
RECOMMENDATION: The Council Meeting Frequency Ad Hoc Committee recommends the City Council consider switching from two Council meetings per month to one Council meeting per month and conduct a first reading of an Ordinance designating the location of regular meetings of the City Council and rescinding Ordinance No. 236.

25. Appoint Three (3) Members of the Public to the Community Trails Committee
RECOMMENDATION: That the City Council appoint three (3) members of the public to the Community Trails Committee.

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

27. 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
December 28 (no meeting)

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

I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before December 9, 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: December 9, 2021

Betty Hughes, MMC
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Appointment of Mayor and Mayor Pro Tem for 2021/22

RECOMMENDATION: That the City Council choose one of its members as Mayor and another of its members as Mayor Pro Tem

FISCAL IMPACT: None

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

BACKGROUND: In accordance with Resolution No. 2001-012, Section 3.1(b), the City Council will annually meet to appoint a Mayor and Mayor Pro Tem for the coming year. The Mayor will turn the meeting over to the City Clerk who will take nominations and the vote for Mayor. After the appointment of the Mayor, the City Clerk will turn the meeting over to the newly appointed Mayor who will then take nominations and the vote for Mayor Pro Tem.

Approved _____ Motion _____ Second _____ Agenda Item No. 1

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes
_____
City Clerk

_____
City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Membership on Various Council Subcommittees, Ad Hocs and Agency Organizations

RECOMMENDATION: Review and revise as appropriate current membership on various Council Subcommittees, Ad Hocs and Agency Appointments

FISCAL IMPACT: None

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

BACKGROUND: Traditionally, the Council has reviewed the appointments to the Subcommittees, Ad Hocs and Agencies annually in December. The Subcommittee and Agency appointments are done with the approval of a majority of the Council, however, only the Mayor may establish or delete an Ad Hoc Committee.

Approved _____ Motion _____ Second _____ Agenda Item No. 2

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hugh

City Clerk

City Manager

CITY OF HIGHLAND
CITY COUNCIL ASSIGNMENTS

SUBCOMMITTEES	MEMBERS	ESTABLISHED
Community Day of Service	Chavez, Solano	12/08/15
Finance/Personnel	McCallon, Timmer	12/18/87
Legislative	Chavez, Solano	08/23/88
Public Facilities	Solano, Timmer	12/14/99
Public Safety	Chavez, Lilburn	05/10/88
Public Works	McCallon, Timmer	05/10/88

AGENCY APPOINTMENTS

Omnitrans	Lilburn, Alt-McCallon
SANBAG	McCallon, Alt-Lilburn
SBIAA	Lilburn, Alt-McCallon
SBVMWD Advisory Commission	Chavez, Alt-Timmer
SCAG	McCallon, Alt-Lilburn
Santa Ana River Wash Area Coordinated Planning Activities Committee	Chavez, Alt-Timmer
Solid Waste Task Force	Lilburn, Alt-Morgan

STAFF AGENCY APPOINTMENTS

Gangs & Drugs Task Force	Chief of Police
Public Agency Risk Sharing Authority of California/ California Intergovernmental Risk Authority (PARSAC/CIRA)	Dantuono, Alt-Nava-Cruz

12/09/2020
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CITY OF HIGHLAND
AD HOC APPOINTMENTS

An ad hoc committee is composed solely of less than a quorum of the legislative body and is exempted from the Brown Act. Ad Hoc Committees are created by the Mayor to serve a limited or single purpose, are not perpetual, and are to be dissolved once their specific task is completed. The City Clerk shall be notified of the creation of an Ad Hoc Committee and the members appointed.

AD HOC	MEMBERS	ESTABLISHED
Council Meeting Frequency	McCallon, Solano	10/26/21
General Plan Update/Housing Element	Lilburn, McCallon	02/23/21
Service Station Review Ad Hoc	McCallon, Timmer	08/24/21

10/28/21
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STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 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. 3

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – November 9, 2021 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 4

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

MINUTES
CITY COUNCIL REGULAR MEETING
NOVEMBER 9, 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 Willie Hicks, Harvest Care Church, and the Pledge of Allegiance was led by Mayor Lilburn.

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)

City Clerk Hughes stated no public comments were received via email.

Fred Yauger spoke regarding the successful Veterans Day event and expressed his gratitude to City staff for their assistance with the event.

Luis Ojeda spoke regarding his concerns with the confusion of the city boundaries between the City of Highland and the City of San Bernardino.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Solano, seconded by Council Member Timmer, to approve the consent calendar as submitted and with Council Member Chavez abstaining from Item #2. 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 – October 26, 2021 City Council Regular Meeting
   Approved the Minutes as submitted.

3. Warrant Register
Approved Warrant Register No. 733 for November 9, 2021, in the amount of $523,309.76 and Payroll of $104,774.91.

4. Treasurer's Report for September 2021
Received and filed Treasurer's Report for September 2021.

5. Proposed City of Highland Community Development Block Grant (CDBG) Applications for Fiscal Year 2022-2023
   1) Approved the City's application for enhanced Code Enforcement that supports a portion of the salary and benefits of a Code Compliance Officer, Administrative Assistant and Community Development Director; and
   2) Approved the City's application to construct pavement improvements and ancillary work on McKinley Avenue between 9th Street and Base Line.

CITY COUNCIL PUBLIC HEARING

No public hearing.

CITY COUNCIL LEGISLATIVE

6. First Reading of an Ordinance Adding Chapter 8.13 Mandatory Organic Waste Disposal Reduction to Title 8 Health and Safety of the Highland Municipal Code and Making a Determination of Exemption Under CEQA in Compliance with SB1383 Short-lived Climate Pollutants: Methane Emissions: Dairy and Livestock: Organic Waste: Landfills

Public Services Manager Morgan gave a brief review of the staff report.

Julio Silva spoke to clarify how many receptacles each resident will have.

A MOTION was made by Council Member Solano, seconded by Council Member Chavez, to introduce and conduct first reading by title only of Ordinance No. 451, an ordinance adding Chapter 8.13 Mandatory Organic Waste Disposal Reduction to Title 8 Health and Safety of the Highland Municipal Code and making a determination of exemption under CEQA. Motion carried, 4-1, with Council Member Timmer dissenting.

City Clerk Hughes introduced Ordinance No. 451

ORDINANCE NO. 451
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ADDING CHAPTER 8.13 (MANDATORY ORGANIC WASTE DISPOSAL REDUCTION) TO TITLE 8 HEALTH AND SAFETY OF THE CITY OF HIGHLAND MUNICIPAL CODE, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

which title was read.

7. Ratification of Agreements for 3rd and 5th Street Corridor Improvement Project (Project No. str18001)

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

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Timmer, to approve Resolution No. 2021-045 to ratify the temporary construction easement, permanent slope easement and permanent easement agreements. Motion carried, 5-0.

RESOLUTION NO. 2021-045
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, RATIFYING THE TEMPORARY CONSTRUCTION EASEMENT, SLOPE EASEMENT AND PERMANENT EASEMENT CONTRACTS FOR THE 3RD/5TH STREET CORRIDOR IMPROVEMENT PROJECT

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

City Manager Hughes stated he just wanted to bring the Council up to date on a few items. At the November 2 Planning Commission meeting, the Planning Commission approved the design of 54 new single-family homes to be constructed on the north side of Santa Ana Canyon Road, west of Alta Vista. It is expected that once the orange grove is removed from that area, construction will start towards the end of the year. On November 2, the State Board of Forestry and Fire Protection approved, without comments, the City's draft Safety Element update. It is required to be updated concurrently with the Housing Element and claimed it was the most readable Safety Element they had seen. The Safety Element will be forwarded to the Planning Commission concurrently with the City's sixth cycle Housing Element. An update in terms of the City's sixth cycle Housing Element, HCD provided written comments to the City's draft element on October 25 and the public comment period ended on November 3. Staff is in the process of addressing all comments received to date and is scheduled for January 4 for the Planning Commission and January 25 for City Council. The final draft will be provided to HCD on January 26 for certification. The City conducted a bid opening for Tippecanoe Avenue Pavement Rehabilitation project. This is a joint project between the City and the County of San Bernardino to rehabilitate Tippecanoe

Avenue between Third Street and Vine Street. This project also includes work on four segments entirely within the County of San Bernardino and an alley improvement south of Base Line, west of Elm Street. The bids will be opened on December 2 and it is anticipated that the awarded contract will be brought before the City Council on December 14. As part of the City's annual preparation for the winter, staff has inspected and cleaned out all of the City's 385 storm drain catch basins and scheduled to begin clearing out vegetation from City storm drain channels on November 17 with the assistance of Cal Fire. The audit is still progressing and scheduled to go before the Finance Subcommittee on Monday, December 6 and to the Council on December 14. Some updates from the Fire Department for the month of October; they responded to a total of 633 calls for service, 457 of those were medical aides, and 58 traffic collisions. There were three vegetation fires, seven vehicle fires and 22 ringing alarms. For the Sheriff's Department for October, for the two weeks stretch between October 25 and November 7, they responded to 1,598 calls for service, made 139 reports and 68 arrests. Finally, Burrtec, their cleanup for the month of October, 195 illegal dumping cleanups. The Coronavirus Recovery Fund business grant, we have now received 90 total applications for that program. We have approved 84 of those and are processing two. The Senior Grocery Delivery program, which is now open to any anyone who qualifies, we are up to 24 inquiries. So, opening that program to any income qualifying individual has helped in getting more people involved. Regarding the Mortgage Assistance Program, we have received one inquiry regarding that program. Just a really brief update on COVID. The hospitalization numbers are going in the wrong direction, they have started going back up again. We had a downturn, and now they are starting to come back up again. We are back up over 300 folks in the hospital and numbers wise, as far as people getting it, those are kind of staying where it is at. It has not really gotten better, it has not really gotten significantly worse, but more people are getting hospitalized, so we are still in this.

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

Mayor Lilburn stated she has no comments other than she had the opportunity to attend the memorial for Dennis Johnson, who was Highland's first mayor. They were thankful that we, the City of Highland, had a representative in attendance. Also, she wants to say thank you again to the committee who worked on the Veterans Day event. She also wanted to thank our Lieutenant Matt Yost for coming out and leading the pledge. They had a great turn out. She appreciates all that was done for our Veterans.

ANNOUNCEMENTS

November 23 City Council Meeting (Canceled)

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:43 pm in memory of Jesus Castillo.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Penny Lilburn
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Leticia Nava-Cruz, Accounting Supervisor

SUBJECT: Warrant Register #734

RECOMMENDATION: City Council to approve Warrant Register #734; Warrants in the amount of $4,065,933.93 and Payroll in the amount of $311,313.37.

FISCAL IMPACT: The total of Cash and Expenditures is $4,377,247.30.

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

BACKGROUND: See Printouts Attached.

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

City Clerk

City Manager

CITY OF HIGHLAND

WARRANT REGISTER #734

December 14, 2021

Warrants:

11/5/2021	Payroll Wire #623-626 & Ck #84029-84031	61,028.25
11/9/2021	Ck#84032-84081	199,872.13
11/16/2021	Ck#84082-84115	550,653.58
11/19/2021	Payroll Wire #627-630 & Ck #84116-84118	61,065.18
11/23/2021	Ck#84119-84150	1,124,282.66
11/30/2021	Ck#84151-84188	164,503.21
12/3/2021	Payroll Wire #631-634 & Ck #84189-84191	61,701.54
12/7/2021	Ck#84192-84236 & Wire 1001999331	1,842,827.38
	Total Warrants	$4,065,933.93

Payroll:

11/5/2021	Direct Deposits #11219-11260	103,830.12
11/5/2021	Ck #647	285.72
11/19/2021	Direct Deposits #11261-11301	102,659.91
11/19/2021	Ck #648	285.72
12/3/2021	Direct Deposits #11302-11342	103,966.18
12/3/2021	Ck #649	285.72
	Total Payroll	$ 311,313.37

Total Warrants & Payroll **$4,377,247.30**

APPROVED BY:

Larry McCallon
Finance Subcommittee

Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
623	11/5/2021	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	10,113.17
			ICMA DEFERRED COMP 457: Payment 004.1170	621.64
			ICMA DEFERRED COMP 457: Payment 010.1170	500.01
			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	5.00
			ICMA DEFERRED COMP 457: Payment 041.1170	324.94
			ICMA DEFERRED COMP 457: Payment 070.1170	291.65
			Total :	**11,881.41**
624	11/5/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS: Payment 006.1145	690.18
			PERS: Payment 010.1145	965.88
			PERS: Payment 012.1145	173.90
			PERS: Payment 016.1145	173.90
			PERS: Payment 023.1145	116.16
			PERS: Payment 024.1145	19.22
			PERS: Payment 041.1145	451.29
			PERS: Payment 042.1145	898.09

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
624	11/5/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			070.1145	781.56
			PERS SURVIVOR: Payment	
			001.1145	24.25
			PERS SURVIVOR: Payment	
			004.1145	4.61
			PERS SURVIVOR: Payment	
			006.1145	1.29
			PERS SURVIVOR: Payment	
			010.1145	1.07
			PERS SURVIVOR: Payment	
			012.1145	0.56
			PERS SURVIVOR: Payment	
			016.1145	0.56
			PERS SURVIVOR: Payment	
			023.1145	0.28
			PERS SURVIVOR: Payment	
			024.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.33
			PERS SURVIVOR: Payment	
			042.1145	1.64
			PERS SURVIVOR: Payment	
			070.1145	0.70
			EPMC: Payment	
			001.1145	529.55
			EPMC: Payment	
			004.1145	122.51
			EPMC: Payment	
			006.1145	19.78
			EPMC: Payment	
			010.1145	42.04
			EPMC: Payment	
			012.1145	2.37
			EPMC: Payment	
			016.1145	2.37

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
624	11/5/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)		
			EPMC: Payment		
			023.1145		6.62
			EPMC: Payment		
			024.1145		0.56
			EPMC: Payment		
			041.1145		31.57
			EPMC: Payment		
			042.1145		11.54
			EPMC: Payment		
			070.1145		54.73
			PERS: Payment		
			001.1145		13,060.63
			PERS: Payment		
			004.1145		2,822.62
				Total :	**21,012.41**
625	11/5/2021	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT		
			MEDICARE: Payment		
			012.1140		41.86
			MEDICARE: Payment		
			016.1140		41.88
			MEDICARE: Payment		
			023.1140		24.84
			MEDICARE: Payment		
			024.1140		4.44
			MEDICARE: Payment		
			041.1140		88.85
			MEDICARE: Payment		
			042.1140		204.84
			MEDICARE: Payment		
			070.1140		138.37
			FEDERAL TAXES: Payment		
			001.1120		10,314.25
			FEDERAL TAXES: Payment		
			004.1120		2,463.06
			FEDERAL TAXES: Payment		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
625	11/5/2021	000119 INTERNAL REVENUE SERVICE	(Continued)		
			006.1120 FEDERAL TAXES: Payment		599.33
			010.1120 FEDERAL TAXES: Payment		965.62
			012.1120 FEDERAL TAXES: Payment		88.31
			016.1120 FEDERAL TAXES: Payment		88.31
			023.1120 FEDERAL TAXES: Payment		75.75
			024.1120 FEDERAL TAXES: Payment		15.07
			041.1120 FEDERAL TAXES: Payment		420.54
			042.1120 FEDERAL TAXES: Payment		683.01
			070.1120 SOCIAL SECURITY: Payment		667.80
			001.1140 MEDICARE: Payment		605.94
			001.1140 MEDICARE: Payment		2,870.20
			004.1140 MEDICARE: Payment		572.13
			006.1140 MEDICARE: Payment		144.98
			010.1140		182.64
				Total :	**21,302.02**
626	11/5/2021	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT STATE TAXES: Payment		
			001.1130 STATE TAXES: Payment		3,953.37
			004.1130 STATE TAXES: Payment		953.42
			006.1130		231.20

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
626	11/5/2021	000001 CALIF STATE EMPLOYMENT	(Continued)		
			STATE TAXES: Payment 010.1130		377.27
			STATE TAXES: Payment 012.1130		36.32
			STATE TAXES: Payment 016.1130		36.32
			STATE TAXES: Payment 023.1130		21.60
			STATE TAXES: Payment 024.1130		5.17
			STATE TAXES: Payment 041.1130		171.26
			STATE TAXES: Payment 042.1130		266.39
			STATE TAXES: Payment 070.1130		260.38
				Total :	**6,312.70**
84029	11/5/2021	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**
84030	11/5/2021	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT		
			AFLAC SPECIFIED HEALTH INS: Payment 012.1181		1.48
			AFLAC SPECIFIED HEALTH INS: Payment 016.1181		1.48
			AFLAC ACCIDENT INSURANCE: Payment 001.1181		108.78
			AFLAC ACCIDENT INSURANCE: Payment		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84030	11/5/2021	003804 AFLAC WWHQ	(Continued)	
			004.1181 AFLAC ACCIDENT INSURANCE: Payment	13.96
			012.1181 AFLAC ACCIDENT INSURANCE: Payment	3.57
			016.1181 AFLAC ACCIDENT INSURANCE: Payment	3.57
			023.1181 AFLAC ACCIDENT INSURANCE: Payment	5.81
			024.1181 AFLAC CANCER INSURANCE: Payment	0.27
			001.1181 AFLAC DISABILITY INSURANCE: Payment	18.63
			001.1181 AFLAC DISABILITY INSURANCE: Payment	153.72
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.69
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.51
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	73.59
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC DENTAL: Payment	6.70
			001.1181 AFLAC DENTAL: Payment	27.89
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181 AFLAC DENTAL: Payment	1.67
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.54

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84030	11/5/2021	003804 AFLAC WWHQ	(Continued)		
			001.1181		2.98
				Total :	**469.71**
84031	11/5/2021	004556 STATE OF CALIFORNIA	STATE TAX GARNISHMENT: PAYMENT		
			STATE TAX GARNISHMENT: Payment		
			001.1180		20.99
			STATE TAX GARNISHMENT: Payment		
			006.1180		14.01
				Total :	**35.00**
7 Vouchers for bank code : wfb				**Bank total :**	**61,028.25**
7 Vouchers in this report				**Total vouchers :**	**61,028.25**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84032	11/9/2021	000085 EAST VALLEY WATER DISTRICT	CANYON OAKS PARK-OCT	
			CANYON OAKS PARK-OCT	
			016.8540.4030	855.92
			BEATTIE IRRIGATION-OCT	
			BEATTIE IRRIGATION-OCT	
			001.6000.4030	4,618.32
			LMD 00 BASELINE-OCT	
			LMD 00 BASELINE-OCT	
			012.8500.4030	138.89
			LMD 01 A-OCT	
			LMD 01 A-OCT	
			012.8500.4030	88.69
			LMD 01 B-OCT	
			LMD 01 B-OCT	
			012.8500.4030	93.91
			LMD 02 A-OCT	
			LMD 02 A-OCT	
			012.8500.4030	114.03
			LMD 02 B-OCT	
			LMD 02 B-OCT	
			012.8500.4030	425.28
			LMD 02 C-OCT	
			LMD 02 C-OCT	
			012.8500.4030	302.96
			LMD 02 D-OCT	
			LMD 02 D-OCT	
			012.8500.4030	161.55
			LMD 02 E-OCT	
			LMD 02 E-OCT	
			012.8500.4030	897.18
			LMD 03 BASELINE-OCT	
			LMD 03 BASELINE-OCT	
			012.8500.4030	116.85
			LMD 03 YARNELL-OCT	
			LMD 03 YARNELL-OCT	
			012.8500.4030	52.76
			LMD 06-OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84032	11/9/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 06-OCT	
			012.8500.4030	41.71
			LMD 08-OCT	
			LMD 08-OCT	
			012.8500.4030	289.78
			LMD 13-OCT	
			LMD 13-OCT	
			012.8500.4030	317.25
			LMD 20 BASELINE-OCT	
			LMD 20 BASELINE-OCT	
			012.8500.4030	346.45
			LMD 20 STREATER-OCT	
			LMD 20 STREATER-OCT	
			012.8500.4030	261.48
			LMD 22-OCT	
			LMD 22-OCT	
			012.8500.4030	242.18
			LMD 30-OCT	
			LMD 30-OCT	
			012.8500.4030	903.60
			LMD 31-OCT	
			LMD 31-OCT	
			012.8500.4030	643.35
			LMD 35-OCT	
			LMD 35-OCT	
			012.8500.4030	166.09
			LMD B39-OCT	
			LMD B39-OCT	
			012.8500.4030	1,458.31
			LMD B39-OCT	
			LMD B39-OCT	
			012.8500.4030	1,125.05
			LMD B39-OCT	
			LMD B39-OCT	
			012.8500.4030	613.18
			LMD 48-OCT	
			LMD 48-OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84032	11/9/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			012.8500.4030 LMD 48 B-OCT LMD 48 B-OCT		481.87
			012.8500.4030 LMD 70-OCT LMD 70-OCT		611.91
			012.8500.4030 LMD 70 IRRIGATION-OCT LMD 70 IRRIGATION-OCT		148.72
			012.8500.4030		678.41
				Total :	**16,195.68**
84033	11/9/2021	000085 EAST VALLEY WATER DISTRICT	LMD 36-OCT LMD 36-OCT		
			012.8500.4030		244.87
				Total :	**244.87**
84034	11/9/2021	000090 FEDEX	OVERNIGHT MAIL OVERNIGHT MAIL		
			001.4200.4210		64.64
				Total :	**64.64**
84035	11/9/2021	000127 K & L HARDWARE	STATION #3 SUPPLIES STATION #3 SUPPLIES		
			028.2050.4055 STATION #3 SUPPLIES		16.02
			029.2100.4055 CORP YARD SUPPLIES CORP YARD SUPPLIES		16.02
			004.8310.4206		18.94
				Total :	**50.98**
84036	11/9/2021	000143 COMMUNITY WORKS DESIGN GROUP	CUP 17-002 PLAN CHECK-SEP CUP 17-002 PLAN CHECK-SEP		
			001.4100.4547 DRA 21-002 PLAN CHECK-SEP DRA 21-002 PLAN CHECK-SEP		310.00
			001.4100.4547		77.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84036	11/9/2021	000143 COMMUNITY WORKS DESIGN GROUP	(Continued)		
			DRA 18-006 PLAN CHECK-SEP		
			DRA 18-006 PLAN CHECK-SEP		
			001.4100.4547		155.00
			DRA 21-013 PLAN CHECK-SEP		
			DRA 21-013 PLAN CHECK-SEP		
			001.4100.4547		465.00
			CUP 17-002 REIMB-SEP		
			CUP 17-002 REIMB-SEP		
			001.4100.4547		20.90
			DRA 21-002 REIMB-SEP		
			DRA 21-002 REIMB-SEP		
			001.4100.4547		10.45
			DRA 18-006 REIMB-SEP		
			DRA 18-006 REIMB-SEP		
			001.4100.4547		10.45
				Total :	**1,049.30**
84037	11/9/2021	000143 COMMUNITY WORKS DESIGN GROUP	DRA 20-006 PLAN CHECK-JUL		
			DRA 20-006 PLAN CHECK-JUL		
			001.4100.4547		310.00
			DRA 21-007 PLAN CHECK-JUL		
			DRA 21-007 PLAN CHECK-JUL		
			001.4100.4547		155.00
			CUP 21-005 PLAN CHECK-JUL		
			CUP 21-005 PLAN CHECK-JUL		
			001.4100.4547		155.00
				Total :	**620.00**
84038	11/9/2021	000165 AT&T	POLICE ALARM-OCT		
			POLICE ALARM-OCT		
			001.2000.4060		1,417.49
				Total :	**1,417.49**
84039	11/9/2021	000165 AT&T	CORP YARD-OCT		
			CORP YARD-OCT		
			004.8310.4060		860.59
				Total :	**860.59**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84040	11/9/2021	000165 AT&T	BASELINE LITTLE LEAGUE-OCT		
			BASELINE LITTLE LEAGUE-OCT		
			001.6000.4060		684.52
				Total :	**684.52**
84041	11/9/2021	000165 AT&T	CITY HALL-OCT		
			CITY HALL-OCT		
			042.9510.4060		684.52
				Total :	**684.52**
84042	11/9/2021	000165 AT&T	CITY HALL-OCT		
			CITY HALL-OCT		
			042.9510.4060		684.42
				Total :	**684.42**
84043	11/9/2021	000165 AT&T	WHITE PAGES-OCT		
			WHITE PAGES-OCT		
			042.9510.4060		18.17
				Total :	**18.17**
84044	11/9/2021	000203 SOUTHERN CALIFORNIA EDISON	CITY HALL-OCT		
			CITY HALL-OCT		
			042.9510.4010		889.31
			STATION#2-OCT		
			STATION#2-OCT		
			028.2050.4010		212.48
			STATION#2-OCT		
			029.2100.4010		212.47
			AURANTIA PARK-OCT		
			AURANTIA PARK-OCT		
			001.6000.4010		116.21
			LS#1-OCT		
			LS#1-OCT		
			013.8510.4011		7,606.41
			LS#2-OCT		
			LS#2-OCT		
			013.8510.4011		978.80
			LS2-B-OCT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84044	11/9/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LS2-B-OCT	
			013.8510.4011	16.61
			LS-3 METERS-OCT	
			LS-3 METERS-OCT	
			013.8510.4011	57.47
			LS-3 METERS-OCT	
			LS-3 METERS-OCT	
			013.8510.4011	187.44
			LMD#48C-OCT	
			LMD#48C-OCT	
			012.8500.4010	307.27
			LMD#48B-OCT	
			LMD#48B-OCT	
			012.8500.4010	18.55
			UPLIGHTING LMD 48-OCT	
			UPLIGHTING LMD 48-OCT	
			012.8500.4010	2.86
			UPLIGHTING LMD 48-OCT	
			013.8510.4011	41.41
			LS 2 B CITY WIDE STREET LIGHTS-OCT	
			LS 2 B CITY WIDE STREET LIGHTS-OCT	
			013.8510.4011	13,657.60
			LMD#48C-OCT	
			LMD#48C-OCT	
			012.8500.4010	18.55
			LMD#55-OCT	
			LMD#55-OCT	
			012.8500.4010	18.55
			Total :	**24,341.99**
84045	11/9/2021	000203 SOUTHERN CALIFORNIA EDISON	CITY HALL-OCT	
			CITY HALL-OCT	
			042.9510.4010	833.06
			POLICE STATION-OCT	
			POLICE STATION-OCT	
			001.2000.4010	5,337.64
			STATION #3-OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84045	11/9/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			STATION #3-OCT	
			028.2050.4010	666.39
			STATION #3-OCT	
			029.2100.4010	666.38
			CORP YARD-OCT	
			CORP YARD-OCT	
			004.8310.4010	565.60
			LIBRARY/ELC-OCT	
			LIBRARY/ELC-OCT	
			001.6000.4010	4,242.34
			LS#3-OCT	
			LS#3-OCT	
			013.8510.4011	20.27
			LS#3-OCT	
			LS#3-OCT	
			013.8510.4011	20.61
			LS#3-OCT	
			LS#3-OCT	
			013.8510.4011	110.16
			SIGNALS-OCT	
			SIGNALS-OCT	
			004.8310.4580	40.16
			SIGNALS-OCT	
			013.8510.4011	34.90
			OAK CREEK PARK-OCT	
			OAK CREEK PARK-OCT	
			016.8540.4010	17.79
			HIGHLAND AVE ALPR-OCT	
			HIGHLAND AVE ALPR-OCT	
			001.2000.4062	17.43
			BASELINE MEDIAN-OCT	
			BASELINE MEDIAN-OCT	
			004.8310.4010	17.70
			BASELINE MEDIAN-OCT	
			BASELINE MEDIAN-OCT	
			004.8310.4010	16.36
			EVC STATIONS-OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84045	11/9/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			EVC STATIONS-OCT	
			042.9510.4012	331.03
			LS#3-OCT	
			LS#3-OCT	
			013.8510.4011	51.39
			VICTORIA AVE AND 3RD ST-OCT	
			VICTORIA AVE AND 3RD ST-OCT	
			004.8310.4580	110.78
			Total :	**13,099.99**
84046	11/9/2021	000203 SOUTHERN CALIFORNIA EDISON	LS#3-OCT	
			LS#3-OCT	
			013.8510.4011	1,032.76
			CUNNINGHAM PARK-OCT	
			CUNNINGHAM PARK-OCT	
			016.8540.4010	18.36
			HIGHLAND COMMUNITY PARK-OCT	
			HIGHLAND COMMUNITY PARK-OCT	
			001.6000.4010	614.51
			CANYON OAK PARK-OCT	
			CANYON OAK PARK-OCT	
			016.8540.4010	21.23
			SEELEY PARK-OCT	
			SEELEY PARK-OCT	
			016.8540.4010	19.20
			LMDS-OCT	
			LMDS-OCT	
			012.8500.4010	687.48
			HIGHLAND AVE ALPR-OCT	
			HIGHLAND AVE ALPR-OCT	
			001.2000.4062	16.10
			STATION #1-OCT	
			STATION #1-OCT	
			028.2050.4010	269.56
			STATION #1-OCT	
			029.2100.4010	269.56

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
84046	11/9/2021	000203	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	**Total :**	**2,948.76**
84047	11/9/2021	000208	STAPLES CREDIT PLAN	OFFICE SUPPLIES		
				OFFICE SUPPLIES		
				001.6020.4200		200.80
				2022 PLANNER		
				2022 PLANNER		
				001.4200.4200		24.77
					Total :	**225.57**
84048	11/9/2021	000222	UNDERGROUND SERVICE ALERT	MONTHLY DIG ALERT FEE		
				MONTHLY DIG ALERT FEE		
				004.8310.4553		934.00
				MONTHLY DIG ALERT FEE		
				MONTHLY DIG ALERT FEE		
				004.8310.4553		70.01
					Total :	**1,004.01**
84049	11/9/2021	000233	WAXIE SANITARY SUPPLY	STATION #3 SUPPLIES		
				STATION #3 SUPPLIES		
				028.2050.4055		11.44
				STATION #3 SUPPLIES		
				029.2100.4055		11.44
					Total :	**22.88**
84050	11/9/2021	000291	HIGHLAND COMMUNITY NEWS	NEWSPAPER PUBLICATIONS		
				NEWSPAPER PUBLICATIONS		
				001.1200.4300		3,075.69
					Total :	**3,075.69**
84051	11/9/2021	000482	SB CO FLOOD CONTROL DISTRICT	PERMIT NO# P-22013065 STR07004A REVIEW F		
				PERMIT NO# P-22013065 STR07004A REVIEW		
				010.3830.6600		6,500.00
					Total :	**6,500.00**
84052	11/9/2021	000662	HI WAY SAFETY INC	STREET SIGN REPLACEMENT		
				STREET SIGN REPLACEMENT		
				004.8310.4206		150.24

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
84052	11/9/2021	000662	000662 HI WAY SAFETY INC	(Continued)	Total :	150.24
84053	11/9/2021	000774	ARROWHEAD CREDIT UNION-DEPT 91	DRI CRASH PLAN		
				DRI CRASH PLAN		
				042.9510.4208		19.98
				ZOOM MEETINGS		
				ZOOM MEETINGS		
				042.9510.4310		110.00
					Total :	129.98
84054	11/9/2021	000979	VERIZON WIRELESS	CELL PHONES/AIR CARDS-OCT		
				CELL PHONES-OCT		
				001.2000.4061		164.33
				AIR CARDS-OCT		
				001.2000.4062		1,064.30
				CELL PHONES-OCT		
				001.6000.4061		69.13
				CELL PHONES-OCT		
				001.6010.4061		30.23
				CELL PHONES-OCT		
				004.8310.4061		150.73
				AIR CARDS-OCT		
				004.8310.4062		76.02
				CELL PHONES-OCT		
				028.2050.4061		142.06
				AIR CARDS-OCT		
				028.2050.4062		329.66
				CELL PHONES-OCT		
				042.9510.4061		588.96
				AIR CARDS-OCT		
				042.9510.4062		228.06
					Total :	2,843.48
84055	11/9/2021	001086	STK ARCHITECTURE, INC.	ARCHITECTURAL/ENGINEERING SERVICES		
				ARCHITECTURAL/ENGINEERING SERVICES		
				030.8495.4554		14,996.00
					Total :	14,996.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84056	11/9/2021	001193 LIFE ASSIST, INC.	PARAMEDIC SUPPLIES		
			PARAMEDIC SUPPLIES		
			028.2050.4207		110.68
				Total :	**110.68**
84057	11/9/2021	001320 HIGHLAND SENIOR CENTER	CDBG CV SENIOR CENTER MEAL PROG-OCT		
			CDBG CV SENIOR CENTER MEAL PROG-OCT		
			006.8400.4353		14,580.00
			CDBG REIMBURSEMENT-OCT		
			CDBG REIMBURSEMENT-OCT		
			006.8400.4348		2,100.00
				Total :	**16,680.00**
84058	11/9/2021	001439 OFFICE SOLUTIONS	HP58A TONER		
			HP58A TONER		
			042.9510.4200		121.06
				Total :	**121.06**
84059	11/9/2021	001439 OFFICE SOLUTIONS	RECYCLED COPY PAPER		
			RECYCLED COPY PAPER		
			042.9510.4200		97.18
				Total :	**97.18**
84060	11/9/2021	001476 TIME WARNER CABLE	CITY HALL TELE/INT-NOV		
			CITY HALL TELE/INT-NOV		
			042.9510.4065		1,652.47
				Total :	**1,652.47**
84061	11/9/2021	001476 TIME WARNER CABLE	POLICE TELE/INT SERVICE-NOV		
			POLICE TELE/INT SERVICE-NOV		
			001.2000.4065		1,144.80
			CORP YARD TELE/INT SERVICE-NOV		
			CORP YARD TELE/INT SERVICE-NOV		
			004.8310.4060		669.77
				Total :	**1,814.57**
84062	11/9/2021	001527 SHRED-IT, C/O STERICYLCE INC.	SHREDDING SERVICES		
			SHREDDING SERVICES		
			001.1200.4626		93.81

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84062	11/9/2021	001527 001527 SHRED-IT, C/O STERICYLCE INC.	(Continued)	Total :	93.81
84063	11/9/2021	001934 COMMONWEALTH LAND TITLE CO.	LILLIAN LN: TITLE REPORTS FOR 13 LOTS		
			LILLIAN LN: TITLE REPORTS FOR 13 LOTS		
			070.7000.4611		750.00
				Total :	750.00
84064	11/9/2021	002190 ENGINEERING RESOURCES OF SO CA	STR07004A DE RDA07 - OCT		
			STR07004A DE RDA07 - OCT		
			010.3830.6600		10,513.75
			STR20001 DE MSRI - OCT		
			STR20001 DE MSRI-OCT		
			017.8350.6550		165.00
				Total :	10,678.75
84065	11/9/2021	002212 JULIO'S AUTO CENTER	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	7,500.00
84066	11/9/2021	003044 THOMSON REUTERS WEST	CODE BOOKS		
			CODE BOOKS		
			001.1200.4626		1,243.50
				Total :	1,243.50
84067	11/9/2021	003073 EWING IRRIGATION PRODUCTS INC	CORP YARD IRRIGATION SUPPLIES		
			CORP YARD IRRIGATION SUPPLIES		
			004.8310.4206		26.99
			LMD 48 IRRIGATION SUPPLIES		
			LMD 48 IRRIGATION SUPPLIES		
			012.8500.4206		241.18
				Total :	268.17
84068	11/9/2021	003115 DONALD M. HOOVER CO	YMCA-DANCE ROOM SPORT FLOOR REPLACEMENT		
			YMCA-DANCE ROOM SPORT FLOOR REPLACEMENT		
			007.8330.6030		19,194.75
				Total :	19,194.75
84069	11/9/2021	003144 REVENUE & COST SPECIALISTS,	DEVELOPMENT IMPACT FEE STUDY UPDATE		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84069	11/9/2021	003144 REVENUE & COST SPECIALISTS,	(Continued)		
			DEVELOPMENT IMPACT FEE STUDY UPDATE		
			023.3890.4582		3,850.00
				Total :	**3,850.00**
84070	11/9/2021	003689 TPX COMMUNICATIONS	CORP YARD/CITY HALL PHONES-OCT		
			CITY HALL PHONES-OCT		
			042.9510.4060		253.67
			CORP YARD PHONES-OCT		
			004.8310.4060		2,033.90
				Total :	**2,287.57**
84071	11/9/2021	004073 FIRE ETC	FS#1-3: CLASS A FOAM		
			FS#1-3: CLASS A FOAM		
			029.2100.4219		853.38
				Total :	**853.38**
84072	11/9/2021	004416 SIEMENS MOBILITY, INC.	STREET LIGHT MAINTENANCE-SEP		
			STREET LIGHT MAINTENANCE-SEP		
			013.8510.4664		2,528.50
			TRAFFIC SIGNAL MAINTENANCE-SEP		
			TRAFFIC SIGNAL MAINTENANCE-SEP		
			004.8310.4580		3,283.64
			TRAFFIC SIGNAL RESPONSE CALL OUTS-SEP		
			TRAFFIC SIGNAL RESPONSE CALL OUTS-SEP		
			004.8310.4580		3,348.45
				Total :	**9,160.59**
84073	11/9/2021	004697 CHEMCO PRODUCTS COMPANY	CHEMICAL FEEDER SYSTEM MONITORING		
			CHEMICAL FEEDER SYSTEM MONITORING		
			001.6000.4588		423.23
				Total :	**423.23**
84074	11/9/2021	004863 THE EARPHONE GUY, LLC	HAWK, LAPEL MICROPHONE		
			HAWK, LAPEL MICROPHONE		
			001.2000.4250		504.08
				Total :	**504.08**
84075	11/9/2021	005394 DATA TICKET, INC.	PARKING CITATIONS-SEP		

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Voucher	Date	Vendor	Description/Account		Amount
84075	11/9/2021	005394 DATA TICKET, INC.	(Continued) PARKING CITATIONS-SEP 001.1700.4516		101.73
				Total :	**101.73**
84076	11/9/2021	005771 AMAZON CAPITAL SERVICES	PD: ARMORY ROOM SUPPLIES PD: ARMORY ROOM SUPPLIES 001.2000.4250		388.84
				Total :	**388.84**
84077	11/9/2021	005789 PALM NAILS	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84078	11/9/2021	005986 PLATINUM REPAIR INC	OUT OF CITY BUS LIC REFUND OUT OF CITY BUS LIC REFUND 001.1450.7450		180.00
			OUT OF CITY BUS LIC REFUND 051.1493		4.00
				Total :	**184.00**
84079	11/9/2021	005987 CARNITAS EL PAREJA	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84080	11/9/2021	005988 AUGUSTINE FAMILY EDUCATION HUB	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84081	11/9/2021	005989 AUGUSTINE LAW CORP	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
50 Vouchers for bank code : wfb				Bank total :	**199,872.13**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
50	Vouchers in this report		Total vouchers :	199,872.13

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84082	11/16/2021	000071 DAVIS FARR LLP	GASB 34 INFRASTRUCTURE UPDATE		
			GASB 34 INFRASTRUCTURE UPDATE		
			001.1700.4510		4,200.00
				Total :	**4,200.00**
84083	11/16/2021	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SVCS		
			EMPLOYEE SUPPORT SVS: OCT		
			001.1600.4537		675.00
				Total :	**675.00**
84084	11/16/2021	000085 EAST VALLEY WATER DISTRICT	CORP YARD-OCT		
			CORP YARD-OCT		
			004.8310.4030		70.27
			CORP YARD-OCT		
			CORP YARD-OCT		
			004.8310.4030		121.76
			CORP YARD-OCT		
			CORP YARD-OCT		
			004.8310.4030		706.20
			ATHLETIC CENTER-OCT		
			ATHLETIC CENTER-OCT		
			001.6000.4030		35.14
			ATHLETIC CENTER-OCT		
			ATHLETIC CENTER-OCT		
			001.6000.4030		465.78
			YMCA COMMUNITY PARK-OCT		
			YMCA COMMUNITY PARK-OCT		
			001.6000.4030		201.75
			COMMUNITY PARK-OCT		
			COMMUNITY PARK-OCT		
			001.6000.4030		8,143.45
			COMMUNITY PARK-OCT		
			COMMUNITY PARK-OCT		
			001.6000.4030		52.70
			CUNNINGHAM PARK-OCT		
			CUNNINGHAM PARK-OCT		
			016.8540.4030		1,728.37

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Voucher	Date	Vendor	Description/Account	Amount
84084	11/16/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			OAK CREEK PARK-OCT	
			OAK CREEK PARK-OCT	
			016.8540.4030	1,625.58
			COMMUNITY CENTER-OCT	
			COMMUNITY CENTER-OCT	
			001.6000.4030	52.70
			COMM CENTER IRRIGATION-OCT	
			COMM CENTER IRRIGATION-OCT	
			001.6000.4030	662.79
			LIBRARY/ELC-OCT	
			LIBRARY/ELC-OCT	
			001.6000.4030	70.27
			LIBRARY/ELC-OCT	
			LIBRARY/ELC-OCT	
			001.6000.4030	255.59
			LIBRARY/ELC-OCT	
			LIBRARY/ELC-OCT	
			001.6000.4030	709.59
			LMD 10-OCT	
			LMD 10-OCT	
			012.8500.4030	1,403.37
			LMD 10-OCT	
			LMD 10-OCT	
			012.8500.4030	481.70
			LMD 30-OCT	
			LMD 30-OCT	
			012.8500.4030	228.30
			LMD 34-OCT	
			LMD 34-OCT	
			012.8500.4030	83.47
				Total : **17,098.78**
84085	11/16/2021	000085 EAST VALLEY WATER DISTRICT	SEELEY PARK-NOV	
			SEELEY PARK-NOV	
			016.8540.4030	253.59
			LMD 76-NOV	
			LMD 76-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84085	11/16/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030 LMD 11-NOV LMD 11-NOV	68.77
			012.8500.4030 LMD 16-NOV LMD 16-NOV	421.16
			012.8500.4030 LMD 17 A-NOV LMD 17 A-NOV	51.66
			012.8500.4030 LMD 17 B-NOV LMD 17 B-NOV	94.31
			012.8500.4030 LMD 17 C-NOV LMD 17 C-NOV	737.16
			012.8500.4030 LMD 17 D-NOV LMD 17 D-NOV	196.31
			012.8500.4030 LMD 25-NOV LMD 25-NOV	78.18
			012.8500.4030 LMD 43-NOV LMD 43-NOV	166.99
			012.8500.4030 LMD 47-NOV LMD 47-NOV	161.42
			012.8500.4030 LMD 55-NOV LMD 55-NOV	178.04
			012.8500.4030	625.96
			Total :	**3,033.55**
84086	11/16/2021	000090 FEDEX	OVERNIGHT MAIL OVERNIGHT MAIL	
			001.4100.4210	100.15

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Voucher	Date	Vendor		Description/Account		Amount
84086	11/16/2021	000090	000090 FEDEX	(Continued)	Total :	100.15
84087	11/16/2021	000105	HIGHLAND CHAMBER OF COMMERCE	MONTHLY LUNCHEON-GORITZ MONTHLY LUNCHEON-GORITZ 001.4100.4320		25.00
				MONTHLY LUNCHEON-ZAMANO MONTHLY LUNCHEON-ZAMANO 001.3200.4330		25.00
				MONTHLY LUNCHEON-MORGAN MONTHLY LUNCHEON-MORGAN 001.4200.4330		25.00
					Total :	75.00
84088	11/16/2021	000108	HIGH TECH SECURITY	BURGLARY SYSTEMS-DEC COMM PARK & CELL SVC MONIT/MAINT-DEC 001.6000.4066		55.00
				CORP YARD & CELL MONIT/MAINT-DEC 004.8310.4066		55.00
				CITY HALL & CHAMBERS MONIT/MAINT-DEC 042.9510.4066		80.00
				FIRE SYSTEMS-DEC LIBRARY MONIT/MAINT-DEC 001.6000.4066		50.00
				YMCA MONIT/MAINT-DEC 001.6000.4066		50.00
				CORP YARD MONIT/MAINT/CELL CAR-DEC 004.8310.4066		85.00
				CITY HALL MONIT/MAINT-DEC 042.9510.4066		50.00
				POLICE MONIT/MAINT/CELL BACKUP-DEC 001.2000.4066		85.00
				FIRE STATION #3 MONIT/MAINT- DEC 028.2050.4066		25.00
				FIRE STATION #3 MONIT/MAINT- DEC 029.2100.4066		25.00
				CCTV SYSTEMS-DEC AURANTIA PARK MAINT-DEC 001.6000.4066		25.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84088	11/16/2021	000108 HIGH TECH SECURITY	(Continued)		
			COMM PARK/SNACK BAR MAINT-DEC		
			001.6000.4066		50.00
			CORP YARD MAINT-DEC		
			004.8310.4066		25.00
			CITY HALL MAINT-DEC		
			042.9510.4066		25.00
			CANYON OAK PARK MAINT-DEC		
			016.8540.4066		25.00
				Total :	**710.00**
84089	11/16/2021	000127 K & L HARDWARE	CORP YARD SUPPLIES		
			CORP YARD SUPPLIES		
			004.8310.4206		27.97
			MEMORIAL PARK SUPPLIES		
			MEMORIAL PARK SUPPLIES		
			001.6000.4206		16.79
			COMMUNITY PARK SUPPLIES		
			COMMUNITY PARK SUPPLIES		
			001.6000.4070		79.85
				Total :	**124.61**
84090	11/16/2021	000192 SAM'S CLUB/SYNCHRONY BANK	ANNUAL MEMBERSHIP FEES		
			ANNUAL MEMBERSHIP FEES		
			042.9510.4310		151.20
				Total :	**151.20**
84091	11/16/2021	000203 SOUTHERN CALIFORNIA EDISON	LS#3-OCT		
			LS#3-OCT		
			013.8510.4011		103.87
			LS3 METER-OCT		
			LS3 METER-OCT		
			013.8510.4011		27.53
			LS#3-NOV		
			LS#3-NOV		
			013.8510.4011		74.70
			LMD#76-NOV		
			LMD#76-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84091	11/16/2021	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			012.8500.4010		17.25
				Total :	**223.35**
84092	11/16/2021	000203 SOUTHERN CALIFORNIA EDISON	TRAFFIC SIGNAL BASE LINE		
			TRAFFIC SIGNAL BASE LINE		
			004.8310.4580		90.38
			TRAFFIC SIGNAL BASE LINE		
			TRAFFIC SIGNAL BASE LINE		
			004.8310.4580		81.05
				Total :	**171.43**
84093	11/16/2021	000213 THE SUN	NEWSPAPER PUBLICATIONS		
			NEWSPAPER PUBLICATIONS		
			001.1200.4300		319.00
				Total :	**319.00**
84094	11/16/2021	000231 VISTA PAINT CORP	GRAFFITI REMOVAL SUPPLIES		
			GRAFFITI REMOVAL SUPPLIES		
			001.6010.4206		216.59
				Total :	**216.59**
84095	11/16/2021	000662 HI WAY SAFETY INC	VARIOUS TRAFFIC SIGNS		
			VARIOUS TRAFFIC SIGNS		
			004.8310.4206		2,187.00
			TRAFFIC SIGNS		
			TRAFFIC SIGNS		
			004.8310.4206		751.61
				Total :	**2,938.61**
84096	11/16/2021	000970 SOUTH COAST AQMD	ANNUAL OPERATING FEES-STATION #3		
			ANNUAL OPERATING FEES-STATION #3		
			028.2050.4222		220.08
			ANNUAL OPERATING FEES-STATION #3		
			029.2100.4222		220.07
			EMISSION FEES-STATION #3		
			EMISSION FEES-STATION #3		
			028.2050.4222		71.30
			EMISSION FEES-STATION #3		

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Voucher	Date	Vendor	Description/Account		Amount
84096	11/16/2021	000970 SOUTH COAST AQMD	(Continued)		
			029.2100.4222		71.29
				Total :	**582.74**
84097	11/16/2021	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS-MARTINEZ		
			FINGERPRINT APPS-MARTINEZ		
			001.1600.4236		32.00
				Total :	**32.00**
84098	11/16/2021	001414 RICHARDS, WATSON & GERSHON	GENERAL-SEP		
			GENERAL-SEP		
			001.1450.4520		7,580.38
			STR18001 R/W IVDA-SEP		
			STR18001 R/W IVDA-SEP		
			027.8490.6550		1,008.57
			STR18001 R/W RDA07-SEP		
			STR18001 R/W RDA07-SEP		
			010.3830.6550		1,008.87
			STR18001 R/W SMBMI-SEP		
			STR18001 R/W SMBMI-SEP		
			027.8490.6550		1,008.57
			EOT21002-SEP		
			EOT21002-SEP		
			001.1450.4520		663.00
			CODE ENFORCEMENT-SEP		
			CODE ENFORCEMENT-SEP		
			001.4600.4520		2,418.47
			PERSONNEL & LABOR RELATIONS-SEP		
			PERSONNEL & LABOR RELATIONS-SEP		
			001.1450.4520		115.00
			HOUSING ELEMENT UPDATE-SEP		
			HOUSING ELEMENT UPDATE-SEP		
			001.4100.4662		2,720.00
			COVID-19 DECLARATION OF EMERGENCY-SEP		
			COVID-19 DECLARATION OF EMERGENCY-SEP		
			030.8495.4520		490.84
			7914 CALLE DEL RIO CODE ENFORCEMENT-SEP		
			7914 CALLE DEL RIO CODE ENFORCEMENT-SEP		

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Voucher	Date	Vendor	Description/Account		Amount
84098	11/16/2021	001414 RICHARDS, WATSON & GERSHON	(Continued)		
			001.4600.4520		3,124.28
			24969 5TH STREET PLAN-SEP		
			24969 5TH STREET PLAN-SEP		
			001.4600.4520		58.50
				Total :	**20,196.48**
84099	11/16/2021	001439 OFFICE SOLUTIONS	RECYCLED COPY PAPER		
			RECYCLED COPY PAPER		
			042.9510.4200		344.48
				Total :	**344.48**
84100	11/16/2021	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-NOV		
			PROFESSIONAL SERVICES-NOV		
			023.3890.4554		3,000.00
				Total :	**3,000.00**
84101	11/16/2021	001954 PACIFIC PRODUCTS & SERVICE LLC	SIGN MATERIALS		
			SIGN MATERIALS		
			004.8310.4206		247.29
				Total :	**247.29**
84102	11/16/2021	002396 DUDEK	HCD20001 PROJECT MANAGEMENT-OCT		
			HCD20001 PROJECT MANAGEMENT-OCT		
			027.8490.4662		688.75
			HCD20001 FINALIZE ELEMENTS-OCT		
			HCD20001 FINALIZE ELEMENTS-OCT		
			027.8490.4662		3,203.75
			HCD20001 ENVIRONMENTAL REVIEW-OCT		
			HCD20001 ENVIRONMENTAL REVIEW-OCT		
			027.8490.4662		3,210.00
				Total :	**7,102.50**
84103	11/16/2021	002408 PEOPLEREADY	STORM DRAIN: TEMP LABOR		
			STORM DRAIN: TEMP LABOR		
			004.8310.4666		1,035.32
			STORM DRAIN: TEMP LABOR		
			024.8470.4666		182.70
			STORM DRAIN: TEMP LABOR		

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Voucher	Date	Vendor	Description/Account		Amount
84103	11/16/2021	002408 PEOPLEREADY	(Continued)		
			STORM DRAIN: TEMP LABOR		
			004.8310.4666		603.41
			STORM DRAIN: TEMP LABOR		
			024.8470.4666		106.48
				Total :	**1,927.91**
84104	11/16/2021	002653 H & H GENERAL CONTRACTORS	BRG04004A CON PNRS PPE#5-OCT		
			BRG04004A CON PNRS PPE#5-OCT		
			030.8495.6813		7,480.00
			BRG04004A CON DIF REG PPE#5-OCT		
			BRG04004A CON DIF REG PPE#5-OCT		
			007.8330.6813		1,870.00
			BRG04004A CON DIF REG PPE#5-OCT		
			BRG04004A CON DIF REG PPE#5-OCT		
			007.8330.6813		15,226.10
			BRG04004A CON PNRS PPE#5 RET-OCT		
			BRG04004A CON PNRS PPE#5 RET-OCT		
			030.1350		-374.00
			BRG04004A CON DIF REG PPE#5 RET-OCT		
			BRG04004A CON DIF REG PPE#5 RET-OCT		
			007.1350		-93.50
			BRG04004A CON DIF REG PPE#5 RET-OCT		
			BRG04004A CON DIF REG PPE#5 RET-OCT		
			007.1350		-761.30
				Total :	**23,347.30**
84105	11/16/2021	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 7/01/21-11/05/21		
			SOLID WASTE PROG 7/01/21-11/05/21		
			051.1496		440,563.91
				Total :	**440,563.91**
84106	11/16/2021	003073 EWING IRRIGATION PRODUCTS INC	STREET MARKING PAINT		
			STREET MARKING PAINT		
			004.8310.4206		207.54
			STREET MARKING PAINT		
			STREET MARKING PAINT		
			004.8310.4206		199.74

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84106	11/16/2021	003073 003073 EWING IRRIGATION PRODUCTS INC (Continued)		Total :	407.28
84107	11/16/2021	003445 BOOT BARN, INC.	UNIFORM: RAMOS UNIFORM: RAMOS 004.8310.4249		200.00
			UNIFORM BOOTS: LAYNE UNIFORM BOOTS: LAYNE 004.8310.4249		150.00
				Total :	350.00
84108	11/16/2021	003535 WEST COAST ARBORISTS, INC.	TREE MAINTENANCE VARIOUS LOC-OCT TREE MAINTENANCE VARIOUS LOC-OCT 004.8310.4680		1,849.00
				Total :	1,849.00
84109	11/16/2021	003673 JOHNSON CONTROLS, INC	PD: HVAC UNIT#2 COMPRESSOR REPLACEMENT PD: HVAC UNIT#2 COMPRESSOR REPLACEMENT 001.2000.4588		5,837.25
				Total :	5,837.25
84110	11/16/2021	004920 TKE ENGINEERING	HOUSING AUTHORITY HOUSING AUTHORITY 070.7000.4611		6,492.50
				Total :	6,492.50
84111	11/16/2021	005313 COUNTY OF SAN BERNARDINO	PRE-EMPLOYMENT TESTING-A. MARTINEZ PRE-EMPLOYMENT TESTING-A. MARTINEZ 001.1600.4235		303.45
				Total :	303.45
84112	11/16/2021	005345 CALIFORNIA ASSOCIATION OF CODE	CACEO MEMBERSHIP RENEWAL-OWENS CACEO MEMBERSHIP RENEWAL-OWENS 001.4600.4330		95.00
				Total :	95.00
84113	11/16/2021	005554 IMPERIAL SPRINKLER SUPPLY	IRRIGATION SUPPLIES IRRIGATION SUPPLIES 016.8540.4206		78.81

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84113	11/16/2021	005554 005554 IMPERIAL SPRINKLER SUPPLY	(Continued)	Total :	78.81
84114	11/16/2021	005679 KEN GRODY FORD	VEH#130 MAINTENANCE VEH#130 MAINTENANCE 004.8310.4240		181.87
			VEH#121 MAINTENANCE VEH#121 MAINTENANCE 001.4600.4240		176.54
				Total :	358.41
84115	11/16/2021	005978 VIET HUNG SEAFOOD MARKET	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	7,500.00
34 Vouchers for bank code : wfb				Bank total :	550,653.58
34 Vouchers in this report				Total vouchers :	550,653.58

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
627	11/19/2021	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	10,113.14
			ICMA DEFERRED COMP 457: Payment 004.1170	621.66
			ICMA DEFERRED COMP 457: Payment 010.1170	499.99
			ICMA DEFERRED COMP 457: Payment 012.1170	12.51
			ICMA DEFERRED COMP 457: Payment 016.1170	12.51
			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	291.65
			Total :	**11,881.41**
628	11/19/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment 041.1145	31.58
			EPMC: Payment 042.1145	11.49
			EPMC: Payment 070.1145	54.69
			PERS: Payment 001.1145	13,039.19
			PERS: Payment 004.1145	2,824.22
			PERS: Payment 006.1145	663.93
			PERS: Payment 010.1145	965.91
			PERS: Payment 012.1145	173.90

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
628	11/19/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			016.1145	173.88
			PERS: Payment	
			023.1145	116.18
			PERS: Payment	
			024.1145	19.20
			PERS: Payment	
			041.1145	451.31
			PERS: Payment	
			042.1145	928.86
			PERS: Payment	
			070.1145	781.52
			PERS SURVIVOR: Payment	
			001.1145	23.33
			PERS SURVIVOR: Payment	
			004.1145	4.65
			PERS SURVIVOR: Payment	
			006.1145	1.28
			PERS SURVIVOR: Payment	
			010.1145	1.06
			PERS SURVIVOR: Payment	
			012.1145	0.58
			PERS SURVIVOR: Payment	
			016.1145	0.58
			PERS SURVIVOR: Payment	
			023.1145	0.26
			PERS SURVIVOR: Payment	
			024.1145	0.06
			PERS SURVIVOR: Payment	
			041.1145	0.31
			PERS SURVIVOR: Payment	
			042.1145	1.61
			PERS SURVIVOR: Payment	
			070.1145	0.69
			EPMC: Payment	
			001.1145	529.57

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
628	11/19/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			004.1145	122.52
			EPMC: Payment	
			006.1145	19.78
			EPMC: Payment	
			010.1145	42.06
			EPMC: Payment	
			012.1145	2.38
			EPMC: Payment	
			016.1145	2.38
			EPMC: Payment	
			023.1145	6.63
			EPMC: Payment	
			024.1145	0.56
			Total :	**20,996.15**
629	11/19/2021	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	10,332.38
			FEDERAL TAXES: Payment	
			004.1120	2,457.79
			FEDERAL TAXES: Payment	
			006.1120	579.55
			FEDERAL TAXES: Payment	
			010.1120	938.98
			FEDERAL TAXES: Payment	
			012.1120	99.78
			FEDERAL TAXES: Payment	
			016.1120	99.77
			FEDERAL TAXES: Payment	
			023.1120	75.76
			FEDERAL TAXES: Payment	
			024.1120	15.36
			FEDERAL TAXES: Payment	
			041.1120	420.53
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
629	11/19/2021	000119 INTERNAL REVENUE SERVICE	(Continued)	
			042.1120 FEDERAL TAXES: Payment	723.57
			070.1120 SOCIAL SECURITY: Payment	667.82
			001.1140 MEDICARE: Payment	605.94
			001.1140 MEDICARE: Payment	2,836.89
			004.1140 MEDICARE: Payment	571.01
			006.1140 MEDICARE: Payment	139.98
			010.1140 MEDICARE: Payment	179.12
			012.1140 MEDICARE: Payment	44.68
			016.1140 MEDICARE: Payment	44.72
			023.1140 MEDICARE: Payment	24.84
			024.1140 MEDICARE: Payment	4.46
			041.1140 MEDICARE: Payment	88.85
			042.1140 MEDICARE: Payment	209.60
			070.1140	138.36
			Total :	**21,299.74**
630	11/19/2021	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			070.1130 STATE TAXES: Payment	260.43
			001.1130 STATE TAXES: Payment	4,004.49
			004.1130	950.91

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
630	11/19/2021	000001 CALIF STATE EMPLOYMENT	(Continued)		
			STATE TAXES: Payment 006.1130		223.48
			STATE TAXES: Payment 010.1130		364.88
			STATE TAXES: Payment 012.1130		40.52
			STATE TAXES: Payment 016.1130		40.52
			STATE TAXES: Payment 023.1130		21.61
			STATE TAXES: Payment 024.1130		5.31
			STATE TAXES: Payment 041.1130		171.24
			STATE TAXES: Payment 042.1130		284.78
				Total :	**6,368.17**
84116	11/19/2021	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT		
			ARROWHEAD UNITED WAY: Payment 001.1180		11.27
			ARROWHEAD UNITED WAY: Payment 004.1180		0.76
			ARROWHEAD UNITED WAY: Payment 041.1180		2.26
			ARROWHEAD UNITED WAY: Payment 070.1180		0.71
				Total :	**15.00**
84117	11/19/2021	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT		
			AFLAC ACCIDENT INSURANCE: Payment 001.1181		108.79
			AFLAC ACCIDENT INSURANCE: Payment 004.1181		13.97
			AFLAC ACCIDENT INSURANCE: Payment 012.1181		3.58
			AFLAC ACCIDENT INSURANCE: Payment		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84117	11/19/2021	003804 AFLAC WWHQ	(Continued)	
			016.1181 AFLAC ACCIDENT INSURANCE: Payment	3.56
			023.1181 AFLAC ACCIDENT INSURANCE: Payment	5.80
			024.1181 AFLAC CANCER INSURANCE: Payment	0.26
			001.1181 AFLAC DISABILITY INSURANCE: Payment	18.63
			001.1181 AFLAC DISABILITY INSURANCE: Payment	153.74
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.70
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.29
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.29
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.50
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	73.60
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70
			016.1181 AFLAC DENTAL: Payment	6.70
			001.1181 AFLAC DENTAL: Payment	27.89
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181 AFLAC DENTAL: Payment	1.67
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.54
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.94
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84117	11/19/2021	003804 AFLAC WWHQ	(Continued)		
			016.1181		1.50
				Total :	**469.71**
84118	11/19/2021	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 :**	**61,065.18**
	7 Vouchers in this report			**Total vouchers :**	**61,065.18**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84119	11/23/2021	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-NOV		
			POLICE SERVICES-NOV		
			001.2000.4560		923,169.00
				Total :	**923,169.00**
84120	11/23/2021	000056 DEPARTMENT OF CONSERVATION	SMIP 07/2021-09/2021		
			SMIP 07/2021-09/2021		
			001.4500.4542		827.90
			SMIP 07/2021-09/2021		
			051.1479		-41.40
				Total :	**786.50**
84121	11/23/2021	000127 K & L HARDWARE	STATION #1 SUPPLIES		
			STATION #1 SUPPLIES		
			028.2050.4070		14.32
			STATION #1 SUPPLIES		
			029.2100.4070		14.32
			STATION #3 SUPPLIES		
			STATION #3 SUPPLIES		
			028.2050.4070		15.08
			STATION #3 SUPPLIES		
			029.2100.4070		15.08
			STATION #3 SUPPLIES		
			STATION #3 SUPPLIES		
			028.2050.4070		21.55
			STATION #3 SUPPLIES		
			029.2100.4070		21.54
			STATION #3 SUPPLIES		
			STATION #3 SUPPLIES		
			028.2050.4070		80.81
			STATION #3 SUPPLIES		
			029.2100.4070		80.80
			STATION #1 SUPPLIES		
			STATION #1 SUPPLIES		
			028.2050.4070		20.13
			STATION #1 SUPPLIES		
			029.2100.4070		20.13

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84121	11/23/2021	000127 K & L HARDWARE	(Continued)		
			STATION #3 SUPPLIES		
			STATION #3 SUPPLIES		
			028.2050.4070		82.43
			STATION #3 SUPPLIES		
			029.2100.4070		82.42
			STATION #3 SUPPLIES		
			STATION #3 SUPPLIES		
			028.2050.4070		37.71
			STATION #3 SUPPLIES		
			029.2100.4070		37.70
				Total :	**544.02**
84122	11/23/2021	000231 VISTA PAINT CORP	GRAFFITI REMOVAL SUPPLIES		
			GRAFFITI REMOVAL SUPPLIES		
			001.6010.4206		212.67
			GRAFFITI REMOVAL SUPPLIES		
			GRAFFITI REMOVAL SUPPLIES		
			001.6010.4206		70.89
				Total :	**283.56**
84123	11/23/2021	000233 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES		
			JANITORIAL SUPPLIES		
			042.9510.4055		883.95
			JANITORIAL SUPPLIES		
			004.8310.4055		138.02
			JANITORIAL SUPPLIES		
			001.6000.4055		622.04
				Total :	**1,644.01**
84124	11/23/2021	000598 PR PRINTING	FS#1-3: B2 INSPECTION FORMS		
			FS#1-3: B2 INSPECTION FORMS		
			028.2050.4200		282.20
			FS#1-3: B2 INSPECTION FORMS		
			029.2100.4200		282.19
				Total :	**564.39**
84125	11/23/2021	001072 AUTO ZONE	ME543 ENGINE MAINT.		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84125	11/23/2021	001072 AUTO ZONE	(Continued)		
			ME543 ENGINE MAINT.		
			028.2050.4240		33.12
			ME543 ENGINE MAINT.		
			029.2100.4240		33.12
				Total :	**66.24**
84126	11/23/2021	001414 RICHARDS, WATSON & GERSHON	GENERAL-OCT		
			GENERAL - OCT		
			001.1450.4520		6,305.01
			STR18001 R/W IVDA-OCT		
			STR18001 R/W IVDA-OCT		
			027.8490.6550		555.28
			STR18001 R/W RDA07-OCT		
			STR18001 R/W RDA07-OCT		
			010.3830.6550		555.44
			STR18001 R/W SMBMI-OCT		
			STR18001 R/W SMBMI-OCT		
			027.8490.6550		555.28
			CODE ENFORCEMENT-OCT		
			CODE ENFORCEMENT-OCT		
			001.4600.4520		468.00
			PERSONNEL & LABOR RELATIONS-OCT		
			PERSONNEL & LABOR RELATIONS-OCT		
			001.1450.4520		4,294.96
			COVID-19 DECLARATION OF EMERGENCY-OCT		
			COVID-19 DECLARATION OF EMERGENCY-OCT		
			030.8495.4520		181.00
			7914 CALLE DEL RIO CODE ENFORCEMENT-OCT		
			7914 CALLE DEL RIO CODE ENFORCEMENT-OCT		
			001.4600.4520		2,385.13
				Total :	**15,300.10**
84127	11/23/2021	001476 TIME WARNER CABLE	STATION #1 TELE/INT-OCT		
			STATION #1 TELE/INT-OCT		
			028.2050.4065		185.03
			STATION #1 TELE/INT-OCT		
			029.2100.4065		185.02

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84127	11/23/2021	001476 TIME WARNER CABLE	(Continued)	
			STATION #3 TELE/INT-OCT	
			STATION #3 TELE/INT-OCT	
			028.2050.4065	224.30
			STATION #3 TELE/INT-OCT	
			029.2100.4065	224.29
			STATION #2 TELE/INT-OCT	
			STATION #2 TELE/INT-OCT	
			028.2050.4065	107.35
			STATION #2 TELE/INT-OCT	
			029.2100.4065	107.35
			Total :	**1,033.34**
84128	11/23/2021	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMB-SEP	
			MONTHLY REIMB-SEP	
			001.6000.4526	40,833.00
			MONTHLY REIMB-OCT	
			MONTHLY REIMB-OCT	
			001.6000.4526	39,364.00
			Total :	**80,197.00**
84129	11/23/2021	002190 ENGINEERING RESOURCES OF SO CA	STR20003 DE MSRI OCT	
			STR20003 DE MSRI OCT	
			017.8350.6550	5,083.44
			STR20003 DE SB CO OCT	
			STR20003 DE SB CO OCT	
			027.8490.6550	16,741.56
			Total :	**21,825.00**
84130	11/23/2021	003696 CENTER FOR HEALTHCARE	ADVANCED LIFE SUPPORT TRAINING INSTRUCTO	
			ADVANCED LIFE SUPPORT TRAINING	
			029.2100.4206	492.50
			ADVANCED LIFE SUPPORT TRAINING	
			028.2050.4206	492.50
			Total :	**985.00**
84131	11/23/2021	003836 CALIFORNIA BUILDING	BSAR 07/2021-09/2021	
			BSAR 07/2021-09/2021	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84131	11/23/2021	003836 CALIFORNIA BUILDING	(Continued)		
			001.4500.4543		450.00
			BSAR 07/2021-09/2021		
			051.1480		-45.00
				Total :	**405.00**
84132	11/23/2021	004073 FIRE ETC	FS#1-3: NOZZLE PARTS FOR REPAIR		
			FS#1-3: NOZZLE PARTS FOR REPAIR		
			028.2050.4245		122.22
			FS#1-3: NOZZLE PARTS FOR REPAIR		
			029.2100.4245		122.21
				Total :	**244.43**
84133	11/23/2021	004416 SIEMENS MOBILITY, INC.	TRAFFIC SIGNAL MAINTENANCE-OCT		
			TRAFFIC SIGNAL MAINTENANCE-OCT		
			004.8310.4580		3,283.64
			STREET LIGHT MAINTENANCE-OCT		
			STREET LIGHT MAINTENANCE-OCT		
			013.8510.4664		2,528.50
			TRAFFIC SIGNAL RESPONSE CALL OUTS-OCT		
			TRAFFIC SIGNAL RESPONSE CALL OUTS-OCT		
			004.8310.4580		1,668.19
				Total :	**7,480.33**
84134	11/23/2021	004879 DIV OF THE STATE ARCHITECT	AB1379 07/2021-09/2021		
			AB1379 07/2021-09/2021		
			051.1493		266.00
				Total :	**266.00**
84135	11/23/2021	005083 ALL PARTITIONS & PARTS LLC	COMM PARK: HINGE REPAIR KITS		
			COMM PARK: HINGE REPAIR KITS		
			001.6000.4206		386.04
				Total :	**386.04**
84136	11/23/2021	005092 LANGUAGE TESTING INTERNATIONAL	SPANISH TEST-MARTINEZ		
			SPANISH TEST-MARTINEZ		
			001.1600.4235		124.00
				Total :	**124.00**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84137	11/23/2021	005149 MUNICIPAL EMERGENCY SERVICES	FS#1-3: REPLACEMENT SENSORS		
			FS#1-3: REPLACEMENT SENSORS		
			029.2100.4245		431.45
			FS#1-3: REPLACEMENT SENSORS		
			028.2050.4245		431.45
				Total :	**862.90**
84138	11/23/2021	005358 FLEET SERVICES INC	ME542 FUEL ADDITIVE FOR ENGINES		
			ME542 FUEL ADDITIVE FOR ENGINES		
			028.2050.4220		61.90
			ME542 FUEL ADDITIVE FOR ENGINES		
			029.2100.4220		61.90
				Total :	**123.80**
84139	11/23/2021	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL SERVICES		
			PEST CONTROL SERVICES		
			001.6000.4589		91.00
			PEST CONTROL SERVICES		
			PEST CONTROL SERVICES		
			028.2050.4589		23.00
			PEST CONTROL SERVICES		
			029.2100.4589		23.00
				Total :	**137.00**
84140	11/23/2021	005846 DANCE MOVE LIVE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84141	11/23/2021	005991 GROUNDS ELECTRIC COMPANY INC	BUS LIC#013063 REFUND		
			BUS LIC#013063 REFUND		
			001.1450.7450		130.00
				Total :	**130.00**
84142	11/23/2021	005992 BESTRA TAX SERVICES	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84143	11/23/2021	005993 MACS SPRING INC	COMMUNITY PARK-RESTROOM REPAIRS		
			COMMUNITY PARK-RESTROOM REPAIRS		
			001.6000.4070		225.00
				Total :	**225.00**
84144	11/23/2021	005994 FANY MUTLI SERVICES	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84145	11/23/2021	005995 ENC MOTORS INC	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84146	11/23/2021	005996 FANY'S TIRE REPAIR AND SMOG	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84147	11/23/2021	005997 NUTRISHOP HIGHLAND	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84148	11/23/2021	005998 SUBWAY #38953	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84149	11/23/2021	005999 SUBWAY #43835	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84150	11/23/2021	006000 CANTOS JEWELRY	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
84150	11/23/2021	006000	006000 CANTOS JEWELRY	(Continued)		
					Total :	7,500.00
32	Vouchers for bank code :	wfb			Bank total :	1,124,282.66
32	Vouchers in this report				Total vouchers :	1,124,282.66

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84151	11/30/2021	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES	
			CROSSING GUARD SERVICES	
			002.8200.4530	3,022.80
			Total :	**3,022.80**
84152	11/30/2021	000085 EAST VALLEY WATER DISTRICT	CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4030	357.12
			CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4030	35.14
			POLICE STATION-NOV	
			POLICE STATION-NOV	
			001.2000.4030	1,317.98
			POLICE STATION-NOV	
			POLICE STATION-NOV	
			001.2000.4030	52.70
			POLICE STATION-NOV	
			POLICE STATION-NOV	
			001.2000.4030	52.70
			POLICE STATION-NOV	
			POLICE STATION-NOV	
			001.2000.4030	199.10
			STATION #1-NOV	
			STATION #1-NOV	
			028.2050.4030	56.14
			STATION #1-NOV	
			029.2100.4030	56.14
			STATION #2-NOV	
			STATION #2-NOV	
			028.2050.4030	106.72
			STATION #2-NOV	
			029.2100.4030	106.71
			STATION #2-NOV	
			STATION #2-NOV	
			028.2050.4030	17.57
			STATION #2-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84152	11/30/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			029.2100.4030 STATION #3-NOV STATION #3-NOV	17.57
			028.2050.4030 STATION #3-NOV	117.19
			029.2100.4030 STATION #3-NOV STATION #3-NOV	117.18
			028.2050.4030 STATION #3-NOV	26.35
			029.2100.4030 STATION #3-NOV STATION #3-NOV	26.35
			028.2050.4030 STATION #3-NOV	33.91
			029.2100.4030 AURANTIA PARK-NOV AURANTIA PARK-NOV	33.90
			001.6000.4030 BASELINE MEDIAN-NOV BASELINE MEDIAN-NOV	1,255.92
			004.8310.4030 BASELINE MEDIAN-NOV BASELINE MEDIAN-NOV	193.08
			004.8310.4030 LMD 04-NOV LMD 04-NOV	234.22
			012.8500.4030 LMD 07-NOV LMD 07-NOV	62.59
			012.8500.4030 LMD 15-A-NOV LMD 15-A-NOV	110.39
			012.8500.4030 LMD 15-B-NOV LMD 15-B-NOV	277.08
			012.8500.4030	549.52

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84152	11/30/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			LMD 21-A-NOV		
			LMD 21-A-NOV		
			012.8500.4030		69.86
			LMD 21-B-NOV		
			LMD 21-B-NOV		
			012.8500.4030		264.02
			LMD 29-NOV		
			LMD 29-NOV		
			012.8500.4030		65.81
			LMD 37-NOV		
			LMD 37-NOV		
			012.8500.4030		280.99
			LMD 44-NOV		
			LMD 44-NOV		
			012.8500.4030		1,276.05
			LMD 73-NOV		
			LMD 73-NOV		
			012.8500.4030		53.18
				Total :	**7,423.18**
84153	11/30/2021	000090 FEDEX	OVERNIGHT MAIL		
			OVERNIGHT MAIL		
			001.4100.4210		52.07
				Total :	**52.07**
84154	11/30/2021	000108 HIGH TECH SECURITY	CITY HALL: FIRE SERVICE CALL		
			CITY HALL: FIRE SERVICE CALL		
			042.9510.4066		220.00
				Total :	**220.00**
84155	11/30/2021	000127 K & L HARDWARE	CORP YARD SUPPLIES		
			CORP YARD SUPPLIES		
			004.8310.4206		30.79
			PARKS SUPPLIES		
			PARKS SUPPLIES		
			001.6000.4206		26.92
				Total :	**57.71**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84156	11/30/2021	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-NOV		
			PETTY CASH-NOV		
			001.0020		59.99
				Total :	**59.99**
84157	11/30/2021	000190 SAN BERNARDINO COUNTY	GA DUES 2021/2022		
			GA DUES 2021/2022		
			001.1000.4310		7,952.00
				Total :	**7,952.00**
84158	11/30/2021	000203 SOUTHERN CALIFORNIA EDISON	TRAFFIC SIG PALM/CYPRESS-NOV		
			TRAFFIC SIG PALM/CYPRESS-NOV		
			013.8510.4011		35.39
			TRAFFIC SIG PALM/CYPRESS-NOV		
			TRAFFIC SIG PALM/CYPRESS-NOV		
			004.8310.4580		62.25
			SMART N FINAL SCE FEES-NOV		
			SMART N FINAL SCE FEES-NOV		
			013.8510.4011		26.09
			SIGNALS-NOV		
			SIGNALS-NOV		
			004.8310.4580		3,029.07
			LMD 70-NOV		
			LMD 70-NOV		
			012.8500.4010		17.80
				Total :	**3,170.60**
84159	11/30/2021	000204 SOCALGAS	STATION #2-NOV		
			STATION #2-NOV		
			028.2050.4020		36.74
			STATION #2-NOV		
			029.2100.4020		36.73
			STATION #3-NOV		
			STATION #3-NOV		
			028.2050.4020		39.57
			STATION #3-NOV		
			029.2100.4020		39.57
				Total :	**152.61**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84160	11/30/2021	000207 KONICA MINOLTA	COPIER LEASE-DEC		
			COPIER LEASE-DEC		
			042.9510.4205		1,054.54
			COPIER LEASE-DEC		
			001.2000.4205		625.29
				Total :	**1,679.83**
84161	11/30/2021	000237 WILLDAN ASSOCIATES	BUILDING AND SAFETY PLAN CHECK-OCT		
			BUILDING AND SAFETY PLAN CHECK-OCT		
			001.4500.4540		5,330.00
			INSPECTION SERVICES-OCT		
			INSPECTION SERVICES-OCT		
			001.4500.4540		13,217.50
			PERMIT TECHNICIAN SERVICES-OCT		
			PERMIT TECHNICIAN SERVICES-OCT		
			001.4500.4540		3,315.00
				Total :	**21,862.50**
84162	11/30/2021	000424 SAN BERNARDINO COUNTY FIRE	2022 CUPA PERMITS-CORP YARD		
			2022 CUPA PERMITS-CORP YARD		
			001.4200.4596		591.00
			2022 CUPA PERMITS-POLICE DEPT		
			2022 CUPA PERMITS-POLICE DEPT		
			001.4200.4596		909.00
			2022 CUPA PERMITS-STATION #3		
			2022 CUPA PERMITS-STATION #3		
			001.4200.4596		455.00
				Total :	**1,955.00**
84163	11/30/2021	000598 PR PRINTING	COH WINDOW & NON WINDOW ENVELOPES		
			COH WINDOW & NON WINDOW ENVELOPES		
			042.9510.4200		1,217.28
			PD: REGISTRATION RECEIPTS		
			PD: REGISTRATION RECEIPTS		
			001.2000.4200		170.64
				Total :	**1,387.92**
84164	11/30/2021	001404 LOWE'S	FS#2: DISHWASHER		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84164	11/30/2021	001404 LOWE'S	(Continued)		
			FS#2: DISHWASHER		
			028.2050.4203		437.26
			FS#2: DISHWASHER		
			029.2100.4203		437.25
				Total :	**874.51**
84165	11/30/2021	002106 CODE PUBLISHING, INC.	MUNICIPAL CODE CODIFICATION		
			MUNICIPAL CODE CODIFICATION		
			001.1200.4625		550.00
				Total :	**550.00**
84166	11/30/2021	002209 AFFORDABLE AUTO SERVICE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84167	11/30/2021	002408 PEOPLEREADY	STORM DRAIN: TEMP LABOR		
			STORM DRAIN: TEMP LABOR		
			004.8310.4666		717.74
			STORM DRAIN: TEMP LABOR		
			024.8470.4666		126.66
				Total :	**844.40**
84168	11/30/2021	002960 BURRTEC WASTE INDUSTRIES INC	DELINQUENT REFUSE 2017/2018		
			DELINQUENT REFUSE 2017/2018		
			051.1495		331.44
			DELINQUENT REFUSE 2018/2019		
			DELINQUENT REFUSE 2018/2019		
			051.1495		502.88
				Total :	**834.32**
84169	11/30/2021	003360 DIRECTV	POLICE SATELLITE CABLE-NOV		
			POLICE SATELLITE CABLE-NOV		
			001.2000.4065		78.00
				Total :	**78.00**
84170	11/30/2021	003535 WEST COAST ARBORISTS, INC.	LMD 29 TREE MAINTENANCE		
			LMD 29 TREE MAINTENANCE		

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Voucher	Date	Vendor	Description/Account		Amount
84170	11/30/2021	003535 WEST COAST ARBORISTS, INC.	(Continued)		
			012.8500.4585		120.00
				Total :	**120.00**
84171	11/30/2021	004290 COMPUTER HEADZ	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84172	11/30/2021	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL SERVICES-SEP		
			FIRE MARSHALL SERVICES-SEP		
			029.2100.4540		4,441.25
			FIRE MARSHALL SERVICES-OCT		
			FIRE MARSHALL SERVICES-OCT		
			029.2100.4540		4,143.75
				Total :	**8,585.00**
84173	11/30/2021	005516 BASE HILL, INC.	CITY HALL-NOV		
			CITY HALL-NOV		
			042.9510.4504		1,562.00
			COUNCIL CHAMBERS-NOV		
			042.9510.4504		311.00
			COMMUNITY PARK-NOV		
			001.6000.4504		1,950.00
			AURANTIA PARK-NOV		
			001.6000.4504		1,454.00
			POLICE DEPT-NOV		
			001.2000.4504		1,080.00
				Total :	**6,357.00**
84174	11/30/2021	005679 KEN GRODY FORD	VEH#125 TAILGATE RETAINER		
			VEH#125 TAILGATE RETAINER		
			001.6000.4240		17.40
			VEH#117 MAINTENANCE		
			VEH#117 MAINTENANCE		
			001.4600.4240		191.39
			VEH#122 MAINTENANCE		
			VEH#122 MAINTENANCE		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84174	11/30/2021	005679 KEN GRODY FORD	(Continued)		
			001.6000.4240		149.97
			VEH#126 MAINTENANCE		
			VEH#126 MAINTENANCE		
			004.8310.4240		120.31
				Total :	**479.07**
84175	11/30/2021	005737 AGA ENGINEERS, INC.	ON-CALL TRAFFIC ENG. SERVICES-OCT		
			ON-CALL TRAFFIC ENG. SERVICES-OCT		
			020.8440.4550		945.00
			TRAFFIC SIGNAL MONITORING SERV-OCT		
			TRAFFIC SIGNAL MONITORING SERV-OCT		
			020.8440.4550		3,200.00
				Total :	**4,145.00**
84176	11/30/2021	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.1700.4200		59.70
				Total :	**59.70**
84177	11/30/2021	005867 CWFC INC	BRIDGE TRAIL: VANDALISM REPAIRS		
			BRIDGE TRAIL: VANDALISM REPAIRS		
			001.6100.4592		600.00
			BRIDGE TRAIL: VANDALISM REPAIRS		
			BRIDGE TRAIL: VANDALISM REPAIRS		
			001.6100.4592		850.00
				Total :	**1,450.00**
84178	11/30/2021	005869 DOPP PROPERTY SERVICES	SECURE PROPERTY-7464 APLIN STREET		
			SECURE PROPERTY-7464 APLIN STREET		
			001.4500.4557		1,130.00
				Total :	**1,130.00**
84179	11/30/2021	006002 ALL STAR AUTO CARE SERVICES	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
84180	11/30/2021	006003 I LOVE SUSHI	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84180	11/30/2021	006003 I LOVE SUSHI	(Continued) SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84181	11/30/2021	006004 ALBARO'S MEXICAN FOOD	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84182	11/30/2021	006005 FARMERS INSURANCE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84183	11/30/2021	006006 NDP THRIFT STORE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84184	11/30/2021	006007 M B H C LLC	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84185	11/30/2021	006008 ETS HAIR SALON	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84186	11/30/2021	006009 NEEDFUL THINGS DISCOUNT STORE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00
				Total :	**7,500.00**
84187	11/30/2021	006010 HIGHLAND NURSERY & TOPIARY	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349		7,500.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84187	11/30/2021	006010	006010 HIGHLAND NURSERY & TOPIARY (Continued)	Total :	7,500.00
84188	11/30/2021	006011	A1 COMPLETE AUTO REPAIR		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	7,500.00
	38 Vouchers for bank code : wfb			Bank total :	164,503.21
	38 Vouchers in this report			Total vouchers :	164,503.21

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
631	12/3/2021	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	10,088.21
			ICMA DEFERRED COMP 457: Payment 004.1170	621.66
			ICMA DEFERRED COMP 457: Payment 010.1170	500.00
			ICMA DEFERRED COMP 457: Payment 012.1170	12.49
			ICMA DEFERRED COMP 457: Payment 016.1170	12.49
			ICMA DEFERRED COMP 457: Payment 023.1170	5.00
			ICMA DEFERRED COMP 457: Payment 041.1170	324.94
			ICMA DEFERRED COMP 457: Payment 070.1170	291.65
			Total :	**11,856.44**
632	12/3/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment 001.1145	529.54
			EPMC: Payment 004.1145	122.53
			EPMC: Payment 006.1145	19.80
			EPMC: Payment 010.1145	42.04
			EPMC: Payment 012.1145	2.37
			EPMC: Payment 016.1145	2.37
			EPMC: Payment 023.1145	6.62
			EPMC: Payment 024.1145	0.55

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
632	12/3/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			041.1145	31.59
			EPMC: Payment	
			042.1145	11.54
			EPMC: Payment	
			070.1145	54.69
			PERS: Payment	
			001.1145	13,083.55
			PERS: Payment	
			004.1145	2,820.99
			PERS: Payment	
			006.1145	693.48
			PERS: Payment	
			010.1145	965.90
			PERS: Payment	
			012.1145	173.91
			PERS: Payment	
			016.1145	173.89
			PERS: Payment	
			023.1145	116.16
			PERS: Payment	
			024.1145	19.22
			PERS: Payment	
			041.1145	451.28
			PERS: Payment	
			042.1145	867.43
			PERS: Payment	
			070.1145	781.53
			PERS SURVIVOR: Payment	
			001.1145	23.29
			PERS SURVIVOR: Payment	
			004.1145	4.66
			PERS SURVIVOR: Payment	
			006.1145	1.27
			PERS SURVIVOR: Payment	
			010.1145	1.08

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
632	12/3/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			012.1145	0.56
			PERS SURVIVOR: Payment	
			016.1145	0.56
			PERS SURVIVOR: Payment	
			023.1145	0.28
			PERS SURVIVOR: Payment	
			024.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.33
			PERS SURVIVOR: Payment	
			042.1145	1.63
			PERS SURVIVOR: Payment	
			070.1145	0.70
			Total :	**21,005.39**
633	12/3/2021	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	10,291.16
			FEDERAL TAXES: Payment	
			004.1120	2,729.88
			FEDERAL TAXES: Payment	
			006.1120	599.24
			FEDERAL TAXES: Payment	
			010.1120	1,200.86
			FEDERAL TAXES: Payment	
			012.1120	85.72
			FEDERAL TAXES: Payment	
			016.1120	85.73
			FEDERAL TAXES: Payment	
			023.1120	75.75
			FEDERAL TAXES: Payment	
			024.1120	15.81
			FEDERAL TAXES: Payment	
			041.1120	418.84
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
633	12/3/2021	000119 INTERNAL REVENUE SERVICE	(Continued)		
			042.1120 FEDERAL TAXES: Payment		648.24
			070.1120 SOCIAL SECURITY: Payment		665.78
			001.1140 MEDICARE: Payment		602.84
			001.1140 MEDICARE: Payment		2,830.19
			004.1140 MEDICARE: Payment		608.35
			006.1140 MEDICARE: Payment		145.26
			010.1140 MEDICARE: Payment		213.28
			012.1140 MEDICARE: Payment		41.28
			016.1140 MEDICARE: Payment		41.26
			023.1140 MEDICARE: Payment		24.84
			024.1140 MEDICARE: Payment		4.60
			041.1140 MEDICARE: Payment		88.58
			042.1140 MEDICARE: Payment		201.38
			070.1140		138.07
				Total :	**21,756.94**
634	12/3/2021	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT		
			STATE TAXES: Payment 001.1130 STATE TAXES: Payment		3,985.86
			004.1130 STATE TAXES: Payment		1,077.87
			006.1130		230.87

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
634	12/3/2021	000001 CALIF STATE EMPLOYMENT	(Continued)		
			STATE TAXES: Payment 010.1130		485.40
			STATE TAXES: Payment 012.1130		36.05
			STATE TAXES: Payment 016.1130		36.04
			STATE TAXES: Payment 023.1130		21.60
			STATE TAXES: Payment 024.1130		5.50
			STATE TAXES: Payment 041.1130		170.53
			STATE TAXES: Payment 042.1130		253.88
			STATE TAXES: Payment 070.1130		259.46
				Total :	**6,563.06**
84189	12/3/2021	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT		
			ARROWHEAD UNITED WAY: Payment 001.1180		11.28
			ARROWHEAD UNITED WAY: Payment 004.1180		0.77
			ARROWHEAD UNITED WAY: Payment 041.1180		2.26
			ARROWHEAD UNITED WAY: Payment 070.1180		0.69
				Total :	**15.00**
84190	12/3/2021	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT		
			AFLAC SPECIFIED HEALTH INS: Payment 012.1181		1.49
			AFLAC SPECIFIED HEALTH INS: Payment 016.1181		1.49
			AFLAC ACCIDENT INSURANCE: Payment 001.1181		108.80
			AFLAC ACCIDENT INSURANCE: Payment		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84190	12/3/2021	003804 AFLAC WWHQ	(Continued)	
			004.1181 AFLAC ACCIDENT INSURANCE: Payment	13.96
			012.1181 AFLAC ACCIDENT INSURANCE: Payment	3.57
			016.1181 AFLAC ACCIDENT INSURANCE: Payment	3.56
			023.1181 AFLAC ACCIDENT INSURANCE: Payment	5.80
			024.1181 AFLAC CANCER INSURANCE: Payment	0.27
			001.1181 AFLAC DISABILITY INSURANCE: Payment	18.63
			001.1181 AFLAC DISABILITY INSURANCE: Payment	153.72
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.69
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.51
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	73.59
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC DENTAL: Payment	6.70
			001.1181 AFLAC DENTAL: Payment	27.89
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181 AFLAC DENTAL: Payment	1.67
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.54

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84190	12/3/2021	003804 AFLAC WWHQ	(Continued)		
			001.1181		2.96
				Total :	**469.71**
84191	12/3/2021	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 :**	**61,701.54**
7	**Vouchers in this report**			**Total vouchers :**	**61,701.54**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84192	12/7/2021	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-DEC	
			POLICE SERVICES-DEC	
			001.2000.4560	923,169.00
			Total :	**923,169.00**
84193	12/7/2021	000085 EAST VALLEY WATER DISTRICT	LMD 00 BASELINE-NOV	
			LMD 00 BASELINE-NOV	
			012.8500.4030	115.40
			LMD 03 BASELINE-NOV	
			LMD 03 BASELINE-NOV	
			012.8500.4030	85.53
			LMD 03 YARNELL-NOV	
			LMD 03 YARNELL-NOV	
			012.8500.4030	50.15
			LMD 06-NOV	
			LMD 06-NOV	
			012.8500.4030	41.71
			LMD 48-NOV	
			LMD 48-NOV	
			012.8500.4030	815.03
			LMD 48B-NOV	
			LMD 48B-NOV	
			012.8500.4030	279.91
			LMD B-39-NOV	
			LMD B-39-NOV	
			012.8500.4030	1,278.23
			LMD B-39-NOV	
			LMD B-39-NOV	
			012.8500.4030	920.04
			LMD 70 IRRIGATION-NOV	
			LMD 70 IRRIGATION-NOV	
			012.8500.4030	678.41
			LMD 70-NOV	
			LMD 70-NOV	
			012.8500.4030	130.93
			CANYON OAKS PARK-NOV	
			CANYON OAKS PARK-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84193	12/7/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			016.8540.4030 LMD 22-NOV LMD 22-NOV	855.70
			012.8500.4030 LMD 01-A-NOV LMD 01-A-NOV	242.59
			012.8500.4030 LMD 01-B-NOV LMD 01-B-NOV	78.25
			012.8500.4030 LMD 02-A-NOV LMD 02-A-NOV	78.25
			012.8500.4030 LMD 02-B-NOV LMD 02-B-NOV	90.61
			012.8500.4030 LMD 02-C-NOV LMD 02-C-NOV	373.08
			012.8500.4030 LMD 02-D-NOV LMD 02-D-NOV	274.73
			012.8500.4030 LMD 02-E-NOV LMD 02-E-NOV	140.67
			012.8500.4030 LMD 08-NOV LMD 08-NOV	763.73
			012.8500.4030 LMD 13-NOV LMD 13-NOV	274.39
			012.8500.4030 LMD 20-BASELINE-NOV LMD 20-BASELINE-NOV	286.82
			012.8500.4030 LMD 20-STREATER-NOV LMD 20-STREATER-NOV	329.55
			012.8500.4030	199.46

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84193	12/7/2021	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 30-NOV	
			LMD 30-NOV	
			012.8500.4030	399.76
			LMD 31-NOV	
			LMD 31-NOV	
			012.8500.4030	445.27
			LMD 35-NOV	
			LMD 35-NOV	
			012.8500.4030	119.25
			LMD B-39-NOV	
			LMD B-39-NOV	
			012.8500.4030	544.50
			BEATTIE IRRIGATION-NOV	
			BEATTIE IRRIGATION-NOV	
			001.6000.4030	3,185.43
			Total :	**13,077.38**
84194	12/7/2021	000108 HIGH TECH SECURITY	LIBRARY SECURITY SYSTEMS	
			LIBRARY SECURITY SYSTEMS	
			001.6000.4066	240.00
			BLDG MAINTENANCE/YMCA DAMAGE STROBE	
			BLDG MAINTENANCE/YMCA DAMAGE STROBE	
			001.6000.4070	43.55
			Total :	**283.55**
84195	12/7/2021	000143 COMMUNITY WORKS DESIGN GROUP	STR18001 PS&E IVDA OCT	
			STR18001 PS&E IVDA OCT	
			027.8490.6550	71.28
			STR18001 PS&E RDA07 OCT	
			STR18001 PS&E RDA07 OCT	
			010.3830.6550	71.34
			STR18001 PS&E SMBMI OCT	
			STR18001 PS&E SMBMI OCT	
			027.8490.6550	71.28
			STR18001 PS&E EDA OCT	
			STR18001 PS&E EDA OCT	
			030.8495.6550	251.10

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84195	12/7/2021	000143 000143 COMMUNITY WORKS DESIGN GRO!	(Continued)	Total :	465.00
84196	12/7/2021	000155 NEW YORK LIFE	NEW YORK LIFE - DEC		
			NEW YORK LIFE - DEC 001.1180		9.75
			NEW YORK LIFE - DEC 004.1180		0.65
			NEW YORK LIFE - DEC 041.1180		1.95
			NEW YORK LIFE - DEC 070.1180		0.65
				Total :	13.00
84197	12/7/2021	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL - DEC		
			PRINCIPAL - DEC 001.6020.3590		10.94
			PRINCIPAL - DEC 004.8310.3590		107.05
			PRINCIPAL - DEC 006.8400.3590		29.77
			PRINCIPAL - DEC 010.3830.3590		31.32
			PRINCIPAL - DEC 012.8500.3590		8.13
			PRINCIPAL - DEC 016.8540.3590		8.13
			PRINCIPAL - DEC 023.3890.3590		4.68
			PRINCIPAL - DEC 024.8470.3590		0.86
			PRINCIPAL - DEC 041.9500.3590		13.86
			PRINCIPAL - DEC 042.9510.3590		28.07
			PRINCIPAL - DEC 070.7000.3590		28.71
			PRINCIPAL - DEC 001.1200.3590		41.86

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84197	12/7/2021	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)		
			PRINCIPAL - DEC		
			001.1450.3590		62.84
			PRINCIPAL - DEC		
			001.1600.3590		7.84
			PRINCIPAL - DEC		
			001.1700.3590		59.61
			PRINCIPAL - DEC		
			001.3200.3590		29.78
			PRINCIPAL - DEC		
			001.4100.3590		112.76
			PRINCIPAL - DEC		
			001.4200.3590		62.27
			PRINCIPAL - DEC		
			001.4500.3590		44.97
			PRINCIPAL - DEC		
			001.4600.3590		48.62
			PRINCIPAL - DEC		
			001.6000.3590		16.49
			PRINCIPAL - DEC		
			001.6010.3590		16.23
				Total :	**774.79**
84198	12/7/2021	000203 SOUTHERN CALIFORNIA EDISON	STATION #3-NOV		
			STATION #3-NOV		
			029.2100.4010		678.20
			STATION #3-NOV		
			028.2050.4010		678.19
				Total :	**1,356.39**
84199	12/7/2021	000204 SOCALGAS	CITY HALL - NOV		
			CITY HALL - NOV		
			042.9510.4020		1.71
			POLICE STATION - NOV		
			POLICE STATION - NOV		
			001.2000.4020		1,874.92
			STATION #1 - NOV		
			STATION #1 - NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84199	12/7/2021	000204 SOCALGAS	(Continued)		
			029.2100.4020 STATION #1 - NOV		35.07
			028.2050.4020		35.07
				Total :	**1,946.77**
84200	12/7/2021	000222 UNDERGROUND SERVICE ALERT	MONTHLY DIG ALERT FEE MONTHLY DIG ALERT FEE		
			004.8310.4553 MONTHLY DIG ALERT FEE		967.00
			MONTHLY DIG ALERT FEE 004.8310.4553		70.01
				Total :	**1,037.01**
84201	12/7/2021	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY - DEC LONG TERM DISABILITY - DEC		
			001.1180 LONG TERM DISABILITY - DEC		550.17
			004.1180 LONG TERM DISABILITY - DEC		58.23
			006.1180 LONG TERM DISABILITY - DEC		18.50
			010.1180 LONG TERM DISABILITY - DEC		37.00
			041.1180 LONG TERM DISABILITY - DEC		25.53
			070.1180		55.12
				Total :	**744.55**
84202	12/7/2021	000233 WAXIE SANITARY SUPPLY	JANITORIAL/SUPPLIES JANITORIAL SUPPLIES		
			042.9510.4055 JANITORIAL SUPPLIES		39.09
			004.8310.4055 JANITORIAL SUPPLIES		6.10
			001.6000.4055		27.52
				Total :	**72.71**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84203	12/7/2021	001086 STK ARCHITECTURE, INC.	ARP 21001 ARCHCTURAL/ENG SVC-NOV		
			ARP 21001 ARCHCTURAL/ENG SVC-NOV		
			030.8495.4554		3,749.00
				Total :	**3,749.00**
84204	12/7/2021	001272 L.N. CURTIS & SONS	PD: PELICAN CASES		
			PD: PELICAN CASES		
			001.2000.4250		651.25
				Total :	**651.25**
84205	12/7/2021	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			042.9510.4200		689.87
				Total :	**689.87**
84206	12/7/2021	001476 TIME WARNER CABLE	POLICE TELE/INT SVC - DEC		
			POLICE TELE/INT SVC - DEC		
			001.2000.4065		1,144.80
			CORP YARD TELE/INT - DEC		
			CORP YARD TELE/INT - DEC		
			004.8310.4060		669.77
				Total :	**1,814.57**
84207	12/7/2021	001996 HINDERLITER DE LLAMAS & ASSOC	SALES TAX AUDITS		
			SALES TAX AUDIT 10/21-12/21		
			001.1450.4505		450.00
				Total :	**450.00**
84208	12/7/2021	002408 PEOPLEREADY	STORM-(LINE B) CLEANUP		
			STORM-(LINE B) CLEANUP		
			004.8310.4666		239.12
				Total :	**239.12**
84209	12/7/2021	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING SERVICES		
			DOCUMENT RECORDING SERVICES		
			001.1200.4506		20.00
			DOCUMENT RECORDING SERVICES		
			DOCUMENT RECORDING SERVICES		
			001.1200.4506		20.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84209	12/7/2021	002511 RECORDER-CLERK CO OF SB	(Continued)		
			DOCUMENT RECORDING SERVICES		
			DOCUMENT RECORDING SERVICES		
			001.1200.4506		60.00
				Total :	**100.00**
84210	12/7/2021	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 R/W IVDA-OCT		
			STR18001 R/W IVDA-OCT		
			027.8490.6550		621.90
			STR18001 R/W RDA07-OCT		
			STR18001 R/W RDA07-OCT		
			010.3830.6550		622.31
			STR18001 R/W SMBMI-OCT		
			STR18001 R/W SMBMI-OCT		
			027.8490.6550		621.90
			STR18001 R/W EDA-OCT		
			STR18001 R/W EDA-OCT		
			030.8495.6550		2,190.66
			STR18001 PS&E IVDA-OCT		
			STR18001 PS&E IVDA-OCT		
			027.8490.6550		5,523.18
			STR18001 PS&E RDA07-OCT		
			STR18001 PS&E RDA07-OCT		
			010.3830.6550		5,526.79
			STR18001 PS&E SMBMI-OCT		
			STR18001 PS&E SMBMI-OCT		
			027.8490.6550		5,523.18
			STR18001 PS&E EDA-OCT		
			STR18001 PS&E EDA-OCT		
			030.8495.6550		19,455.43
				Total :	**40,085.35**
84211	12/7/2021	002710 HERNANDEZ, KROONE & ASSOCIATES	CUP 21-001 TIA-AUG		
			CUP 21-001 TIA-AUG		
			001.3200.4551		1,644.50
			CUP 21-007 TIA-AUG		
			CUP 21-007 TIA-AUG		
			001.3200.4551		1,415.25

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84211	12/7/2021	002710 HERNANDEZ, KROONE & ASSOCIATES	(Continued)		
			VMT POLICY ASSISTANCE-AUG		
			VMT POLICY ASSISTANCE-AUG		
			001.3200.4550		332.00
			CUP 21-007 REVIEW-AUG		
			CUP 21-007 REVIEW-AUG		
			001.3200.4551		262.50
				Total :	**3,654.25**
84212	12/7/2021	002710 HERNANDEZ, KROONE & ASSOCIATES	DRA 21-004-OCT		
			DRA 21-004-OCT		
			001.3200.4551		262.50
			CUP 21-001 TIA-OCT		
			CUP 21-001 TIA-OCT		
			001.3200.4551		246.25
			CUP 21-007 TIA-OCT		
			CUP 21-007 TIA-OCT		
			001.3200.4551		1,618.75
				Total :	**2,127.50**
84213	12/7/2021	002710 HERNANDEZ, KROONE & ASSOCIATES	DRA 21-004-SEP		
			DRA 21-004-SEP		
			001.3200.4551		393.75
			CUP 21-001 TIA-SEP		
			CUP 21-001 TIA-SEP		
			001.3200.4551		700.00
			CUP 21-007 TIA-SEP		
			CUP 21-007 TIA-SEP		
			001.3200.4551		218.75
			VMT POLICY ASSISTANCE-SEP		
			VMT POLICY ASSISTANCE-SEP		
			001.3200.4550		1,137.50
				Total :	**2,450.00**
84214	12/7/2021	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 11/6-11/19/21		
			SOLID WASTE PROG 11/6-11/16/21		
			051.1496		163,274.97
				Total :	**163,274.97**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84215	12/7/2021	003073 EWING IRRIGATION PRODUCTS INC	OAK CREEK PARK IRRIGATION SUPPLIES OAK CREEK PARK IRRIGATION SUPPLIES 016.8540.4206 LMD 36: IRRIGATION SUPPLIES	153.25
			LMD 36: IRRIGATION SUPPLIES 012.8500.4206 COMMUNITY PARK IRRIGATION SUPPLIES	157.92
			COMMUNITY PARK IRRIGATION SUPPLIES 001.6000.4206 LMD 36: IRRIGATION SUPPLIES	126.55
			LMD 36: IRRIGATION SUPPLIES 012.8500.4206	65.86
			Total :	**503.58**
84216	12/7/2021	003713 SATCOM GLOBAL LTD.	SATELLITE PHONES-NOV SATELLITE PHONES-NOV 029.2100.4061 SATELLITE PHONES-NOV	21.55
			028.2050.4061 SATELLITE PHONES-NOV	21.55
			001.2000.4061 SATELLITE PHONES-NOV	42.75
			042.9510.4061 SATELLITE PHONES-DEC	42.75
			SATELLITE PHONES-DEC 029.2100.4061 SATELLITE PHONES-DEC	21.38
			028.2050.4061 SATELLITE PHONES-DEC	21.37
			001.2000.4061 SATELLITE PHONES-DEC	42.75
			042.9510.4061	42.75
			Total :	**256.85**
84217	12/7/2021	004206 #1 SON PLUMBING	LMD BACKFLOW TESTING LMD BACKFLOW TESTING 012.8500.4030 LMD2: BACKFLOW PREVENTER	240.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84217	12/7/2021	004206 #1 SON PLUMBING	(Continued)		
			LMD2: BACKFLOW PREVENTER		
			012.8500.4030		80.00
				Total :	**320.00**
84218	12/7/2021	004416 SIEMENS MOBILITY, INC.	VICTORIA & 5TH SIGNAL REPAIRS		
			VICTORIA & 5TH SIGNAL REPAIRS		
			004.8310.4580		7,573.97
				Total :	**7,573.97**
84219	12/7/2021	004697 CHEMCO PRODUCTS COMPANY	CHEMICAL FEEDER SYSTEM MONITORING		
			CHEMICAL FEEDER SYSTEM MONITORING		
			001.6000.4588		440.16
				Total :	**440.16**
84220	12/7/2021	004939 GUARDIAN	DENTAL - DEC		
			DENTAL - DEC		
			001.1160		817.68
			DENTAL - DEC		
			004.1160		296.84
			DENTAL - DEC		
			006.1160		14.13
			DENTAL - DEC		
			010.1160		108.08
			DENTAL - DEC		
			012.1160		9.63
			DENTAL - DEC		
			016.1160		9.63
			DENTAL - DEC		
			024.1160		2.43
			DENTAL - DEC		
			041.1160		30.27
			DENTAL - DEC		
			042.1160		20.47
			DENTAL - DEC		
			070.1160		15.73
				Total :	**1,324.89**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84221	12/7/2021	004945 ABOVE ALL NAMES CONSTRUCTION	CONCRETE REPAIR-VARIOUS LOCATIONS		
			CONCRETE REPAIR-VARIOUS LOCATIONS		
			004.8310.4591		24,332.00
				Total :	**24,332.00**
84222	12/7/2021	004956 FIDELITY SECURITY	VISION-DEC		
			VISION-DEC		
			016.1160		5.18
			VISION-DEC		
			024.1160		0.52
			VISION-DEC		
			041.1160		1.64
			VISION-DEC		
			042.1160		8.50
			VISION-DEC		
			070.1160		3.58
			VISION-DEC		
			001.1160		130.05
			VISION-DEC		
			004.1160		52.63
			VISION-DEC		
			006.1160		15.79
			VISION-DEC		
			010.1160		15.21
			VISION-DEC		
			012.1160		5.18
				Total :	**238.28**
84223	12/7/2021	005018 FLYERS ENERGY, LLC	FUEL-NOV		
			FUEL-NOV		
			001.2000.4220		4,839.10
			FUEL-NOV		
			001.4200.4220		74.95
			FUEL-NOV		
			001.4600.4220		187.81
			FUEL-NOV		
			001.6000.4220		176.63
			FUEL-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84223	12/7/2021	005018 FLYERS ENERGY, LLC	(Continued)	
			001.6010.4220 FUEL-NOV	249.18
			004.8310.4220 FUEL-NOV	502.34
			012.8500.4220 FUEL-NOV	92.58
			016.8540.4220 FUEL-NOV	92.58
			024.8470.4220 FUEL-NOV	11.77
			028.2050.4220 FUEL-NOV	1,084.47
			029.2100.4220 FUEL-NOV	1,084.47
			042.9510.4220 FUEL-NOV FUEL-NOV	168.36
			001.2000.4220 FUEL-NOV	5,013.96
			001.4200.4220 FUEL-NOV	77.66
			001.4600.4220 FUEL-NOV	194.60
			001.6000.4220 FUEL-NOV	183.01
			001.6010.4220 FUEL-NOV	258.18
			004.8310.4220 FUEL-NOV	520.49
			012.8500.4220 FUEL-NOV	95.93
			016.8540.4220 FUEL-NOV	95.93
			024.8470.4220 FUEL-NOV	12.20
			028.2050.4220	1,123.66

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84223	12/7/2021	005018 FLYERS ENERGY, LLC	(Continued)		
			FUEL-NOV		
			029.2100.4220		1,123.66
			FUEL-NOV		
			042.9510.4220		174.45
				Total :	17,437.97
84224	12/7/2021	005173 SOUTHWEST ENGINES	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	7,500.00
84225	12/7/2021	005285 LA VERNE POWER EQUIPMENT INC	CORP YARD HANDHELD BLOWER		
			CORP YARD HANDHELD BLOWER		
			004.8310.4203		173.99
				Total :	173.99
84226	12/7/2021	005326 RP LANDSCAPE & IRRIGATION	LANDSCAPING-NOV		
			LANDSCAPING-NOV		
			012.8500.4585		17,765.00
			MEMORIAL PARK LANDSCAPING-NOV		
			MEMORIAL PARK LANDSCAPING-NOV		
			001.6000.4585		400.00
			POLICE STATION LANDSCAPING-NOV		
			001.2000.4585		500.00
			CITY HALL LANDSCAPING-NOV		
			042.9510.4585		500.00
			LIBRARY LANDSCAPING-NOV		
			001.6000.4585		600.00
			CORP YARD LANDSCAPING-NOV		
			004.8310.4585		400.00
			AURANTIA PARK LANDSCAPING-NOV		
			001.6000.4585		933.00
			COMMUNITY PARK LANDSCAPING-NOV		
			001.6000.4585		3,691.00
			CANYON OAK PARK LANDSCAPING-NOV		
			016.8540.4585		356.00
			CUNNINGHAM PARK LANDSCAPING-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
84226	12/7/2021	005326 RP LANDSCAPE & IRRIGATION	(Continued)		
			016.8540.4585		453.00
			SEELEY PARK LANDSCAPING-NOV		
			016.8540.4585		299.00
			OAK CREEK PARK LANDSCAPING-NOV		
			016.8540.4585		556.00
			YMCA LANDSCAPING-NOV		
			001.6000.4585		600.00
				Total :	**27,053.00**
84227	12/7/2021	005394 DATA TICKET, INC.	PARKING CITATIONS-OCT		
			PARKING CITATIONS-OCT		
			001.1700.4516		50.10
				Total :	**50.10**
84228	12/7/2021	005553 CLARK PEST CONTROL OF STOCKTON	PEST CONTROL SERVICES/FIRE STATION #1		
			PEST CONTROL SERVICES/FIRE STATION #1		
			028.2050.4589		23.00
			PEST CONTROL SERVICES/FIRE STATION #1		
			029.2100.4589		23.00
			PEST CONTROL/FIRE STATION #2		
			PEST CONTROL/FIRE STATION #2		
			028.2050.4589		23.00
			PEST CONTROL/FIRE STATION #2		
			029.2100.4589		23.00
			PEST CONTROL SERVICES/CITY HALL		
			PEST CONTROL SERVICES/CITY HALL		
			042.9510.4589		62.00
				Total :	**154.00**
84229	12/7/2021	005599 DM CONTRACTING, INC.	STR11006 IN-LIEU CON PPE#6 SEPT		
			STR11006 IN-LIEU CON PPE#6 SEPT		
			008.8340.6530		8,180.33
			STR11006 IN-LIEU NONPART PPE#6 SEPT		
			STR11006 IN-LIEU NONPART PPE#6 SEPT		
			008.8340.6530		5,750.00
			STR11006 MSRI CON PPE#6 SEPT		
			STR11006 MSRI CON PPE#6 SEPT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84229	12/7/2021	005599 DM CONTRACTING, INC.	(Continued)	
			017.8350.6530 STR11006 SRTS CON PPE#6 SEPT STR11006 SRTS CON PPE#6 SEPT	78,356.64
			030.8495.6530 STR11006 EARMARK CON PPE#6 SEPT STR11006 EARMARK CON PPE#6 SEPT	108,217.96
			030.8495.6530 STR11006 IN-LIEU RET CON PPE#6 SEPT STR11006 IN-LIEU RET CON PPE#6 SEPT	39,959.61
			008.1350 STR11006 IN-LIEU RET NONPART PPE#6 SEPT STR11006 IN-LIEU RET NONPART PPE#6 SEPT	-409.02
			008.1350 STR11006 MSRI RET CON PPE#6 SEPT STR11006 MSRI RET CON PPE#6 SEPT	-287.50
			017.1350 STR11006 SRTS RET CON PPE#6 SEPT STR11006 SRTS RET CON PPE#6 SEPT	-3,917.83
			030.1350 STR11006 EARMARK CON PPE#6 SEPT STR11006 EARMARK CON PPE#6 SEPT	-5,410.90
			030.1350	-1,997.98
			Total :	**228,441.31**
84230	12/7/2021	005599 DM CONTRACTING, INC.	STR11005 IN-LIEU DEV CON PPE#8 NOV STR11005 IN-LIEU DEV CON PPE#8 NOV	
			008.8340.6530 STR11005 MSRI CON PPE#8 NOV STR11005 MSRI CON PPE#8 NOV	19,224.22
			017.8350.6530 STR11005 SRTS CON PPE#8 NOV STR11005 SRTS CON PPE#8 NOV	106,837.69
			030.8495.6530 STR11005 EARMARK CON PPE#8 NOV STR11005 EARMARK CON PPE#8 NOV	-0.01
			030.8495.6530 STR11005 IN-LIEU DEV RET CON PPE#8 NOV	601.25

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84230	12/7/2021	005599 DM CONTRACTING, INC.	(Continued)	
			STR11005 IN-LIEU DEV RET CON PPE#8 NOV 008.1350	-961.21
			STR11005 MSRI RET CON PPE#8 NOV 017.1350	-5,341.88
			STR11005 EARMARK RET CON PPE#8 NOV 030.1350	-30.06
			STR11006 IN-LIEU NONPART PPE#8 NOV 008.8340.6530	1,187.50
			STR11006 MSRI CON PPE#8 NOV 017.8350.6530	32,648.24
			STR11006 IN-LIEU RET NONPART PPE#8 NOV 008.1350	-59.38
			STR11006 MSRI RET CON PPE#8 NOV 017.1350	-1,632.41
			Total :	**152,473.95**
84231	12/7/2021	005599 DM CONTRACTING, INC.	STR11005 EARMARK CON PPE#7 OCT 030.8495.6530	87,760.33
			STR11005 EARMARK RET CON PPE#7 OCT 030.1350	-4,388.02
			STR11006 MSRI CON PPE#7 OCT 017.8350.6530	91,286.40
			STR11006 MSRI RET CON PPE#7 OCT 017.1350	-4,564.32
			Total :	**170,094.39**
84232	12/7/2021	005771 AMAZON CAPITAL SERVICES	2022 CALENDARS	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84232	12/7/2021	005771 AMAZON CAPITAL SERVICES	(Continued)	
			2022 CALENDARS	
			001.4500.4200	69.55
			2022 CALENDARS	
			001.4600.4200	73.12
			2022 CALENDARS	
			001.1700.4200	100.43
			2022 CALENDARS	
			001.1450.4200	59.96
			2022 CALENDARS	
			001.4100.4200	106.68
			2022 CALENDARS	
			004.8310.4200	106.92
			2022 CALENDARS	
			001.6000.4200	7.36
			2022 CALENDARS	
			001.6010.4200	25.63
			2022 CALENDARS	
			2022 CALENDARS	
			001.4500.4200	4.09
			2022 CALENDARS	
			001.4600.4200	4.29
			2022 CALENDARS	
			001.1700.4200	5.90
			2022 CALENDARS	
			001.1450.4200	3.52
			2022 CALENDARS	
			001.4100.4200	6.27
			2022 CALENDARS	
			004.8310.4200	6.28
			2022 CALENDARS	
			001.6000.4200	0.43
			2022 CALENDARS	
			001.6010.4200	1.51
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.4100.4200	60.48

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
84232	12/7/2021	005771	005771 AMAZON CAPITAL SERVICES	(Continued)	Total :	642.42
84233	12/7/2021	005869	DOPP PROPERTY SERVICES	SECURE PROPERTY-7854 ELM STREET		
				SECURE PROPERTY-7854 ELM STREET		
				001.4600.4557		2,250.00
					Total :	2,250.00
84234	12/7/2021	006012	HEALING ZONE ACUPUNCTURE, CLINIC	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84235	12/7/2021	006013	THE LITTLE RED THRIFT SHOPPE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
84236	12/7/2021	006014	JAPANESE MASSAGE	SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
				030.8495.4349		7,500.00
					Total :	7,500.00
1001999331	12/7/2021	000004	PUBLIC EMPLOYEE RETIREMENT SYS	PERS HELATH - DEC		
				PERS HELATH - DEC		
				041.9500.3515		2,200.00
				PERS HELATH - DEC		
				001.1150		11,167.60
				PERS HELATH - DEC		
				004.1150		1,584.15
				PERS HELATH - DEC		
				010.1150		1,065.27
				PERS HELATH - DEC		
				012.1150		180.22
				PERS HELATH - DEC		
				016.1150		180.22
				PERS HELATH - DEC		
				041.1150		309.09
				PERS HELATH - DEC		
				070.1150		103.03

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1001999331	12/7/2021	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued) PERS HELATH - DEC 001.1450.3511	50.91
			Total :	16,840.49

46 Vouchers for bank code : wfb — Bank total : 1,842,827.38

46 Vouchers in this report — Total vouchers : 1,842,827.38

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Treasurer's Report for October 2021

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

FISCAL IMPACT: Cash and Investments:

General Fund	$ 5,520,297.67
Special Revenue Funds	$33,917,076.45
Internal Service Funds	$ 4,158,595.87
Capital Projects Funds	$20,060,427.57
Agency Funds	$ 1,178,524.63
Housing Authority Fund	$ 3,693,659.35
SARDA Funds	$ 2,749,775.83

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. 6

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

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

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking-Account #*******236	18,336,416.66

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	0.203%		
General Fund			4,582,063.58	
Special Revenue Funds			18,112,059.00	
Internal Service Funds			4,532,805.00	
Capital Projects Funds			13,491,591.00	
Total City LAIF Funds				40,718,518.58
Housing Authority Fund			3,552,997.89	
Total Housing Authority LAIF Funds				3,552,997.89
Total LAIF Funds				44,271,516.47

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 September 2021 on-line for listing of investments.
5) Market Value is based on the September 30, 2021 applicable percentage of 0.999873661.
6) Market Value is $44,265,923.25 ($44,271,516.47 x 0.999873661).

California Asset Management Program (CAMP)	n/a	0.050%		
General Fund			131,771.39	
Special Revenue Funds			1,554,132.00	
Capital Projects Funds			5,700,029.00	
Total CAMP Funds				7,385,932.39
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%	86,405.06	86,405.06
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	3,104.08	3,104.08
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 #217795000				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	13,530.41	13,530.41
Interest Account #217795001				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	-	-
Principal Account #217795002				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	-	-
Administrative Expense Account #217795003				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	12,266.43	12,266.43
Costs of Issuance Fund #217795005				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	12,519.12	12,519.12
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	7,285.86	7,285.86
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	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)				136,436.40

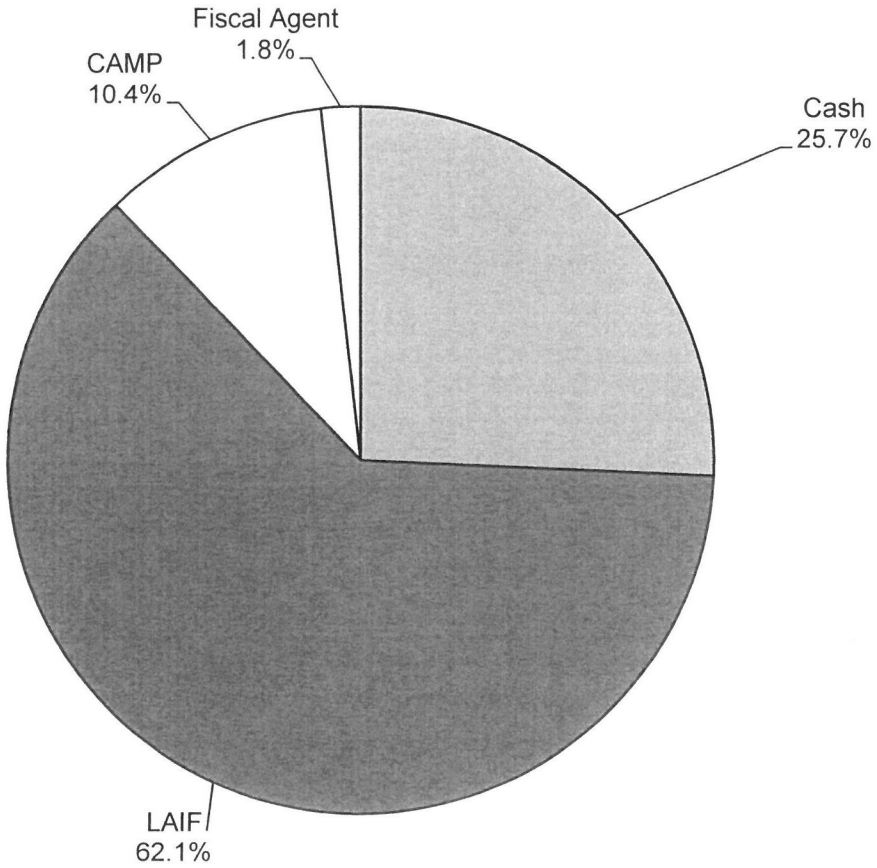
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
US Bank Corporate Trust Services (SARDA)				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	6.11	6.11
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	3.22	3.22
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	176,426.31	176,426.31
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%	33.12	33.12
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.01%	956,930.53	956,930.53
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	13,504.65	13,504.65
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	0.76	0.76
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)				1,146,905.45
TOTAL CASH AND INVESTMENTS				**71,278,357.37**

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.

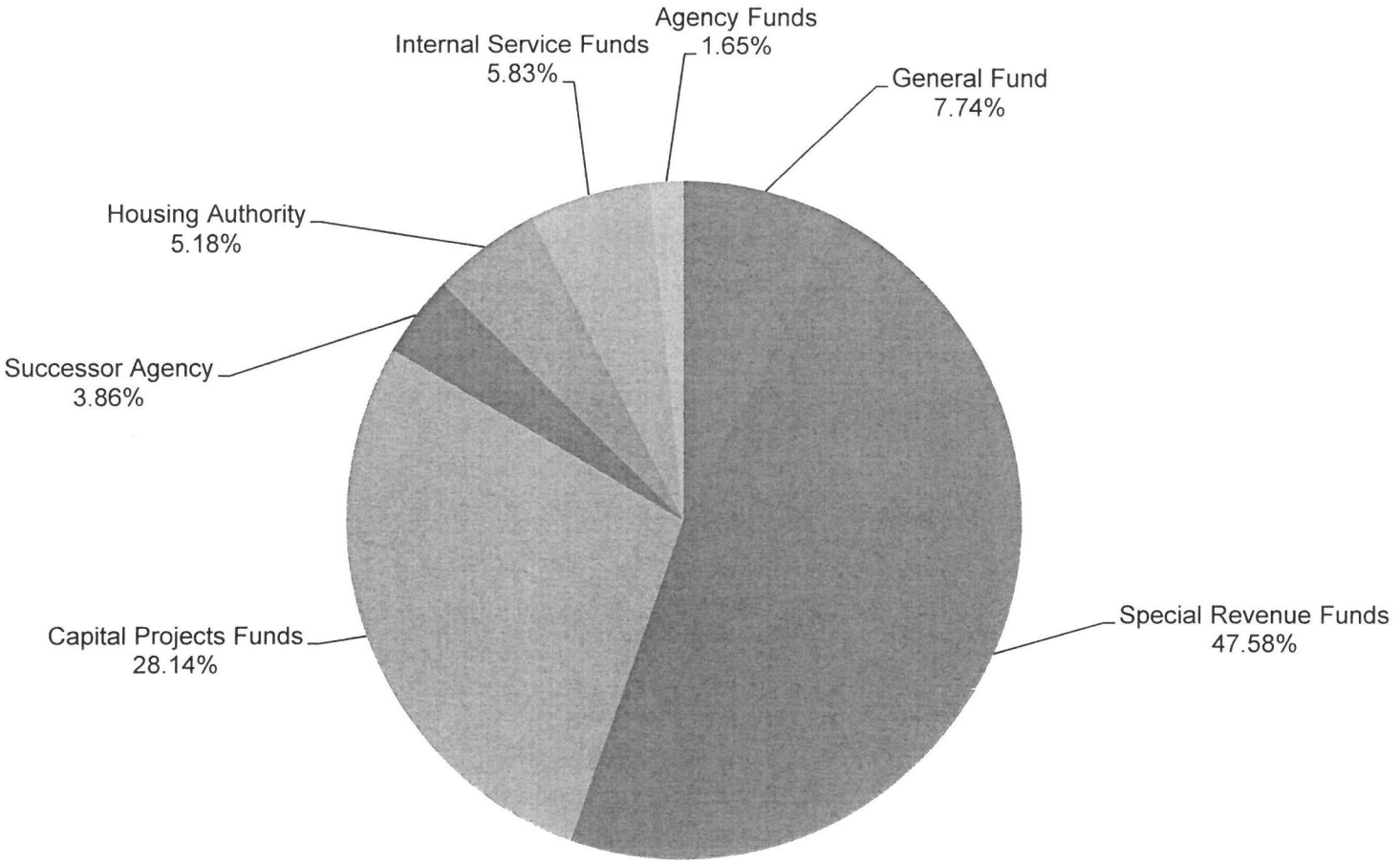
SIGNED:_____
Joseph A. Hughes
CITY MANAGER

SIGNED:_____
Chuck Dantuono
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

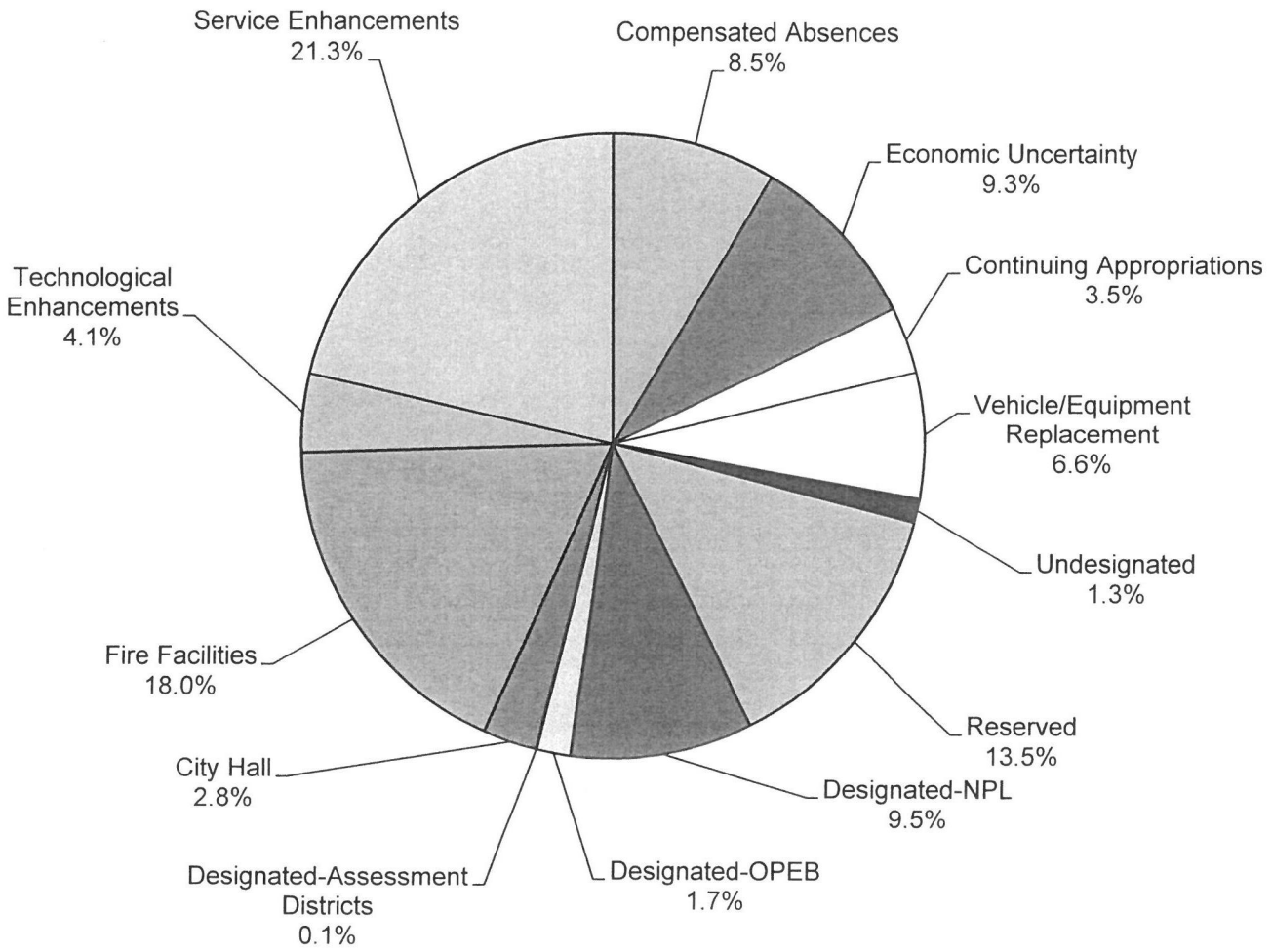
Treasurer's Report



Cash & Investments



General Fund Reserves



STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

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

SUBJECT: Claim Consideration – April Islas

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

BACKGROUND: The Claim was received in the City Clerk's Office on November 24, 2021. It was then sent to the City's claim adjuster, George Hills Company, who is recommending the claim be rejected.

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

Approved _____ Motion _____ Second _____ Agenda Item No. 7

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

D Hughes

City Clerk

City Manager

GEORGE HILLS
Our minds over your matters.

December 2, 2021

Betty Hughes
City of Highland

RE:		
	Client:	City of Highland
	Claim Number:	GHC0040023
	Date of Loss:	11/21/2021
	Claimant:	April Islas

Dear Ms. Hughes:

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

- **Please issue a standard rejection to commence the statute of limitations.**

Please provide us with a copy of the notice sent.

Should you have any questions, please feel free to contact the undersigned.

Kindest Regards,
George Hills Company, Inc.

Dana Calkins

Dana Calkins
Sr. Claims Adjuster
Direct Dial: (916) 333-0575
Email: dana.calkins@georgehills.com

City of
HIGHLAND
Inc. 1987

November 24, 2021

Dana Calkins, PECP
Claims Adjuster
Rancho Cordova Office
PO Box 278
Rancho Cordova, CA 95741

Re: Claimant(s): April Islas
Incident Date: November 21, 2021

Dear Dana:

Enclosed is a copy of a Claim received and filed in the Office of the City Clerk on November 24, 2021, by the above referenced claimant(s). Please review and advise this office on the appropriate action to be taken. This item will be tentatively scheduled for the City Council regular meeting of Tuesday, December 14, 2021, pending your recommendation.

If you have any questions, please contact Chuck Dantuono at (909) 864-6861, ext. 224 or myself at ext. 226.

Sincerely,

Betty Hughes

Betty Hughes, MMC
City Clerk

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

claims/george hills letters/gh islas ltr.docx

Mayor Penny Lilburn | **Mayor Pro Tem** Larry McCallon | **City Council** Jesse Chavez | **City Council** Anaeli Solano | **City Council** John P. Timmer | **City Manager** Joseph A. Hughes

27215 Base Line • Highland, CA 92346
Tel: 909.864.6861 • Fax: 909.862.3180 • www.cityofhighland.org

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

Received: NOV 24 2021

By: L. Nack CITY OF HIGHLAND

☐ Mail ☒ In person

CLAIM AGAINST THE CITY OF HIGHLAND

(For damages to persons or personal property)

A claim must be filed with the City Clerk within 180 days after which the incident or event occurred. Be sure your claim is against the City of Highland and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to:

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

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

NOTICE: PER GOVERNMENT CODE SECTION 910.4, THIS FORM MUST BE USED IN ORDER TO COMPLY WITH SECTIONS 910 AND 910.2 OF THE GOVERNMENT CODE.

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF HIGHLAND:

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

1. Name of Claimant April Islas.

   a. Complete Address of Claimant, including City, State and Zip Code:
   1365 Crafton Ave #207
   Mentone, CA 92359

   b. Phone Number (909) 301-1281

   c. Date of Birth 07/14/1990

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

_____

Issued by which State: California

X Driver's License _____ Identification Card

Expiration Date: 07/14/2022

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

Same as above

3. Occurrence or event from which the claim arises:

a. Date of occurrence Sunday, November 21, 2021

b. Time of occurrence 2:30 pm

c. Place of occurrence (Exact and specific location)

3rd st & Palm Ave (corner light)

d. How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary).

I was driving up Palm & drove through a big pothole that popped my tire.

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

Big pothole not fixed

4. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. If there were no injuries, state "no injuries".

My front driver side tire popped & had to be replaced.

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

—

6. Name and address of any other person injured:

—

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

8. Damages Claimed:

a. Amount claimed as of this date: $ 138.24

b. Estimate amount of future costs: $ 0

c. Total amount claimed: $ 138.24.

d. Basis for computation of amounts claimed. **Include copies of all bills, invoices, estimates, etc.**:

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

a. Angel Millan - 1365 Crafton Ave. #2107, Mentone, CA

b. Juanita Landin - 2853 Mill Creek Rd., Mentone, CA

c. _____

d. _____

e. _____

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

_____

_____

_____

_____

_____

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Signed at: Highland, CA
City and State

Date: 11/24/21

_____
Signature of Claimant

April Islas.
Printed name of person signing above

ZAPATA TIRES & RIMS
26383 BASELINE ST
HIGHLAND, CA 92346
9098442210

Cashier: DAVID JR
21-Nov-2021 3:06:05P

Transaction **100009**

1 NEW TIRES		$128.00
Subtotal		**$128.00**
Taxes	8%	$10.24
Total		**$138.24**
DEBIT CARD SALE		$138.24

21-Nov-2021 3:06:23P
$138.24 | Method: EMV
US DEBIT XXXXXXXXXXX.
APRIL ISLAS
Reference ID:
Auth ID: 002842
MID: ********2883
AID: A0000000980840
AthNtwkNm: INTERLINK
RtInd:DEBIT
PIN VERIFIED

Online: https://clover.com/p
/54E26CM825PB4

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https://clover.com/privacy

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Escrow account with All American Asphalt for the retention of the Sector E Pavement Rehabilitation Project str20001 at Citizens Business Bank.

RECOMMENDATION: The City Council approve the attached Resolution approving the Escrow account with All American Asphalt for the retention of the Sector E Pavement Rehabilitation Project str20001 at Citizens Business Bank and giving Joseph A. Hughes, City Manager the authority to sign the Escrow Agreement.

FISCAL IMPACT: None.

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

BACKGROUND: Pursuant to section 22300 or 10263 of the Public Contract Code of the State of California (with section 22300 applying to public agencies and 10263 applying to state public agencies), contractors have the option to deposit securities (retention payments) with an escrow agent as a substitute for retention earning required to be withheld by the City. Typically, contractors do not elect to do this, and the City holds the retention amount of a project until it can be released-which is typically 45 days after the notice of completion has been filed and verifying that no stop notices have not been filed.

For the Sector E Pavement Rehabilitation Project str20001, All American Asphalt has elected to have the retention funds deposited into an Escrow account. Staff will make retention payments to this Escrow account at the same time progress payments are made to All American Asphalt. At the end of the project, staff will release these retention funds to All American Asphalt-45 days after the notice of completion has been filed and after verifying that no stop notices have not been filed.

Approved _____	Motion _____	Second _____	Agenda Item No. 8
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
B Hughes			
City Clerk		City Manager	

RESOLUTION NO. 2021 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA APPROVING AN ESCROW ACCOUNT (ESCROW #2731) WITH ALL AMERICAN ASPHALT AT CITIZENS BUSINESS BANK FOR THE SECTOR E PAVEMENT REHABILITATION, PROJECT STR20001.

WHEREAS, pursuant to section 22300 or 10263 of the Public Contract Code of the State of California (with section 22300 applying to public agencies and 10263 applying to state public agencies), All American Asphalt has the option to deposit securities (retention payments) with an escrow agent as a substitute for retention earning required to be withheld by the City; and,

WHEREAS, All American Asphalt has opened an Escrow Account (Escrow #2731) with Citizens Business Bank to account for the retention of the Sector E Pavement Rehabilitation project str20001; and,

WHEREAS, the City Council authorizes City Manager, Joseph A. Hughes to sign this agreement; and,

WHEREAS, City staff will deposit with Citizen Business Bank the retention amount of all progress payments made to All American Asphalt; and,

WHEREAS, the effective date of this resolution will be December 14, 2021.

NOW, THEREFORE, BE IT RESOLVED that the City approves of the opening of an Escrow account with All American Asphalt at Citizens Business Bank for the Sector E Pavement Rehabilitation project str20001.

APPROVED this 14th day of December 2021.

_____
, Mayor

ATTEST:

_____
Betty Hughes, City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: The Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2021.

RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2021.

FISCAL IMPACT: None-reports only.

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

BACKGROUND: The Finance/Personnel Subcommittee reviewed the draft reports on December 6, 2021, in detail with the City's auditors, and recommends that the City Council receive and file the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2021.

Attachments:
Annual Comprehensive Financial Report (ACFR).
Single Audit Report on Federal Award Programs.
Independent Auditor's Report on Internal Controls.
Audit Conclusion letter.
Gann Limit (Appropriations Limit) letter.

Approved _____	Motion_____	Second _____	Agenda Item No. 9
Denied _____	Ayes_____		
Continued_____	Noes _____		File No. _____
Tabled_____	Abstain_____		
	Absent_____		

D Hughes

City Clerk

City Manager

City of Highland California



Annual Comprehensive Financial Report
For Fiscal Year Ended June 30, 2021

CITY OF HIGHLAND
Highland, California

Annual Comprehensive Financial Report

For the fiscal year ended June 30, 2021

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Highland, California 92346
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Prepared by the Finance Department:

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Accounting Supervisor

Michelle Gomez
Accountant

City of Highland
Annual Comprehensive Financial Report
Year Ended June 30, 2021

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INTRODUCTORY SECTION

City of
HIGHLAND
Inc. 1987

December 14, 2021

To the Honorable Mayor, Members of the City Council, and the Citizens of Highland:

State law requires that every general-purpose local government publish within six months of the close of each fiscal year a complete set of audited financial statements. This report is published to fulfill that requirement for the fiscal year ended June 30, 2021.

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than an absolute assurance that the financial statements are free of any material misstatements.

Van Lant & Fankhanel LLP, a firm of certified public accountants, have issued an unmodified ("clean") opinion on the City of Highland's financial statements for the year ended June 30, 2021. The independent auditor's report is in the front of the financial section of this report.

Management's Discussion and Analysis (MD&A) immediately follows the independent auditor's report and provides a narrative introduction, overview, and analysis of the basic financial statements. Management's Discussion and Analysis complements this letter of transmittal and should be read in conjunction with it.

Profile of the Government

The City of Highland was incorporated on November 24, 1987, and is located at the foothills of the San Bernardino Mountains in the heart of the Inland Empire. San Bernardino County along with Riverside County makes up the Inland Empire, one of the largest regions in the United States. Highland has a current population of 55,060 people and is approximately 18 square miles. The City of Highland is empowered by statute to extend its corporate limits by annexation, which it has done from time to time. In October 2000, Highland completed annexation of 3,200 acres in the City's southeast area.

With this annexation, Highland increased its boundaries by approximately 33%. Included in this area is Mediterra. Mediterra Planned Development was approved by the City Council in 2016. Mediterra is a residential community comprised of 178 acres located along easterly stretch of Greenspot Road, north and west of the Santa Ana River, and south of the San Bernardino National Forest. The project allows establishment of a

Mayor	Mayor Pro Tem	City Council	City Council	City Council	City Manager
Penny Lilburn	Larry McCallon	Jesse Chavez	Anaeli Solano	John P. Timmer	Joseph A. Hughes

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planned development consisting of a low-density residential development of two hundred residential lots, a medium density development of 110 residential units, six (6) estate lots, and several lettered lots containing two (2) parks, landscaping, and a water quality management basin within 8 Planning Areas on approximately 178 gross acres.

The City operates under the council-manager form of government. The City Council consists of five members. The mayor and mayor pro tem are selected annually. As the legislative body for the City, the Council is responsible for adopting ordinances and resolutions, adopting the budget, setting fees, appointing committees, hiring the City Manager, providing policy direction to staff as well as various other duties. The City Manager is responsible for conducting the policies and direction of the Council along with overseeing the daily operations of the City. In November 2016, Highland went to districts. All five district seats were up in the November 8, 2016, election. Districts 2 and 4 had elections in November 2018 and Districts 1, 3 and 5 were up again in November 2020. Next up are districts 2 & 4 in November 2022.

The City Council also has an additional role as Board Members for the Successor Agency to the Redevelopment Agency (SA or SARDA), the Highland Public Financing Authority (HPFA) and the Highland Housing Authority (HA). As SARDA Board Members, they direct all the activity within the project area of the former Redevelopment Agency, as the former RDA is dissolved. The HPFA did not have any activity during the year. As Board members of the Housing Authority, they direct housing activities that used to be overseen by the former RDA Board and the Low- and Moderate-Income Housing Fund.

The City of Highland provides a full range of services. These services include, but are not limited to police protection, fire suppression, paramedic services, animal control and licensing, the construction and maintenance of streets and infrastructure, planning and zoning, building and safety, engineering and inspection, code enforcement, business licensing and general administration. Other services that are within the City boundaries are provided by: San Bernardino County, San Bernardino Valley Water Conservation, San Bernardino Unified School District, Redlands Unified School District, The YMCA of the East Valley, American Medical Response, and East Valley Water District.

The biennial budget serves as the foundation for the City's financial planning and control. As part of each budget year, goals and objectives of the City Council are incorporated into departmental goals and objectives for staff. This process is referred to as the Work Program. The main purpose of the Work Program is to identify goals, programs, and projects to be completed. The Work Program is then used when preparing the budget so these projects can be funded. Some of the major programs needed to meet citizen's needs during this upcoming two-year Work Program (2021-2022) period are: Review city council districts after 2020 Census; Purchase of a Type III wildland fire engine; Purchase of industrial generators for all fire stations; Upgrade video surveillance system at police station; Complete construction of 3rd Street/5th Street corridor; Complete construction of Base Line Bridge over City Creek; Complete construction of Base Line interchange improvements; Development code updates; Community Development Block Grant funding for COVID-19 (CDBG-CV) programs; and Airport gateway specific plan.

The Council is required to hold public hearings on the proposed budget and to adopt a final budget by no later than June 30, the close of the City's fiscal year. The appropriated budget is prepared by fund and department. The City Manager may approve transfers of appropriations within a department. However, transfers of appropriations between departments require the special approval of the City Council. Budget-to-actual comparisons are provided in this report for each individual governmental fund for which an appropriated annual budget has been adopted. For the General Fund and major special revenue funds, this comparison is presented as part of the required supplementary information in the accompanying financial statements. For governmental funds that have appropriated annual budgets, other than the General Fund, major special revenue funds, and major capital project funds, this comparison is presented in the supplementary section of the accompanying financial statements.

In addition, the City maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the City's governing body. Annual budgets are adopted for the General Fund, special revenue funds, capital projects funds, and internal service funds. A midyear budget review process (usually by the City Manager and Director of Administrative Services) is conducted to evaluate where the City stands at half year. A five-year financial plan is adopted for capital projects in addition to the annual appropriated budgets. Every year the Capital Improvement Plan (CIP) is updated and changed if needed. The level of budgetary control (the level at which expenditures cannot legally exceed the appropriated amount) is established by departments within an individual department. It is the department heads responsibility that expenditures do not exceed the amounts approved by the City Council. The City also maintains an encumbrance accounting system as one technique of accomplishing budgetary control. Although encumbered amounts do lapse at year-end, they can be re-appropriated as part of the following year's budget.

The budget is prepared on the modified accrual basis of accounting. This means that revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred. The General Fund, special revenue funds, capital projects funds, internal service funds, Housing Authority Funds and Successor Agency Funds are all subject to appropriations.

Local Economy

Over the last several years, Highland has continued to see General Fund revenue sources increase. Property taxes (not including the additional amounts from the former RDA) increased as did the vehicle license fees-property tax line item. These are the two largest revenues in the general fund. Other revenues such as charges for services, extraction tax, transient occupancy tax, and franchise fees increased as well. Sales & use tax continued to increase as it has over the last several years. With expenditures increasing at a higher rate than revenues over the last few years, it was the efficient and careful watch of these expenditures that made it possible for the General Fund to be

balanced in FY 2020/2021. The effects of COVID-19 on the city's finances are discussed below under *Relevant Financial Policies*.

In adopting the 2021-2023 biennial budget, the City, as in prior years, had to take into consideration that contracts with the San Bernardino County Sheriff's Department and Cal-Fire, were continuing to increase. For fiscal year 2021/2022, the Sheriff Department contract increased by 3.52% and the Cal-Fire contract increased by 8.22%. The Cal-Fire increase of 8.22% includes the addition of a full-time Battalion Chief position that was partially (50%) added in FY 2020/2021. As a result of these increases, budgeted property taxes in both the General Fund and Fire Department Fund (which are combined in this financial report but budgeted separately) for 2021/2022 and 2022/2023, were budgeted at a higher amount than was received in 2020/2021. Increases were also given to revenues line items sales tax and property tax-VLF to help offset these increases.

Highland has been able to maintain a balanced General Fund budget without layoffs, pay reductions, furloughs, or a reduction in services. Highland is mainly a residential community and as a result, the City's highest revenue source remains to be property taxes. However, the increase in sales tax over the last four years has been a welcome surprise. The City has a light industrial and manufacturing area in town with many small retail shops and three large plazas. These plazas supply the City with jobs and sales tax revenues. This light manufacturing and industrial base add to a stable unemployment rate in Highland. The effects of COVID-19 on Highland's finances are discussed later in this transmittal letter.

For the future, there are several projects that continue to hold economic development potential for the community. Primarily, a commercial development located on Greenspot Road, east of SR-210, referred to as the "Golden Triangle." Several years ago, Lowe's, Staples, In-N-Out and Chevron opened in this area on the south side of Greenspot Road. Opening recently on the south side of Greenspot Road was Wing Stop, T-Mobile, Jersey Mike's, and a Trendsetter Salon & Day Spa. The City continues to work with the landowner and developers for the north side of Greenspot Road. Meanwhile, the City has spent $13M on improving Greenspot Road to help contribute to future economic growth in this area. On the horizon in this area is a 7-Eleven on the southwest corner of Greenspot Road & Boulder Avenue. Also opening recently is Mountain Mike's Pizza, a new dine-in restaurant offering a family-friendly menu located in the "Highland Crossroads" which is east of the Lowe's Home Improvement store on the south side of Greenspot Road.

Regarding the residential side of this development, on September 22, 2020, the Highland City Council approved a 200-unit townhome style apartment project at the northwest corner of Greenspot Road and Webster Street. The project consists of 40 residential buildings, a community recreation room, pool, barbeque area, tot lot and open space. The units are between 915 and 1,430 square feet and offer garage parking. The units will be rented at market rate. The project comprises twenty acres of the 105-acre project known as the master-planned, mixed-use project "Greenspot Village & Marketplace."

Recently opening in the Town Center on Base Line west of SR-210 was Smart N Final Extra. CVS Pharmacy, Baker's and Family Dollar have also already opened in this area. Coming soon in this area will be The Habit Burger Grill, El Pollo Loco & Tractor Supply. Opening three years ago on Base Line just off SR-210 was Jack in the Box and Panda Express. Round Table Clubhouse & Mi Cocina on Highland Avenue near SR-330 gives residents additional sit-down restaurants in the city as does the newly opened Bear Springs Bistro & Lounge in the newly renovated Bear Springs Hotel (formerly Hampton Inn).

Long-term Financial Planning

When the City incorporated in 1987, the Local Agency Formation Commission's (LAFCO) analysis stated, "The proposed City of Highland does not appear financially feasible." In addition, the Christensen & Wallace Incorporation feasibility study stated, "The preceding analysis....of the community of Highland leads to the conclusion that with the current economic base, incorporation is best at marginal."

Today, Highland continues to be a fiscally healthy city. In fact, in a recent study completed by the California State Auditor, Highland ranked 295 out of 423 cities in terms of high risk- the higher number a city is ranked, the lower risk it has. This means there are only 128 cities in the State that were ranked at a lower risk than Highland. Highland was given the lowest risk ranking possible "low overall risk." This was accomplished by being extremely conservative in expenditures over the last thirty years. While many cities rely on sales tax as a primary revenue source, Highland has relied on the vehicle license fees and property tax as the major revenue sources. Highland's sales tax earning potential was reduced in 1987 when the City of San Bernardino annexed Highland's potential sales tax areas prior to Highland's incorporation.

As part of the long-term financial planning process, Highland continues to work on developing marketing plans on Base Line, Greenspot Road and Fifth Street, the major thoroughfares through the city. With State Route 210 (SR-210) running through the center of the City and having Base Line, Greenspot Road and Fifth Street intersecting SR-210, the development of these corridors is vital to the increase of a sales tax base in Highland.

In fact, the San Bernardino County Transportation Authority (SBCTA), in cooperation with the California Department of Transportation (DOT), will be widening SR-210 from Sterling Avenue to San Bernardino Avenue in the cities of San Bernardino, Highland and Redlands, as well as an unincorporated portion of San Bernardino County. The project proposes to widen this segment of SR-210 with one mixed flow lane in each direction. This third lane would be added within the existing SR-210 median. This project also includes pavement rehabilitation that will replace concrete slabs between Highland Avenue and 5th Street and new concrete pavement between 5th Street and Lugonia Avenue. Construction is underway and is expected to be completed in the summer of 2023. The total estimated cost of construction is $167 million.

In addition to the 210 widening and pavement rehabilitation, the City is partnering with San Bernardino County Transportation Authority, and California Department of Transportation to improve the Base Line Interchange. Specifically, the project is widening Base Line from Buckeye Street to Seine Avenue, widening three of the four existing SR-210 interchange ramps, providing overpass aesthetics, and replacing landscape. Much of the work is occurring within the existing Caltrans and City of Highland public right of way and temporary construction easements; however, right of way was needed along Base Line to accommodate the roadway widening. The purpose of the proposed project is to reduce congestion and improve operational efficiency throughout the Base Line corridor at the SR-210 interchange. The estimated cost is $35 million. The Base Line Interchange work began July 27, 2020. It is estimated to be completed in March 2022.

The key goals continue to be to maintain a sound fiscal base, ensure proper public facilities and infrastructure for current and future generations, assure proper level of public safety and health for the community, enhance the image and identity of the City, and insure a high level of human resources and relations for staff, commissions, and citizens.

As demonstrated by the statements and schedules included in this report, the City continues to meet its responsibility for sound financial management. Since the City incorporated, a commitment was made to a pay-as-you-go philosophy. The City's General Fund has no bonded debt and Highland's other funds can use reserves (cash saved over several years) to pay for many of the capital projects rather than placing a debt on future generations. The City has also obtained grants at the state and federal levels for the capital projects as well, therefore enabling local tax dollars to go further. The City has also been highly successful at working with our neighboring agencies (County of San Bernardino, City of San Bernardino, City of Redlands, Inland Valley Development Agency, East Valley Water District, San Bernardino County Transportation Agency & San Manuel Band of Mission Indians) on projects that benefit all these agencies listed above which in turn benefit the citizens of Highland.

Relevant Financial Policies

Prior to the passage in November 2004 of Proposition 1A, which protects local government revenues from State raids, the State historically took funds away from local governments without paying them back. This was accomplished through what the State calls the ERAF (Educational Revenue Augmentation Fund) shift. Through the ERAF shift, the State takes property tax dollars from local governments and "shifts" them to education to fulfill their obligation of school funding. In short, the State balanced their budget by taking funds from local governments.

Before Proposition 1A passed, the City of Highland annually paid since 1992 approximately $301,433 into the State's ERAF fund. Although Proposition 1A was approved by the voters, the cities will continue to pay these funds taken by the State.

For fiscal years 2004/2005 & 2005/2006, the State enacted ERAF III, which essentially doubled Highland's current amount paid to the ERAF fund. For these two fiscal years,

the State took an additional $302,000 each year and placed it in the ERAF fund. These amounts will not be paid back, but Proposition 1A ensured that if funds are ever taken again, they must be repaid. However, as stated earlier, the $301,433 taken as part of the original ERAF will still be taken annually by the State and never paid back.

An additional part of ERAF III was the RDA portion. The effect on the Highland RDA for fiscal years 2004/2005 & 2005/2006 was $242,800, for each fiscal year.

In 2008/2009, the State tried to take $654,507 from the Highland RDA. With help from the California Redevelopment Association (CRA), the State was sued and lost. However, for 2009/2010 & 2010/2011, the State approved SERAF (Supplemental Educational Revenue Augmentation Fund), an additional one-time taking from redevelopment agencies of $1.7B in 2009/2010 and $.35B in 2010/2011 for a total of $2.05B over two years. Once again, the redevelopment agencies sued the State, but this time lost. The amount taken from the Highland RDA in 2009/2010 was $3,182,076. The amount taken in 2010/2011 was $654,507.

For fiscal years 2011/2012 and beyond, the State passed AB 1X 26 which eliminated redevelopment agencies. However, the State then passed AB 1X 27 which included the payment of a ransom if a community wanted to keep its redevelopment agency. Basically, the State would eliminate a redevelopment agency and take all its assets (land, cash, etc.) if the City did not elect to pay this ransom. These bills included language that the ransom would have to be paid by the City and reimbursed by the agency. This was yet another attempt by the State to steal money from local governments to balance their budgets. Highland's share of this extortion was estimated to be $2,731,486 in 2011/2012 and an annual payment thereafter of approximately $655,000. The CRA once again sued the State and the State Supreme Court held in favor of the State for AB 1X 26, but not on AB 1X 27. This meant that over four hundred redevelopment agencies throughout the State would be dissolved and have been. Taken from Highland was the best economic tool to help jobs and businesses grow in our community. The funds taken from Highland would be used to offset the State's responsibilities to the local taxing agencies, including schools. The State's taking of local funds as a temporary bandage to solve their annual budget problems was not a long-term solution and will continue to have long lasting effects on local governments. Today, the State has a surplus of $75 billion.

Since the dissolution of the former RDA, Highland has rebounded. The City worked diligently with the Department of Finance (DOF) in getting repaid $1.9M in outstanding loans. The repayment of these loans was approved; however, they will be repaid over several years. The two loans of $1.3M and $600,000 were loaned to the RDA in 1997 and 1998, in good faith. It was the full intention of the City for these loans to be repaid someday. In January of 2016, the DOF approved the transfer of the balance of the remaining RDA bonds from the Successor Agency to the City and Housing Authority. The bonds for capital projects were transferred to the City and the housing related bonds were transferred to the Housing Authority. However, the debt for these bond issues remains with the Successor Agency. In July 2018, the Successor Agency was notified by the DOF that the Last & Final ROPS was approved. The Last & Final ROPS is a payment schedule

that runs through FY 2037/2038 that has all the expenditures for the Successor Agency. Included in this schedule are administration, debt service payments and re-payment of the City loans.

In December 2022, the last payment due to the City on the $600,000 loan will be received and this loan will be paid in full. The last loan amount of $1,300,000 will be fully repaid in FY 2026/2027.

Four years ago, the State passed SB 1, The Road Repair and Accountability Act of 2017, which increased Gas Tax revenues. For fiscal year 2020/2021, this brought in an additional $1M in revenues. It is estimated that this new tax will generate an additional $1M in 2021/2022. These funds must be used for local street maintenance and rehabilitation needs.

Financial Impacts of COVID-19

The effects of COVID-19 on Highland are difficult to measure primarily because we are not done with this pandemic. Through grants from the federal government (CARES Act & Department of Justice), Highland has been able to purchase PPE (Personal Protective Equipment) for staff and purchase laptop computers and necessary software to meet virtually with citizens and consultants. We have also been able to aid local businesses who have been adversely affected. Highland was able to offer 200-$2,500 grants to small businesses through funds received via the CARES Act.

In addition to the CARES Act, on March 11, 2021, The American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (SLFRF). This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and to contain impacts on communities, residents, and businesses.

The SLFRF funding through ARPA provides a total of $350B for economic relief. Highland's portion of this is two installments of $7,447,553.50. We have already received the first installment and approval form the City Council on how to spend these funds. They are as follows: Prevention/Mitigation in Congregate Settings (Ventilation), PPE, Communications/Enforcement (Legal Services), Payroll Cost for Safety Staff Responding to Public Health Emergency (Public Safety), Household Mortgage Assistance, Small Business Economic Assistance & Provisions of Government Services (Cybersecurity). Staff will be presenting the funding options for the second installment in the Spring of 2022. We expect to receive the second installment in June 2022.

It is still too soon to weigh the total effects of COVID-19 on Highland's finances. Property tax (general fund & fire department fund), property tax-vlf, gas tax and interest income revenues in all funds were all down in FY 2020/2021 compared to the budgeted amounts.

However, due to meticulous efforts on the expenditure side and receiving grant funding, we were able to have positive net income in the general fund.

Awards and Acknowledgments

The Government Finance Officers Association (GFOA) of the United States and Canada awarded the Distinguished Budget Presentation Award to the City for the fiscal years of 2019-2021. This budget award is the highest form of recognition a City can receive in governmental budgeting. The City has received this award from GFOA every year since 1989-1990. Also, the City received the California Society of Municipal Finance Officers (CSMFO) award for Excellence in Operational Budgeting for fiscal years 2019-2021. The City has received this award from CSMFO every year since first applying for it in 1991-1992. The City has applied for these same awards for the 2021-2023 biennial budget.

Both awards are for two years, and recipients must meet very strict criteria. The budget document must serve as a policy document, an operation guide, a financial plan, and a communications device; therefore, it is a significant City achievement.

The GFOA also awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for the fiscal year ended June 30, 2020, for its annual financial report. This award is the highest form of recognition for excellence in state and local government financial reporting. This was the thirty-first consecutive year that the City has received such recognition. Many years ago, the CSMFO ruled that if an organization applies for the GFOA (national) award, it would not be eligible for the CSMFO (state) award. Therefore, last year, the City did not apply for the CSMFO Outstanding Financial Reporting award for June 30, 2020. The City had received this award every year since first applying for it in FY 1990/1991. The City can only apply for the GFOA Certificate of Achievement award.

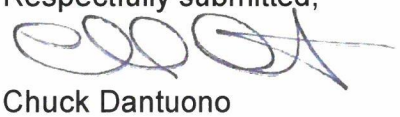
To be awarded a Certificate of Achievement, the City must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards. This report must satisfy both generally accepted accounting principles and applicable legal requirements. This achievement is valid for a period of one year only. I believe the current report continues to conform to the Certificate of Achievement program requirements and I am submitting it to the GFOA.

I would like to thank Finance/Personnel Subcommittee members Mayor Pro Tem Larry McCallon and Councilmember John Timmer for their direction in the preparation of this report. I would also like to thank the entire City Council for fulfilling their continued responsibility as stewards of Highland's finances. Highland's fiscal health would not be where it is without this.

In addition, I would like to thank Accounting Supervisor, Leticia "Tish" Nava-Cruz and Accountant, Michelle Gomez for their help in preparing this report and for their hard work during the audit. Each year, their contributions to preparing this report and conducting the audit significantly increase. They continue to show an incredible work ethic and their

diligence, and teamwork continues to be very much appreciated. In conclusion, I would like to thank City Manager, Joe Hughes. Joe has always demonstrated high standards of financial management, integrity, and leadership, which has always been and remains critical to Highland's fiscal health.

Respectfully submitted,



Chuck Dantuono
Director of Administrative
Services/City Treasurer

CITY OF HIGHLAND

Annual Comprehensive Financial Report

Listing of Officials

June 30, 2021

Elected Officials

Mayor	Penny Lilburn
Mayor Pro Tem	Larry McCallon
Council member	Jesse Chavez
Council member	Anaeli Solano
Council member	John Timmer

Finance/Personnel Subcommittee

Committee member	Larry McCallon
Committee member	John Timmer

Management

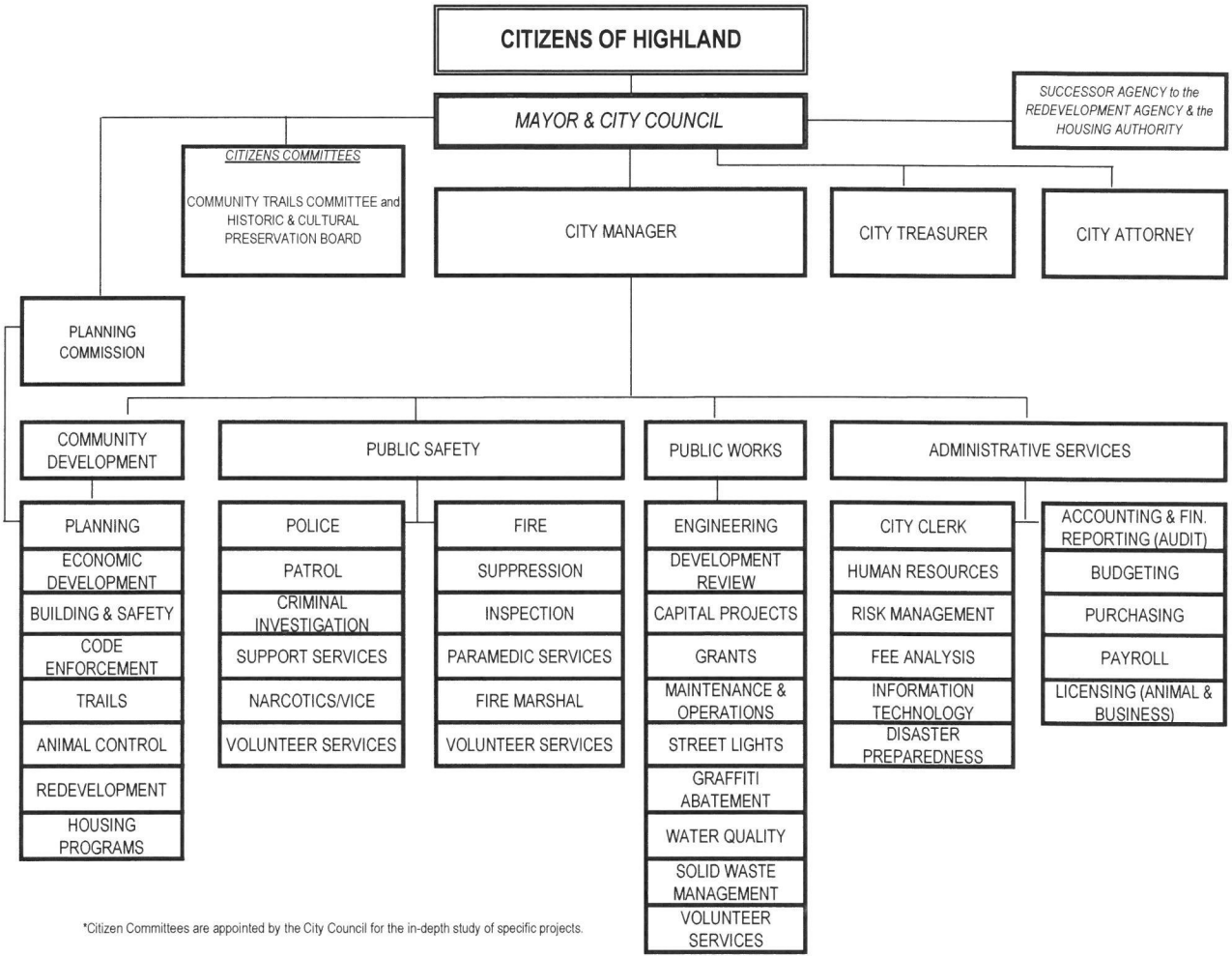
City Manager	Joseph Hughes
Assistant Public Works Director	Matt Bennett
Director of Administrative Services/City Treasurer	Chuck Dantuono
City Clerk	Betty Hughes
Administrative Services Manager	Shawn Kasner
Community Development Director	Larry Mainez
Public Services Manager	Melissa Morgan
Public Works Manager	Jim Richardson
Assistant Community Development Director	Kim Stater
Building Official	Matt Wirz
Public Works Director/City Engineer	Carlos Zamano
Police Chief (Captain)	Casey Jiles
Lieutenant	Matt Yost
Fire Chief (Battalion Chief)	Sean Landavazo

CITY OF HIGHLAND

Annual Comprehensive Financial Report

Organizational Chart

June 30, 2021



*Citizen Committees are appointed by the City Council for the in-depth study of specific projects.

Government Finance Officers Association

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Presented to

City of Highland
California

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

June 30, 2020

Christopher P. Morrill

Executive Director/CEO

FINANCIAL SECTION

Van Lant & Fankhanel, LLP
Certified Public Accountants

Independent Auditor's Report

The Honorable City Council
City of Highland, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Highland, California, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City of Highland's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Van Lant & Fankhanel, LLP
29970 Technology Drive, Suite 105 A
Murrieta, CA 92563
909.856.6879

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Highland, California, as of June 30, 2021, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As reported in the financial statements, in fiscal year 2020-21, the City adopted new accounting guidance, *GASBS No. 84, Fiduciary Activities.* Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and other required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or to provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, the supplementary information as listed in the table of contents, and statistical section, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 7, 2021, on our consideration of the City of Highland's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Van Lant & Fankhanel, LLP

December 7, 2021

MANAGEMENT'S DISCUSSION AND ANALYSIS

The following discussion and analysis of the financial performance of the City of Highland provides an overview of the City's financial activities for the fiscal year ended June 30, 2021. Please read it in conjunction with the transmittal letter and financial statements identified in the accompanying table of contents.

Using the Accompanying Financial Statements

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the City as a whole and present a longer-term view of the City's finances. Also included in the accompanying report are fund financial statements. For governmental activities, the fund financial statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the City's operations in more detail than the government-wide statements by providing information about the City's most significant funds. The remaining statements provide financial information about activities for which the City acts solely as a trustee or agent for the benefit of those outside of the government.

OVERVIEW OF THE FINANCIAL STATEMENTS

The annual report consists of four parts – *management's discussion and analysis* (this section), the *basic financial statements*, *required supplementary information*, and an optional section that presents *combining statements* for nonmajor governmental funds and internal service funds. The basic financial statements include two kinds of statements that present different views of the City:

- The first two statements are *government-wide financial statements* that provide both *long term* and *short-term* information about the City's overall financial status.
- The remaining statements are *fund financial statements* that focus on *individual parts* of the city government, reporting the City's operations in *more detail* than the government-wide statements.
    - The *governmental funds* statements tell how *general government* uses services like public safety were financed in the *short term* as well as what remains for future spending.
    - *Proprietary fund* statements offer *short-* and long-term financial information about the activities the government operates like businesses, such as the water and sewer system.
    - *Fiduciary fund* statements provide information about the fiduciary relationships – like the custodial funds (formerly referred to as agency funds) of the City – in which the city acts solely as *agent* or *trustee* for the benefit of others, to whom the resources in question belong.

The financial statements also include *notes* that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that provides additional financial and budgetary information.

Figure A-1 summarizes the major features of the City's financial statements, including the portion of the city government they cover and the types of information they contain.

The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Figure A-1
Major Features of the City's Government-wide and Fund Financial Statements

		Fund Statements		
	Government-wide Statements	Governmental Funds	Proprietary Funds	Fiduciary Funds
Scope	Entire City government (except fiduciary funds) and the City's component units	The activities of the City that are not proprietary or fiduciary	Activities the City operates similar to private businesses	Instances in which the City is the trustee or agent for someone else's resources
Required financial statements	• Statement of net position • Statement of activities	• Balance sheet • Statement of revenues, expenditures, and changes in fund balances	• Statement of net position • Statement of revenues, expenditures, and changes in net position • Statement of cash flows	• Statement of fiduciary net position • Statement of changes in fiduciary net position
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources focus
Type of asset/ liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets or long-term debt included	All assets and liabilities, both financial and capital, and short-term and long-term	All assets and liabilities, both short-term and long-term; the City's fiduciary funds do not currently contain capital assets.
Type of inflow/ outflow information	All revenues and expenditures during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenditures during the year, regardless of when cash is received or paid	All revenues and expenditures during year, regardless of when cash is received or paid.

Reporting the City as a Whole

The accompanying **government-wide financial statements** include two statements that present financial data for the city as a whole. One of the most important questions asked about the City's finances is, "Is the City as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information

about the City as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All the current year's revenues and expenditures are considered regardless of when cash is received or paid.

These two statements report the City's net position and changes in them. You can think of the City's net position – the difference between assets & deferred outflows of resources and liabilities & deferred inflows of resources – as one way to measure the City's financial health, or *financial position*. Over time, *increases and decreases* in the City's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the City's property tax base, sales tax base and the condition of the City's roads, to assess the *overall health* of the city.

The Statement of Net Position and the Statement of Activities:

- Governmental activities – Most of the City's basic services are reported here such as general government, community development, public safety, and highways & streets. Sales taxes, property taxes, state subventions, charges for services and other revenues finance most of these activities.

Reporting the City's Most Significant Funds

The **fund financial statements** provide detailed information about the City's most significant funds – not the City as a whole. Some funds are required to be established by state law or by bond covenants. However, City Council establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting administrative responsibilities for using certain taxes, grants, or other money (like grants received). The City's two kinds of funds – *governmental* and *proprietary* – use different accounting approaches.

- *Governmental funds* – Most of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other *current financial* assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the City's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. We describe the relationship or differences between *governmental activities* (reported in the Statement of Net Position and the Statement of Activities) and *governmental funds* in reconciliation at the bottom of the fund financial statements.

- *Proprietary funds* – When the City charges customers for the services it provides – whether to outside customers or to other units of the City – these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. The City does not have any enterprise funds (a component of proprietary funds). Enterprise funds are the same as the business-type activities and would be reported in the government-wide statements but would provide more detail and additional information, such as cash flows, for proprietary funds. The City does use internal service funds (the other component of proprietary funds) to report activities that provide supplies and services for the City's other programs and activities.

Reporting the City's Fiduciary Responsibilities

The City is an agent for certain assets held for, and under the control of, other organizations and individuals. All the City's fiduciary activities are reported in a separate Statement of Fiduciary Assets. We exclude these activities from the City's other financial statements because the City cannot use these assets to finance its operations. The City is responsible for ensuring that the assets reported in these funds are used for their intended purposes. Currently, these funds consist of the three Community Facilities Districts and the Successor Agency to the City of Highland Redevelopment Agency Private Purpose Trust Fund.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

A summary of the government-wide *statement of net position* follows:

Net Position
June 30, 2021

	Governmental Activities	
	2021	2020
Capital and other assets	$79,608,682	$71,078,009
Capital assets, net	225,865,157	227,112,025
Total Assets	305,473,839	298,190,034
Deferred Outflows of Resources	1,360,925	1,263,271
Long-term liabilities	7,873,385	6,386,623
Other liabilities	11,555,623	2,913,371
Total Liabilities	19,429,008	9,299,994
Deferred Inflows of Resources	116,115	155,522
Net Position:		
Net Investment in capital assets	225,865,157	227,112,025
Restricted	41,680,443	43,981,778
Unrestricted	19,744,041	18,903,986
Total Net Position	$287,289,641	$289,997,789

The largest portion of the City's net position (78.6%) reflects its investments in capital assets (i.e., land, buildings, infrastructure, etc.); less any related debt used to acquire those assets that is still outstanding. The City uses these assets to provide services to its citizens; consequently, these assets are not available for future spending.

Restricted net position (14.5%) represents resources that are subject to external restrictions on how they may be used. Examples of restricted net position would be funds for gas tax, development impact fees, assessment districts and other special revenue funds.

Unrestricted net position (6.9%) can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements. An example of unrestricted net position would be the general fund.

A summary of the government-wide *statement of activities* follows:

Changes in Net Position
June 30, 2021
Governmental Activities

	2021	2020
Program Revenues:		
Charges for services	$5,098,157	$4,605,413
Operating contributions & grants	3,909,827	3,097,787
Capital contributions & grants	4,994,406	4,730,717
Total Program Revenues	14,002,390	12,433,917
General Revenues:		
Property taxes	14,517,673	14,021,888
Sales & use tax	3,714,315	3,076,668
Transient occupancy tax	271,603	264,958
Franchise fees	1,825,256	1,615,213
Business license tax	491,867	536,749
Other	40,576	44,146
Gain on Sale of Capital Asset	356,150	0
Investment income	133,727	436,821
Miscellaneous	188,643	189,052
Total General Revenues	21,539,810	20,185,495
Total Revenues	35,542,200	32,619,412
Expenditures:		
General government	2,970,378	2,667,209
Public works	13,951,011	10,727,700
Public safety	17,233,793	16,849,924
Community development	3,610,883	3,254,385
Total Expenditures	37,766,065	33,499,218
Change in net position	(2,223,865)	(879,806)
Restatement of net position	(484,283)	1,085,219
Change in net position	(2,708,148)	205,413
Beginning net position	289,997,789	289,792,376
Ending net position	$287,289,641	$289,997,789

The increase or decrease in net position can provide an indication as to whether the overall financial position of the city improved or deteriorated during the year. The net position of the City's governmental activities decreased by .9% ($289.9M compared to $287.3M). The net position (financial position) of the City changed as a result of the revenue and expense fluctuations described below.

The increase in total program revenues above is mainly due to the increase of Capital contributions & grants. Capital contributions & grants and operating contributions & grants increased as well. The award of grants, whether operating or capital will fluctuate from year to year. Depending on what year they are received will have an impact on program revenues.

General revenues increased overall in 2020/2021. The increase in sales tax is due to adding more commercial businesses during the year and more point-of-sale business such as Amazon. Other revenues such as franchise fees, investment income and miscellaneous revenues either increased or decreased marginally.

Expenditures in Public Works increased because of increased capital activity. Expenditures in Highways & Streets may vary year to year depending on availability of grant funds and funds on hand such as the Measure I fund, Development Impact Fee fund and the Capital Improvements fund. Public Safety expenditures increased primarily due to the increase in expenditures for the Sheriff's Department for police services and Cal-Fire for fire suppression and paramedic services. Community Development increased from last year.

The change in net position before applying extraordinary items and restated items is a result of the situations discussed above.

For the reasons stated above, the City's net position decreased by $2.6M ($289.9M to $287.3M).

Governmental Activities

Revenues by Source

	2020/2021	%	2019/2020	%
Charges for services	$5,098,157	14.3%	$4,605,413	14.1%
Operating contributions & grants	3,909,827	11.0%	3,097,797	9.5%
Capital contributions & grants	4,994,406	14.1%	4,730,717	14.5%
Property taxes	14,517,673	40.8%	14,021,888	43.0%
Sales & use tax	3,714,315	10.5%	3,076,668	9.4%
Transient occupancy tax	271,603	0.8%	264,958	0.8%
Franchise fees	1,825,256	5.1%	1,615,213	5.0%
Business license tax	491,867	1.4%	536,749	1.6%
Other	40,576	0.1%	44,146	0.1%
Gain of Sale of Capital Asset	356,150	1.0%	0	0.0%
Investment income	133,727	0.4%	436,821	1.3%
Miscellaneous	188,643	0.5%	189,052	0.7%
Total Revenues	$35,542,200	100.0%	$32,619,412	100.0%

Expenditures by Function

	2020/2021	%	2019/2020	%
General government	$2,970,378	7.9%	$2,667,209	8.0%
Highways & streets	13,951,011	36.9%	10,727,700	32.0%
Community development	3,610,883	9.6%	3,254,385	9.7%
Public safety	17,233,793	45.6%	16,849,924	50.3%
Total Expenditures	$37,766,065	100.0%	$32,045,782	100.0%

MAJOR FUNDS

As noted earlier, the City uses fund accounting to provide proper financial management of the City's resources and to demonstrate compliance with finance-related legal requirements.

Major Governmental Funds

The **General Fund** is the chief operating fund of the City. At the end of the current fiscal year, the total fund balance of the general fund was $15,919,794. The total fund balance is broken down into two categories, Nonspendable and Spendable. Spendable is then broken down into three sub-categories: Restricted, Assigned and Unassigned. Nonspendable is just that, it cannot be spent because it is not in a spendable form, such as inventory. Restricted means there have been restrictions placed on how these funds can be used (similar to the "reserved" term we used to use). Committed means the City Council has committed these funds for a specific project or intent. And lastly, Assigned means the City Council has given permission to the City Manager to assign funds to a specific project or intent.

The reasons for significant changes in the revenues and expenditures of the city's general fund from the prior year are as follows:

- Starting in fiscal year 2016/2017, we merged the Fire Department Fund into the General Fund because there is no legal requirement to keep them separated. When Highland took over Fire Services in 1999, we were able to separate out which property taxes had been received for the General Fund and which property taxes would be received in the future for the newly acquired fire services. Because we could account for these property taxes separately, a new Fire Department fund was setup so that fire services could be tracked separately. We will continue to budget for the Fire Department in its own fund, but it will continue to be included with the General Fund in future financial statements.

- Total revenues (excluding operating transfers) increased by $1,342,979, a 6.2% increase. Taxes increased by 6.8% or $1,323,360. This is attributable to increasing property values (property taxes). Licenses and Permits increased by 21.4% or $108,957 due to increased building permit activity. Charges for Services increased by 2.6% or $32,757 due to increases in planning and engineering applications. Interest income decreased by $171,530 as a result of decreasing interest rates.

- Total expenditures (excluding operating transfers) decreased by $309,103. General government expenditures increased by 11.3% or $215,038. Public safety (police department, fire department & animal control) decreased by 2.6% or $363,823. In FY 2021, annual contract increases for Police & Fire were offset by the City receiving two, one-time grants from the federal government (CARES Act) relating to COVID-19.

- Fund Balance in the general fund increased by $2,043,560 because of the reasons stated above.

The **Major Grants** fund is used to account for any federal grant that is not required to be accounted for in its own fund. Accounting for these grants in one fund is more efficient and manageable.

- Expenditures in this fund increased by $1,606,139 primarily because of the amount of capital projects that were constructed in the current year. The use of grants varies from year to year.

- Typically, revenues should equal expenditures in this fund. However, some projects cannot be reimbursed until the project is over or reimbursements are not received in a timely fashion and are not accounted for in the same period as the expenditures. This will lead to expenditures over revenues in some years as well as a negative fund balance on some occasions. In rare circumstances, we will receive the revenue before the project is started

and expenditures are incurred. The amounts for grants not received in 2020/2021 are expected to be received in fiscal year 2021/2022.

The **Grants** fund is used to account for any non-federal grant that is not required to be accounted for in its own fund. It is also used to account for joint projects with local municipalities. Accounting for these grants and projects in one fund is more efficient and manageable.

The reasons for significant changes in the revenues and expenditures of the Grants fund from the prior year are as follows:

- The overall expenditures in this department increased by $731,153 primarily due to higher grant and joint project activity in 2020/2021 than in 2019/2020. The use of grants and joint projects will vary from year to year. There was a considerable amount of capital project activity in this fund including, but not limited to; MSRC (Mobile Source Reduction Committee), RAC (Rubberized Asphalt Concrete), SLPP (State & Local Partnership Program). The joint projects include street improvement projects with our neighboring cities, Redlands, and San Bernardino and with the IVDA (Inland Valley Development Agency) and San Manuel Band of Mission Indians.

- The overall revenues in this fund decreased by $2,664,937 or 86.1% primarily due to the timing of receiving and expending funds.

- The fund balance of this fund decreased by $2,255,249 primarily due to the use of prior year revenue ($2.2M) from IVDA for the SR210 Baseline Interchange project.

The **Development Impact Fee (DIF)** fund was established for new development to pay for the construction or expansion of off-site capital improvements that are necessitated by and benefit the new development.

The reasons for significant changes in the revenues, expenditures, and fund balance of the development impact fee fund from the prior year are as follows:

- Revenues in this fund increased from $425,987 in 2019/2020 to $1,219,704 in 2020/2021 as a result of increased construction activity in the current year. Investment income decreased by $131,582 because of decreasing interest rates.

- Expenditures in this fund decreased by $891,902 due to this fund being more heavily used to pay for capital projects in 2019/2020 than in 2020/2021. Construction activity in this fund is expected to continue in fiscal year 2021/2022.

- The fund balance in this fund increased overall by $620,072. This fund is expected to see an increase in activity in fiscal year 2021/2022.

The **Capital Improvements** fund was established on January 1, 2016, to account for the former RDA bond proceeds that were transferred to the City and Housing Authority on approval of the Department of Finance (DOF).

The reasons for significant changes in the revenues, expenditures, and fund balance of the capital improvement fund from the prior year are as follows:

- Revenues in this fund decreased by $100,945 in 2020/2021. Investment income decreased by $161,287 as a result of decreasing interest rates.

- Expenditures in this fund increased by $1,250,671. Overall capital project construction activity was increased in fiscal year 2020/2021. This fund will continue to spend down the former RDA bond proceeds over the next several years and will probably see the capital project construction activity increase in fiscal year 2021/2022. With the main revenue source being only interest income, the fund balance will also be reduced over that same period.

Major Enterprise Funds

The City does not have any enterprise funds.

GENERAL FUND-BUDGET

The total expenditures of the general fund did not exceed the total appropriations for 2020/2021.

Differences between the original budget and the final amended budget of the General Fund can be briefly summarized as follows:

The following are significant increases to the expenditure budget for the General Fund:

- $295,000 General Fund transfer to the General Capital Financing fund to help offset future capital project expenditures.

- $178,650 General Fund transfer to the Insurance Fund to help offset current year expenditures in this fund.

- $215,000 General Fund transfer to the General Services fund to help offset future expenditures in this fund.

- Significant budgetary variances in the General Fund include:

  The City received two CARES Act grants, both in the amount of $683,080.00. One was received through the State and the other through the County. These two grants helped partially offset contract services in the Police Department (provided by San Bernardino County) and the Fire Department (provided by Cal Fire). This accounted for the two largest variances of expenditures in the General Fund. For fiscal year 2021/2022 & 2022/2023, the City received additional grant funding from the American Rescue Plan Act (ARPA). These funds can also be used to help offset the cost of public safety. As a result, the City may see these variances in the next two years as well.

  As for revenues, the City realized $500,000 actual revenues over budgeted revenues in the sales tax line item. We believe this was due to the additional point of sales purchases in Highland as a result of COVID-19, in addition to adding some new commercial businesses. This is the single largest significant variance for revenues in the General Fund. As in the past, some revenues increased, some decreased, and many remained relatively flat.

Additional information on the City's budget adjustments and policies can be found in the notes to required supplementary information on page 78.

CAPITAL ASSETS

Capital Assets (net of depreciation)
Governmental Activities

	2021	2020
Land	$4,485,030	$4,530,880
Rights of Way	89,650,461	89,430,925
Construction in progress	8,480,446	11,817,407
Buildings & improvements	22,636,227	23,618,087
Equipment, furniture & software	1,284,424	1,238,919
Vehicles	1,843,738	1,953,902
Infrastructure	97,484,831	94,521,905
Total	$225,865,157	$227,112,025

The major additions to capital assets during the year ended June 30, 2021, were as follows:

- Purchased a Chevy Silverado Truck for Public Works
- Replaced several Automated License Plate Readers (ALPR) throughout the City.
- Placed new roofs on Fire Station No. 1 & No. 2.

Infrastructure additions include but are not limited to:

- Project No. STR 12-004 SR2S Warm Springs
- Project No. STR 12-005 SR2S Cole Cypress
- Project No. STR 18-002 Tippecanoe Avenue (9th to Vine)
- Project No. STR 18-003 Street Light Acquisition and LED Conversion
- Project No. OLA 18-001-OLA 20-001 CDBG Street FY 2018-2021
- Project No. SWK 16-001 Article 3 Sterling Ave/Water St/Central Ave
- Project No. SWK 17-001Article 3 Transit Stop Improvements

Additional information on the City's capital assets can be found in the notes to the financial statements starting on page 57.

LONG-TERM DEBT

Additional information on the City's long-term liabilities can be found in the notes to the accompanying financial statements starting on pages 57 - 58

Contacting the City's Financial Management:

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the city's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Director of Administrative Services/City Treasurer, Chuck Dantuono, at the City of Highland, 27215 Base Line, Highland, California, 92346.

BASIC FINANCIAL STATEMENTS

City of Highland
Statement of Net Position
June 30, 2021

	Governmental Activities
ASSETS	
Cash and Investments	$ 72,013,659
Receivables:	
Accounts	1,462,798
Interest	79,206
Property Taxes	62,856
Loans	695,728
Due from Other Governments	4,070,368
Advance to Successor Agency	1,213,732
Prepaid Items	10,335
Capital Assets Not Being Depreciated	102,615,937
Capital Assets, Net of Depreciation	123,249,220
Total Assets	305,473,839
DEFERRED OUTFLOWS OF RESOURCES	
OPEB Related Items	146,082
Pension Related Items	1,214,843
Total Deferred Outflows of Resources	1,360,925
LIABILITIES	
Accounts Payable	2,289,077
Accrued Liabilities	248,335
Retention Payable	82,311
Deposits Payable	1,169,435
Unearned Revenue	7,766,465
Noncurrent Liabilities:	
Due Within One Year	101,881
Due in More Than One Year	7,771,504
Total Liabilities	19,429,008
DEFERRED INFLOWS OF RESOURCES	
OPEB Related Items	13,318
Pension Related Items	102,797
Total Deferred Inflows of Resources	116,115
NET POSITION	
Net Investment in Capital Assets	225,865,157
Restricted for:	
Public Safety	4,622
Public Works	36,238,519
Community Development	5,437,302
Unrestricted	19,744,041
Total Net Position	$ 287,289,641

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Activities
Year Ended June 30, 2021

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position
Governmental Activities:					
General Government	$ 2,970,378	$ 362,563	$ 88,526	$ -	$ (2,519,289)
Public Safety	17,233,793	1,307,179	667,988	15,759	(15,242,867)
Public Works	13,951,011	2,194,101	2,452,509	4,978,647	(4,325,754)
Community Development	3,610,883	1,234,314	700,804	-	(1,675,765)
Total Governmental Activities	$ 37,766,065	$ 5,098,157	$ 3,909,827	$ 4,994,406	(23,763,675)
General Revenues:					
Taxes:					
Property Tax					14,517,673
Sales and Use Tax					3,714,315
Transient Occupancy Tax					271,603
Franchise Tax					1,825,256
Business Licenses Tax					491,867
Other					40,576
Gain on Sale of Capital Assets					356,150
Investment Income					133,727
Miscellaneous					188,643
Total General Revenues					21,539,810
Change in Net Position					(2,223,865)
Net Position - Beginning of Year					289,997,789
Restatement of Net Position					(484,283)
Net Position - End of Year					$ 287,289,641

The accompanying notes are an integral part of this statement.

City of Highland
Balance Sheet
Governmental Funds
June 30, 2021

	General	Special Revenue		Capital Projects
		Grants	Major Grants	Capital Improvements
ASSETS				
Cash and Investments	$ 14,140,115	$ 11,506,493	$ 6,955,537	$ 8,137,266
Receivables:				
Accounts	1,209,613	-	-	-
Interest	50,858	4,228	-	2,371
Property Taxes	39,764	-	-	-
Loans	-	-	-	-
Due from Other Governments	1,106,293	429,241	1,078,073	-
Due from Other Funds	870,683	-	-	-
Advance to Successor Agency	964,284	-	-	-
Prepaid Items	10,335	-	-	-
Total Assets	$ 18,391,945	$ 11,939,962	$ 8,033,610	$ 8,139,637
LIABILITIES				
Accounts Payable	$ 674,327	$ 32,040	$ 567,002	$ 290,674
Accrued Liabilities	177,894	-	-	10,630
Retention Payable	-	1,855	25,143	2,160
Deposits Payable	1,169,435	-	-	-
Unearned Revenue	225,000	100,000	7,441,465	-
Due to Other Funds	-	-	-	-
Total Liabilities	2,246,656	133,895	8,033,610	303,464
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenues:	225,495	327,704	273,951	-
Total Deferred Inflows of Resources	225,495	327,704	273,951	-
FUND BALANCES (DEFICITS)				
Nonspendable	974,619	-	-	-
Restricted	-	11,478,363	-	7,836,173
Committed	-	-	-	-
Assigned	11,680,011	-	-	-
Unassigned	3,265,164	-	(273,951)	-
Total Fund Balances	15,919,794	11,478,363	(273,951)	7,836,173
Total Liabilities, Deferred Inflows and Fund Balances	$ 18,391,945	$ 11,939,962	$ 8,033,610	$ 8,139,637

The accompanying notes are an integral part of this statement.

Capital Projects Development Impact Fees	Total Non-major Governmental Funds	Total Governmental Funds
$ 8,012,632	$ 18,509,025	$ 67,261,068
-	250,924	1,460,537
5,426	12,626	75,509
-	23,092	62,856
-	695,728	695,728
-	1,456,761	4,070,368
-	-	870,683
-	249,448	1,213,732
-	-	10,335
$ 8,018,058	$ 21,197,604	$ 75,720,816
$ 354,748	$ 337,884	$ 2,256,675
-	50,855	239,379
13,222	39,931	82,311
-	-	1,169,435
-	-	7,766,465
-	870,683	870,683
367,970	1,299,353	12,384,948
-	528,692	1,355,842
-	528,692	1,355,842
-	-	974,619
7,650,088	14,715,819	41,680,443
-	-	-
-	5,073,966	16,753,977
-	(420,226)	2,570,987
7,650,088	19,369,559	61,980,026
$ 8,018,058	$ 21,197,604	$ 75,720,816


NOVEMBER 24, 1987
CITY OF HIGHLAND

City of Highland
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
June 30, 2021

Amounts reported for governmental activities in the Statement of Net Position are different because:

Fund Balances of Governmental Funds		$ 61,980,026
When capital assets (property, plant, equipment) that are to be used in governmental activities are purchased or constructed, the cost of those assets are reported as expenditures in governmental funds. However, the Statement of Net Position includes those capital assets among the assets of the City as a whole.		
Capital Assets, Not Being Depreciated	102,615,937	
Capital Assets, Being Depreciated	212,047,116	
Accumulated Depreciation	(88,797,896)	
		225,865,157
Long-term liabilities applicable to the City's governmental activities are not due and payable in the current period and, accordingly, are not reported as fund liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position.		
Compensated Absences	(678,071)	
SBCTA Loan Payable	(953,364)	
Net Pension Liability	(5,040,141)	
Total OPEB Liability	(1,052,760)	
		(7,724,336)
Amounts for deferred inflows and deferred outflows related to the City's Net Pension Liability are not reported in the funds.		
Deferred Outflows Related to Pensions		1,214,843
Deferred Inflows Related to Pensions		(102,797)
Deferred Outflows Related to OPEB		146,082
Deferred Inflows Related to OPEB		(13,318)
In governmental funds, other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.		1,355,842
Internal service funds are used by management to charge the costs of certain activities, such as vehicle maintenance, self-insurance, and information technology, to individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Position.		4,568,142
Net Position of Governmental Activities		$ 287,289,641

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2021

	General Fund	Special Revenue		Capital Projects
		Grants	Major Grants	Capital Improvements
REVENUES				
Taxes	$ 20,641,548	$ -	$ -	$ -
Licenses and Permits	618,458	-	-	-
Intergovernmental	322,328	400,589	2,837,469	-
Charges for Services	1,273,007	-	-	-
Fines and Forfeitures	71,514	-	-	-
Investment Income	55,250	28,986	-	26,480
Rental Income	124,930	-	-	-
Miscellaneous	63,321	-	-	60,342
Total Revenues	23,170,356	429,575	2,837,469	86,822
EXPENDITURES				
Current:				
General Government	2,119,730	-	21,001	-
Public Safety	13,790,864	-	1,138,106	-
Public Works	1,647,781	192,442	-	215,132
Community Development	2,201,729	-	224,653	-
Capital Outlay	-	2,492,382	1,452,182	2,001,874
Total Expenditures	19,760,104	2,684,824	2,835,942	2,217,006
Excess (Deficiency) of Revenues Over Expenditures	3,410,252	(2,255,249)	1,527	(2,130,184)
OTHER FINANCING SOURCES (USES)				
Sale of Capital Assets	-	-	-	-
Issuance of Debt	-	-	-	-
Transfers In	284,104	-	-	-
Transfers Out	(1,650,796)	-	-	-
Total Other Financing Sources (Uses)	(1,366,692)	-	-	-
Net Change in Fund Balances	2,043,560	(2,255,249)	1,527	(2,130,184)
Fund Balances, Beginning of Year	13,876,234	13,733,612	(275,478)	9,966,357
Fund Balances, End of Year	$ 15,919,794	$ 11,478,363	$ (273,951)	$ 7,836,173

Capital Projects Development Impact Fees	Total Non-major Governmental Funds	Total Governmental Funds
$ -	$ 1,244,271	$ 21,885,819
-	-	618,458
-	4,621,815	8,182,201
1,180,675	243,859	2,697,541
-	8,712	80,226
39,029	304,317	454,062
-	120,000	244,930
-	251,012	374,675
1,219,704	6,793,986	34,537,912
-	-	2,140,731
-	1,641,706	16,570,676
78,362	2,922,907	5,056,624
-	476,877	2,903,259
990,351	1,872,037	8,808,826
1,068,713	6,913,527	35,480,116
150,991	(119,541)	(942,204)
-	402,000	402,000
469,081	-	469,081
-	1,580,819	1,864,923
-	(713,231)	(2,364,027)
469,081	1,269,588	371,977
620,072	1,150,047	(570,227)
7,030,016	18,219,512	62,550,253
$ 7,650,088	$ 19,369,559	$ 61,980,026

The accompanying notes are an integral part of this statement.

City of Highland
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities
Year Ended June 30, 2021

Amounts reported for governmental activities in the Statement of Activities are different because:

Net Changes in Fund Balances - Total Governmental Funds	$	(570,227)
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the costs of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period, and also the net effect of various transactions involving capital assets (i.e., sales and donations):		
Capital Expenditures		4,041,825
Depreciation Expense		(5,493,118)
Donation of Capital Assets		389,696
Loss on Disposal		(185,271)
Revenues reported in the Statement of Activities, which are not considered available to finance current expenditures, are not reported as revenues in the governmental funds.		258,442
The expenses below included in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds (net change):		
Compensated Absences		(62,606)
SBCTA Loan Payable		(469,081)
Net Pension Liability		(333,499)
Total OPEB Liability		(141,683)
Amounts for deferred inflows and deferred outflows related to the City's Net Pension Liability are not reported in the funds. This is the net change in deferred inflows and outflows related to the net pension liability:		
Deferred Outflows Related to Pensions		32,565
Deferred Inflows Related to Pensions		36,632
Deferred Outflows Related to OPEB		65,089
Deferred Inflows Related to OPEB		2,775
Internal Service Funds are used by management to charge the costs of certain activities, such as information technology and self-insurance, to individual funds. The net revenue (expense) of the internal service funds is reported with governmental activities.		204,596
Change in Net Position of Governmental Activities	$	(2,223,865)

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Net Position
Proprietary Funds
June 30, 2021

	Governmental Activities - Internal Service Funds
ASSETS	
Current:	
Cash and Investments	$ 4,752,591
Receivables:	
Accounts	2,261
Interest	3,697
Total Assets	4,758,549
LIABILITIES	
Current:	
Accounts Payable	32,402
Accrued Liabilities	8,956
Claims Payable	5,000
Total Current Liabilities	46,358
Noncurrent:	
Claims Payable	144,049
Total Noncurrent Liabilities	144,049
Total Liabilities	190,407
NET POSITION	
Unrestricted	4,568,142
Total Net Position	$ 4,568,142

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
Year Ended June 30, 2021

	Governmental Activities - Internal Service Funds
OPERATING REVENUES	
Charges for Services	$ 662,904
Miscellaneous	297,560
Total Operating Revenue	960,464
OPERATING EXPENSES	
Salaries and Benefits	121,082
Insurance Premiums	405,704
Claims and Judgments	-
Legal Fees	290,317
Administrative Expenses	463,210
Insurance Adjusting Fees	-
Total Operating Expenses	1,280,313
Operating Income (Loss)	(319,849)
NONOPERATING REVENUES (EXPENSES)	
Interest Revenue	25,341
Total Nonoperating Revenues (Expenses)	25,341
Income before Contributions and Transfers	
Transfers in	499,104
Change in Net Position	204,596
Total Net Position, Beginning of Year	4,363,546
Total Net Position, End of Year	$ 4,568,142

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Cash Flows
Proprietary Funds
Year Ended June 30, 2021

	Governmental Activities - Internal Service Funds
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash Received from Services	$ 977,105
Cash Payments to Employees for Services	(194,672)
Cash Payments Made to Suppliers/Vendors	(1,093,538)
Net Cash Provided (Used) by Operating Activities	(311,105)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Cash Received from Other Funds	499,104
Net Cash Provided (Used) by Noncapital Financing Activities	499,104
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest Received	39,642
Net Cash Provided (Used) by Investing Activities	39,642
Net Increase (Decrease) in Cash and Cash Equivalents	227,641
Cash and Cash Equivalents, Beginning of the Year	4,524,950
Cash and Cash Equivalents, End of the Year	$ 4,752,591
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:	
Operating Income (Loss)	$ (319,849)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:	
(Increase) Decrease in Accounts Receivable	16,641
Increase (Decrease) in Accounts Payable	(4,468)
Increase (Decrease) in Accrued Liabilities	961
Increase (Decrease) in Claims Payable	(4,390)
Total Adjustments	8,744
Total Cash Provided (Used) by Operating Activities	$ (311,105)

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Net Position
Fiduciary Funds
June 30, 2021

	Successor Agency Private-purpose Trust Fund	Custodial Fund
ASSETS		
Cash and Investments	$ 2,407,773	$ -
Restricted Assets:		
Cash and Investments with Fiscal Agents	1,146,888	3,959,290
Total Assets	3,554,661	3,959,290
LIABILITIES		
Accrued Interest Payable	443,089	-
Advance from City of Highland	1,213,732	-
Long Term Liabilities:		
Due within one year	1,947,424	-
Due in more than one year	39,810,168	-
Total Liabilities	43,414,413	-
NET POSITION		
Net Position Held for the Benefit of Others	-	(3,959,290)
Net Position (Deficit) Held in Trust for Successor Agency	(39,859,752)	-
Total Net Position	$ (39,859,752)	$ 3,959,290

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Changes in Net Position
Fiduciary Funds
Year Ended June 30, 2021

	Successor Agency Private-purpose Trust Fund	Custodial Fund
ADDITIONS		
Taxes and Assessments	$ 3,679,523	$ 2,632,799
Interest Income	125	-
Total Additions	3,679,648	2,632,799
DEDUCTIONS		
Administrative Expenses	16,593	-
Interest and Fiscal Charges	1,525,212	423,474
Total Deductions	1,541,805	423,474
Change in Net Position	2,137,843	2,209,325
Net Position, Beginning of Year	(41,997,595)	1,749,965
Net Position, End of Year	$ (39,859,752)	$ 3,959,290

The accompanying notes are an integral part of this statement.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Highland (the City) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A) Description of Reporting Entity

The City (the primary government) has included within its reporting entity, for financial reporting purposes, all component units over which the City exercises financial accountability. Financial accountability is defined as follows: The level of accountability that exists if a primary government appoints a voting majority of an organization's governing board and is either able to impose its will on that organization or there is a potential for the organization to provide specific financial burdens to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable for government organizations with a separately elected governing board, a governing board appointed by another government, or a jointly appointed board that is fiscally dependent on the primary government. The City is also considered to be financially accountable for an organization if that organization is fiscally dependent (i.e., it is unable to adopt its budget, levy taxes, set rates or charges, or issue bonded debt without approval from the City). In certain cases, other organizations are included as component units if the nature and significance of their relationship with the City are such that their exclusion would cause the City's financial statements to be misleading or incomplete.

The following component units meet the above-mentioned criteria, and are therefore included within the financial reporting entity of the City of Highland: the City of Highland Public Financing Authority and City of Highland Housing Authority.

The City of Highland Public Financing Authority (the Authority) was created for the purpose of assisting the financing or refinancing of certain public capital facilities by the City. The Authority is governed by a five-member Board of Directors which consists of members of the City Council. During the current fiscal year, the Authority had no fiscal activity.

The City of Highland Housing Authority (the Housing Authority) was established by the City Council in 2011, and is responsible for the administration of providing affordable housing in the City. The Housing Authority is governed by a five-member Board of Directors which consists of members of the City Council. The Housing Authority's financial transactions are reported in a special revenue fund. The Housing Authority does not prepare separate financial statements.

Since the City Council serves as the governing board for these component units, and there is a financial benefit/burden relationship between the City and these component units, all of the City's component units are considered to be blended component units. Blended component units, although legally separate entities, are in substance, part of the City's operations and so data from these units are reported with the interfund data of the primary government. These component units do not issue separate component unit financial statements.

B) Basis of Accounting and Measurement Focus

The basic financial statements of the City are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the financial statements

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Government-wide Financial Statements

Government-wide financial statements display information about the reporting government as a whole, except for its fiduciary activities. These statements include separate columns for the governmental and business-type activities of the primary government (including its blended component units), as well as discretely presented component units. The City of Highland has no business-type activities and no discretely presented component units.

As a general rule, the effect of interfund activity has been eliminated in the Statement of Activities. An exception to this general rule would be for interfund services provided and used, which are not eliminated in the consolidation process. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned. The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included amount program revenues are reported instead as *general revenues*.

Government-wide financial statements are presented using the *economic resources measurement focus* and *accrual basis of accounting*. Under the economic resources measurement focus, all (both current and long-term) economic resources and obligations of the reporting government are reported in the government-wide financial statements. *Basis of accounting* refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Under the *accrual basis of accounting*, revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33.

Program revenues include charges for services and payments made by parties outside the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as an expense. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as other financing sources. Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expense.

Fund Financial Statements

The underlying accounting system of the City is organized and operated on the basis of separate funds. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Fund financial statements for governmental funds are presented after the government-wide financial statements. These statements display information about the major funds individually and other governmental funds in the aggregate. Proprietary fund statements include financial information for internal service funds. Financial statements for fiduciary funds include financial information for private-purpose trust funds and custodial funds. Fiduciary funds of the City represent assets held by the City in a custodial capacity for other individuals or organizations.

Governmental Funds

In the fund financial statements, governmental funds are presented using the *modified accrual basis of accounting*. Their revenues are recognized when they become measurable and available as net current assets. *Measurable* means that the amounts can be estimated, or otherwise determined. *Available* means that the amounts were collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period. The City uses an availability period of 60 days, except for grants which are considered available if they are collected within 90 days after year-end.

Sales taxes, property taxes, franchise taxes, gas taxes, motor vehicle in lieu, transient occupancy taxes, grants and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues in the current fiscal period to the extent normally collected within the availability period. Other revenue items are considered to be measurable and available when cash is received by the government.

Revenue recognition is subject to the *measurable* and *availability* criteria for the governmental funds in the fund financial statements. Exchange transactions are recognized as revenues in the period in which they are earned (i.e., the related goods or services are provided). *Locally imposed derived tax revenues* are recognized as revenues in the period in which the underlying exchange transaction upon which they are based takes place. *Imposed nonexchange transactions* are recognized as revenues in the period for which they were imposed. If the period of use is not specified, they are recognized as revenues when an enforceable legal claim to the revenues arises or when they are received, whichever occurs first. *Government-mandated and voluntary nonexchange transactions* are recognized as revenues when all applicable eligibility requirements have been met.

In the fund financial statements, governmental funds are presented using the *current financial resources measurement focus*. This means that only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are generally included on their balance sheets. The reported fund balance (net current assets) is considered to be a measure of "available spendable resources." Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period. Non-current portions of long-term receivables due to governmental funds are reported on their balance sheets in spite of their spending measurement focus.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources were expended, rather than as fund assets. The proceeds of long-term debt are recorded as *other financing sources* rather than as a fund liability. Amounts paid to reduce long-term indebtedness are reported as fund expenditures.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Proprietary and Fiduciary Funds

In the fund financial statements, proprietary funds and private-purpose trust funds are presented using the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized when the related goods or services are delivered. The proprietary funds and the private-purpose trust funds are presented using the *economic resources measurement focus*. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in total net position.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's internal service funds are charges for services. Operating expenses for the internal service funds include the cost of insurance, salaries and benefits and administrative expenses. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The fiduciary funds consist of a private-purpose trust fund which is reported using the economic resources measurement focus and custodial funds which are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

C) Fund Classifications

The accounts of the City are organized and operated on the basis of funds, each of which is considered a separate accounting entity with a self-balancing set of accounts, established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

The City reports the following major governmental funds:

General Fund - The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenditures and other costs which are not paid through other funds.

Grants Special Revenue Fund - This fund is used to account for any nonfederal grant that is not required to be accounted for in its own fund. Also, included in this fund are joint projects with the County of San Bernardino, City of San Bernardino, East Valley Water District (EVWD), the Inland Valley Development Agency (IVDA), etc.

Major Grants Special Revenue Fund - This fund accounts for federal grants that are not required to be maintained in their own fund.

Capital Improvements Capital Projects Fund - This fund is used to account for the non-housing bond proceeds of the former redevelopment agency.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Development Impact Fees Capital Projects Fund - This fund is used to account for AB 1600 fees collected that are restricted for capital improvements for police facilities, fire facilities, general facilities, parks & recreation facilities, storm drains, streets/sidewalks, traffic control, bridges/culverts, streetlights, medians/ landscaping and major arterials.

The City also reports the following fund types:

Proprietary Funds:

Internal Service Funds are used to finance and account for activities involved in rendering self-insurance and building maintenance services to departments within the City. Costs of materials and services used are accumulated in these funds and charged to the user departments as such goods are delivered or services rendered.

Fiduciary Funds:

The Private-purpose Trust Fund is used to account for the activities of the Successor Agency to the Highland Redevelopment Agency.

Custodial Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations and other governmental units. Cash and deposits are maintained for debt for which the City is not obligated.

D) Cash and Investments

Cash includes amounts in demand and time deposits as well as short-term investments with a maturity date within three months of the date acquired by the government.

Investments are reported in the accompanying financial statements at fair value, except for certain certificates of deposit and investment contracts that are reported at cost because they are not transferable and they have terms that are not affected by changes in market interest rates. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Changes in fair value that occur during a fiscal year are recognized as *investment income* reported for that fiscal year. *Investment income* includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation, maturity, or sale of investments.

The City pools cash and investments of all funds, except for assets held by fiscal agents. Each fund's share in this pool is displayed in the accompanying financial statements as *cash and investments*. Investment income earned by the pooled investments is allocated to the various funds based on each fund's average cash and investment balance.

E) Advances to Successor Agency

The portion of fund balance associated with amounts that have been disbursed to the Successor Agency in the form of long-term advances have been classified as nonspendable unless the funds associated with repayment of the advances are otherwise restricted for specific purposes.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

F) Inventory and Prepaid Items

Inventory held by the general fund is stated at average cost using the consumption method. Prepaid items are for payments to vendors for costs applicable to future accounting periods. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

G) Property Tax Calendar

Property taxes are assessed and collected each fiscal year according to the following property tax calendar:

Lien Date:	January 1
Levy Year:	July 1 to June 30
Due Dates:	First Installment – November 1
	Second Installment – March 1
Delinquent Dates:	First Installment – December 10
	Second Installment – April 10

Under California law, property taxes are assessed and collected by counties up to 1% of assessed value, plus other increases approved by voters. Property tax revenues are pooled and then allocated to cities based on complex formulas prescribed by state statutes.

H) Claims and Judgments

The City records a liability for litigation, judgments, and claims including losses incurred but not yet reported when it is probable that an asset has been impaired or a liability has been incurred prior to year-end and the probable amount of loss (net of any insurance coverage) can be reasonably estimated. This liability is recorded in the insurance internal service fund that accounts for the City's self-insurance activities.

I) Interfund Transactions

Interfund transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers.

J) Compensated Absences

Permanent City employees earn from 80 to 160 vacation hours a year, depending upon their length of employment, and 96 sick hours a year. Employees can carry forward up to 400 hours in earned but unused vacation hours. Any regular full-time employee who voluntarily separates or retires from the City after a minimum of 10 years of service will be compensated for 40% of all unused sick leave at their current rate of pay. Floating holidays may be accumulated up to 48 hours, comp time earned up to 80 hours, and administration time may be accumulated up to 160 hours.

Upon termination or retirement, permanent employees are entitled to receive compensation at their current base salary for all unused vacation leave. Also, eligible for compensation are floating holidays, comp time, and administrative leave.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

K) Capital Assets

Capital assets are recorded at cost where historical records are available and at an estimated historical cost where no historical records exist. Contributed capital assets received prior to the implementation of GASB 72 are valued at their estimated fair market value at the date of the contribution. Contributed capital assets received subsequent to the implementation of GASB 72 are recorded at acquisition value as of the date received. Generally, capital asset purchases in excess of $30,000 and infrastructure greater than $100,000 are capitalized.

Capital assets include public domain (infrastructure) assets consisting of certain improvements including roads, streets, curbs, gutters, sidewalks, street lights, signs and signals, parks equipment, and storm drains. Depreciation has been provided using the straight-line method over the estimated useful lives of the assets in the government-wide financial statements. Depreciation is charged as an expense against operations and accumulated depreciation is reported in the respective statement of net position.

The following schedule summarizes capital asset useful lives:

Buildings and Improvements	20 - 50 years
Equipment, Furniture and Software	3 - 20 years
Vehicles	3 - 15 years
Infrastructure - road system and storm drains	25 - 75 years

L) Use of Estimates

The preparation of financial statements requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

M) Net Position Flow Assumption

In the government-wide financial statements, net position is classified in the following categories:

Net investment in capital assets describes the portion of net position which is represented by the current net book value of the City's capital assets, less the outstanding balance of any debt issued to finance these assets.

Restricted describes the portion of net position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulation, laws, or other restrictions which the City cannot unilaterally alter.

Unrestricted describes the portion of net position which is not restricted to use.

Sometimes the City will fund outlays for a particular purpose from both restricted (e.g. restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the statement of net position, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted net position to have been depleted before unrestricted net position.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

N) Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position and the governmental funds balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents consumption of net position that applies to future period(s) and so will not be recognized as an outflow of resources (expense) until then. The City currently reports deferred outflows related to the net pension and net OPEB liabilities in accordance with GASB Statements No. 68 and 75.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources,* represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has certain items, which arise only under the modified accrual basis of accounting, which qualifies for reporting in this category. Accordingly, the item, *unavailable revenue,* is reported in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes, special assessments, grant receivables, and other miscellaneous receivables. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. In addition, the City reports deferred inflows as a result of the City's implementation of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions,* which qualify for reporting in this category.

O) Implementation of Governmental Accounting Standards Board (GASB) Pronouncements

The Governmental Accounting Standards Board has issued the following Statements, which may affect the City's financial reporting requirements in the future:

GASB 87 – Leases: This Statement requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. The requirements of this Statement are effective for reporting periods beginning after December 15, 2020.

GASB 89 – Accounting for Interest Cost Incurred before the End of a Construction Period: This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. The requirements of this Statement are effective for reporting periods beginning after December 15, 2020.

GASB 91 – Conduit Debt Obligations: The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice. The requirements of this Statement are effective for reporting periods beginning after December 15, 2021.

GASB 92 – Omnibus 2020: The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. More comparable reporting will improve the usefulness of information for users of state and local government financial statements. The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2022.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

GASB 96 – Subscription-Based Information Technology Arrangements: The requirements of this Statement will improve financial reporting by establishing a definition for SBITAs and providing uniform guidance for accounting and financial reporting for transactions that meet that definition. That definition and uniform guidance will result in greater consistency in practice. Establishing the capitalization criteria for implementation costs also will reduce diversity and improve comparability in financial reporting by governments. This Statement also will enhance the relevance and reliability of a government's financial statements by requiring a government to report a subscription asset and subscription liability for a SBITA and to disclose essential information about the arrangement. The disclosures will allow users to understand the scale and important aspects of a government's SBITA activities and evaluate a government's obligations and assets resulting from SBITAs. The requirements of this Statement will take effect for financial statements starting with the fiscal year that ends June 30, 2023

P) Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City of Highland's California Public Employees' Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Q) Other Postemployment Benefits (OPEB)

Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used: July 1, 2019 Valuation Date, June 30, 2020 Measurement Date, and July 1, 2019 through June 30, 2020 Measurement Period.

R) Long-term Obligations

Long-term debt is recognized as a liability of a governmental fund when due. Long-term liabilities expected to be financed from proprietary fund operations are accounted for in those funds.

2) CASH AND INVESTMENTS

Cash and investments are classified in the accompanying financial statements as follows:

Statement of Net Position:		
Cash and Investments	$	72,013,659
Statement of Fiduciary Net Position:		
Cash and Investments		2,407,773
Cash and Investments with Fiscal Agents		5,106,178
Total Cash and Investments	$	79,527,610

2) CASH AND INVESTMENTS - Continued

Cash and Investments consist of the following:

Cash on Hand	$	1,150
Deposits with Financial Institutions		22,827,141
Investments		56,699,319
Total Cash and Investments	$	79,527,610

Investments Authorized by the City's Investment Policy

The table below identifies the investment types that are authorized for the City by the California Government Code (or the City's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the City's investment policy, if more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the City, rather than the general provisions of the California Government Code or the City's investment policy.

Investment Types Authorized by State Law	Maximum Maturity*	Maximum Percentage of Portfolio*	Maximum Investment in One Issuer*
California Local Agency Bonds	5 years	None	None
United States Treasury Obligations	5 years	None	None
Securities of the State of California	5 years	None	None
United States Agency Securities	5 years	None	None
Commercial Paper	270 days	25%	10%
Certificates of Deposit	5 years	None	None
Negotiable Certificates of Deposit	5 years	30%	None
Bankers Acceptances	180 days	40%	None
Repurchase Agreements	92 days	None	None
Reverse Repurchase Agreements	1 year	20% Base Value	None
Mutual Funds	5 years	15%	10%
Medium Term Notes	5 years	30%	None
Mortgage Securities / Asset Backed	5 years	20%	None
California Asset Management Program (CAMP)	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None

*Based on state law requirements or investment policy requirements, whichever is more restrictive
N/A - Not Applicable

Investments Authorized by Debt Agreements

Investments of debt proceeds held by bond trustee are governed by provisions of the debt agreements, rather than the general provision of the California Government Code or the City's investment policy. The table below identifies the investment types that are authorized for these investments. The table also identifies certain provisions of these debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

2) CASH AND INVESTMENTS – Continued

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
United States Treasury Obligations	None	None	None
United States Agency Securities	None	None	None
Municipal Obligations	None	None	None
Commercial Paper	270 days	None	None
Certificates of Deposit	360 days	None	None
Money Market Mutual Funds	N/A	None	None
Investment Contracts	Life of Bonds	None	None

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates that will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rate. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter-term and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations. Information about the sensitivity of the fair values of the City's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the City's investment by maturity:

		Remaining Maturity		
Investment Type	Total June 30, 2021	12 Months or Less	1 to 2 Years	2 to 5 Years
CAMP	$ 7,384,661	$ 7,384,661	$ -	$ -
LAIF	44,208,480	44,208,480	-	-
Held by Bond Fiscal Agent:				
Money Market Mutual Funds:				
Successor Agency	1,146,888	1,146,888	-	-
CFD	3,959,290	3,959,290	-	-
Total Pooled Investments	$ 56,699,319	$ 56,699,319	$ -	$ -

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the City's investment policy, or debt agreements, and the actual rating as of year-end for each investment type.

Investment Type	Total June 30, 2021	Minimum Legal Rating	AAA	Not Rated
CAMP	$ 7,384,661	N/A	$ 7,384,661	$ -
LAIF	44,208,480	N/A	-	44,208,480
Held by Bond Fiscal Agent:				
Money Market Mutual Funds:				
Successor Agency	1,146,888	A	-	1,146,888
CFD	3,959,290	A	-	3,959,290
Total Pooled Investments	$ 56,699,319		$ 7,384,661	$ 49,314,658

2) CASH AND INVESTMENTS - Continued

Concentration of Credit Risk

The investment policy of the City contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments (other than LAIF and CAMP external investment pools) that represent 5% or more of total City investments.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits:

The California Government Code requires that a financial institution secure deposits made by state or local government units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

At June 30, 2021, the City's and the Successor Agency's deposits (bank balances) were either insured by the Federal Depository Insurance Corporation or collateralized under California Law.

Fair Value

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City's investments in LAIF, CAMP, and money market mutual funds are not subject to the fair value hierarchy.

Investment in State Investment Pool

The City is a voluntary participant in the LAIF which is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the City's investment in this pool is reported in the accompanying financial statements at amounts based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

2) CASH AND INVESTMENTS - Continued

California Asset Management Program

The City invests in this investment trust, which is similar to a money market mutual fund. The fund invests primarily in certificates of deposit, commercial paper, and U.S. Government and Agency obligations. The City is a voluntary participant in the investment pool.

The CAMP Cash Reserve Portfolio (the Pool) is exempt from registration with the Securities and Exchange Commission (SEC) under the Investment Company Act of 1940, but operates in a manner consistent with SEC Rule 2a-7, "Money Market Funds," of that Act. Accordingly, the Pool meets the definition of a "2a7-like pool" set forth in GASB Statement No. 31, "Accounting and Financial Reporting for Certain Investments and External Investment Pools."

While the Pool itself is exempt from SEC registration, the Pool's investment advisor and administrator, PFM Asset Management, LLC, is registered with the SEC as an investment advisor under the Investment Advisors Act of 1940. PFM Asset Management, LLC has also filed a notice with the California Department of Corporations, as well as various other states, as an investment advisor under state securities laws.

In addition, the Pool also meets the definition of "Municipal Fund Security" outlined by Municipal Securities Rulemaking Board (MSRB) Rule 0-12, therefore contracts with prospective investors relating to shares of the Pool are conducted through PFM Asset Management's wholly-owned subsidiary, PFMAM, Inc., a broker-dealer which is registered with the SEC and MSRB, and is a member of the National Association of Securities Dealers (NASD). The Pool also files an income tax return annually with the Internal Revenue Service, though the net income of the Pool is generally exempt from federal income tax.

3) INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

Interfund receivables and payables at June 30, 2021 are as follows:

Due From (Receivable)	Due to (Payable)	Amount
General Fund	Other Governmental Funds	$ 870,683
		$ 870,683

Interfund balances are composed of short-term borrowings to cover deficit cash. Borrowings are expected to be repaid in the 2021-22 fiscal year.

Advances to Successor Agency consist of the following:

Advances From	Amount
General Fund	$ 964,284
Housing Authority Special Revenue Fund	242,747
General Capital Financing Capital Projects Fund	6,701
Total	$ 1,213,732

3) INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS - Continued

The advances from the General Fund and General Capital Financing Capital Projects Fund were made to the Successor Agency to finance activities in the project areas. The advances from the Housing Authority Special Revenue Fund to the Successor Agency represents 20% of the total advances made by the General Fund and General Capital Financing Capital Projects Fund.

The advances are to be repaid with a defined schedule over a reasonable term of years at an interest rate not to exceed the interest rate earned by the funds deposited into the Local Agency Investment Fund. The annual advance repayments are subject to certain limitations, are subject to a formula distribution, and have a lower priority for repayment as described in AB 1484 (Health and Safety Code Section 34191.4(2)(A).

Interfund transfers for the 2020-21 fiscal year consist of the following:

Transfer Out	Transfer In	Amount
General Fund	Other Governmental Funds	$ 1,435,796
	Internal Service Funds	215,000
Other Governmental Funds	General Fund	284,104
	Other Governmental Funds	145,023
	Internal Service Funds	284,104
		$ 2,364,027

The transfer from the General Fund to the General Capital Financing Fund included $295,000 for Future Projects. The General Fund (Fire Department) transferred $1,099,090 to the Paramedic Department Special Revenue Fund to fund a shortage of medic tax revenue. The General Fund transferred $215,000 to the Internal Service Funds (General Services Fund) to fund future expenditures. The General Fund also transferred $41,706 to other nonmajor governmental funds to cover current year operating costs.

The General Capital Financing Fund transferred $284,104 to the General Fund to increase capital project fund balance reserves. The General Capital Financing Fund transferred $284,104 to the Internal Service Funds (General Services Fund) to fund future expenditures. The General Capital Financing Fund also transferred $145,023 to the Gas Tax Fund to meet the SB 1 maintenance of effort requirement.

4) CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2021 is as follows:

4) CAPITAL ASSETS - Continued

Capital Assets, Not Being Depreciated:	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Land	$ 4,530,880	$ -	$ (45,850)	$ -	$ 4,485,030
Rights of Way	89,430,925	214,223	-	5,313	89,650,461
Construction in Progress	11,817,407	3,988,249	-	(7,325,210)	8,480,446
Total Capital Assets, Not Being Depreciated	105,779,212	4,202,472	(45,850)	(7,319,897)	102,615,937
Capital Assets Being Depreciated:					
Buildings and Improvements	40,246,327	-	-	108,284	40,354,611
Equipment, Furniture, and Software	4,986,470	-	(499,214)	323,881	4,811,137
Vehicles	3,379,568	53,576	(33,456)	-	3,399,688
Infrastructure - Road System	136,483,284	150,510	(166,706)	6,869,673	143,336,761
Infrastructure - Storm Drains	20,101,897	24,963	-	18,059	20,144,919
Total Capital Assets Being Depreciated	205,197,546	229,049	(699,376)	7,319,897	212,047,116
Less Accumulated Depreciation:					
Buildings and Improvements	(16,628,240)	(1,090,144)	-	-	(17,718,384)
Equipment, Furniture, and Software	(3,747,551)	(278,376)	499,214	-	(3,526,713)
Vehicles	(1,425,666)	(163,740)	33,456	-	(1,555,950)
Infrastructure - Road System	(58,444,865)	(3,682,929)	27,285	-	(62,100,509)
Infrastructure - Storm Drains	(3,618,411)	(277,929)	-	-	(3,896,340)
Total Accumulated Depreciation	(83,864,733)	(5,493,118)	559,955	-	(88,797,896)
Net Capital Assets Being Depreciated	121,332,813	(5,264,069)	(139,421)	7,319,897	123,249,220
Total Governmental Activities Capital Assets	$ 227,112,025	$ (1,061,597)	$ (185,271)	$ -	$ 225,865,157

Depreciation expense was charged to the following functions in the Statement of Activities:

General Government	$ 134,413
Public Safety	663,117
Public Works	3,987,964
Community Development	707,624
Total	$ 5,493,118

5) LONG-TERM LIABILITIES

The following is a summary of long-term liability activity for the year ended June 30, 2021:

Governmental Activities:	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Claims Payable	$ 153,439	$ -	$ 4,390	$ 149,049	$ 5,000
Compensated Absences	615,465	258,438	195,832	678,071	96,881
SBCTA Loan Payable	484,283	469,081	-	953,364	-
Total OPEB Liability	911,077	141,683	-	1,052,760	-
Net Pension Liability	4,706,642	333,499	-	5,040,141	-
Total	$ 6,870,906	$ 1,202,701	$ 200,222	$ 7,873,385	$ 101,881

5) LONG-TERM LIABILITIES – Continued

Claims Payable

The City retains the risk of loss for general liability and workers' compensation claims as described in Note 9. These amounts represent estimates of amounts to be paid for reported general liability and workers' compensation claims including incurred-but-not-reported claims based upon past experience, modified for current trends and information. While the ultimate amount of losses incurred through June 30, 2021 is dependent on future developments, based upon information from the City's attorneys, the City's claims administrators and others involved with the administration of the programs, City management believes the accrual is adequate to cover such losses. The estimated liability at June 30, 2021 for general liability claims amounted to $149,049 and none for workers' compensation claims.

Compensated Absences

The City's policies relating to compensated absences are described in Note 1. J. As of June 30, 2021, this liability, to be paid in future years primarily from the general fund, is $678,071.

The General Fund has typically been used in prior years to liquidate other long-term liabilities.

SBCTA Loan Payable

In 2018, the City entered into a non-interest-bearing term Loan Agreement with the San Bernardino County Transportation Authority (SBCTA) to fund project costs for the *State Route 210 Baseline Interchange Project*. Per Article 2.2 of the agreement, SBCTA is authorized to withhold *Valley Major Street Program – Arterial Sub-Program* funds available to the City to pay the City's share of costs.

The amount withheld is equal to the loan payable amount. The maximum amount of the loan will not exceed $9,682,383, which is two-thirds of the estimated City share of project costs. There is currently no repayment schedule for the loan.

The loan is secured by Measure I Local Funds and payable from *Regional Transportation Development Impact Fees* (DIF), unless the DIF is required by the City to complete other committed projects. The loan has a maximum 10-year term, which begins at the completion of the construction of the project, with the first payment coming due no later than the end of construction. Per the terms of the agreement, the City is in default if funds are not repaid by the end of the term, at which point the terms would be renegotiated. SBCTA is authorized to withhold *Measure I* funds upon default, to satisfy the loan payments. If full repayment of the loan is not made by the end of the *Measure I 2010 – 2040* sales tax, SBCTA will forgive the loan obligation.

The loan balance at June 30, 2021 is equal to $953,365.

6) FIDUCIARY FUND LONG-TERM DEBT

The following is a summary of long-term debt for the Successor Agency Private-purpose Trust Fund:

6) FIDUCIARY FUND LONG-TERM DEBT – Continued

	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Tax Allocation Bonds:					
2004B Refunding	$ 1,235,000	$ -	$ 220,000	$ 1,015,000	$ 230,000
2015A	10,810,000	-	375,000	10,435,000	395,000
Unamortized Premium	853,998	-	58,112	795,886	58,112
2017 Refunding	31,140,000	-	1,215,000	29,925,000	1,240,000
Unamortized Discount	(437,606)	-	24,312	(413,294)	24,312
Total	$ 43,601,392	$ -	$ 1,892,424	$ 41,757,592	$ 1,947,424

2004B Tax Allocation Refunding Bonds

In December 2004, the City of Highland Redevelopment Agency issued $3,690,000 Tax Allocation Refunding Bonds Series 2004B. Proceeds from the bonds were used to refund the Agency's Highland Redevelopment Project Area No. 1, 1994 Tax Allocation Refunding Bonds.

The bonds consist of $2,250,000 of serial bonds and $1,440,000 of term bonds. The serial bonds accrue interest at rates between 1.35% and 5.30% and the principal amounts mature between December 1, 2004 and December 1, 2018 in amounts ranging from $115,000 to $200,000. Term bonds of $1,440,000 accrue interest at 5.65% and mature on December 1, 2024.

The term bonds maturing in the years 2019 and 2024 are subject to mandatory sinking account redemption on each December 1, commencing on December 1, 2019 and December 1, 2029, respectively, at a redemption price equal to the principal amount thereof together with accrued interest, without premium. At June 30, 2021, the outstanding balance of the bonds was $1,015,000.

Future debt service requirements for the 2004B Bonds are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2022	$ 230,000	$ 50,850	$ 280,850
2023	250,000	37,290	287,290
2024	260,000	22,883	282,883
2025	275,000	7,769	282,769
Totals	$ 1,015,000	$ 118,791	$ 1,133,791

2015A Tax Allocation Bonds

In February 2015, the Successor Agency to the Highland Redevelopment Agency issued $12,340,000 Tax Allocation Refunding Bonds Series 2015A for the purpose of refunding the outstanding balance of the Tax Allocation Bonds Series 2004A.

The bonds consist of $8,405,000 of serial bonds and $3,935,000 of term bonds. The serial bonds accrue interest at rates between 2.00% and 5.00% and the principal amounts mature between December 1, 2015 and December 1, 2030 in amounts ranging from $180,000 to $890,000.

6) FIDUCIARY FUND LONG-TERM DEBT – Continued

Term bonds of $3,935,000 accrue interest at 3.5% and mature on December 1, 2034. At June 30, 2021, the outstanding balance of the bonds was $10,435,000, with future debt service requirements as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2022	$ 395,000	$ 438,500	$ 833,500
2023	410,000	418,375	828,375
2024	435,000	397,250	832,250
2025	455,000	375,000	830,000
2026	710,000	345,875	1,055,875
2027	750,000	309,375	1,059,375
2028	785,000	271,000	1,056,000
2029	820,000	238,050	1,058,050
2030	850,000	203,475	1,053,475
2031	890,000	159,975	1,049,975
2032	935,000	121,363	1,056,363
2033	965,000	88,113	1,053,113
2034	1,000,000	53,725	1,053,725
2035	1,035,000	18,113	1,053,113
Totals	$ 10,435,000	$ 3,438,188	$ 13,873,188

2017 Tax Allocation Refunding Bonds

In September 2017, the Successor Agency to the Highland Redevelopment Agency issued $33,515,000 Tax Allocation Refunding Bonds Series 2017 for the purpose of refunding the outstanding balance of the Tax Allocation Bonds Series 2007. As a result, the 2007 bonds are considered defeased and the liability has been removed from these financial statements.

The 2017 bonds consist of $11,540,000 of serial bonds and $21,975,000 of term bonds. The serial bonds accrue interest at rates between 1.50% and 3.125% and the principal amounts mature between February 1, 2019 and February 1, 2027 in amounts ranging from $1,180,000 to $1,420,000. Term bonds of $7,850,000 and $14,125,000, accrue interest at 3.375%, maturing on February 1, 2032 and 3.625%, maturing on February 1, 2038, respectively.

At June 30, 2021, the outstanding balance of the bonds was $29,925,000. Future debt service requirements for the 2017 Bonds are as follows:

6) FIDUCIARY FUND LONG-TERM DEBT - Continued

Fiscal Year Ending June 30,	Principal	Interest	Total
2022	$ 1,240,000	$ 996,719	$ 2,236,719
2023	1,270,000	968,819	2,238,819
2024	1,300,000	937,069	2,237,069
2025	1,335,000	902,944	2,237,944
2026	1,385,000	862,894	2,247,894
2027	1,420,000	821,344	2,241,344
2028	1,465,000	776,969	2,241,969
2029	1,515,000	727,525	2,242,525
2030	1,570,000	676,394	2,246,394
2031	1,625,000	623,406	2,248,406
2032	1,675,000	568,562	2,243,562
2033	1,735,000	512,031	2,247,031
2034	1,800,000	449,138	2,249,138
2035	1,860,000	383,887	2,243,887
2036	2,805,000	316,462	3,121,462
2037	2,910,000	214,781	3,124,781
2038	3,015,000	109,294	3,124,294
Totals	$ 29,925,000	$ 10,848,238	$ 40,773,238

7) PENSION PLAN

General Information about the Defined Benefit Pension Plan

Plan Description – All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS.) The Plan consists of individual rate plans (benefit tiers) within a miscellaneous risk pool. Plan assets may be used to pay benefits for any employer rate plan of the miscellaneous pool. Accordingly, rate plans within the miscellaneous pool are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the miscellaneous pool. The City sponsors two rate plans. Benefit provisions under the Plan are established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided – The Plan is a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). A full description of the pension plan benefit provisions, assumptions for funding purposes but not accounting purposes, and membership information is listed in the June 30, 2019 Annual Actuarial Valuation Report. Details of the benefits provided can be obtained in Appendix B of the June 30, 2019 actuarial valuation report. This report is a publicly available valuation report that can be obtained at CalPERS' website under Forms and Publications.

The Plan's provisions and benefits in effect at June 30, 2021, are summarized as follows:

7) PENSION PLAN - Continued

	Miscellaneous	Miscellaneous PEPRA
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2.0% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	55	62
Monthly benefits, as a % of eligible compensation	1-year average	Last 36 Mos. of Service
Required employee contribution rates	7%	7.25%
Required employer contribution rates	11.746% + $409,329	7.874% + $3,500

CalPERS collects employer contributions for the Plan as a percentage of payroll for the normal cost portion as noted in the rates above and as a dollar amount for contributions toward the unfunded liability and side fund. The dollar amounts are billed on a monthly basis. The City's required contribution for the unfunded liability was $412,829 in fiscal year 2021.

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2021, the City reported a net pension liability for its proportionate shares of the net pension liability of the Plan of $5,040,141.

The City's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2020, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2019 rolled forward to June 30, 2020 using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the net pension liability as of June 30, 2019 and 2020 was as follows:

Proportion - June 30, 2019	0.04593%
Proportion - June 30, 2020	0.04632%
Change - Increase (Decrease)	0.00039%

For the year ended June 30, 2021, the City recognized pension expense of $992,780. At June 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

7) PENSION PLAN - Continued

	Deferred Outflows	Deferred Inflows
Pension contributions subsequent to measurement date	$ 728,478	$ -
Differences between actual and expected experience	259,733	-
Changes in assumptions	-	35,948
Differences between employer's contributions and proportionate share of contributions	-	66,849
Change in employer's proportions	76,907	-
Net differences between projected and actual earnings on plan investments	149,725	-
Total	$ 1,214,843	$ 102,797

The deferred outflows of resources related to contributions subsequent to the measurement date of $728,478 will be recognized as a reduction of the net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ending June 30,	
2022	$ 54,763
2023	144,468
2024	112,525
2025	71,812
2026	-
Thereafter	-

Actuarial Assumptions – The total pension liabilities in the June 30, 2019 actuarial valuations were determined using the following actuarial assumptions:

Valuation date	June 30, 2019
Measurement date	June 30, 2020
Actuarial cost method	entry-age normal
Actuarial assumptions:	
Discount rate	7.15%
Inflation	2.50%
Projected salary increase	(1)
Investment rate of return	7.15%
Mortality	(2)

(1) Depending on age, service and type of employment
(2) Derived using CalPERS' Membership Data for all Funds.

The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

7) PENSION PLAN - Continued

Long-term Expected Rate of Return - The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund.

The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The expected real rates of return by asset class are as follows:

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 (1)	Real Return Years 11+ (2)
Global Equity	50%	4.80%	5.98%
Global Fixed Income	28%	1.00%	2.62%
Inflation Assets	-	0.77%	1.81%
Private Equity	8%	6.30%	7.23%
Real Assets	13%	3.75%	4.93%
Liquidity	1%	-	-0.92%

(1) An expected inflation of 2.0% used for this period.
(2) An expected inflation of 2.92% used for this period.

Discount Rate – The discount rate used to measure the total pension liability for PERF C was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

1% Decrease		6.15%
Net Pension Liability	$	7,860,887
Current Discount Rate		7.15%
Net Pension Liability	$	5,040,141
1% Increase		8.15%
Net Pension Liability	$	2,709,448

7) PENSION PLAN - Continued

Pension Plan Fiduciary Net Position – Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Payable to the Pension Plan - At June 30, 2021, the City reported no payables to the pension plan, for outstanding contributions required for the year ended June 30, 2021.

8) OTHER POSTEMPLOYMENT BENEFITS

General Information About the OPEB Plan

Plan Description – The City has established the Highland Retiree Healthcare Plan (the Plan), and participates in single-employer defined benefit retiree healthcare plan. A separate financial report is not prepared for the Plan. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits Provided – Under the Plan, the City pays $200 per month for eligible retirees' health coverage, regardless of classification. Employees are eligible for retiree health benefits if they retire from the City on or after age 50 with at least 5 years of service, and are eligible for a PERS pension. The City benefit is paid for the lifetime of the retiree. The City also pays the PEMCHA administrative fee (0.24% of premium for 2020/21). The City does not provide dental and vision benefits.

Employees Covered by Benefit Terms – As of the July 1, 2019 actuarial valuation, the following current and former employees were covered by the benefit terms under the Plan:

Retirees or spouses of retirees currently receiving benefits	10
Active employees	34
Total	44

Contributions – The City contributes to the Plan on a pay-as-you-go basis.

Total OPEB Liability – The City's total OPEB liability was measured as of June 30, 2020 and was determined by an actuarial valuation dated July 1, 2019 using the entry age, level percent of pay cost method, based on the following actuarial methods and assumptions:

Valuation Date	July 1, 2019
Actuarial Cost Method	Entry Age, Level Percent of Pay
Mortality	Pre-retirement: RP-2014 Employee Mortality Table. Post-retirement: RP-2014 Health Annuitant Mortality Table
Health Care Trend Rate	5.90% for 2020, 5.80% for 2021, 5.70% for 2022, and decreasing 0.10% per year to an ultimate rate of 5.00% for 2029 and later years.
Inflation Rate	3.00%
Salary Increases	3.00%
Discount Rate	2.45% - Fidelity GO AA 20 Years Municipal Index

Discount Rate – The discount rate used to measure the total OPEB liability was 2.45 percent and is based on a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

8) OTHER POST EMPLOYMENT BENEFITS – Continued

Changes in the Total OPEB Liability

	Total OPEB Liability (TOL)
Balance at June 30, 2020	$ 911,077
Changes in the year:	
Service cost	66,100
Interest on the total OPEB liability	29,999
Changes in assumptions or other inputs	83,368
Benefit payments, including implicit subsidy	(37,784)
Net changes	141,683
Balance at June 30, 2021	$ 1,052,760

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate - The following presents the total OPEB liability of the City if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current discount rate:

	1% Decrease (1.45%)	Discount Rate (2.45%)	1% Increase (3.45%)
Total OPEB liability	$ 1,198,169	$ 1,052,760	$ 933,814

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates - The following presents the total OPEB liability of the District, as well as what the City's total OPEB would be if it were calculated using a healthcare cost trend rate that is 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rate:

	1% Decrease (4.9% for 2020 4% ultimate, 3% at Medicare Ages)	Current Rates (5.9% for 2020, 5% ultimate, 4% at Medicare Ages)	1% Increase (6.9% for 2020, 6% ultimate, 5% at Medicare Ages)
Total OPEB liability	$ 930,379	$ 1,052,760	$ 1,215,986

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2021, the City recognized OPEB expense of $115,203. At June 30, 2021, the City reported deferred outflows and deferred inflows related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB Contributions Subsequent to the Measurement Date	$ 28,800	$ -
Difference between expected and actual experience	-	13,318
Changes of Assumptions	117,282	-
Total	$ 146,082	$ 13,318

8) OTHER POST EMPLOYMENT BENEFITS – Continued

The $28,800 reported as deferred outflows related to contributions subsequent to the June 30, 2020 measurement date will be recognized as a reduction of the total OPEB liability during the fiscal ending June 30, 2022. Other amounts reported as deferred outflows and inflows related to OPEB will be recognized as expense as follows:

Year Ending June 30,		
2022	$	19,104
2023		19,104
2024		19,104
2025		19,104
2026		17,740
Thereafter		9,808

9) RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the City obtains insurance coverage.

The City is a member of the Public Agency Risk Sharing Authority of California (PARSAC), a joint powers authority, which provides joint protection programs for public entities covering automobile, general liability, errors and omission losses, workers' compensation, and property claims. Under the program, the City has a $100,000 retention limit similar to a deductible with PARSAC being responsible for losses above that amount up to $1 million.

PARSAC has additional coverage of $34 million in excess of its $1 million retention limit through affiliated risk management authorities. PARSAC also provides $1 billion aggregate per occurrence property coverage to its members with such coverage provided by purchased insurance.

Liabilities of the City are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNRs). The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards. Accordingly, claims are reevaluated periodically to consider the effects of economic and social factors. The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims. Estimated recoveries, for example from salvage or subrogation, are another component of the claims liability estimate.

PARSAC covers workers' compensation claims up to its self-insurance limit of $500,000. The Local Agency Workers Compensation Excess Pool provides excess coverage to statutory limits. The City pays an annual premium to PARSAC and may share in any surplus revenues or may be required to pay additional assessments based upon PARSAC's operating results. Financial statements of PARSAC may be obtained from its administrative office located at 1525 Response Road, Suite One, Sacramento, California, 95815; www.parsac.org or by calling (916) 927-7727.

Additional claims and lawsuits have been filed against the City in the normal course of business. It is reasonably possible that the City may be liable for claims not to exceed $100,000. In the opinion of management, the resolution of these matters will not have a material adverse effect on the financial condition of the government.

9) RISK MANAGEMENT - Continued

The workers' compensation and general liability claims administrators have estimated liabilities for probable future payments including an estimate for claims incurred but not reported. Claims outstanding as of June 30, 2021, and changes during the past fiscal year was as follows:

General Liability Claims	$ 149,049
Total	$ 149,049

Fiscal Year	Claims Payable Beginning of Year	Additions	Deletions	Claims Payable End of Year
2020-21	$ 153,439	$ -	$ 4,390	$ 149,049
2019-20	155,332	-	1,893	153,439

10) DEBT ISSUED WITHOUT GOVERNMENT COMMITMENT

2001 Special Tax Bonds (Mello-Roos):

On September 1, 2001, the City of Highland Community Facilities District No. 2001-1 issued a Special Tax Bonds, Series 2001 in the amount of $6,655,000. The bonds were issued to finance various public improvements located within the District and to prepay special taxes levied by CFD 90-1. In 2011, the Series 2001 bonds were refunded with the issuance of the Special Tax Refunding Bonds, Series 2011.

In June, 2021, the series 2011 bonds were refunded with the issuance of the CFD 2001-1 Special Tax Refunding Bond, Issue of 2021.

The special term bonds mature on September 1, 2028. Interest rates on the bonds are 1.545% with annual principal and interest payments ranging from $343,141 to $353,329. Principal and interest payments on the tax bonds are payable solely from special tax assessments to be levied and collected from property owners within the District. It is management's determination that the City of Highland is in no way liable for repayment, but is only acting as agent for the property owners in collecting the assessments, forwarding the collections to bondholders, and initiating foreclosure proceedings, if appropriate.

At June 30, 2021, the amount outstanding was $2,300,000.

11) COMMITMENTS AND CONTINGENCIES

The City is a defendant in various litigations in the normal course of City operations, which in the opinion of management will not significantly adversely affect the City's financial position. The City participates in various federal and state programs. These programs are subject to examination by the grantors, and the amount of expenditures which may be disallowed by the granting agencies, if any, cannot be determined at this time.

12) FUND BALANCE

Fund balances in governmental funds are reported in classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

12) FUND BALANCE – Continued

The City considers restricted fund balance to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

Nonspendable Fund Balance - This classification includes amounts that cannot be spent because they are either (a) not in spendable form (such as inventory) or (b) legally or contractually required to be maintained intact (such as endowments).

Restricted Fund Balance - This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers or through enabling legislation. If the Council action limiting the use of funds is included in the same action (legislation) that created (enables) the funding source, then it is restricted.

Committed Fund Balance - This classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The City Council is the highest level of decision-making authority for the City that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken to remove or revise the limitation.

Assigned Fund Balance - This classification includes amounts that are intended to be used by the City for specific purposes but do not meet the criteria to be classified as committed. The City Council has by resolution authorized the City Manager to assign fund balance. The City Council may also assign fund balance. Unlike commitments, an additional action does not normally have to be taken for the removal of an assignment.

Unassigned Fund Balance - This classification includes the residual balance for the City's general fund and includes all spendable amounts not contained in other classifications. In other funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed or assigned.

The City's fund balances at June 30, 2021, are presented below:

12) FUND BALANCE – Continued

	General	Special Revenue		Capital Projects Funds		Total Non-major Governmental Funds	Total Governmental Funds
		Grants	Major Grants	Capital Improvements	Development Impact Fees		
Nonspendable:							
Prepaid Items	$ 10,335	$ -	$ -	$ -	$ -	$ -	$ 10,335
Long-term Advances & Loans	964,284	-	-	-	-	-	964,284
Restricted:							
Public Safety Operations	-	-	-	-	-	4,622	4,622
Highways and Street Projects	-	11,478,363	-	7,836,173	-	5,452,816	24,767,352
Parks and Recreation	-	-	-	-	-	219,264	219,264
Capital Improvements	-	-	-	-	7,650,088	4,442,499	12,092,587
Low and Moderate Income Housing Activities	-	-	-	-	-	4,596,618	4,596,618
Assigned:							
Public Safety:							
Vehicle Replacement	1,600,000	-	-	-	-	-	1,600,000
Equipment Replacement	250,000	-	-	-	-	-	250,000
Other Purposes:							
Vehicle Replacement	275,000	-	-	-	-	-	275,000
Equipment Replacement	200,000	-	-	-	-	-	200,000
Compensated Absences	678,071	-	-	-	-	-	678,071
Net Pension Liability	1,000,000	-	-	-	-	-	1,000,000
OPEB Liability	225,000	-	-	-	-	-	225,000
Capital Projects	850,000	-	-	-	-	3,323,966	4,173,966
Technical Enhancements	300,000	-	-	-	-	-	300,000
Service Enhancements	1,451,940	-	-	-	-	-	1,451,940
City Hall	200,000	-	-	-	-	-	200,000
Fire Facilities	4,650,000	-	-	-	-	1,750,000	6,400,000
Unassigned	3,265,164	-	(273,951)	-	-	(420,226)	2,570,987
Total Fund Balance (Deficit)	$ 15,919,794	$ 11,478,363	$ (273,951)	$ 7,836,173	$ 7,650,088	$ 19,369,559	$ 61,980,026

13) FUND DEFICITS

Deficits in nonmajor funds at June 30, 2021 included the following: Article 3 Special Revenue Fund - $74,556; CDBG Special Revenue Fund - $243,072; Justice Assistance Grant Special Revenue Fund - $15,759. These deficits are due to the application of the availability period in governmental funds for grants due from other governments. The related revenues are expected to be received and recognized in the subsequent fiscal year.

The Landscape Maintenance District nonmajor fund also had a deficit fund balance in the amount of $86,829. The deficit was due to an excess of expenditures over revenues during the year. Expenditures were in excess of revenues due to expenditures increasing and the limitations of increasing assessments per Proposition 218. To avoid future deficits, the City will be installing various improvements to decrease operating expenditures. If these reductions in expenditures do not balance this fund, the City will have to look at increasing assessments within the District.

14) PRIOR PERIOD ADJUSTMENT

Beginning net position in the Governmental Activities was decreased by $484,283 for the SBCTA Loan Payable not reported in the prior year.

REQUIRED SUPPLEMENTARY INFORMATION

City of Highland
Budgetary Comparison Schedule By Department
Budget and Actual - General Fund
Year Ended June 30, 2021

	Budgeted Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
REVENUES:				
Taxes	$ 19,891,670	$ 20,291,810	$ 20,641,548	$ 349,738
Licenses and Permits	603,905	603,905	618,458	14,553
Intergovernmental	489,500	264,500	322,328	57,828
Charges for Services	1,462,750	1,462,750	1,273,007	(189,743)
Fines and Forfeitures	60,000	60,000	71,514	11,514
Investment Income	120,000	276,000	55,250	(220,750)
Rental Income	277,000	121,000	124,930	3,930
Miscellaneous	16,000	16,000	63,321	47,321
Total Revenues	22,920,825	23,095,965	23,170,356	74,391
EXPENDITURES:				
Current:				
General Government:				
City Council	196,920	196,920	178,683	18,237
City Clerk	354,840	354,840	305,370	49,470
General Government	781,700	801,365	942,802	(141,437)
Personnel	64,620	64,620	56,626	7,994
Finance	675,735	675,735	636,248	39,487
Public Safety:				
Police Department	11,112,040	11,287,180	10,765,619	521,561
Animal Control	472,880	472,880	409,475	63,405
Fire Department	5,218,055	3,530,620	2,615,770	914,850
Public Works:				
Engineering	522,170	522,170	495,650	26,520
Parks	1,155,000	1,103,730	1,015,342	88,388
Graffiti	122,665	124,845	124,844	1
Trails	9,500	11,950	11,946	4
Community Development:				
Planning	927,530	927,530	730,547	196,983
Public Services	641,460	641,460	489,046	152,414
Building and Safety	710,810	710,810	513,463	197,347
Code Enforcement	425,040	425,040	392,893	32,147
Community Volunteer Services	96,700	96,700	75,780	20,920
Capital Outlay	500,000	500,000	-	500,000
Total Expenditures	23,987,665	22,448,395	19,760,104	2,688,291
Excess (Deficiency) of Revenues over Expenditures	(1,066,840)	647,570	3,410,252	2,762,682
OTHER FINANCING SOURCES (USES):				
Transfers In	-	284,105	284,104	1
Transfers Out	(1,758,535)	(2,268,535)	(1,650,796)	617,739
Total Other Financing Sources (Uses)	(1,758,535)	(1,984,430)	(1,366,692)	617,740
Net Change in Fund Balance	(2,825,375)	(1,336,860)	2,043,560	3,380,420
Fund Balance, Beginning of Year	13,876,234	13,876,234	13,876,234	-
Fund Balance, End of Year	$ 11,050,859	$ 12,539,374	$ 15,919,794	$ 3,380,420

City of Highland
Budgetary Comparison Schedule
Budget and Actual - Grants
Year Ended June 30, 2021

	Budgeted Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
REVENUES:				
Intergovernmental	$ 7,396,000	$ 7,468,000	$ 400,589	$ (7,067,411)
Investment Income	-	-	28,986	28,986
Miscellaneous	-	-	-	-
Total Revenues	7,396,000	7,468,000	429,575	(7,038,425)
EXPENDITURES:				
Current:				
Public Works	-	-	192,442	(192,442)
Capital Outlay	14,054,000	14,126,000	2,492,382	11,633,618
Total Expenditures	14,054,000	14,126,000	2,684,824	11,441,176
Excess (Deficiency) of Revenues over Expenditures	(6,658,000)	(6,658,000)	(2,255,249)	4,402,751
Fund Balance, Beginning of Year	13,733,612	13,733,612	13,733,612	-
Fund Balance, End of Year	$ 7,075,612	$ 7,075,612	$ 11,478,363	$ 4,402,751

City of Highland
Budgetary Comparison Schedule
Budget and Actual - Major Grants
Year Ended June 30, 2021

	Budgeted Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
REVENUES:				
Intergovernmental	$ 7,480,000	$ 8,973,760	$ 2,837,469	$ (6,136,291)
Miscellaneous	-	-	-	-
Total Revenues	7,480,000	8,973,760	2,837,469	(6,136,291)
EXPENDITURES:				
Current:				
General Government	-	30,000	21,001	8,999
Public Safety	-	730,000	1,138,106	(408,106)
Community Development	-	606,160	224,653	381,507
Capital Outlay	7,480,000	7,607,600	1,452,182	6,155,418
Total Expenditures	7,480,000	8,973,760	2,835,942	6,137,818
Excess (Deficiency) of Revenues over Expenditures	-	-	1,527	1,527
OTHER FINANCING SOURCES (USES):				
Transfers In	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Net Change in Fund Balance	-	-	1,527	1,527
Fund Balance, Beginning of Year	(275,478)	(275,478)	(275,478)	-
Fund Balance, End of Year	$ (275,478)	$ (275,478)	$ (273,951)	$ 1,527

City of Highland
Required Supplementary Information
Year Ended June 30, 2021

Schedule of Changes in Total OPEB Liability And Related Ratios – Last Ten Fiscal Years*

	Measurement Period			
	2020	2019	2018	2017
Total OPEB Liability				
Service cost	$ 66,100	$ 57,152	$ 25,712	$ 24,963
Interest on total OPEB liability	29,999	30,820	25,599	25,002
Difference between expected and actual experience	-	(18,868)	(40,757)	-
Changes in Assumptions	83,368	65,412	-	-
Benefit payments, including implicit subsidy	(37,784)	(35,035)	(33,347)	(28,484)
Net change in total OPEB liability	141,683	99,481	(22,793)	21,481
Total OPEB liability - beginning	911,077	811,596	834,389	812,908
Total OPEB liability - ending	$ 1,052,760	$ 911,077	$ 811,596	$ 834,389
Covered-employee payroll	$ 2,858,967	$ 2,811,994	$ 2,668,338	$ 2,668,273
Total OPEB liability as a percentage of covered-employee payroll	36.82%	32.40%	30.42%	31.27%

*Fiscal year 2018 was the first year of implementation; therefore, 10 years of information are not yet available.

Notes to the Schedule of Changes in the City's Total OPEB Liability

No assets are accumulated in a trust that meets the criteria in GASBS No. 75, paragraph 4, to pay related benefits.

Benefit Changes: None

Changes in Assumptions: In 2019, the accounting discount rate changed from 3.62% to 3.13%. In 2020, the accounting discount rate changes from 3.13% to 2.45%.

City of Highland
Required Supplementary Information
Year Ended June 30, 2021

Schedule of the City's Proportionate Share of the Net Pension Liability
Last 10 Years*

Measurement Date	Proportion of the Net Pension Liability	Proportionate Share of Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a % of Payroll	Plan Fiduciary Net Position as a % of the Total Pension Liability
2020	0.04632%	$ 5,040,141	$ 2,858,967	176.29%	76.22%
2019	0.04593%	4,706,642	2,811,994	167.38%	76.48%
2018	0.04531%	4,366,668	2,668,338	163.65%	77.17%
2017	0.04585%	4,547,512	2,668,273	170.43%	74.87%
2016	0.04564%	3,949,652	2,518,215	148.02%	75.23%
2015	0.04548%	3,121,917	2,437,659	128.07%	78.40%
2014	0.04897%	3,047,168	2,426,611	125.57%	79.19%

*Fiscal year 2015 was the first year of implementation; therefore, 10 years of information are not yet available.

Notes to the Schedule of the City's Proportionate Share of the Net Pension Liability

Benefit Changes: None

Changes in Assumptions: In 2017, the accounting discount rate changed from 7.65% to 7.15%.

City of Highland
Required Supplementary Information
Year Ended June 30, 2021

Schedule of Pension Plan Contributions
Last 10 Years*

Fiscal Year	Contractually Required Contributions	Contributions in Relation to the Actuarially Determined Contributions	Contribution Deficiency/ (Excess)	Covered Payroll	Contributions as a % of Covered Payroll
2021	$ 728,478	$ (728,478)	$ -	$ 3,119,466	23.35%
2020	669,787	(669,787)	-	2,858,967	23.43%
2019	594,646	(594,646)	-	2,811,994	21.15%
2018	515,418	(515,418)	-	2,668,338	19.32%
2017	483,969	(483,969)	-	2,668,273	18.14%
2016	445,379	(445,379)	-	2,518,215	17.69%
2015	395,286	(395,286)	-	2,437,659	16.22%

*Fiscal year 2015 was the first year of implementation, therefore, 10 years of information are not yet available.

Notes to the Schedule of Plan Contributions

Valuation Date: 6/30/2013, 6/30/2014, 6/30/2015, 6/30/2016, 6/30/2017, 6/30/2018, 6/30/19

City of Highland
Notes to Required Supplementary Information
Year Ended June 30, 2021

Budgetary Information

The City adopts an annual budget prepared on the modified accrual basis for its governmental funds (e.g., General Fund, Special Revenue Funds, and Capital Projects Funds), and on an accrual basis for its Internal Services Funds, which is consistent with generally accepted accounting principles (GAAP). The City Manager is required to prepare and submit to the City Council the annual budget of the City and administer it after adoption.

A two-year budget was adopted by City Council on June 11, 2019 for fiscal years 2019-20 and 2020-21. City Manager approval is required for budget revisions within a department and City Council approval is required for budget revisions that affect the total appropriations of a department. Every fund, except for the General Fund and Capital Improvement Capital Projects Fund, is considered a department. For each department, total expenditures may not legally exceed total appropriations. All annual appropriations lapse at fiscal year-end. Budgeted expenditure amounts represent original appropriations adjusted by $6,721,440 for supplemental appropriations during the year ended June 30, 2021.

There were no budgeted appropriations for the non-major FEMA Special Revenue Fund, which is used to account for all expenditures that are associated with unanticipated events that will most likely be reimbursed by FEMA and/or CAL EMA. Accordingly, no budgetary comparison for this fund is presented in the financial statements.

SUPPLEMENTARY INFORMATION

City of Highland
Budgetary Comparison Schedule
Budget and Actual - Capital Improvements
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Investment Income	$ 160,000	$ 26,480	$ (133,520)
Miscellaneous	-	60,342	60,342
Total Revenues	160,000	86,822	(73,178)
EXPENDITURES:			
Current:			
Public Works	224,595	215,132	9,463
Capital Outlay	2,550,400	2,001,874	548,526
Total Expenditures	2,774,995	2,217,006	557,989
Excess (Deficiency) of Revenues over Expenditures	(2,614,995)	(2,130,184)	484,811
OTHER FINANCING SOURCES (USES)			
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balance	(2,614,995)	(2,130,184)	484,811
Fund Balance, Beginning of Year	9,966,357	9,966,357	-
Fund Balance, End of Year	$ 7,351,362	$ 7,836,173	$ 484,811

City of Highland
Budgetary Comparison Schedule
Budget and Actual - Development Impact Fees
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Charges for Services	$ 150,000	$ 1,180,675	$ 1,030,675
Miscellaneous	125,000	-	(125,000)
Investment Income	-	39,029	39,029
Total Revenues	275,000	1,219,704	944,704
EXPENDITURES:			
Current:			
Public Works	20,000	78,362	(58,362)
Capital Outlay	1,304,500	990,351	314,149
Total Expenditures	1,324,500	1,068,713	255,787
Excess (Deficiency) of Revenues over Expenditures	(1,049,500)	150,991	1,200,491
OTHER FINANCING SOURCES (USES)			
Issuance of Debt	-	469,081	469,081
Total Other Financing Sources (Uses)	-	469,081	469,081
Net Change in Fund Balance	(1,049,500)	620,072	1,669,572
Fund Balance, Beginning of Year	7,030,016	7,030,016	-
Fund Balance, End of Year	$ 5,980,516	$ 7,650,088	$ 1,669,572

NON-MAJOR GOVERNMENTAL FUNDS

City of Highland
Non-major Governmental Funds

Special Revenue Funds

The following Special Revenue Funds have been classified as other governmental funds in the accompanying financial statements:

Measure I - In June 1990, the taxpayers voted for added taxes on gasoline to provide additional monies by approving a one-half cent sales tax increase. In 2004, the taxpayers voted to reauthorize this tax until 2040. These funds are kept locally for major road and transportation expenses and are disbursed to the City by the San Bernardino County Transportation Authority (SBCTA).

Traffic Safety - This fund accounts for the financial transactions as prescribed by the State of California statute on California Vehicle Code Fines. Revenues are collected by the County and remitted to the City for expenditures related to Traffic Safety such as crossing guards and traffic safety improvements.

Gas Tax Fund- This fund accounts for the construction and maintenance of the roads and related road operations in the City. Financing is provided by the City's share of state gasoline taxes from the State of California Transportation Department. This fund also accounts for Prop 1B funds.

Article 3 - These are State funds provided through SBCTA as grants, and are to be used for bikeways & pedestrian ways.

Community Development Block Grant (CDBG) - Received from the County of San Bernardino. The grants are used to develop a viable urban community by providing decent housing and a suitable living environment. The City accomplishes this by providing properly maintained roads and taking care of target areas such as Ward Street and Cunningham Street through code enforcement services and neighborhood revitalization.

Developer Fees - These are fees collected from developers to finish tracts with street lights, trees, street widening, signals, etc., to be done at a later time when areas are totally developed.

Landscape Maintenance District - Different areas of the City have been placed into the Landscape Maintenance District to maintain the landscaping surrounding a particular tract of homes. These funds are used to maintain that level of service that was previously provided by the developer.

Street Light District - This is a citywide assessment for service. These funds are collected to maintain street lights throughout the City. The City adds street lights as the need arises.

Community Trails District - This is funded by assessments to particular property owners who have access to the trails for usage by bicycles, horses, and citizens.

Parks Maintenance District - Certain areas of the City that have access to the Canyon Oaks Park, Cunningham Park, Oak Creek Park & Seeley Park have been placed into the Parks Maintenance District. This assessment is for the maintenance of the parks.

FEMA - The FEMA fund is used to account for all expenditures in one fund that are associated with unanticipated events that will most likely be reimbursed by FEMA and/or Cal EMA.

Air Quality Management District (AQMD) - This fund is used to account for the City's share of vehicle registration fees that the State of California has allocated to address air quality concerns in Southern California. These monies are to be used in air quality maintenance programs locally and/or regionally.

Special Revenue Funds - Continued

Citizens Option for Public Safety Program (COPS) - This fund is used for front line police services including anti-gang and community crime prevention programs.

Street and Storm Drain Maintenance District - This is funded by special assessments for street and storm drain maintenance within a tract.

Justice Assistance Grant (JAG) - This grant is funded by the U. S. Department of Justice for local law enforcement purposes. This grant mainly aids in equipment purchases and special project over-time.

Paramedic Department - This fund accounts for the monies received through the medic tax. The medic tax partially funds the paramedic program. The City contracts with the State (Cal-Fire) for this service.

Housing Authority - This fund accounts for the housing funds and certain housing assets of the dissolved RDA after the date of dissolution.

Capital Projects Funds

The following Capital Projects Funds have been classified as other governmental funds in the accompanying financial statements:

General Capital Financing Capital Projects Fund - This fund is used to match potential competitive grants and fund future capital projects.

Community Facilities District - The Greenspot Corridor (CFD 90-1) in the east end of the City has been placed into a CFD (Mello-Roos) to provide needed infrastructure, housing, and commercial retail growth to that area. Also to be provided are police and fire services. Tract 14326 (CFD 2001-1) is a residential Community Facilities District, as is Tract 17682 (CFD 2007-1).

City of Highland
Combining Balance Sheet
Non-major Governmental Funds
June 30, 2021

	Special Revenue					
	Measure I	Traffic Safety	Gas Tax	Article 3	CDBG	Developer Fees
ASSETS						
Cash and Investments	$ 2,569,204	$ 3,140	$ 1,612,503	$ -	$ -	$ 4,513,198
Receivables:						
Accounts	-	-	6,305	-	-	-
Interest	1,895	-	395	-	-	3,538
Property Taxes	-	-	-	-	-	-
Loans	-	-	-	-	-	-
Due From Other Governments	255,212	1,482	198,946	74,566	710,678	-
Advance to Successor Agency	-	-	-	-	-	-
Total Assets	$ 2,826,311	$ 4,622	$ 1,818,149	$ 74,566	$ 710,678	$ 4,516,736
LIABILITIES						
Accounts Payable	$ 60,622	$ -	$ 54,009	$ 21,701	$ 18,999	$ 71,014
Accrued Liabilities	-	-	28,619	-	8,602	-
Retention Payable	764	-	-	-	32,051	3,223
Due to Other Funds	-	-	-	52,865	651,025	-
Total Liabilities	61,386	-	82,628	74,566	710,677	74,237
DEFERRED INFLOWS OF RESOURCES						
Unavailable Revenues	-	-	-	74,566	243,073	-
Total Deferred Inflows of Resources	-	-	-	74,566	243,073	-
FUND BALANCES (DEFICITS)						
Nonspendable	-	-	-	-	-	-
Restricted	2,764,925	4,622	1,735,521	-	-	4,442,499
Assigned	-	-	-	-	-	-
Unassigned	-	-	-	(74,566)	(243,072)	-
Total Fund Balances	2,764,925	4,622	1,735,521	(74,566)	(243,072)	4,442,499
Total Liabilities, Deferred Inflows and Fund Balances	$ 2,826,311	$ 4,622	$ 1,818,149	$ 74,566	$ 710,678	$ 4,516,736

Special Revenue							
Landscape Maintenance District	Street Light District	Community Trails District	Parks Maintenance District	FEMA	AQMD	COPS	Street and Storm Drain Maintenance
$ -	$ -	$ 30,003	$ 195,883	$ -	$ 316,195	$ -	$ 531,829
-	186,056	-	-	-	-	-	-
-	-	-	85	-	247	-	365
4,530	3,700	137	967	-	-	-	166
-	-	-	-	-	-	-	-
-	-	-	-	-	18,368	-	-
-	-	-	-	-	-	-	-
$ 4,530	$ 189,756	$ 30,140	$ 196,935	$ -	$ 334,810	$ -	$ 532,360
$ 24,479	$ 9,383	$ 287	$ 5,151	$ -	$ 3,860	$ -	$ 39
2,373	-	-	2,373	-	-	-	228
-	-	-	-	-	-	-	-
64,507	77,502	-	-	-	-	-	-
91,359	86,885	287	7,524	-	3,860	-	267
-	13,544	-	-	-	-	-	-
-	13,544	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	89,327	29,853	189,411	-	330,950	-	532,093
-	-	-	-	-	-	-	-
(86,829)	-	-	-	-	-	-	-
(86,829)	89,327	29,853	189,411	-	330,950	-	532,093
$ 4,530	$ 189,756	$ 30,140	$ 196,935	$ -	$ 334,810	$ -	$ 532,360

(Continued)

City of Highland
Combining Balance Sheet
Non-major Governmental Funds (Continued)
June 30, 2021

	Special Revenue			Capital Projects		Total
	Justice Assistance Grant	Paramedic Department	Housing Authority	General Capital Financing	Community Facilities District	Non-major Governmental Funds
ASSETS						
Cash and Investments	$ -	$ 28,316	$ 3,669,396	$ 5,039,358	$ -	$ 18,509,025
Receivables:						
Accounts	-	-	-	49,538	9,025	250,924
Interest	-	-	2,897	3,204	-	12,626
Property Taxes	-	4,348	-	-	9,244	23,092
Loans	-	-	695,728	-	-	695,728
Due From Other Governments	15,759	181,750	-		-	1,456,761
Advance to Successor Agency	-	-	242,747	6,701	-	249,448
Total Assets	$ 15,759	$ 214,414	$ 4,610,768	$ 5,098,801	$ 18,269	$ 21,197,604
LIABILITIES						
Accounts Payable	$ -	$ 32,664	$ 6,560	$ 19,872	$ 9,244	$ 337,884
Accrued Liabilities	-	-	7,590	1,070	-	50,855
Retention Payable	-	-	-	3,893	-	39,931
Due to Other Funds	15,759	-	-	-	9,025	870,683
Total Liabilities	15,759	32,664	14,150	24,835	18,269	1,299,353
DEFERRED INFLOWS OF RESOURCES						
Unavailable Revenues	15,759	181,750	-	-	-	528,692
Total Deferred Inflows of Resources	15,759	181,750	-	-	-	528,692
FUND BALANCES (DEFICITS)						
Nonspendable	-	-	-	-	-	-
Restricted	-	-	4,596,618	-	-	14,715,819
Assigned	-	-	-	5,073,966	-	5,073,966
Unassigned	(15,759)	-	-	-	-	(420,226)
Total Fund Balances	(15,759)	-	4,596,618	5,073,966	-	19,369,559
Total Liabilities, Deferred Inflows and Fund Balances	$ 15,759	$ 214,414	$ 4,610,768	$ 5,098,801	$ 18,269	$ 21,197,604


NOVEMBER 24, 1987
CITY OF HIGHLAND

City of Highland
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds
Year Ended June 30, 2021

	Special Revenue					
	Measure I	Traffic Safety	Gas Tax	Article 3	CDBG	Developer Fees
REVENUES						
Taxes	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and Permits	-	-	-	-	-	-
Intergovernmental	1,250,275	-	2,254,793	186,810	700,804	-
Charges for Services	-	-	-	-	-	117,656
Fines and Forfeitures	-	8,712	-	-	-	-
Investment Income	12,993	-	3,201	-	-	24,253
Rental Income	-	-	-	-	-	-
Miscellaneous	-	-	19,757	-	-	-
Total Revenues	1,263,268	8,712	2,277,751	186,810	700,804	141,909
EXPENDITURES						
Current:						
General Government	-	-	-	-	-	-
Public Safety	-	4,090	-	-	-	-
Public Works	-	-	1,481,208	-	-	-
Community Development	-	-	-	-	294,281	-
Capital Outlay	710,765	-	215,981	133,701	641,029	108,762
Total Expenditures	710,765	4,090	1,697,189	133,701	935,310	108,762
Excess (Deficiency) of Revenues Over Expenditures	552,503	4,622	580,562	53,109	(234,506)	33,147
OTHER FINANCING SOURCES (USES)						
Sale of Capital Assets	-	-	-	-	-	-
Transfers In	-	-	145,023	-	-	-
Transfers Out	-	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	145,023	-	-	-
Net Change in Fund Balances	552,503	4,622	725,585	53,109	(234,506)	33,147
Fund Balances, Beginning	2,212,422	-	1,009,936	(127,675)	(8,566)	4,409,352
Fund Balances, End of Year	$ 2,764,925	$ 4,622	$ 1,735,521	$ (74,566)	$ (243,072)	$ 4,442,499

Special Revenue							
Landscape Maintenance District	Street Light District	Community Trails District	Parks Maintenance District	FEMA	AQMD	COPS	Street and Storm Drain Maintenance
$ 406,775	$ 332,423	$ 12,321	$ 86,837	$ -	$ -	$ -	$ 40,435
-	-	-	-	-	-	-	-
-	-	-	-	-	72,240	156,893	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	583	-	1,691	-	2,499
-	-	-	-	-	-	-	-
-	217,239	-	-	-	-	-	-
406,775	549,662	12,321	87,420	-	73,931	156,893	42,934
-	-	-	-	-	-	-	-
-	-	-	-	-	-	156,893	-
493,604	460,335	3,417	104,267	-	59,275	-	10,238
-	-	-	-	-	-	-	-
-	-	-	-	-	190	-	-
493,604	460,335	3,417	104,267	-	59,465	156,893	10,238
(86,829)	89,327	8,904	(16,847)	-	14,466	-	32,696
-	-	-	-	-	-	-	-
-	-	-	41,706	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	41,706	-	-	-	-
(86,829)	89,327	8,904	24,859	-	14,466	-	32,696
-	-	20,949	164,552	-	316,484	-	499,397
$ (86,829)	$ 89,327	$ 29,853	$ 189,411	$ -	$ 330,950	$ -	$ 532,093

(Continued)

City of Highland
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds (Continued)
Year Ended June 30, 2021

	Special Revenue			Capital Projects		Total
	Justice Assistance Grant	Paramedic Department	Housing Authority	General Capital Financing	Community Facilities District	Non-major Governmental Funds
REVENUES						
Taxes	$ -	$ 365,480	$ -	$ -	$ -	$ 1,244,271
Licenses and Permits	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	4,621,815
Charges for Services	-	-	-	126,203	-	243,859
Fines and Forfeitures	-	-	-	-	-	8,712
Investment Income	-	-	35,916	223,181	-	304,317
Rental Income	-	-	120,000	-	-	120,000
Miscellaneous	-	394	4,597	-	9,025	251,012
Total Revenues	-	365,874	160,513	349,384	9,025	6,793,986
EXPENDITURES						
Current:						
General Government	-	-	-	-	-	-
Public Safety	15,759	1,464,964	-	-	-	1,641,706
Public Works	-	-	-	301,538	9,025	2,922,907
Community Development	-	-	182,596	-	-	476,877
Capital Outlay	-	-	-	61,609	-	1,872,037
Total Expenditures	15,759	1,464,964	182,596	363,147	9,025	6,913,527
Excess (Deficiency) of Revenues Over Expenditures	(15,759)	(1,099,090)	(22,083)	(13,763)	-	(119,541)
OTHER FINANCING SOURCES (USES)						
Sale of Capital Assets	-	-	-	402,000	-	402,000
Transfers In	-	1,099,090	-	295,000	-	1,580,819
Transfers Out	-	-	-	(713,231)	-	(713,231)
Total Other Financing Sources (Uses)	-	1,099,090	-	(16,231)	-	1,269,588
Net Change in Fund Balances	(15,759)	-	(22,083)	(29,994)	-	1,150,047
Fund Balances, Beginning	-	-	4,618,701	5,103,960	-	18,219,512
Fund Balances, End of Year	$ (15,759)	$ -	$ 4,596,618	$ 5,073,966	$ -	$ 19,369,559

City of Highland
Budgetary Comparison Schedule
Measure I - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 1,292,000	$ 1,250,275	$ (41,725)
Investment Income	150,000	12,993	(137,007)
Total Revenues	1,442,000	1,263,268	(178,732)
EXPENDITURES:			
Current:			
Public Works	-	-	-
Capital Outlay	2,734,000	710,765	2,023,235
Total Expenditures	2,734,000	710,765	2,023,235
Excess (Deficiency) of Revenues over Expenditures	(1,292,000)	552,503	1,844,503
Fund Balance, Beginning of Year	2,212,422	2,212,422	-
Fund Balance, End of Year	$ 920,422	$ 2,764,925	$ 1,844,503

City of Highland
Budgetary Comparison Schedule
Traffic Safety - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Fines and Forfeitures	$ 49,000	$ 8,712	$ (40,288)
Investment Income	-	-	-
Total Revenues	49,000	8,712	(40,288)
EXPENDITURES:			
Current:			
Public Safety	49,000	4,090	44,910
Capital Outlay	-	-	-
Total Expenditures	49,000	4,090	44,910
Excess (Deficiency) of Revenues over Expenditures	-	4,622	4,622
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	-	4,622	4,622
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ -	$ 4,622	$ 4,622

City of Highland
Budgetary Comparison Schedule
Gas Tax - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 2,439,590	$ 2,254,793	$ (184,797)
Investment Income	2,000	3,201	1,201
Miscellaneous	5,000	19,757	14,757
Total Revenues	2,446,590	2,277,751	(168,839)
EXPENDITURES:			
Current:			
Public Works	1,469,600	1,481,208	(11,608)
Capital Outlay	866,000	215,981	650,019
Total Expenditures	2,335,600	1,697,189	638,411
Excess (Deficiency) of Revenues over Expenditures	110,990	580,562	469,572
OTHER FINANCING SOURCES (USES)			
Transfers In	145,025	145,023	(2)
Total Other Financing Sources (Uses)	145,025	145,023	(2)
Net Change in Fund Balances	256,015	725,585	469,570
Fund Balance, Beginning of Year	1,009,936	1,009,936	-
Fund Balance, End of Year	$ 1,265,951	$ 1,735,521	$ 469,570

City of Highland
Budgetary Comparison Schedule
Article 3 - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 283,000	$ 186,810	$ (96,190)
Total Revenues	283,000	186,810	(96,190)
EXPENDITURES:			
Capital Outlay	283,000	133,701	149,299
Total Expenditures	283,000	133,701	149,299
Excess (Deficiency) of Revenues over Expenditures	-	53,109	53,109
Fund Balance, Beginning of Year	(127,675)	(127,675)	-
Fund Balance, End of Year	$ (127,675)	$ (74,566)	$ 53,109

City of Highland
Budgetary Comparison Schedule
CDBG - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 1,030,360	$ 700,804	$ (329,556)
Total Revenues	1,030,360	700,804	(329,556)
EXPENDITURES:			
Current:			
Community Development	388,360	294,281	94,079
Capital Outlay	642,000	641,029	971
Total Expenditures	1,030,360	935,310	95,050
Excess (Deficiency) of Revenues over Expenditures	-	(234,506)	(234,506)
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	-	(234,506)	(234,506)
Fund Balance, Beginning of Year	(8,566)	(8,566)	-
Fund Balance, End of Year	$ (8,566)	$ (243,072)	$ (234,506)

City of Highland
Budgetary Comparison Schedule
Developer Fees - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Charges for Services	$ 10,000	$ 117,656	$ 107,656
Investment Income	80,000	24,253	(55,747)
Total Revenues	90,000	141,909	51,909
EXPENDITURES:			
Current:			
Public Works	28,635	-	28,635
Capital Outlay	111,710	108,762	2,948
Total Expenditures	140,345	108,762	31,583
Excess (Deficiency) of Revenues over Expenditures	(50,345)	33,147	83,492
Fund Balance, Beginning of Year	4,409,352	4,409,352	-
Fund Balance, End of Year	$ 4,359,007	$ 4,442,499	$ 83,492

City of Highland
Budgetary Comparison Schedule
Landscape Maintenance District - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 365,000	$ 406,775	$ 41,775
Total Revenues	365,000	406,775	41,775
EXPENDITURES:			
Current:			
Public Works	498,375	493,604	4,771
Total Expenditures	498,375	493,604	4,771
Excess (Deficiency) of Revenues over Expenditures	(133,375)	(86,829)	46,546
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	(133,375)	(86,829)	46,546
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ (133,375)	$ (86,829)	$ 46,546

City of Highland
Budgetary Comparison Schedule
Street Light District - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 345,000	$ 332,423	$ (12,577)
Miscellaneous	13,800	217,239	203,439
Total Revenues	358,800	549,662	190,862
EXPENDITURES:			
Current:			
Public Works	466,670	460,335	6,335
Total Expenditures	466,670	460,335	6,335
Excess (Deficiency) of Revenues over Expenditures	(107,870)	89,327	197,197
OTHER FINANCING SOURCES (USES)			
Transfers In	17,270	-	(17,270)
Total Other Financing Sources (Uses)	17,270	-	(17,270)
Net Change in Fund Balances	(90,600)	89,327	179,927
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ (90,600)	$ 89,327	$ 179,927

City of Highland
Budgetary Comparison Schedule
Community Trails - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 10,700	$ 12,321	$ 1,621
Total Revenues	10,700	12,321	1,621
EXPENDITURES:			
Current:			
Public Works	26,600	3,417	23,183
Total Expenditures	26,600	3,417	23,183
Excess (Deficiency) of Revenues over Expenditures	(15,900)	8,904	24,804
OTHER FINANCING SOURCES (USES)			
Transfers In	15,910	-	(15,910)
Total Other Financing Sources (Uses)	15,910	-	(15,910)
Net Change in Fund Balances	10	8,904	8,894
Fund Balance, Beginning of Year	20,949	20,949	-
Fund Balance, End of Year	$ 20,959	$ 29,853	$ 8,894

City of Highland
Budgetary Comparison Schedule
Parks Maintenance District - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 77,000	$ 86,837	$ 9,837
Investment Income	1,500	583	(917)
Total Revenues	78,500	87,420	8,920
EXPENDITURES:			
Current:			
Public Works	128,165	104,267	23,898
Total Expenditures	128,165	104,267	23,898
Excess (Deficiency) of Revenues over Expenditures	(49,665)	(16,847)	32,818
OTHER FINANCING SOURCES (USES)			
Transfers In	51,270	41,706	(9,564)
Total Other Financing Sources (Uses)	51,270	41,706	(9,564)
Net Change in Fund Balances	1,605	24,859	23,254
Fund Balance, Beginning of Year	164,552	164,552	-
Fund Balance, End of Year	$ 166,157	$ 189,411	$ 23,254

City of Highland
Budgetary Comparison Schedule
AQMD - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 70,000	$ 72,240	$ 2,240
Investment Income	4,000	1,691	(2,309)
Total Revenues	74,000	73,931	(69)
EXPENDITURES:			
Current			
Public Works	39,440	59,275	(19,835)
Capital Outlay	41,000	190	40,810
Total Expenditures	80,440	59,465	20,975
Excess (Deficiency) of Revenues over Expenditures	(6,440)	14,466	20,906
Fund Balance, Beginning of Year	316,484	316,484	-
Fund Balance, End of Year	$ 310,044	$ 330,950	$ 20,906

City of Highland
Budgetary Comparison Schedule
COPS - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 156,895	$ 156,893	$ (2)
Total Revenues	156,895	156,893	(2)
EXPENDITURES			
Current:			
Public Safety	156,895	156,893	2
Total Expenditures	156,895	156,893	2
Excess (Deficiency) of Revenues over Expenditures	-	-	-
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ -	$ -	-

City of Highland
Budgetary Comparison Schedule
Street and Storm Drain Maintenance - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 37,000	$ 40,435	$ 3,435
Investment Income	9,600	2,499	(7,101)
Total Revenues	46,600	42,934	(3,666)
EXPENDITURES:			
Current:			
Public Works	34,485	10,238	24,247
Total Expenditures	34,485	10,238	24,247
Excess (Deficiency) of Revenues over Expenditures	12,115	32,696	20,581
Fund Balance, Beginning of Year	499,397	499,397	-
Fund Balance, End of Year	$ 511,512	$ 532,093	$ 20,581

City of Highland
Budgetary Comparison Schedule
Justice Assistance Grant - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 20,000	$ -	$ (20,000)
Total Revenues	20,000	-	(20,000)
EXPENDITURES:			
Current:			
Public Safety	20,000	15,759	4,241
Capital Outlay	-	-	-
Total Expenditures	20,000	15,759	4,241
Excess (Deficiency) of Revenues over Expenditures	-	(15,759)	(15,759)
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ -	$ (15,759)	$ (15,759)

City of Highland
Budgetary Comparison Schedule
Paramedic Department - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 360,000	$ 365,480	$ 5,480
Miscellaneous	-	394	394
Total Revenues	360,000	365,874	5,874
EXPENDITURES:			
Current:			
Public Safety	2,087,095	1,464,964	622,131
Capital Outlay	-	-	-
Total Expenditures	2,087,095	1,464,964	622,131
Excess (Deficiency) of Revenues over Expenditures	(1,727,095)	(1,099,090)	628,005
OTHER FINANCING SOURCES:			
Transfers In	1,707,265	1,099,090	(608,175)
Total Other Financing Sources (Uses)	1,707,265	1,099,090	(608,175)
Net Change in Fund Balance	(19,830)	-	19,830
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ (19,830)	$ -	$ 19,830

City of Highland
Budgetary Comparison Schedule
Housing Authority - Special Revenue Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Investment Income	$ 80,000	$ 35,916	$ (44,084)
Rental Income	120,000	120,000	-
Miscellaneous	4,500	4,597	97
Total Revenues	204,500	160,513	(43,987)
EXPENDITURES:			
Current:			
Community Development	211,580	182,596	28,984
Total Expenditures	211,580	182,596	28,984
Excess (Deficiency) of Revenues over Expenditures	(7,080)	(22,083)	(15,003)
Fund Balance, Beginning of Year (Restated)	4,618,701	4,618,701	-
Fund Balance, End of Year	$ 4,611,621	$ 4,596,618	$ (15,003)

City of Highland
Budgetary Comparison Schedule
General Capital Financing - Capital Projects Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Charges for Services	$ 100,000	$ 126,203	$ 26,203
Investment Income	165,000	223,181	58,181
Miscellaneous	5,000	-	(5,000)
Total Revenues	270,000	349,384	79,384
EXPENDITURES:			
Current:			
Public Works	350,620	301,538	49,082
Capital Outlay	432,280	61,609	370,671
Total Expenditures	782,900	363,147	419,753
Excess (Deficiency) of Revenues over Expenditures	(512,900)	(13,763)	499,137
OTHER FINANCING SOURCES (USES)			
Sale of Capital Assets	-	402,000	402,000
Transfers In	295,000	295,000	-
Transfers Out	(746,415)	(713,231)	33,184
Total Other Financing Sources (Uses)	(451,415)	(16,231)	435,184
Net Change in Fund Balance	(964,315)	(29,994)	934,321
Fund Balance, Beginning of Year (Restated)	5,103,960	5,103,960	-
Fund Balance, End of Year	$ 4,139,645	$ 5,073,966	$ 934,321

City of Highland
Budgetary Comparison Schedule
Community Facilities District - Capital Projects Fund
Year Ended June 30, 2021

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Miscellaneous	$ 10,100	$ 9,025	$ (1,075)
Total Revenues	10,100	9,025	(1,075)
EXPENDITURES:			
Current:			
Public Works	10,100	9,025	1,075
Total Expenditures	10,100	9,025	1,075
Excess (Deficiency) of Revenues over Expenditures	-	-	-
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ -	$ -	$ -

City of Highland
Internal Service Funds

The Internal Service Funds are used to allocate the cost of providing goods and services by one department to other departments on a cost reimbursement basis. The City has two internal service funds; the Insurance Fund & the General Services Fund.

Insurance - This fund accounts for all expenditures relating to insurance premiums for both workers compensation and general liability of the City.

General Services - This fund accounts for all expenditures relating to City Hall including; utilities, janitorial services, computer network, copier leases, equipment and building maintenance repairs.

City of Highland
Combining Statement of Net Position
Internal Service Funds
June 30, 2021

	Governmental Activities Internal Service Funds		
	Insurance	General Services	Total
ASSETS			
Current:			
Cash and Investments	$ 3,682,242	$ 1,070,349	$ 4,752,591
Receivable:			
Accounts	2,064	197	2,261
Interest	2,990	707	3,697
Total Assets	3,687,296	1,071,253	4,758,549
LIABILITIES			
Current:			
Accounts Payable	22,484	9,918	32,402
Accrued Liabilities	5,210	3,746	8,956
Claims Payable	500	-	500
Total Current Liabilities	28,194	13,664	41,858
Noncurrent:			
Claims Payable	148,549	-	148,549
Total Noncurrent Liabilities	148,549	-	148,549
Total Liabilities	176,743	13,664	190,407
NET POSITION			
Unrestricted	3,510,553	1,057,589	4,568,142
Total Net Position	$ 3,510,553	$ 1,057,589	$ 4,568,142

City of Highland
Combining Statement of Revenues, Expenses and Changes in Net Position
Internal Service Funds
Year Ended June 30, 2021

	Governmental Activities Internal Service Funds		
	Insurance	General Services	Total
OPERATING REVENUES			
Charges for Services	$ 624,799	$ 38,105	$ 662,904
Miscellaneous	171,808	125,752	297,560
Total Operating Revenues	796,607	163,857	960,464
OPERATING EXPENSES			
Salaries and Benefits	121,082	-	121,082
Insurance Premiums	405,704	-	405,704
Claims and Judgments	-	-	
Legal Fees	290,317	-	290,317
Administrative Expenses	2	463,208	463,210
Insurance Adjusting Fees	-	-	
Total Operating Expenses	817,105	463,208	1,280,313
Operating Income (Loss)	(20,498)	(299,351)	(319,849)
NONOPERATING REVENUES (EXPENSES)			
Investment Income	20,498	4,843	25,341
Income before Contributions and Transfers			
Transfers in	-	499,104	499,104
Change in Net Position	-	204,596	204,596
Net Position, Beginning of Year	3,510,553	852,993	4,363,546
Net Position, End of Year	$ 3,510,553	$ 1,057,589	$ 4,568,142

City of Highland
Combining Statement of Cash Flows
Internal Service Funds
Year Ended June 30, 2021

	Governmental Activities Internal Service Funds		
	Insurance	General Services	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash Received from Services	$ 813,338	$ 163,767	$ 977,105
Cash Payments to Employees for Services	(120,547)	(74,125)	(194,672)
Cash Payments Made to Suppliers/Vendors	(700,530)	(393,008)	(1,093,538)
Net Cash Provided (Used) By Operations	(7,739)	(303,366)	(311,105)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES			
Cash Received from Other Funds	-	499,104	499,104
Net Cash Provided (Used) By NonCapital Financing Activities	-	499,104	499,104
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest Received	31,750	7,892	39,642
Net Cash Provided (Used) By Investing Activities	31,750	7,892	39,642
Net Increase (Decrease) in Cash and Cash Equivalents	24,011	203,630	227,641
Cash and Equivalents - Beginning of Year	3,658,231	866,719	4,524,950
Cash and Equivalents - End of Year	$ 3,682,242	$ 1,070,349	$ 4,752,591
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities			
Operating Income (Loss)	$ (20,498)	$ (299,351)	$ (319,849)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:			
(Increase) Decrease in Accounts Receivable	16,731	(90)	16,641
Increase (Decrease) in Accounts Payable	(117)	(4,351)	(4,468)
Increase (Decrease) in Accrued Liabilities	535	426	961
Increase (Decrease) in Claims Payable	(4,390)	-	(4,390)
Net Cash Provided (Used) by Operating Activities	$ (7,739)	$ (303,366)	$ (311,105)

STATISTICAL SECTION

STATISTICAL SECTION

This section of the City of Highland's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the government's overall financial health.

CONTENTS	PAGE
Financial Trends	116 – 119
These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.	
Revenue Capacity	120 – 123
These schedules contain information to help the reader assess the City's most significant local revenue source, the property tax.	
Debt Capacity	124 – 127
These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.	
Demographic and Economic Information	129 – 130
These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.	
Operating Information	131 – 132
These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.	

Sources: Unless otherwise noted, the information in these schedules is derived from the annual comprehensive financial report of the relevant fiscal year.

CITY OF HIGHLAND
Net Position by Component
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year				
	2021	2020	2019	2018	2017
Governmental activities:					
Investment in capital assets	225,865,157	227,112,025	221,003,257	214,466,575	216,035,504
Restricted for:					
Public safety	4,622	-	-	26,836	87,188
Highways and streets	36,238,519	38,678,179	42,249,331	41,447,249	30,801,998
Community Development	5,437,302	5,303,599	5,186,442	5,060,289	4,386,881
Unrestricted	19,744,041	18,903,986	21,353,346	24,874,004	28,349,878
Total governmental activities net position	$287,289,641	$289,997,789	$289,792,376	$285,874,953	$279,661,449

	2016	2015	2014	2013	2012
Governmental activities:					
Investment in capital assets	210,865,837	216,726,391	209,133,022	197,080,972	190,924,669
Restricted for:					
Public safety	10,181,809	10,811,124	11,383,704	10,442,756	10,103,434
Highways and streets	35,846,032	24,126,132	22,951,998	17,078,055	18,279,286
Community Development	4,339,917	1,392,208	1,343,835	1,245,335	717,363
Unrestricted	16,375,043	9,320,447	11,098,575	23,319,965	24,720,516
Total governmental activities net position	$277,608,638	$262,376,302	$255,911,134	$249,167,083	$244,745,268

CITY OF HIGHLAND
Changes in Net Position
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Expenses:										
Governmental activities:										
General government	2,970,378	2,667,209	2,391,929	2,152,914	1,988,317	8,026,419	6,693,784	7,288,603	7,992,150	7,223,527
Public safety	17,233,793	16,849,924	15,621,202	14,542,332	14,411,209	12,958,169	12,331,238	11,800,508	10,858,918	10,427,656
Highways and streets	13,951,011	10,727,700	10,608,389	9,797,412	10,392,619	10,618,305	12,304,340	13,352,100	5,461,910	8,701,612
Community Development	3,610,883	3,254,385	3,424,262	3,473,178	2,471,487	-	-	-	-	-
Interest and fiscal charges	-	-	-	-	-	-	-	-	-	1,684,540
Total governmental activities expenses	37,766,065	33,499,218	32,045,782	29,965,836	29,263,632	31,602,893	31,329,362	32,441,211	24,312,978	28,037,335
Program revenues:										
Governmental activities:										
Charges for services:										
General government	362,563	242,669	338,758	761,641	726,087	1,583,415	1,080,488	1,037,804	939,407	997,356
Public safety	1,307,179	1,248,384	1,284,504	1,279,121	1,266,079	3,679,629	3,517,820	3,785,784	3,565,197	3,596,580
Highways and streets	2,194,101	1,930,553	1,748,406	2,688,276	2,809,938	1,020,765	886,907	949,736	967,367	817,326
Community Development	1,234,314	1,183,807	1,300,273	1,721,294	1,574,576		-	-	-	-
Operating grants and contributions	3,909,827	3,097,787	3,305,218	3,206,718	2,204,994	9,032,776	4,464,421	7,901,021	2,346,472	3,975,957
Capital grants and contributions	4,994,406	4,730,717	8,345,767	8,344,599	4,618,091	1,054,688	11,931,594	17,151,933	7,866,306	5,771,257
Total governmental activities program revenues	14,002,390	12,433,917	16,322,926	18,001,649	13,199,765	16,371,273	21,881,230	30,826,278	15,684,749	15,158,476
Net revenues (expenses) governmental activities	(23,763,675)	(21,065,301)	(15,722,856)	(11,964,186)	(16,063,867)	(15,231,620)	(9,448,132)	(1,614,933)	(8,628,229)	(12,878,859)
General revenues and other changes in net position:										
Governmental activities:										
Taxes:										
Property taxes	14,517,673	14,021,888	13,389,467	13,036,416	11,809,133	8,456,523	8,568,219	8,188,274	7,528,512	8,030,404
Sales and use taxes	3,714,315	3,076,668	2,918,109	2,702,065	2,632,596	2,224,734	1,682,344	1,639,446	1,643,959	1,612,077
Transient occupancy tax	271,603	264,958	266,893	179,088	302,330	274,410	264,628	249,722	228,490	204,296
Franchise taxes	1,825,256	1,615,213	1,587,002	1,502,402	1,535,420	1,587,761	1,561,126	1,500,203	1,471,668	1,482,418
Business license tax	491,867	536,749	497,286	558,270	173,025	263,489	344,282	253,690	232,909	243,218
Other	40,576	44,146	26,286	28,623	24,032	14,459	14,362	47,160	57,684	83,100
Gain on Sale of Capital Assets	356,150	-	-	-	-	-	-	-	-	-
Investment income	133,727	436,821	522,967	315,496	317,167	104,983	987,829	48,567	58,651	117,613
State motor vehicle in lieu, unrestricted	-	-	-	-	-	-	-	-	3,764,950	3,750,346
Rental income	-	-	-	-	-	-	-	-	120,601	168,109
Land contribution from the Successor Agency	-	-	-	-	-	-	-	-	1,645,592	-
Miscellaneous	188,643	189,052	432,269	140,458	133,812	991,825	1,403,154	1,004,511	463,553	94,458
Total governmental activities	21,539,810	20,185,495	19,640,279	18,462,818	16,927,515	13,918,184	14,825,944	12,931,573	17,216,569	15,786,039
Changes in net position governmental activities	$ (2,223,865)	$ (879,806)	$ 3,917,423	$ 6,498,632	$ 863,648	$ (1,313,436)	$ 5,377,812	$ 11,316,640	$ 8,588,340	$ 2,907,180
Extraordinary item: Loss on transfer	-	-	-	-	-	-	-	-	-	(880,571.00)
Restatement of Land	-	-	-	-	-	-	-	-	(1,998,141)	-
Restatment of Net Position	(484,283)	-	-	(285,128)	1,189,163					
Extraordinary item: Repayment of Advance	-	-	-	-	-	-	-	(946,087)	(2,168,384)	-
Extraordinary item: Bond Proceeds (former RDA	-	-	-	-	-	16,545,772	-	-	-	-
Implementation of GASB 68 & 71	-	-	-	-	-	-	-	(3,513,889)	-	-
Restatement of Depreciation	-	-	-	-	-	-	-	(3,859,190)	-	-
Restatement of Capital Assets (note 16)	-	-	-	-	-	-	1,087,356	3,746,577	-	-
Changes in net position governmental activities	$ (2,708,148)	$ (879,806)	$ 3,917,423	$ 6,213,504	$ 2,052,811	$ 15,232,336	$ 6,465,168	$ 6,744,051	$ 4,421,815	$ 2,026,609

CITY OF HIGHLAND
Fund Balances of Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
General fund:										
Nonspendable	974,619	978,226	977,829	999,339	990,099	1,061,528	1,178,728	1,390,548	1,051,857	11,679
Spendable:										
Restricted	-	-	-	-	-	-	-	-	-	-
Assigned	11,680,011	9,840,573	9,872,519	10,070,945	9,293,748	5,004,971	5,201,502	5,079,911	4,623,896	5,921,333
Unassigned	3,265,164	3,057,435	3,020,491	3,178,858	3,198,945	1,108,361	2,102,381	2,008,776	2,899,604	4,067,019
Total general fund	$15,919,794	$13,876,234	$13,870,839	$14,249,142	$13,482,792	$ 7,174,860	$ 8,482,611	$ 8,479,235	$ 8,575,357	$10,000,031
All other governmental funds:										
Nonspendable:										
Special revenue funds	-	-	-	-	-	-	-	-	-	-
Capital projects funds	-	-	-	-	1,362,235	1,425,413	1,425,413	-	-	-
Restricted:										
Special revenue funds	26,194,182	26,985,405	28,126,206	27,407,827	27,734,045	35,540,081	25,662,859	27,064,666	28,827,731	28,593,540
Capital projects funds	15,486,261	16,996,373	19,309,569	19,148,448	11,147,755	13,094,825	23,432	58,771	480,000	58,771
Committed:										
Special revenue funds	-	-	-	-	-	-	-	-	-	-
Capital projects funds	-	-	-	-	-	-	-	-	-	-
Assigned:										
Special revenue funds	-	-	-	-	-	-	-	-	-	-
Capital projects funds	5,073,966	5,103,960	6,006,439	7,884,827	6,792,406	7,330,504	8,462,764	9,104,185	9,363,023	8,473,641
Unassigned:										
Special revenue funds	(694,177)	(411,719)	(746,061)	(943,910)	(882,715)	(525,490)	(9,580,909)	(7,302,032)	(2,268,023)	(4,526,334)
Capital projects funds	-	-	-	-	-	-	-	-	-	-
Total all other governmental funds	$46,060,232	$48,674,019	$52,696,153	$53,497,192	$46,153,726	$56,865,333	$25,993,559	$28,925,590	$36,402,731	$32,599,618

The City of Highland has elected to show only the last nine years of this data due to the implementation of GASB 54.

CITY OF HIGHLAND
Changes in Fund Balances of Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Revenues:										
Taxes	21,885,819	20,541,202	19,710,927	19,013,261	17,458,633	16,070,934	15,456,880	14,869,000	17,767,254	19,193,722
Licenses and permits	618,458	509,501	537,720	855,744	705,796	684,186	561,943	582,506	563,573	557,681
Intergovernmental	8,182,201	8,913,837	12,454,853	10,929,304	4,517,927	19,025,112	6,584,075	9,674,444	11,720,399	6,553,498
Charges for services	2,697,541	2,287,702	2,346,284	3,914,972	4,155,849	1,999,287	1,568,001	1,963,528	2,915,688	2,033,575
Fines and forfeitures	80,226	99,604	73,838	116,380	139,888	182,037	237,306	457,300	323,327	284,958
Investment income	454,062	1,184,670	1,482,102	824,331	633,959	217,790	1,027,138	89,532	114,292	205,050
Rental income	244,930	239,890	227,190	226,068	219,926	120,691	121,961	122,441	120,601	168,109
Miscellaneous	374,675	87,465	398,788	320,619	195,598	671,337	1,293,862	870,354	616,841	102,169
Total revenues	34,537,912	33,863,871	37,231,702	36,200,679	28,027,576	38,971,374	26,851,166	28,629,105	34,141,975	29,098,762
Expenditures:										
Current:										
General government+	2,140,731	1,904,692	2,097,547	1,724,479	1,736,158	8,036,914	6,230,511	6,147,009	6,058,525	6,661,740
Highways and streets+	5,056,624	5,441,043	4,886,690	4,716,911	5,481,471	2,729,393	3,234,358	3,727,336	4,817,853	3,795,364
Public safety+	16,570,676	16,164,583	14,931,777	13,913,656	13,238,605	12,408,648	11,793,948	11,313,648	10,434,120	9,952,158
Community Development+	2,903,259	2,454,195	2,558,426	2,499,347	2,471,487	-	-	-	-	-
Capital outlay	8,808,826	11,916,097	13,936,604	5,236,471	10,199,258	2,778,168	8,521,004	14,068,287	8,284,654	9,284,164
Debt service:										
Principal*	-	-	-	-	-	-	-	-	-	1,170,000
Interest*	-	-	-	-	-	-	-	-	-	1,405,454
Pass-through payments*	-	-	-	-	-	-	-	-	-	828,396
SERAF Payment*	-	-	-	-	-	-	-	-	-	-
Payment to bond escrow agent*	-	-	-	-	-	-	-	-	-	-
Total expenditures	35,480,116	37,880,610	38,411,044	28,090,863	33,126,979	25,953,123	29,779,821	35,256,280	29,595,152	33,097,276
Excess (deficiency) of revenues over (under) expenditures	(942,204)	(4,016,739)	(1,179,342)	8,109,816	(5,099,403)	13,018,251	(2,928,655)	(6,627,175)	4,546,823	(3,998,514)
Other financing sources (uses):										
Sale of Capital Assets	402,000									
Issuance of long term debt	469,081	-	-	-	-	-	-	-	-	-
Payment to bond escrow agent	-	-	-	-	-	-	-	-	-	-
Transfers in	1,864,923	1,919,422	2,995,704	2,191,020	2,017,731	3,448,326	3,522,188	708,567	6,426,146	3,535,100
Transfers out	(2,364,027)	(1,919,422)	(2,995,704)	(2,191,020)	(2,017,731)	(3,448,326)	(3,522,188)	(708,567)	(6,426,146)	(3,535,100)
Total other financing sources (uses)	371,977	-	-	-	-	-	-	-	-	-
Extraordinary Item	-	-	-	-	-	-	-	(946,087)	(2,168,384)	(55,543,582)
Net change in fund balances	$ (570,227)	$ (4,016,739)	$ (1,179,342)	$ 8,109,816	$ (5,099,403)	$ 13,018,251	$ (2,928,655)	$ (7,573,262)	$ 2,378,439	$ (59,542,096)
Debt service* as a percentage of noncapital + expenditur	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	16.7%

Debt service is for the former RDA.
The RDA was dissolved on February 1, 2012.

CITY OF HIGHLAND
Assessed Value and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years

	Assessed Value				
Category	2021	2020	2019	2018	2017
Residential	3,559,231,681	3,421,547,404	3,235,632,104	3,058,458,940	2,906,523,051
Commercial	260,893,974	262,495,563	232,261,059	221,613,336	210,815,100
Industrial	57,592,686	52,476,393	51,299,293	48,639,494	48,108,184
Irrigated	438,128	680,270	666,931	655,502	642,650
Dry Farm	-	-	-	129,918	127,371
Recreational	2,013,113	2,010,581	1,327,099	1,324,666	1,322,280
Institutional	31,067,831	30,851,503	30,051,724	28,952,472	28,702,907
Miscellaneous	13,595,907	13,035,651	9,917,709	9,841,856	9,906,629
Vacant Land	89,904,034	91,922,879	88,609,668	88,183,693	82,278,983
SBE Nonunitary	37,800	37,800	18,900	18,900	18,900
Unsecured	75,228,717	68,665,836	61,381,977	56,298,251	58,764,229
Govt. Owned	24,000,000	-	-	-	-
Unknown	-	-	-	-	-
Exemptions	(111,624,080)	(97,885,315)	(82,876,255)	(79,270,623)	(73,367,998)
Total	4,002,379,791	3,845,838,565	3,628,290,209	3,434,846,405	3,273,842,286
Total direct rate	0.23897	0.23897	0.23904	0.23904	0.23903

Category	2016	2015	2014	2013	2012
Residential	2,773,541,762	2,609,720,470	2,447,887,756	2,360,240,430	2,340,010,673
Commercial	198,338,374	196,409,096	194,061,982	190,385,491	197,340,618
Industrial	46,948,732	42,808,510	42,408,595	39,608,573	38,257,586
Irrigated	632,998	794,784	791,192	1,023,979	1,003,899
Dry Farm	200,535	196,606	195,718	191,880	188,118
Recreational	1,519,489	2,391,470	2,390,411	2,243,540	2,416,706
Institutional	28,271,761	27,748,091	27,588,682	27,124,221	27,049,010
Miscellaneous	9,556,408	11,796,187	12,959,361	13,574,718	13,405,863
Vacant Land	76,496,990	75,088,677	74,106,442	77,808,833	81,515,351
SBE Nonunitary	18,900	18,900	31,500	31,500	31,500
Unsecured	62,288,201	61,175,324	62,341,169	63,946,028	63,630,188
Unknown	-	-	-	1,285,846	866,876
Exemptions	(72,450,406)	(61,581,215)	(60,509,158)	(57,924,892)	(56,024,399)
Total	3,125,363,744	2,966,566,900	2,804,253,650	2,719,540,147	2,709,691,989
Total direct rate	0.23904	0.23898	0.23897	0.47862	0.48340

NOTE:
In 1978 the voters of the State of California passed Proposition 13 which limited property taxes to a total maximum rate of 1% based upon the assessed value of the property being taxed.
Each year the assessed value of property may be increased by an "inflation factor" (limited to a maximum increase of 2%). With few exceptions, property is only re-assessed at the time that it is sold to a new owner. At that point, the new assessed value is reassessed at the purchase price of the property sold. The assessed valuation data shown above represents the only data currently available with respect to the actual market value of taxable property and is subject to the limitations described above.

Source: HdL

CITY OF HIGHLAND
Direct and Overlapping Property Tax Rates
(Rate per $100 of assessed value)
Last Eight Fiscal Years

	2021	2020	2019	2018	2017	2016	2015	2014
City Direct Rate:								
Property Tax General Fund								
Assessed value of City basic rate	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400	$0.24400	$0.24400	$ 0.24400	$0.24400
Total City Direct Rate	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400	$0.24400	$0.24400	$ 0.24400	$0.24400
Overlapping Rates:								
County Free Library	$ 0.01344	$ 0.01344	$ 0.01344	$ 0.01344	$0.01344	$0.01344	$ 0.01344	$0.01344
County General Fund	$ 0.13880	$ 0.13880	$ 0.13880	$ 0.13880	$0.13880	$0.13880	$ 0.13880	$0.13880
County Superintendent	$ 0.00712	$ 0.00712	$ 0.00712	$ 0.00712	$0.00712	$0.00712	$ 0.00712	$0.00712
Inland Empire Joint Resource Conservation District	$ 0.00049	$ 0.00049	$ 0.00049	$ 0.00049	$0.00049	$0.00049	$ 0.00049	$0.00049
Education Revenue Augmentation Fund	$ 0.21010	$ 0.21010	$ 0.21010	$ 0.21010	$0.21010	$0.21010	$ 0.21010	$0.21010
Flood Control Administration 3-6	$ 0.00080	$ 0.00080	$ 0.00080	$ 0.00080	$0.00080	$0.00080	$ 0.00080	$0.00080
Flood Control Zone 3	$ 0.02430	$ 0.02430	$ 0.02430	$ 0.02430	$0.02430	$0.02430	$ 0.02430	$0.02430
Redlands Unified	$ 0.28670	$ 0.28670	$ 0.28670	$ 0.28670	$0.28670	$0.28670	$ 0.28670	$0.28670
San Bernardino Community College	$ 0.04880	$ 0.04880	$ 0.04880	$ 0.04880	$0.04880	$0.04880	$ 0.04880	$0.04880
San Bernardino Valley Municipal Water	$ 0.02510	$ 0.02510	$ 0.02510	$ 0.02510	$0.02510	$0.02510	$ 0.02510	$0.02510
San Bernardino Valley Water Conservation District	$ 0.00043	$ 0.00043	$ 0.00043	$ 0.00043	$0.00043	$0.00043	$ 0.00043	$0.00043
Total Direct rates	$ 1.00000	$ 1.00000	$ 1.00000	$ 1.00000	$1.00000	$1.00000	$ 1.00000	$1.00000
Redlands Unified School Bond 1993	$ 0.03600	$ 0.03390	$ 0.03240	$ 0.04940	$0.05240	$0.05670	$ 0.05940	$0.06290
San Bernardino Community College Bond	$ 0.06510	$ 0.05620	$ 0.04070	$ 0.03760	$0.03500	$0.04030	$ 0.03930	$0.04190
San Bernardino Unified School Bond	$ 0.10340	$ 0.09690	$ 0.11260	$ 0.10070	$0.07950	$0.11820	$ 0.10810	$0.13500
San Bernardino Valley Muni Water District Bond	$ 0.14250	$ 0.14250	$ 0.15250	$ 0.15250	$0.16250	$0.16250	$ 0.16250	$0.16250
Total Overlapping Rates	$ 0.34700	$ 0.32950	$ 0.33820	$ 0.34020	$0.32940	$0.37770	$ 0.36930	$0.40230
Total Direct & Overlapping Tax Rates	$ 1.34700	$ 1.32950	$ 1.33820	$ 1.34020	$1.32940	$1.37770	$ 1.36930	$1.40230
Redevelopment Rate	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Total Direct Rate	$ 0.23897	$ 0.23897	$ 0.23904	$ 0.23904	$0.23903	$0.23904	$ 0.23898	$0.23897

In 1978, California voters passed Proposition 13 which sets the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property taxes reside in. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of other bonds of overlapping governments.

The RDA was dissolved on February 1, 2012.

The Total Direct rate is the weighted average of all individual direct rates applied to by the government preparing the statistical section.

Information for additional years is unavailable.

Source: HdL

CITY OF HIGHLAND
Principal Property Tax Payers
Current Fiscal Year & Nine Years Ago

	2021		2012	
Taxpayer	Taxable Assessed Value	Percent of Total City Taxable Assessed Value	Taxable Assessed Value	Percent of Total City Taxable Assessed Value
Victoria Development Company	27,669,221	0.70%	23,023,210	0.87%
Miracle Mile Properties, LP	18,477,996	0.47%		
Lowes HIW Inc.	20,746,000	0.53%	19,494,827	0.74%
Highland AL-MC Group	14,095,064	0.36%		
Greenspot Village & Marketplace LLC	16,126,432	0.41%	11,172,511	0.42%
Greenspot Ranch Investors	13,464,796	0.34%	13,506,032	0.51%
RRM Properties Limited	8,239,983	0.21%	4,099,893	0.15%
Cole LA Highland California LP	10,876,426	0.28%	9,284,389	0.35%
Boulder Baseline Investors			9,210,103	0.35%
2018 3 IH Borrower	13,229,241	0.34%		
Sam Menlo Trust			15,838,767	0.60%
Stater Bros Markets			8,098,495	0.31%
Wesmor			8,587,880	0.32%
Highland 70000 Medical Properties LLC	10,789,404	0.27%		
Federal National Mortgage Association				
	$153,714,563	3.91%	$122,316,107	4.62%

The amounts shown above include assessed value (secured & unsecured) data for both the City and the former Redevelopment Agency.

Source: HdL

CITY OF HIGHLAND
Property Tax Levies and Collections
Last Ten Fiscal Years

Fiscal Year Ended June 30	Property Taxes Levied for the Fiscal Year	Amount Collected	Percent of Levy	Property Tax Collections in Subsequent Years	Amount Collected	Percent of Levy
2012	$ 6,611,648	5,629,180	85.14%	75,746	5,704,926	86.29%
2013	$ 6,635,678	5,164,997	77.84%	80,938	5,245,935	79.06%
2014	$ 6,842,379	5,494,205	80.30%	72,621	5,566,826	81.36%
2015	$ 7,238,423	5,672,014	78.36%	68,951	5,740,965	79.31%
2016	$ 7,625,888	5,943,945	77.94%	61,230	6,005,175	78.75%
2017	$ 7,988,175	6,241,970	78.14%	59,210	6,301,180	78.88%
2018	$ 8,381,025	6,520,591	77.80%	41,528	6,562,119	78.30%
2019	$ 8,853,028	6,546,737	73.95%	266,468	6,813,206	76.96%
2020	$ 9,383,846	6,975,060	74.33%	39,387	7,014,447	74.75%
2021	$ 9,765,807	7,337,106	75.13%	47,591	7,384,697	75.62%

The amounts presented include City property taxes (24.4%) of the 1% general levy.

Source: San Bernardino County Auditor Controller's Office and City records.

CITY OF HIGHLAND
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

Governmental Activities

Fiscal Year Ended June 30	Former RDA Tax Allocation Bonds	Percentage of Personal Income [1]	Debt Per Capita [1]
2012	-	0.00%	-
2013	-	0.00%	-
2014	-	0.00%	-
2015	-	0.00%	-
2016	-	0.00%	-
2017	-	0.00%	
2018	-	0.00%	-
2019	-	0.00%	-
2020	-	0.00%	-
2021	-	0.00%	-

[1] These ratios are calculated using personal income and population for the prior calendar year.

Notes: Details regarding the Successor Agency to the Highland Redevelopment Agency's outstanding debt can be found in the notes to the financuial statements.

CITY OF HIGHLAND
Ratio of General Bonded Debt Outstanding
Last Ten Fiscal Years

Outstanding General Bonded Debt

Fiscal Year Ended June 30	Former RDA Tax Allocation Bonds	Percent of Assessed Value [1]	Per Capita
2012	-	0.00%	-
2013	-	0.00%	-
2014	-	0.00%	-
2015	-	0.00%	-
2016	-	0.00%	-
2017	-	0.00%	-
2018	-	0.00%	-
2019	-	0.00%	-
2020	-	0.00%	-
2021	-	0.00%	-

[1] Assessed value has been used because the actual value of taxable property is not readily available in the State of California.

Notes: Details regarding the Successor Agency to the Highland Redevelopment Agency's outstanding debt can be found in the notes to the financial statements.

CITY OF HIGHLAND
Overlapping Tax & Assessment Debt
June 30, 2021

2020-2021 Assessed Valuation $ 4,002,379,791

	Percentage Applicable [1]	Outstanding Debt 6/30/2021	City's Share of Overlapping Debt
Overlapping Tax and Assessment Debt			
San Bernardino Community College District	5.017%	$ 727,578,368	$ 36,502,607
Redlands Unified School District	12.207%	63,768,512	7,784,222
San Bernardino Unified School District	9.186%	289,886,327	26,628,958
City of Highland CFD 90-1	100.00%	-	-
City of Highland CFD 2001-1	100.00%	2,300,000	2,300,000
Redlands Unified School District CFD 2001-1 and 2006-1	100.00%	17,550,000	17,550,000
Total Overlapping Tax and Assessment Debt			$ 90,765,787
Direct & Overlapping General Fund Obligation Debt			
San Bernardino County General Fund Obligations	1.599%	214,095,000	$ 3,423,379
San Bernardino County Pension Obligations	1.599%	180,825,585	2,891,401
San Bernardino County Flood Control District COP	1.599%	51,360,000	821,246
San Bernardino Unified School District COP	9.186%	90,000,000	8,267,400
City of Highland	100.000%	-	-
Total Direct & Overlapping General Fund Obligation Debt			$ 15,403,426
Overlapping Tax Increment Debt (Successor Agencies)			
Successor Agency to the Highland RDA (SARDA)	100.00%	41,375,000	$ 41,375,000
San Bernardino County (IVDA) Tax Allocation Bonds	0.003%	225,585,000	6,768
Total Overlapping Tax Increment Debt (Successor Agencies)			$ 41,381,768
TOTAL DIRECT DEBT			$ -
TOTAL OVERLAPPING DEBT			$ 147,550,981
COMBINED TOTAL DEBT		[2]	$ 147,550,981

1. The percentage of overlapping debt applicable to the city is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of the overlapping district's assessed value that is within the boundaries of the city divided by the district's total taxable assessed value.

2. Excludes tax and revenue anticipation notes, revenue, mortgage revenue and non-bonded capital lease obligations.

Ratios to 2020-2021 Assessed Valuation:

Total Overlapping Tax & Assessment Debt	2.27%
Total Direct Debt	0.00%
Combined Total Debt	3.69%

Details regarding the Successor Agency to the Highland Redevelopment Agency's (SARDA) outstanding debt can be found in the notes to the financial statements.

Source: California Municipal Statistics, Inc.

CITY OF HIGHLAND
Legal Debt Margin Information
Last Ten Years

	Fiscal Year									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Assessed Valuation	$4,002,379,791	$3,845,838,565	$3,628,290,209	$3,434,846,405	$3,273,842,286	$3,125,363,744	$2,966,566,900	$2,804,253,650	$2,719,540,147	$2,709,691,989
Conversion percentage	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%
Adjusted assessed valuation	$1,000,594,948	$ 961,459,641	$ 907,072,552	$ 858,711,601	$ 818,460,572	$ 781,340,936	$ 741,641,725	$ 701,063,413	$ 679,885,037	$ 677,422,997
Debt limit percentage	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Debt limit	150,089,242	144,218,946	136,060,883	128,806,740	122,769,086	117,201,140	111,246,259	105,159,512	101,982,756	101,613,450
Total net debt applicable to	-	-	-	-	-	-	-	-	-	-
Legal debt margin	$ 150,089,242	$ 144,218,946	$ 136,060,883	$ 128,806,740	$ 122,769,086	$ 117,201,140	$ 111,246,259	$ 105,159,512	$ 101,982,756	$ 101,613,450
Total debt applicable to the as a percentage of debt limit	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

The Government Code of the State of California provides for a legal debt limit of 15% of gross assessed valuation. However, this provision was enacted when assessed valuation was based upon 25% of market value. Effective with the 1981-82 fiscal year, each parcel is now assessed at 100% of market value (as of the most recent change in ownership for that parcel). The computations shown above reflect a conversion of assessed valuation data for each fiscal year from the current full valuation perspective to the 25% level that was in effect at the time that the legal debt margin was enacted by the State of California for local governments located within the state.

Source: City of Highland
San Bernardino County Tax Assessor

CITY OF HIGHLAND
Pledged-Revenue Coverage
Last Ten Fiscal Years

Tax Allocation Bonds

Fiscal Year Ended June 30	Former RDA Tax Increment	Debt Service Principal	Debt Service Interest	Coverage
2012	4,759,252	1,170,000	1,405,454	1.85
2013	-	-	-	-
2014	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
2021	-	-	-	-

Note: Details regarding the SARDA's outstanding debt can be found in the notes to the financial statements. The RDA was dissolved on 2/1/2012.

In January of 2011, the RDA Board approved the re-payment of $6,021,420 of advances (loans) from the City.

CITY OF HIGHLAND
Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year	Population (1)	Personal Income (2) (in thousands)	Per Capital Personal Income (3)	Unemployment Rate (4)
2012	53,664	1,176,583	21,925	16.6%
2013	53,926	1,187,127	22,014	12.2%
2014	54,033	1,173,489	21,718	10.6%
2015	53,340	1,121,794	21,031	7.0%
2016	53,645	1,165,867	21,733	5.6%
2017	54,377	1,170,411	21,524	5.0%
2018	54,761	1,215,505	22,196	5.1%
2019	55,778	1,278,521	22,921	4.1%
2020	55,323	1,353,800	24,470	3.8%
2021	55,060	1,471,700	26,729	10.0%

Sources:
(1) State Department of Finance/HdL
(2) Calculated using City of Highland per capital personal income
(3) HdL
(4) HdL

CITY OF HIGHLAND
Full-time City Employees only
by Department
Last Ten Fiscal Years

Department	Full-Time Equivalent Employees as of June 30									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
City clerk	1.950	1.950	1.950	1.950	1.850	1.850	1.950	1.950	1.950	1.800
General government	3.750	3.750	3.850	3.850	3.800	3.800	3.925	3.925	3.950	3.650
Personnel	0.250	0.250	0.250	0.250	0.250	0.250	0.300	0.300	0.300	0.300
Finance	4.500	4.500	4.500	4.475	4.125	4.150	4.375	4.375	4.400	3.900
Public works (Gas tax)	4.350	4.350	4.300	4.300	4.300	4.300	5.200	5.200	5.000	5.250
Engineering	1.350	1.350	0.350	0.350	0.350	0.350	0.350	0.350	0.500	0.750
Planning	5.050	5.050	5.050	5.050	5.150	5.150	5.550	5.550	5.650	4.500
Public services	3.000	3.000	3.000	3.000	2.000	2.000	2.000	2.000	2.000	2.000
Building and safety	2.050	2.050	2.050	2.050	2.050	1.550	1.550	1.550	1.550	1.475
Code enforcement	2.900	2.900	2.900	2.900	1.900	2.400	2.400	2.400	2.400	1.775
Parks and trails	1.150	1.150	1.150	1.150	1.150	1.150	2.150	2.150	2.250	2.250
Graffiti	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
CDBG	1.400	1.400	1.400	1.400	1.400	1.400	1.400	1.400	1.400	1.400
Street/Storm Drain	0.050	0.050	-	-	-	-	-	-	-	-
HUD grant	-	-	-	-	-	-	-	-	-	-
Assessment districts	1.200	1.200	1.200	1.200	1.200	1.200	-	-	-	-
Captial improvements	1.150	1.150	1.150	1.175	1.175	-	-	-	-	-
AQMD AB 2766	-	-	-	-	-	-	-	-	-	-
Volunteer Services	0.750	0.750	-	-	-	-	-	-	-	-
General capital financing	0.250	0.250	-	-	-	-	-	-	-	-
General liability	0.350	0.350	0.350	0.350	0.350	0.350	0.400	0.400	0.400	0.400
Building services	0.850	0.850	0.850	0.850	0.850	0.850	0.850	0.850	0.250	0.250
Housing authority	0.700	0.700	0.700	0.700	0.450	0.450	0.100	0.100	-	-
Redevelopment/Successor agency	-	-	-	-	0.650	1.800	0.500	0.500	-	6.300
	38.000	38.000	36.000	36.000	34.000	34.000	34.000	34.000	33.000	37.000

Source: City of Highland.

CITY OF HIGHLAND
Operating Indicators
by Department
Last Ten Fiscal Years

	Fiscal Year									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Police department:										
Calls for service	47,283	47,083	46,493	48,187	46,337	48,204	48,314	45,795	44,270	46,260
Adult Bookings	1,377	1,342	1,787	1,344	1,673	1,557	1,726	1,644	1,659	1,767
Animal control services:										
Calls for service	2,488	2,668	3,149	3,076	3,310	3,650	3,914	4,268	3,977	4,141
Impounds	1,170	1,266	1,467	1,453	1,540	1,556	1,792	2,066	2,579	2,260
Dog licenses issued	1,205	1,267	1,501	1,627	1,787	1,968	2,287	2,394	2,647	3,273
Public works:										
Roadway maintained (miles)	143.47	143.35	142.67	142.67	142.67	142.67	142.67	142.50	142.50	142.50
Planning:										
Applications	110	62	95	121	130	139	146	190	151	180
Building and safety:										
Building permits issued	1,208	957	1,263	1,336	1,268	1,389	n/a*	1,154	1,048	1,276
Administration:										
New business licenses	503	316	312	343	247	366	973	411	627	667
Renewed business licenses	2,971	2,973	2,949	2,499	2,219	1,842	1,479	1,520	1,287	1,239
Parks:										
Number of parks	7	7	7	7	7	7	7	7	7	7
Acreage	37.25	37.25	37.25	37.25	37.25	37.25	37.25	37.25	37.25	37.25

CITY OF HIGHLAND
Capital Asset Statistics
by Function
Last Ten Fiscal Years

	Fiscal Year									
	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Police:										
Police stations	1	1	1	1	1	1	1	1	1	1
Fire:										
Fire stations	3	3	3	3	3	3	3	3	3	3
Public works:										
Corporation yards	1	1	1	1	1	1	1	1	1	1
Streets (miles)	143.47	143.35	142.67	142.67	142.67	142.67	142.67	142.50	142.50	142.50
Street lights	3,495	3,495	3,495	3,495	3,490	3,455	3,455	3,395	3,380	3,376
Traffic signals	57	57	57	56	55	54	54	52	52	52
Recreation:										
Parks	7	7	7	7	7	7	7	7	7	7
Community centers	1	1	1	1	1	1	1	1	1	1
Athletic centers	1	1	1	1	1	1	1	1	1	1
Libraries	1	1	1	1	1	1	1	1	1	1

Source: City of Highland


NOVEMBER 24, 1987
CITY OF HIGHLAND

THE CITY OF HIGHLAND MISSION AND VALUES

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of the City of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

This Mission is established to reflect the following beliefs which represent the predominant beliefs of the community. They express what matters most in the conduct of public affairs affecting the citizenry of Highland.

RESPONSIBILITY

Everyone in the community has rights and is responsible for their own actions.

SERVICE

Volunteer service is a valued community resource.

ACCOUNTABILITY

Public resources and finances are to be stewarded carefully and conservatively-we live within our means and will not place huge debts on future generations.

CREATIVITY

Creative solutions are the norm, not the exception.

NEIGHBORHOOD STABILITY

Neighborhood stability and a sense of ownership are to be encouraged and strengthened.

VISION

The community has a vision of the future and how it will get there.

FAMILY

Families are the basic unit of society and the essence of what makes our community. All values should be encouraged at this family level.


NOVEMBER 24, 1987
CITY OF HIGHLAND

CITY OF HIGHLAND

Single Audit Report on Federal Award Programs

June 30, 2021

CITY OF HIGHLAND
SINGLE AUDIT REPORT ON FEDERAL AWARD PROGRAMS
Year Ended June 30, 2021

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Van Lant & Fankhanel, LLP
Certified Public Accountants

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

City Council
City of Highland
Highland, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of Highland (City), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 7, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Van Lant & Fankhanel, LLP

December 7, 2021

Van Lant & Fankhanel, LLP
Certified Public Accountants

Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by Uniform Guidance

City Council
City of Highland
Highland, California

Report on Compliance for Each Major Federal Program

We have audited the City of Highland's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2021. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

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Opinion on Each Major Federal Program

In our opinion, the City of Highland, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, of the City of Highland, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated December 7, 2021, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Van Lant & Fankhanel, LLP

December 7, 2021

CITY OF HIGHLAND
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Program Identification Number	Program Expend-itures	Provided to Sub-Recipients
Department of Housing and Urban Development				
CDBG - Entitlement Grants Cluster				
Passed through the County of San Bernardino:				
Community Development Block Grant	14.218	18103K/0146	$ 153,801	$ -
Community Development Block Grant	14.218	19103K/0167	192,121	-
Community Development Block Grant	14.218	20103K/0180	295,107	-
Community Development Block Grant	14.218	HIGH-20-1-15 Z/1355	110,351	-
Community Development Block Grant	14.218	HIGH 20-1-02 A/1219	24,234	24,234
Community Development Block Grant	14.218	HIGH 20-2-05 D/2620	13,000	13,000
Community Development Block Grant	14.218	HIGH 20-2-05 Z/2443	11,131	11,131
COVID-19 - Community Development Block Grant	14.218	HIGH 19CV-1-05W/0200	1,187	1,187
COVID-19 - Community Development Block Grant	14.218	HIGH 19CV-2-05W/0202	134,378	134,378
Total Department of Housing and Urban Development Programs			935,310	183,930
Department of Justice				
Passed through the County of San Bernardino:				
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2017-DJ-BX-0991	15,759	-
Total Department of Justice Programs			15,759	-
Department of the Treasury				
Direct Recipient				
COVID-19 - Coronavirus State and Local Fiscal Recovery Fund	21.027	-	6,088	-
Passed through the County of San Bernardino:				
COVID-19 - Coronavirus Relief Fund	21.019	2020-H5303-CA-VD	683,080	-
Passed through the California Department of Finance:				
COVID-19 - Coronavirus Relief Fund	21.019	-	676,771	-
Coronavirus Relief Fund program subtotal			1,359,851 *	-
Total Department of Treasury Programs			1,365,939	-
Department of Homeland Security				
Passed through the San Bernardino Co. Fire Protection District:				
Homeland Security Grant Program	97.067	DHS-19-GPD-067-00-02	13,607	-
Total Department of Homeland Security Programs			13,607	-
Department of Transportation				
Passed through the California Department of Transportation:				
Recreational Trails Program	20.219	RT 36-013 OR ZT 36-057	14,091	-
Highway Planning and Construction Cluster				
Passed through the California Department of Transportation:				
Highway Planning and Construction	20.205	BR-NBIL 5449 (505)	483,451	-
Highway Planning and Construction	20.205	PNRSL 5449 (033)	69,459	-
Highway Planning and Construction	20.205	SRTS 5449 (026)	385,792	-
Highway Planning and Construction	20.205	SRTS 5449 (027)	243,444	-
Total Highway Planning and Construction Cluster			1,182,146	-
Total Department of Transportation Programs			1,196,237	-
Department of Commerce				
Passed through the San Manuel Band of Mission Indians:				
Economic Development Assistance	11.300	EDA 07-01-07415	89,998	-
Total Department of Commerce Programs			89,998	-
Total Expenditures of Federal Awards			$ 3,616,850	$ 183,930

* = Major Program

CITY OF HIGHLAND
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2021

1) Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of the City of Highland (the City) under programs of the federal government as well as federal financial assistance passed through other government agencies for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial statements of the City. The City's reporting entity is defined in Note 1 of the notes to the City's financial statements.

2) Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported using the modified accrual basis of accounting for governmental funds and the accrual basis for proprietary funds, which is described in Note 1 of the notes to the City's financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance and OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments,* wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass through entity identifying numbers are presented when available. The City has elected not to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

3) Relationship to Other Reports

Amounts reported in the accompanying Schedule agree to the amounts reported within the City's Annual Comprehensive Financial Report and Federal Financial Report.

4) Contingencies

Under the terms of federal and state grants, additional audits may be requested by the grantor agencies, and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to a request for reimbursement to the grantor agencies.

5) Subrecipient Expenditures

During the fiscal year ended June 30, 2021, the City made payments to subrecipients which consisted of the following:

Highland Senior Center	$	24,234
Central Little League		13,000
YMCA		11,131
Highland Grocery		1,187
Highland Ready Made Food		134,378
Total Subrecipients	$	183,930

CITY OF HIGHLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2021

SECTION I – SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of Auditor's Report Issued:	Unmodified
Internal Control Over Financial Reporting:	
Material Weakness(es) Identified?	No
Significant Deficiencies Identified not Considered to be Material Weaknesses?	No
Noncompliance Material to Financial Statements Noted?	No

Federal Awards

Internal Control Over Major Programs:	
Material Weakness(es) Identified?	No
Significant Deficiencies Identified not Considered to be Material Weaknesses?	No
Type of Auditor's Report Issued on Compliance for Major Programs:	Unmodified
Any Audit Findings Disclosed that are Required to be Reported in Accordance With Uniform Guidance?	No

Identification of Major Programs:

CFDA Numbers	Name of Federal Program or Cluster
21.019	Coronavirus Relief Fund

Dollar Threshold used to Distinguish Between Type A And Type B Programs:	$ 750,000
Auditee Qualified as Low-Risk Auditee?	Yes

SECTION II – FINANCIAL STATEMENT FINDINGS

There were no auditor's findings to be reported in accordance with *Government Auditing Standards.*

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no auditor's findings to be reported in accordance with *Uniform Guidance*.

CITY OF HIGHLAND
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended June 30, 2021

SECTION II – FINANCIAL STATEMENT FINDINGS

There were no auditor's findings to be reported in accordance with *Government Auditing Standards.*

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no auditor's findings to be reported in accordance with the *Uniform Guidance*.


NOVEMBER 24, 1987
CITY OF HIGHLAND

Van Lant & Fankhanel, LLP
Certified Public Accountants

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

City Council
City of Highland
Highland, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of Highland (City), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 7, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be

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material weaknesses or significant deficiencies and therefore, material weaknesses may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Van Lant & Fankhanel, LLP

December 7, 2021

Van Lant & Fankhanel, LLP
Certified Public Accountants

December 7, 2021

City Council
City of Highland
Highland, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Highland (City) for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards,* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 4, 2021. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year, except for the implementation of GASB Statement No. 84, *Fiduciary Activities*. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimate of the fair value of investments is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of investments in determining that it is reasonable in relation to the financial statements as a whole.

Management's estimate of capital assets depreciation is based on historical estimates of each capitalized item's useful life. We evaluated the key factors and assumptions used to develop the estimated useful lives in determining that they are reasonable in relation to the financial statements as a whole.

Management's estimates for the net pension and total OPEB liabilities are based on actuarial information provided by the California Public Employee Retirement System's (CalPERS) actuarial office, and other sources. We evaluated the key factors and assumptions to develop these liabilities in determining that the estimated liabilities are reasonable in relation to the financial statements as a whole.

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Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of the fair value of investments in Note 2 to the financial statements represents amounts susceptible to market fluctuation.

The disclosure of accumulated depreciation in Note 4 to the financial statements is based on estimated useful lives which could differ from actual useful lives of each capitalized item.

The disclosures for the net pension and total OPEB liabilities in Notes 5, 7 and 8 to the financial statements are based on assumptions for discount rates, etc., which could differ from actual experience. The notes disclose the differences in these liabilities if different assumptions are used in estimating these liabilities.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 7, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Management's Discussion and Analysis and other required supplementary information, as listed in the City's financial statements, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (e.g., budgetary schedules, combining statements, individual fund statements), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the City Council and management of the City of Highland and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Van Lant & Fankhanel, LLP


NOVEMBER 24, 1987
CITY OF HIGHLAND

Van Lant & Fankhanel, LLP
Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REPORT ON AGREED-UPON PROCEDURES APPLIED TO APPROPRIATIONS LIMIT WORKSHEETS

City Council
City of Highland
Highland, California

We have performed procedures enumerated below to be the accompanying Appropriations Limit worksheet of the City of Highland, for the year ended June 30, 2021. These procedures, which were agreed to by the City of Highland and the League of California Cities (as presented in the publication entitled *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIIIB of the California Constitution)*, were performed solely to assist the City in meeting the requirements of Section 1.5 of Article XIIIB of the California Constitution. The City's management is responsible for the Appropriations Limit worksheet. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed worksheets and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the City Council. We also compared the population and inflation options included in the aforementioned documents to those that were selected by a recorded vote of the City Council.

   Finding: No exceptions were noted as a result of our procedures.

2. For the accompanying Appropriations Limit worksheet, we added last year's limit to total adjustments and agreed the resulting amount to this year's limit.

   Finding: No exceptions were noted as a result of our procedures.

3. We agreed the current year information presented in the accompanying Appropriations Limit worksheet to the other documents referenced in #1 above.

   Finding: No exceptions were noted as a result of our procedures.

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4. We agreed the prior year appropriations limit presented in the accompanying Appropriations Limit worksheet to the prior year appropriations limit adopted by the City Council during the prior year.

   Finding: No exceptions were noted as a result of our procedures.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit worksheet. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriations limit for the base year, as defined by the League publication entitled *Article XIIIB of the California Constitution.*

This report is intended solely for the use of the City Council and management of the City of Highland and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Van Lant & Fankhanel, LLP

December 7, 2021

CITY OF HIGHLAND
APPROPRIATIONS LIMIT COMPUTATION
2020 - 2021

		2020-21
Change in Per Capita Personal Income		3.73%
Population Change City Population Growth		0.1829%
A. Change in Per Capita Personal Income Converted to a Ratio		1.0373
B. Population Growth Converted to a Ratio		1.001829
Calculation of Growth Factor (A x B)		1.0391972
2019 -2020 Appropriations Limit	$ 36,698,870	
2020 -2021 Appropriations Limit ($36,698,870 x 1.0391972)	$ 38,137,363	


NOVEMBER 24, 1987
CITY OF HIGHLAND


NOVEMBER 24, 1987
CITY OF HIGHLAND

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: AB 1600 Development Impact Fee Annual Report for Fiscal Year 2020-2021 per Government Code Section 66006.

RECOMMENDATION: The Finance Subcommittee recommends that the City Council receive and file the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2020-2021.

FISCAL IMPACT: The Fund Balance as of June 30, 2021 on all accounts is $7,650,088.13.

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

BACKGROUND: Collection of Development Impact Fees began after Ordinance No. 45 and Resolution No. 88-46 was approved on November 8, 1988. Government Code Section 66006 (b)(1) requires that the City make available to the public within 180 days of the close of each fiscal year an accounting of all the activity that has occurred within the accounts that the City set up by way of Resolution No. 88-46.

This item was reviewed by the Finance Subcommittee on December 6, 2021 and recommends that this item be approved by the City Council.

Approved_____	Motion_____	Second _____	Agenda Item No. 10
Denied_____	Ayes_____		
Continued _____	Noes _____		File No. _____
Tabled_____	Abstain_____		
	Absent_____		

B Hughes

City Clerk

City Manager

AB 1600 Development Impact Fees Annual Report
Government Code Section 66006
For June 30, 2021

Project #	Title	Balance 7/1/2020	Transfers	Revenues	Interest	Expenditures		Balance 6/30/2021
9700	Law Enforcement Facilities & Equipment	351,350.18	-	3,260.13	1,685.62	-		356,295.92
9701	Fire Facilities & Equipment	400,214.00	-	15,421.74	1,975.70	-		417,611.44
9702	General Facilities	366,962.73	-	37,420.12	1,922.21	-		406,305.06
9703	Parks & Recreation Facilities	497,604.66	-	41,985.27	2,564.91	-		542,154.83
9711	Library Facilities	289,134.43	-	10,343.19	1,423.55	-		300,901.16
9712	Local Circulation	589,268.43	-	296,418.44	4,210.06	179,142.41	d-j	710,754.52
9713	Regional Flood	506,064.53	-	33,617.10	2,565.34	-		542,246.97
9714	Public Use Facilities	1,169,555.62	-	12,891.94	5,620.69	-		1,188,068.25
9715	Regional Circulation-Del Rosa	277,560.10	-	30,125.68	1,462.56	-		309,148.35
9716	Regional Circulation-Base Line	630,291.11	-	68,786.93	3,323.02	-		702,401.06
9717	Regional Circulation-Fifth Street	619,791.17	-	67,615.38	3,267.54	-		690,674.10
9718	Regional Circulation-Arterials	1,332,218.75	-	562,788.86	9,007.80	420,488.93	a-b	1,483,526.48
9845	SBCTA Agreement 18-1001978	-	-	469,081.23	-	469,081.23	c	-
		7,030,015.69	-	1,649,756.01	39,029.00	1,068,712.57		7,650,088.13
		7,030,015.69						7,650,088.13

Summary of expenditures:

a	Project BRG 12-001 Orange Street Bridge	95,395.00
b	Project BRG 04-004a Boulder Avenue Bridge	325,093.93
c	Project ICH 09-001 DIF Agreement 18-1001978	469,081.23
d	Project STR 12-004 SR2S Warm Springs	66,697.52
e	Project STR 07-009 Bruce-Crest-Hillview-Cunningham-9th	185.08
f	Project SWK 16-001 Sterling Ave/Water Street	6,699.14
g	Project SDR 19-001 Elder Gulch Storm Drain	6,128.25
h	Project STR 20-002 Pacific Street Pavement Rehab	10,318.04
i	Project STR 20-001 PMP Sector E Rehab	10,752.50
j	Tract 18935 DIF Reimb/Credit	78,361.88
		1,068,712.57

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Developer in-lieu Fee Annual Report for Fiscal Year 2020-2021.

RECOMMENDATION: The Finance Subcommittee recommends that the City Council receive and file the Developer in-lieu Fee Annual Report for Fiscal Year 2020-2021.

FISCAL IMPACT: The Fund Balance as of June 30, 2021 on all accounts is $4,442,499.55.

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

BACKGROUND: The developer in-lieu fee fund is used to hold funds paid by developers for projects the city will construct later. For example, the city may accept in-lieu fees by several developers to construct a signal when needed in the future. It is more cost effective to have the developers pay the in-lieu fee to the city then to have each developer construct a portion of the signal as their project is finished.

This item was reviewed by the Finance Subcommittee on December 6, 2021 and recommends that this item be approved by the City Council.

Approved _____	Motion _____	Second _____	Agenda Item No. 11
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hugh
City Clerk

City Manager

Developer In Lieu Fee Annual Report
For June 30, 2021

Project #	Title	Balance 7/1/2020	Revenues	Interest	Expenditures		Transfers	Balance 6/30/2021
9543	Microfilm	134,254.20	9,597.56	725.00	12,212.11	a	-	132,364.65
9647	Street/Trees	460,662.54	35,885.54	2,135.00	96,548.63	b-e	-	402,134.45
9648	Signals	1,860,240.53	36,450.00	10,440.00	-		-	1,907,130.53
9650	Bledsoe Creek	5,545.96	-	31.00	-		-	5,576.96
9651	Medians	784,755.79	-	4,319.00	-		-	789,074.79
9653	Underground Utilities	553,194.64	-	3,045.00	-		-	556,239.64
9654	Landscaping	-	16,972.50	93.00	-		-	17,065.50
9720	Inclusionary Housing	610,698.03	18,750.00	3,465.00	-		-	632,913.03
		4,409,351.69	117,655.60	24,253.00	108,760.74		-	4,442,499.55
								4,442,499.55

Summary of expenditures:

a	Entering documents into laserfische/new scanner.	12,212.11
b	Project STR 07-009 Bruce-Crest-Hillview-Cunningham-9th	4.70
c	Project STR 11-005 Cunningham St to Palm Ave	51,700.89
d	Project STR 11-006 9th St to Base Line	42,000.54
e	Project LRS 19-001 Citywide Local Roadway Safety Plan	2,842.50
		108,760.74

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager JR

SUBJECT: Contract Renewal – 2020-08 "City-Wide Concrete Maintenance Contract"

RECOMMENDATION: It is recommended that the City Council extend the City-Wide Concrete Maintenance Contract with Above All Names Construction Services, Inc. for one-year.

FISCAL IMPACT: The contractor has agreed to extend the current City-Wide Concrete Maintenance contract for one-year with no change to the current contract price of $98,920 which includes unit prices established at bid time for predetermined Concrete Maintenance tasks. All work is to be paid from current budgets.

PUBLIC NOTICE: There was no need to advertise the contract for public bids. The City is simply exercising the option specified in the existing contract at this time. Notices of the City Council agenda were posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: The City currently has a contract with Above All Names Construction Services, Inc. This is an on-call concrete maintenance contract based on pre-established tasks in the bid documents and unit prices from the contractor's bid proposal. The actual amount of the annual contract will vary based on available budgets and the City's concrete maintenance needs. The services provided by the contractor have been satisfactory. The contract documents provide the City the option of five one-year contract extensions and this is the first one-year contract extension.

Approved _____	Motion _____	Second _____	Agenda Item No. 12
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: December 14, 2021

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager JR

SUBJECT: Contract Renewal - 2020-09 "City-Wide Traffic Striping and Pavement Marking Maintenance Contract"

RECOMMENDATION: It is recommended that the City Council extend the City-Wide Traffic Striping and Pavement Marking Maintenance Contract with Interstate Striping & Signs, Inc. for one-year.

FISCAL IMPACT: The contractor has agreed to extend the current City-Wide Striping and Pavement Marking Maintenance Contract for one-year with no change to the current contract price of $9,771 which includes unit prices established at bid time for predetermined striping and pavement marking tasks. All work is to be paid from current budgets.

PUBLIC NOTICE: There was no need to advertise the contract for public bids. The City is simply exercising the option specified in the existing contract at this time. Notices of the City Council agenda were posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: The City currently has a contract with Interstate Striping & Signs, Inc. This is an on-call striping & signage maintenance contract based on pre-established tasks in the bid documents and unit prices from the contractor's bid proposal. The actual amount of the annual contract will vary based on available budgets and the City's striping & signage maintenance needs. The services provided by the contractor have been satisfactory. The contract documents provide the City the option of five one-year contract extensions, and this will be the first one-year contract extension.

Approved _____	Motion _____	Second _____	Agenda Item No. 13
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes
City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Alondra Muñoz – Engineering Technician II AM

SUBJECT: Notice of Completion – Project Nos. str11005 & str11006 (Bid No. 2020-05, "Federal Funded Safe Routes to School Projects")

RECOMMENDATION: It is recommended that the City Council:

1. Accept Project Nos. str11005 & str11006 (Bid No. 2020-05, "Federal Funded Safe Routes to School Projects") as complete;

2. Authorize the Mayor to sign the Notice of Completion; and

3. Direct the City Clerk to file the Notice of Completion.

FISCAL IMPACT: The original contract amount was $1,456,569.00. The final contract amount is $1,580,607.79, with a $124,038.79 (8.5%) increase based on final quantities and negotiated contract change orders.

On October 12, 2021, the City Council approved contract change orders up to 12% of the original construction contract with DM Contracting, Inc. (DM). However, the final contract amount with DM only increased the original contract by 8.5% contingency. Below is the construction funding sources breakdown by project:

Funding	str11005	str11006
Federal SRTS Grant	$ 354,009.00	$ 503,135.00
Federal Earmark Grant	$ 148,353.00	$ 39,959.61
Measure I Local Street Pass-thru	$ 111,400.52	$ 234,309.67
In-Lieu Development	$ 100,850.39	$ 45,400.00
2004 RDA Bond Proceeds	$ 9,337.22	$ 33,853.38
	$ 723,950.13	$ 856,657.66

Approved _____ Motion _____ Second _____ Agenda Item No. 14

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

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

BACKGROUND: This project entails two separate projects as follows:

1. Project str11005 (Bid Schedule I) – This project consists of new curbs, gutter, sidewalk and match up paving on two segments of 9th Street between Central Avenue and Drummond Avenue, and a short segment of Cunningham Street and Hillview Street north of 9th Street. The project also includes a new pedestrian crosswalk with in-roadway warning lights, advance warning beacons, and handicap ramps on Church Avenue near the intersection of Norwood Street.

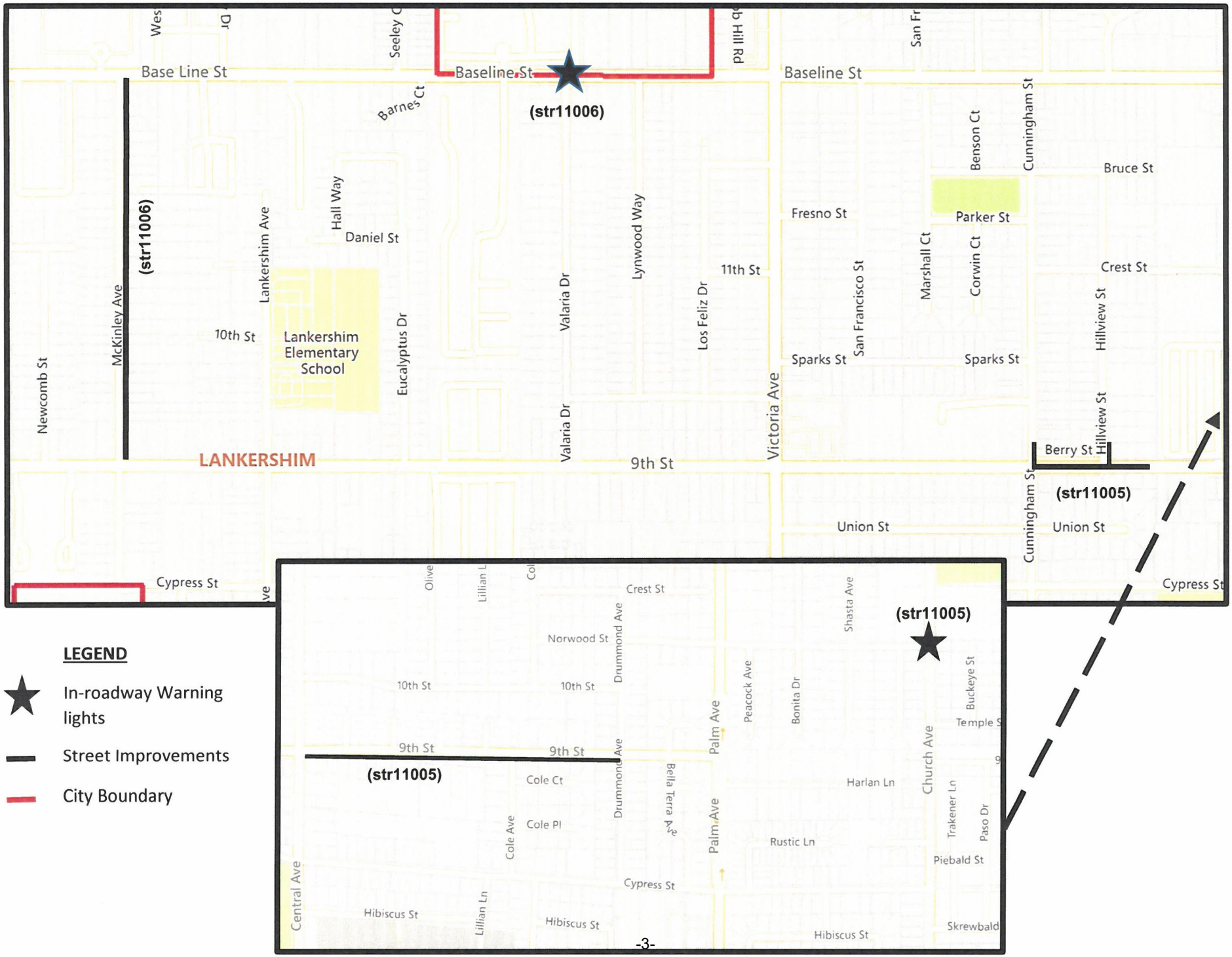
2. Project str11006 (Bid Schedule II) – This project consists of new curbs, gutter, sidewalk and match up paving on McKinley Street between 9th Street and Base Line. The project also includes a new pedestrian crosswalk with in-road warning lights, advance warning beacons, and handicap ramps on Base Line at the intersection of Valeria Drive.

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

Attachments: (1) Location Map
(2) Notice of Completion

M:\PUBWRK\str11005 9th Street SRTS Improvements Cunningham to Palm\Construction\Notice of Completion Stf Rpt 12-14-21.doc

PROJECT LOCATION MAP
9TH STREET & MCKINLEY AVENUE SAFE ROUTES TO SCHOOL
STR11005 & STR11006



RECORDING REQUESTED BY &
WHEN RECORDED MAIL TO:

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

No APN

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner or agent of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is City of Highland.
3. The full address of the owner is 27215 Base Line, Highland, CA 92346.
4. All work of improvement on the property hereinafter described was substantially completed on or before November 29, 2021.
5. The work of improvement completed is described as follows: Bid No. 2020-05, "Federal Funded Safe Routes to School Projects (Project Nos. str11005 & str11006)".
6. The name of the original contractor for such work of improvement is DM Contracting, Inc.
7. The property on which said work of improvement is located on various streets in the City of Highland.

DATE: December 14, 2021

_____
Penny Lilburn
Mayor, City of Highland

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

December 14, 2021; Highland, CA
Date and Place

_____
Penny Lilburn
Mayor, City of Highland

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Jay Tuttle IV, Assistant Engineer JT

SUBJECT: Easement Acceptance/Navarro (7987 Cortez Street)

RECOMMENDATION: That the City Council (1) accept Grant of Easement for Road and Drainage purposes from Cesar and Araceli Navarro, and (2) direct the City Clerk to record the Grant of Easement.

FISCAL IMPACT: None

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

BACKGROUND: The Conditions of Approval for a new single-family residence (DRA-020-008) located at 7987 Cortez Street requires dedication of 5 feet of additional right-of-way along the east side of Cortez Street. The Road and Drainage Grant of Easement from the property owners, Cesar and Araceli Navarro, is ready for City Council acceptance.

Attachments: (1) Vicinity Map
(2) Assessor's Parcel Map
(3) Grant of Easement Deed
(4) Right-of-Way Dedication Legal Description & Plat

L:Engineering Back-up\03017304100\3041 11 ROW Ded staff report.doc

Approved _____ Motion _____ Second _____ Agenda Item No. 15

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes
City Clerk

City Manager

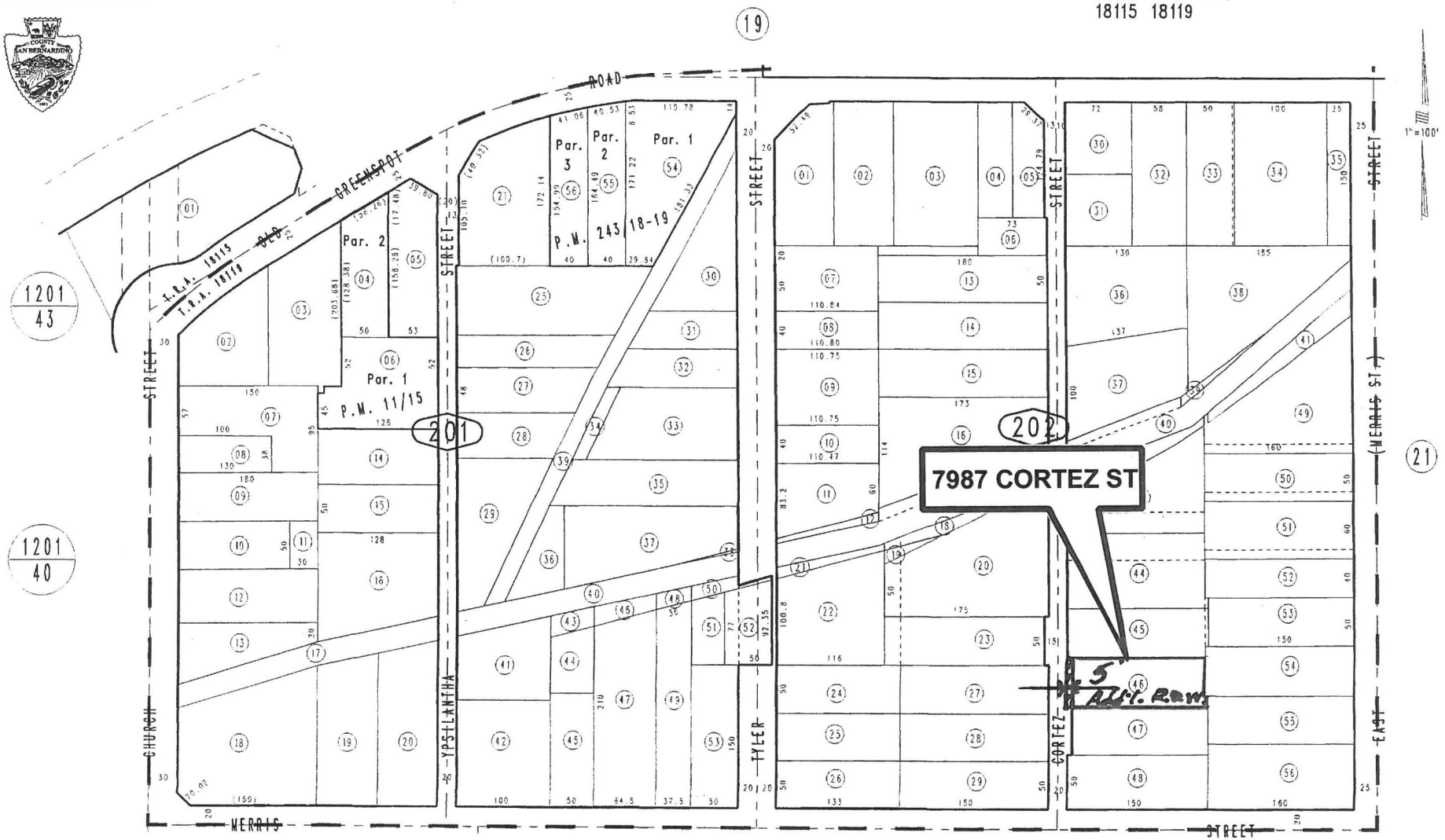

H HIGH SCHOOL
0 MILES
1/2
ZIP CODE 92346
SITE
HIGHLAND
POPULATION 52,186
ZIP CODE 92346
ZIP CODE 92374
VICINITY MAP
DESIGNED AND PUBLISHED BY:
PUBLICATIONS
P.O. BOX 20145, RIVERSIDE, CA 92516
951-684-3144 • FAX: 951-684-1264
TO INTERSTATE 10
G
H
I
J

THIS MAP IS FOR THE PURPOSE OF AD VALOREM TAXATION ONLY.

Ptn. S.W.1/4, S.W.1/4, Sec. 2, T.1S., R.3W., S.B.M.

City of Highland
Tax Rate Area
18115 18119

1210 - 20



Parcel Map No. 19559, P.M. 243/18-19
Parcel Map No. 953, P.M. 11/15
Merris Subdivision (Not of Record)

MAY 1995

REVISED
03/11/21 KA

Assessor's Map
Book 1210 Page 20
San Bernardino County

A.P. MAP

RECORDING REQUESTED BY:
BETTY HUGHES

WHEN RECORDED MAIL TO:

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

APN: 1210-202-46

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT OF EASEMENT
(ROAD AND DRAINAGE)

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

CESAR AND ARACELI NAVARRO, HUSBAND AND WIFE AS JOINT TENNANTS

Hereby GRANT(S) to the City of Highland, a Municipal Corporation, an easement for roads, drainage, and public utility purposes upon, under, over, and across the real property in the City of Highland, County of San Bernardino, State of California, described as:

SEE EXHIBITS "A" AND "B" ATTACHED HERETO AND MADE A PART HEREOF

DATED: 11-8-2021

CESAR NAVARRO

DATED: 11-8-2021

ARACELI NAVARRO

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

On November 8, 2021, before me, E. Hughes, Notary Public, personally appeared Cesar Navarro and Araceli Navarro, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~/are subscribed to the within instrument and acknowledged to me that ~~he~~/~~she~~/they executed the same in ~~his~~/~~her~~/their authorized capacity(ies), and that by ~~his~~/~~her~~/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

E Hughes
Signature

E. HUGHES
Notary Public - California
San Bernardino County
Commission # 2245440
My Comm. Expires Jul 6, 2022

(This Area for Official Notary Seal)

L: Engineering backup\03017304100\3041 11 7987 Cortez St ROW ded GOE.dox

EXHIBIT "A"

RIGHT-OF-WAY DEDICATION
LEGAL DESCRIPTION

The westerly 5.00 feet of that certain parcel of land in the City of Highland, County of San Bernardino, State of California as described in deed to Cesar Navarro and Araceli Navarro recorded March 12, 2020 as Document Number 2020-0089905, records of said County.

Containing 250 square feet.

Affects, APN 1210-202-46

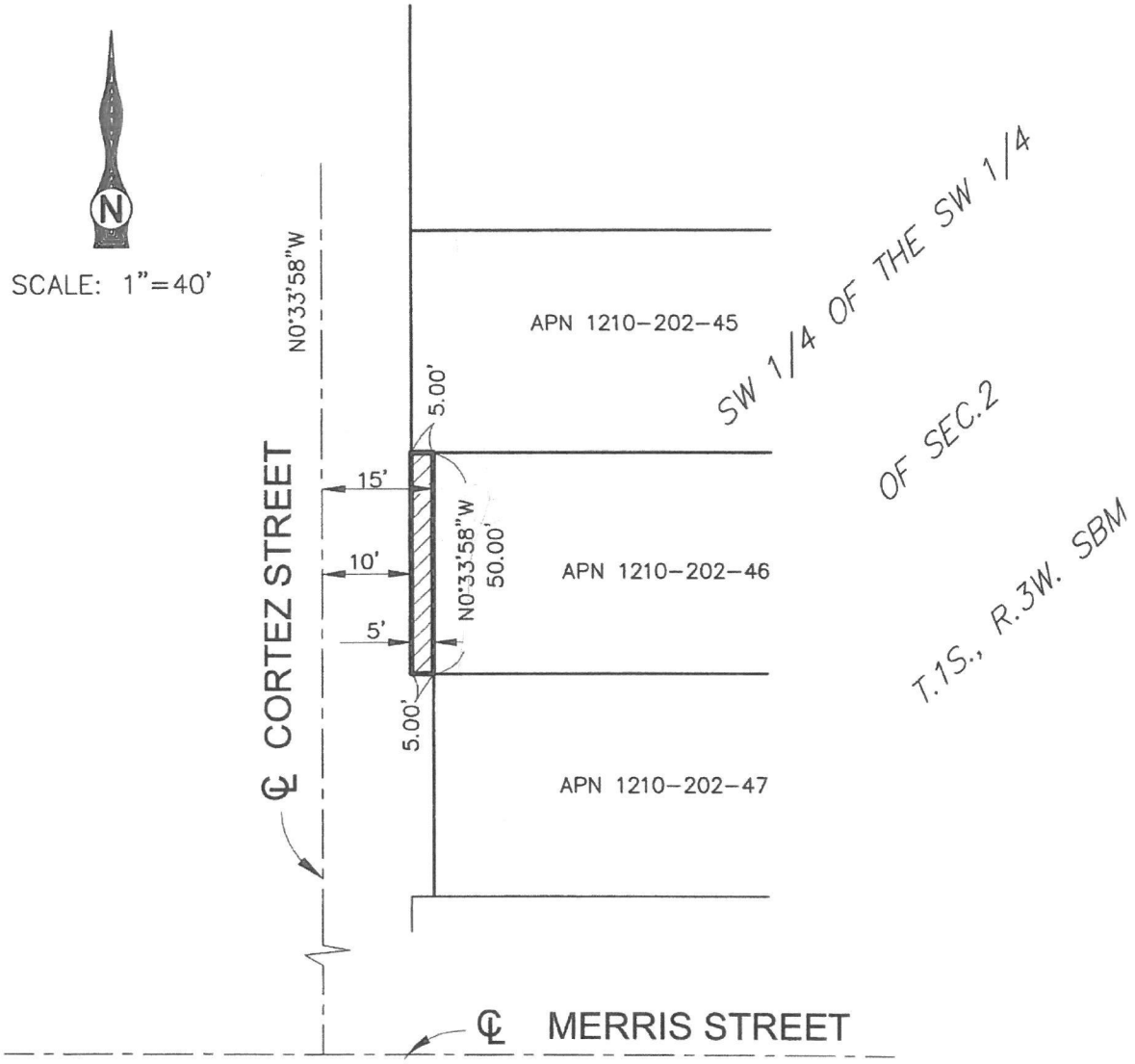
See (EXHIBIT "B") for a plat depicting the above described property.

This real property has been described by me, or under my direction, in conformance with the Professional Land Surveyor's Act.

Ronald A. Musser. L.S. 4230, Exp. 6-30-22

11/8/2021
Date





LEGEND

EXISTING RIGHT-OF-WAY

PROPOSED RIGHT-OF-WAY

RIGHT-OF-WAY TO BE DEDICATED (250 SF)

TKE ENGINEERING, INC.
2305 CHICAGO AVENUE
RIVERSIDE, CA 92507
(951) 680-0440

RONALD A. MUSSER L.S. No. 4230
EXPIRES: 6-30-22

LICENSED LAND SURVEYOR
RONALD A. MUSSER
No. 4230
Exp.6-30-22
STATE OF CALIFORNIA

EXHIBIT 'B'

CITY OF HIGHLAND
CORTEZ STREET DEDICATION
APN 1210-202-46

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Jay Tuttle IV, Assistant Engineer JT

SUBJECT: Easements Acceptance from Curtis Skalet (Southwest Engines) and Leonel Estupinan (Johnny's Minimart) – Traffic Signal Modifications at 5th Street and Del Rosa Dive (Project No. sig21002)

RECOMMENDATION: That the City Council (1) Accept the Grants of Easement for Road and Drainage purposes from Curtis Skalet and Leonel Estupinan; and (2) Direct the City Clerk to record the Grants of Easement.

FISCAL IMPACT: None

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

BACKGROUND: EVWD is constructing a recycled water treatment plant referred to as the Sterling Natural Resource Center (SNRC). It is located on the east side of Del Rosa Drive between 5th Street and 6th Street. The facility will treat up to 10 million gallons a day and provide a sustainable new water supply that will benefit Highland residents as well as the region.

The SNRC is also required to construct off-site improvements including, but not limited to pavement widening, slurry seal, curbs, gutters, sidewalks, curb ramps, bus pad, driveways, catch basin modification and parkway landscape As a result of EVWD's Project constructing the intersection of Del Rosa Drive and 5th Street to its ultimate width, the City agreed to partner with EVWD to modify the traffic signal at this intersection.

To accommodate the traffic signal modifications at the intersection of 5th Street and Del Rosa Drive, it will be necessary to acquire Roadway Easements/Dedications from two (2) properties

Approved _____	Motion _____	Second _____	Agenda Item No. 16
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hugh

City Clerk

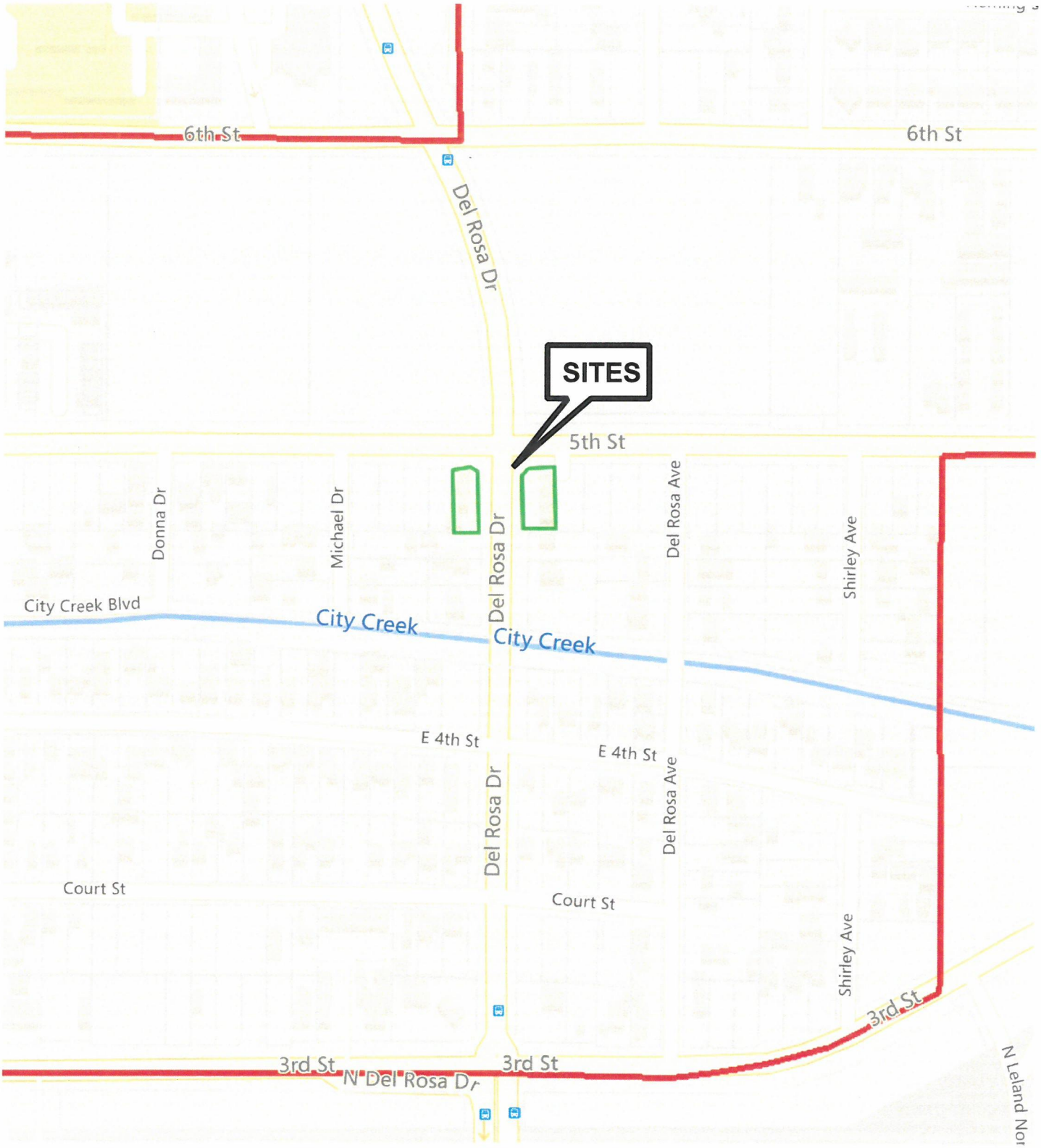
City Manager

at the southwest and southeast corner of this intersection. Below is a listing of the easements that are ready for acceptance by the City Council:

Property Owner	Location	APN
Curtis Skalet	25333 E. 5th Street	0279-181-02 &03
Leonel Estupinan	8023 Del Rosa Drive	0279-182-01

Attachments: (1) Vicinity Map
(2) Grants of Easement Deeds
(3) Legal Descriptions & Plats

M:\EVWD\SNRC\City Council\3010 11 1 5th Dl Rsa TS ROW ded SW Esmnt staff report drft.doc



VICINITY MAP

RECORDING REQUESTED BY and
WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
Attn.: BETTY HUGHES

Record without fee subject to
Government Code 6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN 0279-181-02 & 03

GRANT OF EASEMENT
(ROAD AND DRAINAGE)

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, CURTIS H SKALET, as Sole Owner,

Hereby GRANT(S) to the City of Highland, a Municipal Corporation, an easement for roads, drainage, and public utility purposes upon, under, over, and across the real property in the City of Highland, County of San Bernardino, State of California, described as:

SEE EXHIBITS "A" AND "B" ATTACHED HERETO AND MADE A PART HEREOF

DATED: 10 27 -2021

Curtis H Skalet
CURTIS H SKALET

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }
COUNTY OF SAN BERNARDINO }

On October 27, 2021, before me, E. Hughes, Notary Public, personally appeared Curtis H. Skalet,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) (is) are subscribed to the within instrument and acknowledged to me that (he) she/they executed the same in (his) her/their authorized capacity(ies), and that by (his) her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

E Hughes
Signature

E. HUGHES
Notary Public - California
San Bernardino County
Commission # 2245440
My Comm. Expires Jul 6, 2022

(This Area for Official Notary Seal)

EXHIBIT "A"

Right-of-Way Dedication
LEGAL DESCRIPTION

In the City of Highland, County of San Bernardino, State of California, being a portion of that certain parcel of land described in Grant Deed to Curtis H. Skalet as recorded September 19, 1986 as Instrument No. 86-272619, Official Records of said County, lying within Lots 35 and 36, Tract No. 3082, as per map recorded in Book 42 of Maps, Page 36, Official Records of said County, said portion being more particularly described as follows:

COMMENCING at the southeast corner of said parcel of land described in said Grant Deed, said point being the intersection of the south line of said Lot 35 with the westerly line of Del Rosa Drive (44 foot half-width); thence along said westerly line, North 00°09'48" East, 119.86 feet to the beginning of a tangent curve concave southwesterly and having a radius of 20.00 feet, said point being the **POINT OF BEGINNING**; thence northwesterly along said curve and along said westerly line and along the southerly line of Fifth Street, 31.59 feet through a central angle of 90°30'32"; thence along said southerly line of Fifth Street (52 foot half-width), South 89°39'16" West, 0.18 feet; thence leaving said southerly line, South 44°34'18" East, 28.92 feet to said westerly line of Del Rosa Drive; thence along said westerly line, North 00°09'48" East, 0.55 feet to the **POINT OF BEGINNING.**

Containing approximately 123 square feet and affecting APN 0279-181-02 and -03. See Sheet 2 for a plat depicting the above described property.

This description prepared by me or under my direction:

James L. Elliott, P.L.S. 6334

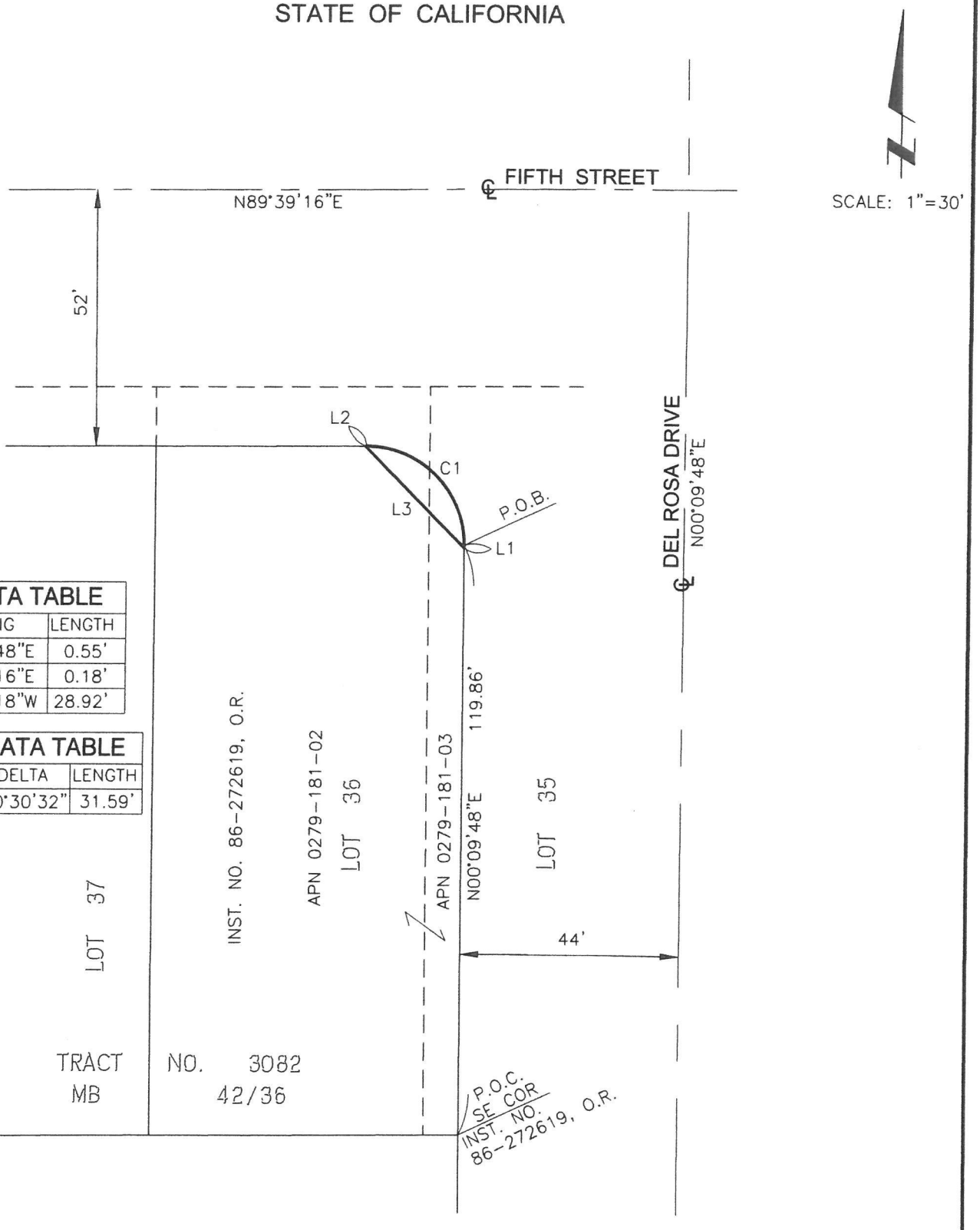
8-13-21
Date

LICENSED LAND SURVEYOR
JAMES L. ELLIOTT
NO. 6334
STATE OF CALIFORNIA

Affects APN: 0279-181-02 and -03

CITY OF HIGHLAND
COUNTY OF SAN BERNARDINO
STATE OF CALIFORNIA

EXHIBIT "A"
SHEET 2 OF 2



LINE DATA TABLE		
No.	BEARING	LENGTH
L1	N00°09'48"E	0.55'
L2	N89°39'16"E	0.18'
L3	N44°34'18"W	28.92'

CURVE DATA TABLE			
No.	RADIUS	DELTA	LENGTH
C1	20.00'	90°30'32"	31.59'

PAR 8

wsp
862 E. HOSPITALITY LANE, SUITE 350
SAN BERNARDINO, CA 92408
TEL.: 1 + 909-888-1106

AREA	SW CORNER FIFTH STREET AND DEL ROSA DRIVE
123 SF	SKETCH TO ACCOMPANY LEGAL DESCRIPTION

File: T:\12887A Sterling Natural Resource Ctr\CADD\SURVEY\Legals-Plats\C-EVWD-SNRC-SW COR DEL ROSA_5TH.dwg Jun 07, 2021 - 3:45pm USFC678307

RECORDING REQUESTED BY and
WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346
Attn.: BETTY HUGHES

Record without fee subject to
Government Code 6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN 0279-182-01

GRANT OF EASEMENT
(ROAD AND DRAINAGE)

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, LEONEL GONZALEZ ESTUPINAN, as Sole Owner,

Hereby GRANT(S) to the City of Highland, a Municipal Corporation, an easement for roads, drainage, and public utility purposes upon, under, over, and across the real property in the City of Highland, County of San Bernardino, State of California, described as:

SEE EXHIBITS "A" AND "B" ATTACHED HERETO AND MADE A PART HEREOF

DATED: 11/03/2021

Leonel Gonzalez Estupinan
LEONEL GONZALEZ ESTUPINAN

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }
COUNTY OF SAN BERNARDINO }

On November 3, 2021, before me, E. Hughes, Notary Public,
personally appeared Leonel Gonzalez Estupinan,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

E Hughes
Signature

E. HUGHES
Notary Public - California
San Bernardino County
Commission # 2245440
My Comm. Expires Jul 6, 2022

(This Area for Official Notary Seal)

EXHIBIT "A"

Right-of-Way Dedication
LEGAL DESCRIPTION

In the City of Highland, County of San Bernardino, State of California, being a portion of that certain parcel of land described in Grant Deed recorded September 8, 1989 as Instrument No. 89-333014, Official Records of said County, lying within Lot 27 of Tract No. 3082, as per plat recorded in Book 42 of Maps, Page 36, Official Records of said County, together with that portion of Del Rosa Drive on the west, vacated by Resolution No. 81-380, a certified copy of said resolution being recorded December 10, 1981 as Instrument No. 81-269114, Official Records of said County, said portion being more particularly described as follows:

COMMENCING at the southwest corner of said parcel of land described in said Grant Deed, said point being the intersection of westerly prolongation of the south line of said Lot 27 with the easterly line of Del Rosa Drive (44 foot half-width); thence along said easterly line, North 00°09'48" East, 118.15 feet to the beginning of a tangent curve concave southeasterly and having a radius of 20.00 feet, said point being the **POINT OF BEGINNING**; thence northeasterly along said curve and along said easterly line, 31.24 feet through a central angle of 89°29'28" to the southerly line of Fifth Street (52 foot half-width) as described in Grant of Easement (Road) recorded November 20, 1981 as Instrument No. 81-255366, Official Records of said County; thence leaving said southerly line, South 44°54'32" West, 28.16 feet to the **POINT OF BEGINNING.**

Containing approximately 112 square feet and affecting APN 0279-182-01. See Sheet 2 for a plat depicting the above described property.

This description prepared by me or under my direction:

James L. Elliott, P.L.S. 6334

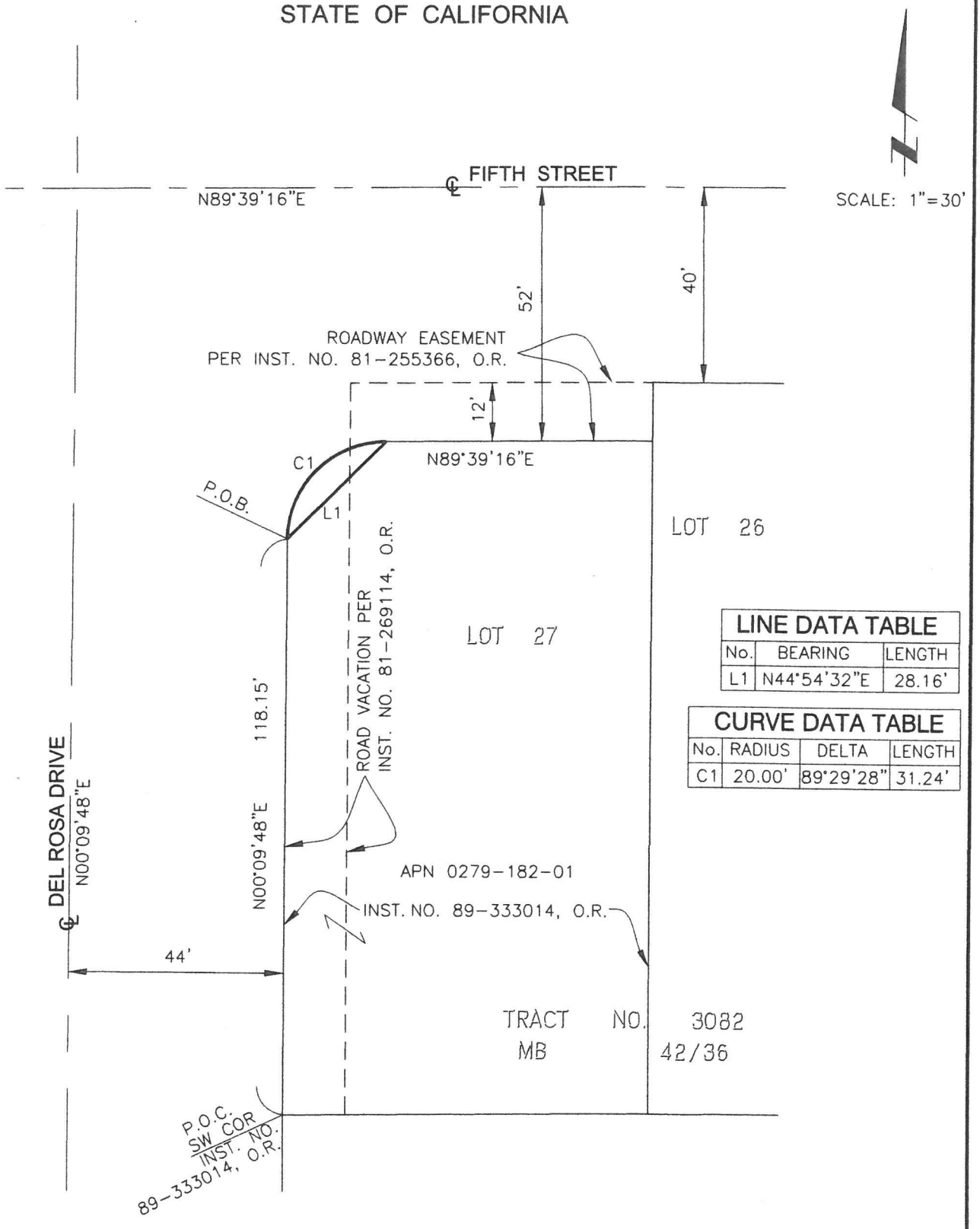
8-13-21
Date



Affects APN: 0279-182-01

CITY OF HIGHLAND
COUNTY OF SAN BERNARDINO
STATE OF CALIFORNIA

EXHIBIT "A"
SHEET 2 OF 2



LINE DATA TABLE		
No.	BEARING	LENGTH
L1	N44°54'32"E	28.16'

CURVE DATA TABLE			
No.	RADIUS	DELTA	LENGTH
C1	20.00'	89°29'28"	31.24'

wsp
862 E. HOSPITALITY LANE, SUITE 350
SAN BERNARDINO, CA 92408
TEL.: 1 + 909-888-1106

AREA
112 SF

SE CORNER FIFTH STREET AND DEL ROSA DRIVE
SKETCH TO ACCOMPANY LEGAL DESCRIPTION

File: T:\12887A Sterling Natural Resource Ctr\CADD\SURVEY\Legals-Plats\C-EVWD-SNRC-SE COR DEL ROSA_5TH.dwg Jul 21, 2021 - 4:03pm USFC678307

EXHIBIT "A"

Sidewalk Easement Dedication
LEGAL DESCRIPTION

In the City of Highland, County of San Bernardino, State of California, being a portion of that certain parcel of land described in Grant Deed recorded September 8, 1989 as Instrument No. 89-333014, Official Records of said County, lying within Lot 27 of Tract No. 3082, as per plat recorded in Book 42 of Maps, Page 36, Official Records of said County, together with that portion of Del Rosa Drive on the west, vacated by Resolution No. 81-380, a certified copy of said resolution being recorded December 10, 1981 as Instrument No. 81-269114, Official Records of said County, said portion being more particularly described as follows:

COMMENCING at the southwest corner of said parcel of land described in said Grant Deed, said point being the intersection of westerly prolongation of the south line of said Lot 27 with the easterly line of Del Rosa Drive (44 foot half-width); thence along said easterly line, North 00°09'48" East, 118.15 feet to the beginning of a tangent curve concave southeasterly and having a radius of 20.00 feet; thence northeasterly along said curve and along said easterly line, 31.24 feet through a central angle of 89°29'28" to the southerly line of Fifth Street (52 foot half-width) as described in Grant of Easement (Road) recorded November 20, 1981 as Instrument No. 81-255366, Official Records of said County, said point being the **POINT OF BEGINNING**; thence leaving said southerly line, South 44°54'32" West, 4.26 feet to a line parallel with and 3.00 feet southerly of said southerly line; thence along said parallel line, North 89°39'16" East, 40.50 feet; thence North 00°20'44" West, 3.00 feet to said southerly line; thence along said southerly line, South 89°39'16" West, 37.47 feet to the **POINT OF BEGINNING.**

Containing approximately 117 square feet and affecting APN 0279-182-01. See Sheet 2 for a plat depicting the above described property.

This description prepared by me or under my direction:

James L. Elliott, P.L.S. 6334

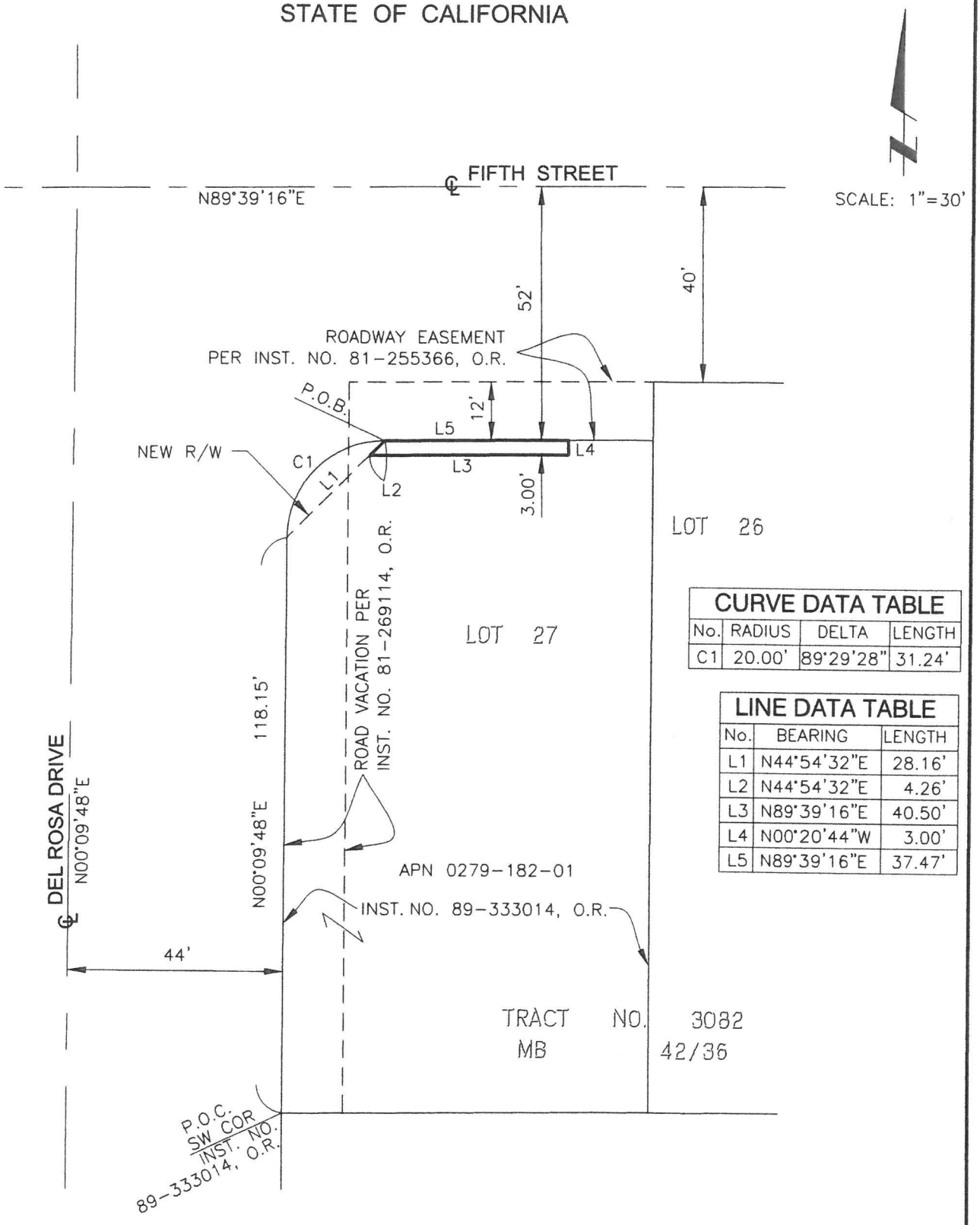
8-13-21
Date



Affects APN: 0279-182-01

CITY OF HIGHLAND
COUNTY OF SAN BERNARDINO
STATE OF CALIFORNIA

EXHIBIT "A"
SHEET 2 OF 2



CURVE DATA TABLE			
No.	RADIUS	DELTA	LENGTH
C1	20.00'	89°29'28"	31.24'

LINE DATA TABLE		
No.	BEARING	LENGTH
L1	N44°54'32"E	28.16'
L2	N44°54'32"E	4.26'
L3	N89°39'16"E	40.50'
L4	N00°20'44"W	3.00'
L5	N89°39'16"E	37.47'

wsp
862 E. HOSPITALITY LANE, SUITE 350
SAN BERNARDINO, CA 92408
TEL.: 1 + 909-888-1106

AREA
117 SF

SIDEWALK EASEMENT
SE CORNER FIFTH STREET AND DEL ROSA DRIVE
SKETCH TO ACCOMPANY LEGAL DESCRIPTION

File: T:\12887A Sterling Natural Resource Ctr\CADD\SURVEY\Legals-Plats\C-EVWD-SNRC-SIDEWALK DEL ROSA_5TH.dwg Jul 21, 2021 - 4:02pm USFC678307

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director

PREPARED BY: Kim Stater, Assistant Community Development Director

SUBJECT: Addendum No. 5 of the Professional Services Agreement with Digital Map Products, Inc. for GovClarity and CommunityView Website Hosting Services.

RECOMMENDATION: Staff recommends the City Council Approve Addendum No. 5 to Professional Services Agreement with Digital Map Products, Inc. for continued GovClarity Enterprise and CommunityView Website Hosting Services for two (2) years.

FISCAL IMPACT: The cost for continued GIS Hosting Services will increase two percent (2%) from $32,775 to $33,430.50 per year for two (2) years. This is slightly higher than the budgeted amount.

BACKGROUND: The City has an existing contract with Digital Map Products, Inc. to develop and host a GIS website with web-based mapping applications that enable city information to be easily accessible to City staff and the general public.

The City first entered into a contract with Digital Map Products in 2009, expiring in 2012. Previous Addendums 1-4 renewed the contract through January 14, 2022. Staff is very satisfied with the services and recommends the Council renew the contract for two years as outlined in Addendum No. 5.

ATTACHMENT 1: Addendum No. 5

Approved _____	Motion _____	Second _____	Agenda Item No. 17
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

CITY OF HIGHLAND

ADDENDUM NO. 5
TO CONTRACT AGREEMENT BETWEEN
THE CITY OF HIGHLAND AND DIGITAL MAP PRODUCTS, INC.

This addendum to the GIS Website Development and Hosting Services contract is made and entered into this 14th day of January 2022, by and between the City of Highland (hereinafter referred to as "City"), and Digital Map Products, Inc. (hereinafter referred to as "Consultant").

The contract for GIS Website Development and Hosting Services between the City and Consultant was entered into on January 13, 2009. Addendum No. 1 was entered into on May 23, 2012. Addendum No. 2 was entered into on April 26, 2016, Addendum No. 3 on January 9, 2018, and Addendum 4 on January 13, 2020. This Addendum No. 5 alters the contract as follows:

1. The above-mentioned contract between City and Consultant is hereby extended for two years to terminate on January 13, 2024.
2. That the Consultant's compensation shall be $33,430.50 annually for the term of this Addendum.

Except as expressly modified herein, the terms in the contract dated January 13, 2009, shall control the respective rights and obligations of the parties hereto.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Betty Hughes, City Clerk

_____
Digital Map Products, Inc.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into the 13th day of January, 2009, by and between **CITY OF HIGHLAND,** a Municipal Corporation (hereinafter referred to as "City"), and **Digital Map Products, Inc.,** whose address is 1936 E. Deere Avenue, Suite 220, Santa Ana, CA 92705 (hereinafter referred to as "CONSULTANT"), is made with reference to the following:

RECITALS

A. City is a municipal corporation duly organized and validly existing under the law of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the charter of City.

B. City is calling for Professional Services to develop a GIS Website Development and Hosting Services (the "Project").

C. City desires to retain CONSULTANT to provide professional services.

D. The principal members of CONSULTANT are, for the purpose of this Agreement, James S. Skurynski, President.

E. City has solicited and received a Proposal from CONSULTANT dated November 13, 2008, a copy of which is attached hereto as Exhibit "A" and incorporated herein (the "Proposal"), has reviewed the previous experience and evaluated the expertise of CONSULTANT, and desires to contract with CONSULTANT under the terms of conditions provided in the Agreement.

F. In entering into this Agreement, City has relied on CONSULTANT'S representations and qualifications as set forth in the Proposal.

NOW, THEREFORE, it is mutually agreed by and between the undersigned Parties as follows:

1. TERM

The agreement shall have a term of one (1) year. The City shall have the option of extending the term of the agreement for two one-year periods. The City shall have the sole discretion for extending the term of the agreement and the Consultant shall not be entitled to compensation if the City does not extend the term of the agreement.

2. SERVICES TO BE PERFORMED

CONSULTANT shall diligently perform all of the duties set forth in the scope of services, attached hereto as Exhibit "A" and incorporated herein by reference.

3. COMPENSATION TO CONSULTANT

City shall pay CONSULTANT for the services in accordance with the provisions of this Section and in accordance with the rate schedule included in this agreement as Exhibit "B". No rate changes shall be made during the term of this Agreement without prior written approval of City. CONSULTANT's compensation for all work performed in accordance with this Agreement shall not exceed $34,000 for the first year and $29,000 for subsequent years.

3.1 CONSULTANT's not-to-exceed contract amount is inclusive of all travel and out-of-pocket expenses.

3.2 CONSULTANT shall submit monthly invoices to City payable by City within thirty (30) days of receipt of invoice, subject to the approval of City. The invoices shall be itemized as to number of hours worked, who performed the service, and what kind of service was performed. Interim billing shall not cover a period of less that a calendar month.

3.3 CONSULTANT shall not receive any compensation for extra work, without prior written authorization of City.

3.4 City shall reimburse CONSULTANT only for those costs or expenses which have been specifically approved in this Agreement, or specifically approved in writing, in advance by City.

4. STANDARD OF CARE

4.1 All of the services shall be performed by CONSULTANT or under CONSULTANT's supervision. CONSULTANT represents that it possesses the professional and technical personnel required to perform the services required by this Agreement, and that it will perform all services in a manner commensurate with the highest professional standards. All services shall be performed by qualified and experienced personnel who are not employed by City nor have any conflicting contractual relationship with City. CONSULTANT represents and warrants to City that it has or shall, prior to commencing the services, obtain all licenses, permits, qualifications and approvals required of its profession. CONSULTANT further represents and warrants that it shall keep in effect all such licenses, permits and other approvals during the term of the Agreement.

4.2 CONSULTANT shall not be responsible for delay, nor shall CONSULTANT be responsible for damages or be in default or deemed to be in default by reason of strikes, lockouts, accidents, or acts of God, or the failure of City to furnish timely information or to approve or disapprove CONSULTANT's work promptly, or delay or faulty performance by City, contractors, or governmental agencies, or any other delays beyond CONSULTANT's control or without CONSULTANT's fault.

5. INDEPENDENT PARTIES

City retains CONSULTANT on an independent contractor basis and CONSULTANT is not an employee of City. The manner and means of conducting the work are under the control of CONSULTANT, except to the extent they are limited by statute, rule or regulation and the expressed terms of this Agreement. Nothing in this Agreement shall be deemed to constitute CONSULTANT or any of CONSULTANT's employees or agents, to be the agents or employees of City. CONSULTANT shall have the responsibility for and control over the details in means of performing the work provided that CONSULTANT is in compliance with the terms of the Agreement. Anything in this Agreement which may appear to give City the right to direct measure of control over CONSULTANT shall mean that CONSULTANT shall follow the desires of City only with respect to the results of the services.

6. COOPERATION

CONSULTANT agrees to work closely and cooperate fully with City's designated Project Administrator (the "Project Administrator"), and any other agencies that may have jurisdiction or interest in the work to be performed. City agrees to cooperate with the CONSULTANT on this Project.

7. PROJECT MANAGER

CONSULTANT shall assign the Project to an Engagement Manager and Project Manager, who shall coordinate all phases of the Project. The Engagement Manager and Project Manager shall be available to City at all reasonable times during the Project term. CONSULTANT has designated James Skurzynski to be its Engagement Manager and Diane Wagner to be its Project Manager. CONSULTANT's list of key personnel and subconsultants for the Project is identified in Exhibit "C". CONSULTANT shall not remove or reassign any personnel or subconsultant designated in this Section or assign any new or replacement person to the Project without the prior written consent of City. City's approval shall not be unreasonably withheld with respect to removal or assignment or non-key personnel.

CONSULTANT, at the sole discretion of City, shall remove from the Project any of its personnel or subconsultant assigned to the performance of services upon written request of City. CONSULTANT warrants that it will continuously furnish the necessary personnel to complete the Project on a timely basis as contemplated by this Agreement.

8. TIME OF PERFORMANCE

Time is of the essence in the performance of the services under this Agreement and the CONSULTANT may start work on or after January 14, 2009 but no later than February 2, 2009. The failure by CONSULTANT to strictly adhere to the schedule may result in termination of the Agreement by City, and the assessment of damages against CONSULTANT for delay. Notwithstanding the foregoing, CONSULTANT shall not be responsible for delays which are due to causes beyond CONSULTANT's reasonable control. However, in the case of any such delay in the services to be provided for the Project, each party hereby agrees to provide notice to

the other party so that all delays can be addressed.

8.1 CONSULTANT shall submit all requests for extensions of time for performance in writing to the Project Administrator not later that ten (10) calendar days after the start of the condition which purportedly causes a delay, and not later that the date upon which performance is due. The Project Administrator shall review all such requests and may grant reasonable time extensions for unforeseeable delays, which the Project Administrator determines are beyond CONSULTANT's control.

8.2 For all time periods not specifically set forth herein, CONSULTANT shall respond in the most expedient and appropriate manners under the circumstances, by either telephone, fax, hand delivery or mail.

9. CITY POLICY

CONSULTANT will discuss and review all matters relating to policy and Project direction with the Project Administrator in advance of all critical decision points in order to ensure that the Project proceeds in a manner consistent with City goals and policies.

10. - CONFORMANCE TO APPLICABLE REQUIREMENT

All work prepared by CONSULTANT shall conform to applicable city, county, state and federal law, policies, rules, regulations and permit requirements and be subject to approval of the Project Administrator.

11. PROGRESS

CONSULTANT is responsible for keeping the Project Administrator and/or his/her duly authorized designee informed on a regular basis regarding the status and progress of the Project work, activities performed and planned, and any meetings that have been scheduled or are desired.

12. HOLD HARMLESS

CONSULTANT shall indemnify, defend, save and hold harmless City, its City Council, boards and commissions, officers, employees, agents, consultants and volunteers, from and against any and all loss, damages, liability, claims, allegations of liability, suits, costs and expenses for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, property damages, or any other claims arising from any and all negligence acts or omissions of CONSULTANT, its employees, agents or subconsultants in the performance of services or work conducted or performed pursuant to this Agreement, excepting only the sole negligence or willful misconduct of City, its officers or employees, agents, consultants and volunteers, and shall include attorneys' fees and all other cost incurred by City in defending any such claims.

13. INSURANCE

Without limiting CONSULTANT's indemnification of City, and prior to commencement of work, CONSULTANT shall obtain and provide and maintain at its own expense during the term of this Agreement, a policy or policies of liability insurance of the type and amounts described below and satisfactory to City. Certification of all required policies shall be signed by a person authorized by that insurer to bind coverage on its behalf and must be filed with City prior to exercising any right or performing any work pursuant to this Agreement. With the exception of workers' compensation and errors and omissions policies, all insurance policies shall:

Include the City, its officials, officers, employees, agents, consultants and volunteers as additional insureds with respect to performance of Services and shall contain no special limitations on the scope of coverage or the protection afforded to the additional insureds;

Be primary with respect to any insurance of self insurance programs covering the City, its officials, officers, employees, agents, consultants and volunteers; and

Contain standard separation of insureds provisions for all liability arising from CONSULTANT's Services as described herein.

All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholder's Rating of A (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest editions of Bests Key Rating Guide unless otherwise approved by the City Risk Manager, as follows:

A. Worker's compensation insurance covering all employees and principals of CONSULTANT, as required by the laws of the State of California.

B. Commercial general liability insurance covering third party liability risks, including without limitation, contractual liability, in a minimum amount of $1 million combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial general liability insurance or other form with a general aggregate is used, either the general aggregate shall apply separately to this Project, or the general aggregate limit shall be twice the occurrence limit.

C. Commercial auto liability and property insurance covering any owned and rented vehicles of CONSULTANT in a minimum amount of $1 million combined single limit per accident for bodily injury and property damage.

D. Professional errors and omissions insurance, which cover the services to be performed in connection with this Agreement in the minimum amount of One

Million Dollars ($1,000,000.00).

Said policy or policies shall be endorsed to state that coverage shall not be canceled, reduced in coverage or amount or modified except after thirty (30) days' prior notice has been given in writing to City. CONSULTANT shall give City prompt and timely notice of claim made or suit instituted arising out of CONSULTANT's operation hereunder. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

CONSULTANT agrees that, in the event of loss due to any of the perils for which it has agreed to provide comprehensive general and automotive liability insurance, CONSULTANT shall look solely to its insurance for recovery. CONSULTANT hereby grants to City, on behalf of any insurer providing comprehensive general and automotive liability insurance to either CONSULTANT or City with respect to the services of CONSULTANT herein, a waiver of any right of subrogation which any such insurer of said CONSULTANT may acquire against City by virtue of the payment of any loss under such insurance.

14. PROHIBITION AGAINST TRANSFERS

CONSULTANT shall not assign, sublease, hypothecate or transfer this Agreement or any of the services to be performed under this Agreement, directly or indirectly, by operation of law or otherwise without prior written consent of City. Any attempt to do so without consent of City shall be null and void.

The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of CONSULTANT, or of the interest of any general partner or joint venturer or syndicate member or cotenant if CONSULTANT is a partnership or joint-venture or syndicate or contenancy, which shall result in changing the control of CONSULTANT, shall be construed as an assignment of this Agreement. Control means fifty percent (50%) or more of the voting power, or twenty-five percent (25%) or more of the assets of the corporation, partnership or joint-venture.

15. OWNERSHIP OF DOCUMENTS

All working papers and reports created in connection with the completion of the Project are the property of the City. All working papers and reports will remain the property of the City.

16. CONFIDENTIALITY

The information, which results from the services in this Agreement, is to be kept confidential unless the release of information is authorized by City.

17. CITY'S RESPONSIBILITIES

In order to assist CONSULTANT in the execution of his/its responsibilities under this

Agreement, City agrees to provide the following:

A. Identify a City Project Administrator who has the authority to make decisions regarding Project assumptions

B. Have qualified staff available for questions as the project progresses.

18. ADMINISTRATION

This Agreement will be administered by the City Public Works Department. Ernest Wong, Public Works Director/City Engineer, shall be considered the Project Administrator and shall have the authority act for City under this Agreement. The Project Administrator and/ or his/her authorized designee shall represent City in all matters pertaining to the services to be rendered pursuant to this Agreement.

19. RECORDS

CONSULTANT shall keep records and invoices in connection with the work to be performed under this Agreement. CONSULTANT shall maintain complete and accurate records with respect to the costs incurred under this Agreement. All such records shall be clearly identifiable. CONSULTANT shall allow a representative of City to examine, audit and make transcripts or copies of such records during normal business hours. CONSULTANT shall allow inspection of all work, data, documents, proceedings and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

20. WITHHOLDINGS

City may withhold payment of any disputed sums until satisfaction of the dispute with respect to such payment. Such withholding shall not be deemed to constitute a failure to pay according to the terms of this Agreement. CONSULTANT shall not discontinue work as a result of such withholding. CONSULTANT shall have an immediate right to appeal to the City Manager or his designee with respect to such disputed sums. CONSULTANT shall be entitled to receive interest on any withheld sums at the rate of seven percent (7%) per annum from the date of withholding of any amounts found to have been improperly withheld.

21. ERRORS AND OMISSIONS

In the event of errors or omissions that are due to the negligence or professional inexperience of CONSULTANT which result in expense to City greater than would have resulted if there were not errors or omissions in the work accomplished by CONSULTANT, the additional expense shall be borne by CONSULTANT. Nothing in this paragraph is intended to limit City's rights under any other sections of this Agreement.

22. CITY'S RIGHT TO EMPLOY OTHER CONSULTANT(S)

City reserves the right to employ other CONSULTANT(S) in connection with this Project.

23. CONFLICTS OF INTEREST

A. The CONSULTANT or his/its employees may be subject to the provisions of the California Political Reform Act of 1974 (the "Act"), which (1) requires such persons to disclose financial interests that may foreseeably be materially affected by the work performed under the Agreement, and (2) prohibits such persons from making, or participating in making decisions that will foreseeably financially affect such interests.

B. If subject to the Act, CONSULTANT shall conform to all requirements of the Act. Failure to do so constitutes a material breach and is grounds for termination of this Agreement by City. CONSULTANT shall indemnify and hold harmless City for any and all claims for damages resulting from CONSULTANT's violation or this Section.

24. SUBCONSULTANT AND ASSIGNMENT

A. Except as specifically authorized under this Agreement, the services included in this Agreement shall not be assigned, transferred, contracted or subcontracted without prior written approval of City.

25. NOTICES

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the third business day after the deposit thereof in the United States mail, postage prepaid, first class mail, addressed as hereinafter provided.

All notices, demands, requests or approvals from CONSULTANT to City shall be addressed to City at:

City of Highland
27215 Base Line
Highland, CA. 92346
(909) 864-6861
Fax (909) 862-3180

All notices, demands, requests or approvals from City to CONSULTANT shall be addressed to CONSULTANT at:

Digital Map Products, Inc.
1936 E. Deere Avenue
Suite 220
Santa Ana, CA 92705.

26. TERMINATION

In the event either party hereto fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, that party shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of seven (7) days, or if more than seven (7) days are reasonably required to cure the default and the defaulting party fails to give adequate assurance of due performance within seven (7) days after receipt of written notice of default, specifying the nature of such default and the steps necessary to cure such default, the nondefaulting party may terminate the Agreement forthwith by giving to the defaulting party written notice thereof.

26.1 Notwithstanding the above, City shall have the option, at its sole discretion and without cause, of terminating this Agreement at any time by giving seven (7) days' prior written notice to CONSULTANT as provided herein. Upon termination of this Agreement, City shall pay to the CONSULTANT that portion of compensation specified in this Agreement that is earned and unpaid prior to the effective date of termination.

27. COMPLIANCES

CONSULTANT shall comply with all laws, state or federal and all ordinances, rules and regulations enacted or issued by City.

27.1 The CONSULTANT shall keep himself fully informed of and shall observe and comply with, and shall cause any and all persons employed by him or under him to observe and comply with, all State, Federal, County and City, laws, ordinances, regulations, orders, and decrees which in any manner affect the conduct of the work, including, but limited to, working hours and wages, and the payment of prevailing wages. Attention is also directed to the provisions in Section 1777.5 of the Labor Code concerning the employment of apprentices by the CONSULTANT or any Sub-consultant under him/it.

27.2 The CONSULTANT shall strictly comply with all federal, state and local laws and regulations, including, but not limited to the Immigration Reform and Control Act of 1986, codified at 8 U.S.C. §§ 1324a and 1324b (the "IRCA"), which require and ensure the hiring and retention of employees who are United States citizens, permanent residents and/or who are otherwise authorized by law to work in the United States of America, and, as required by the IRCA, shall affirmatively verify the identity and employment authorization of every employee as a condition of employment or continued employment. The CONSULTANT shall further include this requirement in any subcontract made pursuant to this contract.

28. WAIVER

A waiver by either party or any breach, of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

29. INTEGRATED CONTRACT

This Agreement represents the full and complete understanding of every kind or nature

whatsoever between the Parties hereto, and all preliminary negotiations and agreements of whatsoever kind or natures are merged herein. No verbal agreement of an implied covenant shall be held to alter or amend the provisions herein. Any modification of this Agreement will be effective only by written execution signed by both City and CONSULTANT.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as set forth below.

CITY OF HIGHLAND

By: _____
Penny Lilburn
Mayor

Date: 4-27-, 2009

Digital Map Products, Inc.

By: _____

Title: PRESIDENT & CEO

Date: 29 JAN 2009

Exhibit "A"

Consultant's Proposal/Scope of Services

SECTION 3 - SCOPE OF WORK

Digital Map Products (DMP) is the inventor of the public/private partnership model that now facilitates the sharing of City land based information. DMP's core competency is acquiring and processing these different data sets and providing an easy to use navigation tool to leverage this content from one location. DMP is uniquely positioned for the City of Highlands GIS Website Development and Hosting Services RFP as we already house many of the necessary base map data sets to move forward with GIS in the city.

CityGIS™ Overview

CityGIS™ provides a powerful, easy-to-use Internet-based software application that enables users to find, view and interrogate subject properties, use aerial imagery backdrops and parcels to analyze important data, use access to property and tax data to find ownership, use the drawing and annotation tools that incorporate aerial imagery and search inquiry tools into presentations, and more. With CityGIS™, agency staff will be empowered from the start with functionality and capabilities to truly interact with City maps and data and will be able to collaborate effectively on projects, not just view data with a starter application. The latest CityGIS™ software updates and technology additions are automatically installed and available to subscribers as part of the service.

A - PERFORMANCE AND CAPABILITY

1. Website storage space capacity (City needs approximately 100GB)
   DMP has over 20TB of storage, the offered service includes can include storage as necessary for the City's use. Any data is replicated and stored redundantly across multiple server stacks, and also archived to a second site for disaster recovery purposes.

2. Bandwidth
   DMP Web farms are colocated in Irvine, CA and Austin, Texas. At each location, DMP has 100MBPS to the Internet.

3. Server processor capability
   The DMP system runs on a web farm consisting of a number of available servers that are load balanced and specialized for high availability and tuned for optimum performance. There are over a dozen physical servers available at any time including multiple high end 8 processor servers used for SQL and a combination of dual and quad processors for web and application servers. DMP constantly monitors performance and adds capacity as required. DMP generates over one million maps per hour, and typically are running with CPU capacity well under 10%. The architecture of the software provides scalable, cost-effective performance.

4. Competing hosted applications
   Digital Map Products hosts applications for several markets, Local Government, Real Estate, Utilities, etc. Our internal products are streamlined and do share space.

5. Managed server stability
   The DMP applications are actively monitored 24/7 with a variety of specialized monitoring requests every 15 seconds for every server. This monitoring is more than just hardware level monitoring but monitors the backend services required for a fully functional application. If a service fails a team of four DMP employees are notified on an active roster system and have only 5 minutes to respond. Because all services are redundant the application will not fail with the loss of a single service. Active load balancer automatically reroutes requests to a healthy backend.

6. Security assurance and connection reliability to the internet
   DMP servers are hosted within Tier 1 data centers with multiple levels of physical security and redundant power and network lines. The DMP web farms are built with full network redundancy.

7. Uptime guarantee
   DMP provides a service level agreement with 99.5% "APPLICATION" up time.

8. Downtime or disruption of the site in the event of needed server upgrades
   DMP has an outage window in the SLA Sunday night 9:00 PM to 3:00 AM PST. This is rarely used as the system is fully redundant, but is used occasionally for making major network enhancements and failover testing.

9. Failover plan
   DMP provides a fully redundant web farm including fully redundant network components including firewall, switches, server network and power. In addition DMP has a DR site based in Austin, Texas.

10. Technical support help desk service response guarantee to City
    Our technical support desk is available during normal business hours 8:00 AM-5:00 PM PST M-F. A representative will contact the city within 24 hours or less with a response.

11. Customization flexibility
    DMP systems provide a fully capable application "out-of-the-box" but it is also fully customizable so that it can be tightly integrated with data and systems. We have full documentation on our API that can be provided to the City upon request.

Minimum System Requirements for Internal Hosted Web Application CityGIS™ - these requirements are not necessary for the Public Viewers - CommunityView™ Site

Windows operating system

Internet Explorer 6.0 (and higher) with Service Pack 1

A high speed internet connection – minimum connection type: DSL or Cable

Pop-up blockers should be disabled or it is highly suggested that the **Digital Map Products URL** be added as a **Trusted Site** in your Internet Options (Security tab)

Sun Java JRE 1.5.0_09 (and higher)
To check for your current version of Java, click on the link under "Performance Tips" on the product login page (maps.digitalmapcentral.com) that reads "Is your system ready?". This will take you to a page that will tell you what version of Sun Java is installed. Verify that the current version is 1.5.0_09 or higher. If you have a version of Sun Java prior to 1.5.0_09 you will need to upgrade Java by going to www.java.com. From the homepage of java.com, select "Free Java Download" and follow the steps for installation.

Minimum 1 GB RAM (Highly recommended 2GB of RAM for improved performance)

Minimum Screen Resolution 1024 by 768

Options: To use the embedded link to Google Earth™ and Enhanced Printing you will need to install the **Digital Map Products' Desktop Integrator**. In addition, to use the BETA version of Enhanced Printing you need to install **.NET 3.0** (requires the latest high priority **Windows updates**). To access the links to install.NET 3.0 and the Desktop Integrator click on the "What's New" icon in the top right hand corner of the product screen and click on the link for more details about Enhanced Printing.

Please note that we recommend a computer with a minimum of 2 GB of memory for creating the largest prints with markups. However, the amount of memory required depends on a variety of factors including system configuration and the type of printer, so users will experience varying results.

B - DATA CONFIGURATION AND SUPPORT

1. Coordination of GIS data sets for GIS Web Application hosting with the City (COMPLY)
   Digital Map Products will assign a Customer Success Team (CST) member to the City of Highland who will work to coordinate all GIS data layers for both the cities internal and external facing applications.

2. Provision of FTP/VPN upload of GIS data from City to Vendor (COMPLY)
   Digital Map Products does set up and maintain an FTP site for uploading data with city specific secure logins.

3. Testing of GIS data upload, how the vendor QC the data uploaded (COMPLY)
   All data is checked by Digital Map Products CST and inspected by account liaison before uploading to client sites.

4. Multiple table relates (COMPLY)

5. Data input screens and data export (COMPLY)
   CityGIS™ has several methods for data input including search screens, data loader application, and themeActive™ layers for input of data. All layers can be exported in both Shapefile and CSV format as appropriate.

6. Testing and demonstration of GIS web application site (COMPLY)
   Digital Map Products has data for the City of Highland already available in our hosted web applications and ready to view/use immediately. We can provide the City of Highland with a login to use for a period of two (2) weeks for testing.

7. Training for the use of the GIS Web Application using the City's data (the City requests 1 day initial training with 1 day follow-up training no less than 6 weeks later) (COMPLY)
   Digital Map Products has full training programs, well documented and tailored for client needs.

8. Customer service plan, e.g. phone in technical support for users
   Technical Support is available by phone and email during normal business hours (8:00 AM-5:00 PM PST M-F). A response to a specific technical issue will be provided within 24 hours if not sooner.

C - HOST GIS DATA LAYERS

The following data is available to the City of Highland through CityGIS™:

1. Property Detail Reports

   Full Property Data (updated weekly) including, but not limited to:

- APN
- Owner Address
- Parcel Area in Acres
- Parcel Area in Square feet
- Assessed Value
- Owner's Name
- Parcel Address
- Area of living space in square feet
- Legal description of property
- Land Use
- Tax Rate Area Code
- Year built of structure

- Assessors Tax Map Book and Page Designation
- Last Market Sale Information including Recording/Sale Date, Sale Price, Document #'s

2. Street Map Images

Street Map Image Layers (updated annually)

- Street Centerlines
- Parks
- Census Tracks
- Postal Codes
- Points of Interest
- Water
- Political – City, State

3. Transaction History Reports

Transaction History Data is also provided on each property selected in printable or exportable report format. This data is updated weekly – data includes:

- Sale Recording Date
- Sale Date
- Recording Document No.
- Document Type
- Title Company
- Grantor
- Grantee
- Sale Price
- Mortgage Recording Date
- Mortgage Document No.
- Lender
- Loan Amount

4. Assessor Parcel Maps

Associated Tax Maps for each Property/Parcel (updated annually) are supplied as part of our standard CityGIS™ offering throughout Southern CA.

5. Aerial Imagery

Aerial Imagery backdrops (updated per data provider's updates, typically 12-24 months)

- Aerial Imagery - Eagle Aerial 6"
- USGS Aerial
- USGS Topo
- Microsoft Virtual Earth Imagery
- Microsoft Birds Eye Views (oblique images)

6. City Owned Data

DMP understands that the City may want to post additional aerial imagery and other layers as outlined below as they are available. These may all be posted in CityGIS™: (COMPLY)

In all GIS applications a variety of data layers will make your program more valuable to staff. Using the new CityGIS™ Data Loader, required layers may be identified and uploaded for various city projects to help in the efficiency of communication for all departments. Layers are completely user definable in CityGIS™ with our new DataLoader with Layer Management Editor.

1. Aerial Orthophotography
2. County provided Parcel Base with Assessor Information (Title Appraisal and Property Characteristics) *(INCLUDED WITH WEEKLY UPDATES THROUGH CITYGIS™)*
3. City provided Jurisdictions with City Limits, Sphere Special Districts, and other Boundaries
4. City provided General Plan Data Set
5. City provided Policy Layers (fire hazards, flood, geologic, redevelopment, etc.)
6. City provided City-Owned Facilities Layer
7. City provided Bus Stop and Bus Route Layer
8. City provided Work Order layer (when available)
9. City provided Document Image layer (when available)
10. City provided Storm Drain layer (when available)
11. City provided Pavement Management layer (when available)
12. City provided Address Point Layer (from Hdl) with attached information for:
    a. Building Permits
    b. Business Licenses
    c. Other City Data

D - GIS WEB APPLICATION FEATURES

1. Application must be compatible with ESRI data format (COMPLY)
   Both CityGIS™ and CommunityView™ are not limited in the number of additional GIS layers that may be added to the applications. Digital Map Products transfers data both "in" and "out" of these applications using the standard GIS – ESRI Shapefile format. While not typical of many Internet Mapping Services, many layers can be created and edited directly in our CityGIS™ application for ease of developing and updating data in an easy to use model. Digital Map Products now offers a series of themeActive™ layers for this purpose which can be exported into an ESRI data format as well.

2. Provide access and support to web based GIS application through a common web browser (COMPLY)

3. Provide data access levels to three groups:
    1. Administrator add drop user accounts (DMP STAFF WILL HANDLE FOR CITY)
    2. City internal and external partners (COMPLY WITH AGREEMENTS TO PROTECT CITY)
    3. The general public (COMMUNITYVIEW™ - COMPLY)
        a. Access control to restrict GIS data layers and or attributes and GIS Web Application features (COMPLY)
        b. Original configuration Internal and External Partners shall have access to all information General public shall not have access to Owner name (COMPLY)

4. Provide display of all GIS layers identified in Task 2 (COMPLY)

5. Provide the desired features:
    a. Support concurrent users (COMPLY)
    b. Grouping of map series for Engineering, Public Works, Planning and other departments (COMPLY)
    c. Legend display of pre-set GIS data set colors, patterns and symbology for map themes (COMPLY)
    d. Display toggle for user specified GIS layers (e.g. checkbox) (COMPLY)
    e. Zoom in, zoom out, pan, previous display, and full extent display tools (COMPLY)
    f. Query parcels using Parcel#, Address, and Owner name (General public query using Parcel# and address only) (COMPLY)
    g. Identification of feature attributes using point-and-click displaying all information in the active GIS layer. General public Identification must display no ownership information (COMPLY)
    h. Select primary features and buffers elect secondary features within a user defined distance (COMPLY) All users can export up to 10 features to KML or KMZ file for immediate re-projected compatible use in Google Earth. (PRODUCT REQUIREMENT CHANGE NEEDED). Currently, our product provides a full Google Earth Integration. This feature allows users to easily navigate to area of interest in CityGIS™, right click and select set the view in Google Earth and zooms the user directly into the area selected in CityGIS™. As the product has been designed to be fully integrated, the reverse from an area in Google Earth to CityGIS™ is also performed by right click and select "Get View from Google". This is currently designed for view only however, as CityGIS™, our internal platform, generates KML every time we do a desktop print on vector data – that is query results and markup, we can easily modify the application to pass those results lists and markup to the Google Earth Platform through our standard Desktop Integrator. As this is a requirement of the proposal, we will have the modification completed within 2 weeks of award. Other alternatives include exporting shapefiles directly from CityGIS™ and quickly using free Shape to KML converters available for quick turnaround. Original configuration Internal and External Partners can create a mailing labels list from the parcel ownership data compatible with mail merge techniques (COMPLY)

i. Measure distance tool (COMPLY)
j. Map print tool showing map page layout, map display, map legend, scale bar, north arrow, City logo, and disclaimer. Print page capability for 8x11 and 11x17 sizes. Capability to produce print pages in PDF format (COMPLY)
Documents may be printed up to "E" Size documents from CityGIS™ for internal use.
k. Help system integrated with GIS web application with "About" link for site info, technical support, and City contacts (COMPLY)

Exhibit "B"

Consultant's Fee Schedule

LIGHTBOX

INVOICE

Digital Map Products, L.P.
6 Armstrong Road, 4th Floor
Shelton, CT 06484
Email: AR@lightboxre.com

Invoice Date:	01/14/2022
Payment Term:	Net 30
Due Date:	02/13/2022
Amount Due:	$ 33,430.50

Bill To
Highland, City of
27215 Baseline St
Highland, CA 92346-3113
United States

Ship To
Highland, City of
27215 Baseline St
Highland, CA 92346-3113
United States

Preferred Payment Method – ACH
Beneficiary: Digital Map Products, L.P.
Account Number: 4940746043
ABA Routing: 121000248
Bank: Wells Fargo, N.A.
Please reference invoice number

PO#	Sales Rep
Agreement # Q-02723-1	Mary Kane

Item	Rate	Dates Billed	Qty	Amount
GovClarity-GCE GovClarity Enterprise | 01/14/2022 – 01/13/2023	33,430.50	01/14/2022 – 01/13/2023	1	$ 33,430.50

SUBTOTAL	$ 33,430.50
SALES TAX	$ 0.00
TOTAL	$ 33,430.50
PAYMENT/CREDIT	($ 0.00)
TOTAL DUE	$ 33,430.50

If paying by check:
Digital Map Products, L.P.
PO Box 930314
Atlanta, GA 31193-0314

In order to remain compliant with state tax laws, LightBox regularly reviews its sales by 'ship to' state, each state's updated requirements and its customers' resale certificates on file. This process can result in changes to the sales tax calculated on your invoice. The absence of sales tax on this invoice should not be interpreted as your sales tax obligation being satisfied. Please ensure that you have consulted with the taxing jurisdictions where our products are being used to understand your sales and use tax obligations.

DIGITAL MAP PRODUCTS

5201 California Avenue, Suite 200
Irvine, CA 92617 (949) 333-5111

Date:	11/5/2019 4:24 PM
Solution Specialist:	Mary Kane
Agreement #:	Q-02723-1
Expires On:	1/14/2020

Company Name	HIGHLAND, CITY OF
Company DBA	
Contact Name	Kim Stater
Position	Economic Development Specialist
Street Address	27215 Base Line
City	Highland
State/Province	CA
Zip/Postal Code	92346
Phone	(909) 864-6861 x204
Email	kstater@cityofhighland.org

ACCOUNT LIAISON

Contact Name	David Daniely
Email	ddaniely@cityofhighland.org
Phone	(909) 864-6861 x255

Billing Information (if different from Company)

Company Name	Highland, City of
Street Name	27215 Base Line
City	Highland
State/Province	CA
Zip/Postal Code	92346
Billing Contact	Kim Stater
Billing Phone	(909) 864-6861 x204
Email	kstater@cityofhighland.org

Agreement Term	1/14/2020 thru 1/13/2022
Contract Term	24
Payment Terms	Net 30
Billing Frequency	Annually
Billing Method	Email
Payment Method	Check
Quote Type	Renewal

Billing Note **The Gross Price Total set forth below does not include applicable taxes which will be calculated and included on the invoice from Digital Map Products, Inc.**

Subscription

QTY/UNIT	PART #	DESCRIPTION	CONTRACT PRICE
1.00	GovClarity-+CV	GovClarity + CV	USD 65,550.00

	Contract Price	Average Annual Price
Subscription Total	USD 65,550.00	USD 32,775.00
Data Total	USD 0.00	USD 0.00
Professional Services Total	USD 0.00	USD 0.00
Other Total	USD 0.00	USD 0.00
Gross Price Total	USD 65,550.00	USD 32,775.00

Other Deal Terms & Processing Instructions

The parties agree to the terms contained herein including the attached Web Application Subscription Terms and Conditions and all exhibits.

HIGHLAND, CITY OF	DIGITAL MAP PRODUCTS, INC.
By: Kim Stater	By: Thomas Munoz
Name: KIM STATER	Name: Thomas Munoz
Title: ASST. CD DIRECTOR	Title: Controller
Date: 12/4/19	Date: Dec 5, 2019

Web Application Subscription
Terms and Conditions

By executing the Agreement, You agree that the Agreement terms govern Your acquisition and use of the Licensed Products. If You are entering into this Agreement on behalf of a company or other legal entity, You represent that You have the authority to bind such entity and its affiliates to these terms, in which case the terms "You" or "Your" shall refer to the entity and its affiliates. If You do not have such authority, or if You do not agree with these terms and conditions, You must not accept the Agreement and may not accept or use the Licensed Products.

1. DEFINITIONS

"Agreement" means the combination of the Order Form and these Web Application Subscription Terms and Conditions. In the event of any conflict between these Web Application Subscription Terms and Conditions and the Order Form, these Web Applications Subscription Terms and Conditions will apply.

"Content" means any content provided through the Web Application (whether created by Us or Our third-party licensors), and includes but is not limited to any information portrayed or rendered in any manner through the Web Application, including maps, data, analysis and images of any kind.

"Effective Date" The Agreement is effective as of the date of the last signature of the parties on both the Order Form and these Web Application Subscription Terms and Conditions.

"Order Form" means an ordering document specifying the specifics of what is being provided hereunder that is entered into between You and Us, including any addenda and supplements thereto. By entering into an Order Form hereunder, an affiliate agrees to be bound by the terms of this Agreement as if it were an original party hereto.

"User" means an individual who is authorized by You to use the Web Application, for whom You have ordered the Web Application, and to whom You (or We at Your request) have supplied a user identification and password.

"We," "Us" or **"Our"** means Digital Map Products, Inc. or its affiliates.

"Web Application" means the product You have requested access to and that has been ordered by You under this Agreement and has been made available by Us, excluding any third- party web sites, content, or applications that our products and services link to. Any use of the term Web Application shall be assumed to include Content.

"You" or **"Your"** means the company or other legal entity for which you are accepting this Agreement, and Affiliates of that company or entity.

"Your Data" means electronic data and information submitted by or for You to be incorporated into the Web Application.

2. WEB APPLICATION, CONTENT, AND USAGE

2.1. Web Application and Content. We will (a) make the Web Application available to You pursuant to this Agreement and the Order Form, (b) provide support for the Web Application to You pursuant to any such indication on the Order Form. Unless expressly provided otherwise, the Web Application is purchased as a subscription, and subject to usage limits, including, for example, (i) the number of Users and the geographic coverage areas specified in the Order Form and (ii) You may not extract more than 30,000 property records per month without a separate data license. Unless otherwise specified, the Web Application may not be accessed by more than the number of Users indicated, a User's password may not be shared with any other individual, and Users will not attempt to access information or functionality outside of the purchased geographic coverage areas.

2.2 Your Responsibilities. You will (a) be responsible for Users' compliance with this Agreement, (b) be responsible for the accuracy, quality, and legality of Your Data and the means by which You acquired Your Data, (c) use commercially reasonable efforts to prevent unauthorized access to or use of the Web Application, and notify Us promptly of any such unauthorized access or use, and (d) use the Web Application in accordance with any applicable laws and government regulations.

2.3 Usage Restrictions. You will not (a) make the Web Application available to, or use the Web Application for the benefit of, anyone other than You or Users, (b) sell, resell, license, sublicense, distribute, rent, or lease any portion of the Web Application, (c) use the Web Application to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights, (d) interfere or disrupt the integrity or performance of the Web Application or third-party data, (e) copy the Web Application or any part, feature, function, or user interface thereof, (f) copy, extract, or store Content except as expressly permitted, (g) frame or mirror any part of the Web Application, other than framing on Your own intranets or otherwise for Your own internal business purposes, (h) process, extract, conduct load testing on, or place undue load on any part of the Web Application except as expressly permitted, (i) use the Web Application for marketing or telemarketing purposes; or (j) access the Web Application in order to build or enhance a competitive product or service.

2.4. Future Functionality, Updates, and Beta Services. You agree that Your purchase of use of the Web Application is not contingent on the delivery of any future functionality or content, nor dependent on any oral or written public comments made by Us regarding future functionality or content. You agree that We may make changes to the Web Application over time for any reason, without limitation, and that We may not continue to provide or support older versions of the Web Application. We may invite You to try other Web Applications and options to Web Applications. Any such additional Web Applications and options may be subject to additional or separate terms and fees. In the event that such other Web Applications and options are trials or beta products, we will have no liability for any harm or damage arising out of Your use of such.

3. FEES, PAYMENT, AND TERM

3.1. Fees and Payment. You will pay all fees specified in the Order Form plus any applicable taxes, levies, duties, or similar governmental assessments of any nature. Except as otherwise specified herein or in an Order Form, (a) fees are based on the purchased use and not actual incremental usage, (b) payment obligations are non-cancelable and fees paid are non-refundable, (c) fees shall be made in advance in accordance with the frequency stated in the Order Form, (d) quantities or add-ons purchased cannot be decreased during the relevant subscription term, and (e) unless otherwise stated in the Order Form, invoiced charges are due Net 30 days from the invoice date. You are responsible for providing complete and accurate billing and contact information and notifying Us of any changes to such information.

3.2. Non-Payment or Failure to Pay. A charge of 1.5% per month may be assessed on any outstanding and past due invoices until paid in full. You will be charged for any cost of collections including, but not limited to, agent fees, legal fees and costs, and other associated expenses. If Your access and use is terminated or suspended due to nonpayment or non-compliance, You shall nonetheless still be responsible for any fees as set forth in this Agreement. If We do not receive from You payment for the invoiced amount within thirty (30) days of its due date, We may suspend Your access and use of the Web Application, until You bring Your account current.

3.3. Term of Agreement. This Agreement will continue for the period defined in the Order Form as the Agreement Term ("Initial Term"). After the Initial Term, this Agreement shall automatically renew for additional twelve (12) month periods ("Renewal Term") unless either party provides written notification to the other party of its intent not to renew at least sixty (60) days prior to the expiration of the then Initial Term or Renewal Term. For any Renewal Term, all fees shall increase by 2% over the previous Term. Upon termination, any licenses or rights granted by Us under this Agreement are immediately revoked.

4. PROPRIETARY RIGHTS, LICENSES, AND CONFIDENTIALITY

4.1. Reservation of Rights. Subject to the limited rights expressly granted hereunder, We and Our licensors reserve all of Our/their rights, titles, and interests in and to the Web Application, including all of Our/their related intellectual property rights. You understand that We may at our sole discretion replace vendors or suppliers related to Content or Web Application functionality at any time without notice. You agree that any works commissioned or undertaken by Us pursuant to or in supplement to this Agreement shall be and remain Our property. No rights are granted to You hereunder other than as expressly set forth herein.

4.2. Preservation of Notices. You agree to include, and not to remove or obscure, any copyright, trademark, patent, or other notices appearing within our Web Application including any visual or printed depictions of the same.

4.3. License to Host Your Data. You grant Us a limited-term license to host, copy, adapt, modify, transmit, and display Your Data, as necessary for Us to provide the Web Application to You. You reserve all title, interest and intellectual property rights to Your Data.

4.4. License to Collect Data and Use Feedback. You agree that We may collect and use information gathered as part of the Web Application to improve Our technology, products, and internal processes. You grant Us a worldwide, perpetual, irrevocable, royalty-free license to use and incorporate into the Web Application any suggestion, enhancement request, recommendation, correction, or other feedback provided by You or Your Users.

5. CONFIDENTIALITY

5.1. Trade Secrets and Confidential Information. The Web Application is based on and includes Our proprietary trade secrets and confidential information. You will not modify, adapt, translate, reverse engineer, decompile, attempt unauthorized access to, or disassemble any portion of the Web Application. You will treat the Web Application with at least the same degree of care (and no less than a reasonable degree of care) as that which You would treat Your own trade secrets and confidential information. You will not disclose the terms of this Agreement or any Order Form to any third party.

6. REPRESENTATIONS, WARRANTIES, EXCLUSIVE REMEDIES AND DISCLAIMERS

6.1. Our Warranties. EXCEPT FOR ANY EXPRESS WARRANTIES PROVIDED HEREIN, NEITHER PARTY MAKES ANY WARRANTY OF ANY KIND, WHETHER EXPRESS, IMPLIED, OR OTHERWISE. WE PROVIDE THE WEB APPLICATION ON AN "AS IS," "AS AVAILABLE" BASIS. WE MAKE NO REPRESENTATION, WARRANTY, OR COVENANT WHATSOEVER REGARDING PERFORMANCE, FUNCTIONALITY, AVAILABILITY, ACCURACY, OR SECURITY OF THE WEB APPLICATION OR YOUR DATA. WE MAY ALTER, REDUCE THE FUNCTIONALITY OR CONTENT OF, AND/OR TERMINATE THE WEB APPLICATION AT ANY TIME WITHOUT CAUSE IN OUR SOLE DISCRETION. NO AGENT OF DMP IS AUTHORIZED TO ALTER OR EXCEED THE WARRANTY OBLIGATIONS OF DMP AS SET FORTH HEREIN.

NEITHER US NOR ANY THIRD-PARTY PROVIDERS, PARTNERS OR AFFILIATES WARRANT THAT THE WEB APPLICATION, SERVERS, OR ANY E-MAIL SENT ARE FREE OF ERRORS, OMISSIONS, VIRUSES OR OTHER HARMFUL COMPONENTS. BY ACCEPTING THIS AGREEMENT, YOU DISCLAIM ALL LIABILITY AND INDEMNIFICATION OBLIGATIONS OF OURS AND ANY OF OUR THIRD-PARTY PROVIDERS, PARTNERS, OR AFFILIATES EXCEPT AS EXPRESSLY PROVIDED HEREIN.

6.2. Limitation of Liability. Our aggregate and maximum liability in connection with any claim arising out of or relating to this Agreement shall be limited to a refund of fees paid by You to Us up to a limit of one year's worth of fees. We shall not be liable for any special, indirect, incidental, or consequential damages of any kind (including attorneys' fees) arising in connection with Your use of the Web Application, or any failure by Us to perform our obligations, regardless of any negligence alleged.

6.3. Indemnification. We will defend and indemnify You against a third-party action, suit, or proceeding against You to the extent such claim is based upon an allegation that the Web Application or Content under this Agreement infringes a valid United States patent or copyright or misappropriates a third party's trade secret. If a third party alleges that Your Data or your use of the Web Application in breach of this Agreement infringes or misappropriates intellectual property rights or violates law, You will defend and indemnify Us and Our third party providers, partners, and affiliates against any such claim, demand, suit, or proceeding, including any judgments, settlements, and attorney fees.

7. ADDITIONAL PROVISIONS

7.1. Non-Assignability. Neither party may assign or transfer this Agreement without the prior written consent of the other party. Any unauthorized assessment or transfer will be null and void, and enables termination. This Agreement is binding upon any authorized successor or assignee.

7.2. Entire Understanding. This Agreement is the parties' entire agreement relating to its subject, and supersedes any prior or contemporaneous agreement. Any amendment must be in writing and expressly state that it is amending this Agreement.

7.3. Governing Law & Arbitration. This Agreement is governed by California law, excluding California's choice of law rules. All disputes relating to this Agreement will be subject to binding arbitration pursuant to the rules of The American Arbitration Association or the Judicial Arbitration and Mediations Services, Inc. The exclusive place of the arbitration shall be Orange County, California. Judgment on the arbitration award may be entered in any court having jurisdiction thereof. For the purpose of entry of judgment on such an award, the parties consent to personal jurisdiction in the courts of Orange County, California.

7.4. Headings Not Controlling. All captions and headings in this Agreement are for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions.

7.5. Severability. If any provision of this Agreement is held to be illegal, invalid, or unenforceable, such provision is fully separable, and the remaining provisions of the Agreement shall remain in full force and effect.

HIGHLAND, CITY OF	**DIGITAL MAP PRODUCTS, INC.**
By: Kim Stater	By: Thomas Munoz
Name: KIM STATER	Name: Thomas Munoz
Title: ASST CD DIRECTOR	Title: Controller
Date: 12/4/19	Date: Dec 5, 2019

Exhibit "C"

Consultant's Key Personnel and Subconsultants

SECTION 4 - PROJECT TEAM

Diane Wagner, Senior Account Manager

As Account Manager, Ms. Wagner will be the main liaison between the City of Highland and DMP and have overall responsibility for the management of the needs and communication for the account. Ms. Wagner has represented Digital Map Products for over 5 years with over 20 years of experience in GIS and technical database applications.

Carlos Mendizabal, Project Director

As Project Director, Mr. Mendizabal will be the executive level interface for DMP and have overall responsibility for allocating the required resources to fulfill the scope outlined in this proposal. As the Vice President of Customer Success Team, Mr. Mendizabal manages the support, professional services, training and data development teams at DMP. He has over twenty-five years experience in the GIS and technical industry as a consultant, manager and business owner.

Ryan Eckardt, Project Manager

As Project Manager, Mr. Eckardt will be assisting liaison between the City of Highland and DMP and responsible for coordinating the tasks and deliverables of this project. As Government & Utility Solutions Consultant, Ryan works with many DMP accounts in support of implementing and extending DMP Services throughout each agency. He has over eight years experience in the GIS industry as a technical manager and consultant and has been with Digital Map Products for over 4 years.

Thomas Root, Customer Success Team Member

As a Customer Success Team Member, it is the responsibility of Mr. Root to ensure that the City of Highland's CityGIS™ and CommunityView™ accounts are setup and maintained for maximum success. Specializing with our government clients only, this provides the experience and skill set Thomas needs to fully understand the special requirements of the market. Thomas has been with Digital Map Products for over 4 years in this capacity and holds a degree in Geography from UC Santa Barbara and a certificate in GIS from UC Riverside.

Steven Cheng, GIS Database Administrator

As GIS Database Administrator, Mr. Cheng will provide any database analysis and reconfiguration as needed to meet the project requirements. Steven is the Data Development Team Manager at DMP which maintains a data warehouse that serves DMP platform. Steven performs data analysis and develops automated workflows to extract, transform and load data from multiple sources to DMP data repositories. Steven has been with the company for over 6 years.

Leisa Cierley, Office Manager

Ms. Cierley will be the contact in charge of all contracts and invoicing between Digital Map Products and the City of Highland. Ms. Cierley has been with the company for over 8 years.

Karen Figgins, Training Manager

Karen Figgins is our National Training Manager and will be responsible for both the first and second training sessions requested by the City of Highland. Ms. Figgins has been with Digital Map Products for over 5 years as a key member of our Customer Success Team. She leads both our onsite training programs as well as our follow on weekly webinars that are available for all clients.

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Melissa Morgan, Public Services Manager

SUBJECT: Second Reading of Ordinance No. 451 adding Chapter 8.13 Mandatory Organic Waste Disposal Reduction to Title 8 Health and Safety of the Highland Municipal Code and Making a Determination of Exemption Under CEQA in compliance with SB1383 Short-lived climate pollutants: methane emissions: dairy and livestock: organic waste: landfills.

RECOMMENDATION: Staff recommends that the City Council conduct a second reading, read by title only, waive further reading of Ordinance No. 451, an Ordinance adding Chapter 8.13 Mandatory Organic Waste Disposal Reduction to Title 8 Health and Safety of the Highland Municipal Code and Making a Determination of Exemption Under CEQA.

PREVIOUS ACTION: On November 9, 2021, the City Council conducted the first reading and discussed the subject Ordinance and no modifications were made, therefore staff recommends the City Council recognize the subject Ordinance and adopt as submitted.

FISCAL IMPACT: There is no fiscal impact to the City due to adopting the proposed Ordinance. The proposed Ordinance is attached hereto as "Attachment 1". The passage of the Ordinance alone will have no direct impact on solid waste collection rates.

Approved _____	Motion _____	Second _____	Agenda Item No. 18
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes

City Clerk

City Manager

LEGAL REVIEW: This report and the proposed ordinance were drafted in collaboration with the City Attorney's office.

PUBLIC NOTICE: Prior to the first reading the legally required Summary of the Ordinance was published on November 3, 2021, in the San Bernardino Sun newspaper. The Summary is attached hereto as Attachment "2". The City Clerk also posted the Agenda on the City's Website and at the City's three designated posting sites, as required by City Council Resolution.

BACKGROUND: Senate Bill 1383 (SB 1383) was signed into law in September 2016. In an effort to address climate change, and specifically short-lived climate pollutants, SB 1383 sets targets for reducing organic waste disposal in landfills and to reduce disposal of edible food. California Department of Resources Recycling and Recovery (CalRecycle) found 20 percent of the State's methane emissions to come from landfills and for organics such as food scraps, yard trimmings, paper and cardboard to make half of what California disposes of in landfills.

SB 1383 establishes a statewide target to reduce organic waste disposal by 50% by 2020 and 75% by 2025 and a statewide target to redirect at least 20% of edible food that is currently disposed to people in need. To meet these targets CalRecycle developed prescriptive regulations requiring local jurisdictions to adopt a mandatory and enforceable organics waste recycling ordinance by January 1, 2022. In addition, local jurisdictions are required to:

- Provide organic waste recycling services to all residents and businesses;
- Implement an edible food recovery program that recovers edible food from the waste stream;
- Conduct outreach and education to all affected parties, including generators, haulers, facilities, and edible food recovery organizations;
- Procure recycled organic waste products like compost, mulch, and renewable natural gas; and,
- Maintain accurate and timely records of SB 1383 compliance for annual reporting requirements; Monitor compliance and conduct enforcement of the City's enforcement ordinance.

CalRecycle's regulations go into effect on January 1, 2022. SB 1383 allows cities to take an educational and non-punitive approach to enforcement for the first two years of the City's ordinance being in effect (2022 and 2023).

DISCUSSION: The proposed ordinance is a critical element of the City's efforts to comply with SB 1383 and the corresponding CalRecycle regulations. The proposed ordinance addresses key elements of SB 1383 compliance, including the following:

- Collection Services: All residences and commercial businesses, including multi-family residential dwellings will be automatically enrolled in the City's collection services for trash, recycling, and green waste. Food waste generated by residents and businesses will be collected in the existing green organics container. Commercial businesses may apply for de minimis and physical space waivers if their organic waste collected in the blue or green containers is below a certain amount or the business does not have adequate space for all the collection containers.

- Commercial Edible Food Generators: These generators are required to recover the maximum amount of edible food that would otherwise be disposed in the waste stream and implement related programs. These generators are also required to maintain and provide records to City staff regarding their edible food recovery efforts.

- Food Recovery Organizations: These entities are required to maintain certain records related to their food recovery efforts, report amounts of edible food recovered to the City and provide information upon request to support the City's food recovery capacity.

- Haulers and Self Haulers: Haulers and Self-Haulers are required to transport trash, recycling, and organic waste to the appropriate facility that will accept and process such waste and to keep records of what they haul subject to inspection by the City.

- Procurement Requirements for Direct Service Providers and Vendors: Direct services providers and vendors are required under the ordinance to comply with the City's procurement policy for organics.

- Inspections and Investigations: The City is authorized to conduct investigations, including through remote monitoring, to confirm compliance. Regulated entities are required to provide access and cooperate with City staff or the City Designee during the process.

- Enforcement: Violation of any provision of the chapter shall constitute grounds for issuance of a penalty. Furthermore, fees may be assessed for container contamination.

- Model Water Efficient Landscape Ordinance (MWELO) Compliance: Entities subject to MWELO are required under the ordinance to at a minimum comply with certain provisions of MWELO, as in effect on September 15, 2015, including those related to compost and mulch.

- California Green Building Standards (CalGreen): Entities subject to CalGreen are required under the ordinance to at a minimum comply with certain provisions of CalGreen, as in effect on January 1, 2020, related to accommodating collection containers and treatment of organics comingled with construction and demolition debris.

If adopted, the ordinance will be effective and operative in thirty (30) days.

On June 26, 2018 the City Council approved a revised and restated collection services franchise agreement between the City and Burrtec Waste Industries. This franchise agreement became effective on that date and addressed any current or future diversion programs such as SB 1383 and the corresponding CalRecycle regulations. Attached as "Attachment 3" is the SB 1383 Short Lived Climate Pollutants Program Overview prepared by Burrtec.

The City is also working to update its procurement policies to be consistent with the new organics procurement requirements.

Attachments: 1. Ordinance No. 451
2. Summary of Proposed Ordinance
3. SB 1383 Short Lived Climate Pollutants Program Overview

ATTACHMENT 1

ORDINANCE NO. 451

AN ORDINANCE OF THE CITY OF HIGHLAND, CALIFORNIA, ADDING CHAPTER 8.13 (MANDATORY ORGANIC WASTE DISPOSAL REDUCTION) TO TITLE 8 HEALTH AND SAFETY OF THE CITY OF HIGHLAND MUNICIPAL CODE, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

SECTION 1. FINDINGS.

A. The City of Highland, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California.

B. Assembly Bill ("AB") 939 of 1989, the California Integrated Waste Management Act of 1989 (Public Resources Code Section 40000, et seq., as amended, supplemented, superseded and replaced from time to time and as implemented by regulations of the California Department of Resources, Recycling and Recovery ("CalRecycle")), requires the City to reduce, reuse, and recycle (including composting), solid waste generated in the City to the maximum extent feasible before any incineration or landfill disposal of waste, to conserve water, energy, and other natural resources, and to protect the environment.

C. AB 341 of 2011 places requirements on businesses, including multi-family property owners with five or more dwelling units, that generate a specified threshold amount of solid waste to arrange for recycling services and requires the City to implement a mandatory commercial recycling program.

D. AB 1826 of 2014 requires businesses, including multi-family property owners with five or more dwelling units, that generate a specified threshold amount of solid waste, recycling, and organic waste per week to arrange for recycling services for that waste, and requires the City to implement a mandatory commercial organics recycling program for designated businesses and multi-family property owners.

E. AB 827 of 2019, with respect to certain businesses that offer products for immediate consumption, imposes requirements for on-site recycling and organic waste containers, including that these containers be placed adjacent to trash containers, be visible, easily accessible, and clearly marked. AB 827 further provides that certain businesses that arrange for gardening or landscaping services shall require the contract or work agreement between the business and the gardening or landscaping service require that the organic waste generated by those services be managed in compliance with Chapter 12.8 of Part 3 of Division 30 of the California Public Resources Code.

F. Senate Bill ("SB") 1383 of 2016, the Short-lived Climate Pollutant Reduction Act of 2016, requires CalRecycle to develop regulations to reduce organics in landfills as a source of methane. These regulations, adopted in 2020 ("SB 1383 Regulations"), place requirements on multiple entities including the City; single-family residential households; commercial businesses, including multi-family property owners with five or more dwelling units; commercial edible food generators; haulers, including self-haulers; food recovery organizations; and food recovery services to support achievement of statewide organic waste disposal reduction targets.

G. The SB 1383 Regulations require the City to adopt and enforce an ordinance or other enforceable mechanism to implement relevant provisions of the SB 1383 Regulations.

H. This Ordinance implements the requirements of the SB 1383 Regulations.

THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA ORDAINS AS FOLLOWS:

SECTION 2. AMENDMENT.

Title 8 (Health and Safety) of the City Municipal Code is hereby amended to add Chapter 8.13 (Mandatory Organic Waste Disposal Reduction) to read as follows:

"**8.13 – Mandatory Organic Waste Disposal Reduction**

8.13.010 Definitions

For the purposes of this Chapter, the following words, terms, phrases, and their derivations have the meanings given herein. Terms not defined in this section and defined elsewhere in this Code shall have the same meanings herein unless the context otherwise requires. When consistent with the context, words used in the present tense include the future tense, and words in the singular number include the plural number. In the event of a conflict between a definition in this Code and a definition in 14 CCR Section 18982, the definitions in Section 18982 shall control for the purposes of this Chapter. Additionally, for the purposes of this Chapter, the definitions in 14 CCR Section 18982 shall control for terms used in this Chapter and not defined in this Code. Unless otherwise specified herein, references to a statute or regulation means the statute or regulation, as amended, supplemented, superseded, and replaced from time to time.

"Blue Container" has the same meaning as in 14 CCR Section 18982(a)(5) and shall be used only for the purpose of storage and collection of Source Separated Recyclable Materials. Notwithstanding the foregoing, functional containers purchased prior to January 1, 2022, that are used for the storage and collection of Source Separated Recyclable Materials and that do not comply with the color requirements of 14 CCR Section 18982(a)(5) shall be deemed to be Blue Containers and are not required to be replaced until the end of the useful life of those containers or January 1, 2036, whichever is earlier.

"CalRecycle" means the California Department of Resources Recycling and Recovery, which is the Department designated with responsibility for developing, implementing, and enforcing SB 1383 Regulations on the City (and others).

"California Code of Regulations" or "CCR" means the State of California Code of Regulations. CCR references in this Chapter are preceded with a number that refers to the relevant title of the CCR (e.g., "14 CCR" refers to Title 14 of the CCR).

"City" means the City of Highland.

"City Manager" means the City Manager of the City or his/her designee.

"Commercial Business" or "Commercial" means a firm, partnership, proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a Multi-Family Residential Dwelling; or, as otherwise defined in 14 CCR Section 18982(a)(6). A multi-family residential dwelling that consists of fewer than five (5) dwelling units is not a Commercial Business for purposes of implementing this Chapter.

"Commercial Edible Food Generator" includes a Tier One or a Tier Two Commercial Edible Food Generator as defined herein. For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators pursuant to 14 CCR Section 18982(a)(7).

"Community Composting" means any activity that composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and Compost on-site at any one time does not exceed 100 cubic yards and 750 square feet, as specified in 14 CCR Section 17855(a)(4); or, as otherwise defined in 14 CCR Section 18982(a)(8).

"Compost" has the same meaning as in 14 CCR Section 17896.2(a)(4).

"Compostable Plastic" means plastic materials that meet the ASTM D6400 standard for compostability; or, as otherwise described in 14 CCR Section 18984.1(a)(1)(A) or 18984.2(a)(1)(C).

"Container Contamination" or "Contaminated Container" means a container, regardless of color, that contains Prohibited Container Contaminants; or, as otherwise defined in 14 CCR Section 18982(a)(55).

"County" means the County of San Bernardino.

"C&D" means construction and demolition debris removed from a premise during the construction or demolition of a structure.

"Designee" means an entity that the City contracts with or otherwise arranges to carry out any of the City's responsibilities of this Chapter as authorized in 14 CCR Section

18981.2; or, as otherwise defined in 14 CCR Section 18982(a)(15). A Designee may be a government entity, a hauler, a private entity, or a combination of those entities.

"Edible Food" means food intended for human consumption; or, as otherwise defined in 14 CCR Section 18982(a)(18). For the purposes of this Chapter or as otherwise defined in 14 CCR Section 18982(a)(18), "Edible Food" is not Solid Waste if it is recovered and not discarded. Nothing in this Chapter or in 14 CCR, Division 7, Chapter 12 requires or authorizes the Recovery of Edible Food that does not meet the food safety requirements of the State Retail Food Code.

"Enforcement Action" means an action of the City to address non-compliance with this Chapter including, but not limited to, issuing administrative citations, fines, penalties, or using other remedies; or, as otherwise defined in 14 CCR Section 18982(a)(19).

"Enforcement Official" means the City Manager or the City's authorized Designee(s) who is/are partially or wholly responsible for enforcing this Chapter.

"Excluded Waste" means hazardous substance, hazardous waste, infectious waste, designated waste, volatile, corrosive, medical waste, infectious, regulated radioactive waste, and toxic substances or material that facility operator(s), which receive materials from the City and its Generators, reasonably believe(s) would, as a result of or upon acceptance, transfer, processing, or disposal, be a violation of local, State, or Federal law, regulation, or ordinance, including: land use restrictions or conditions, waste that cannot be disposed of in Class III landfills or accepted at the facility by permit conditions, waste that in the City's Enforcement Official's or its Designee's, reasonable opinion would present a significant risk to human health or the environment, cause a nuisance or otherwise create or expose the City, or its Designee, to potential liability; but not including de minimis volumes or concentrations of waste of a type and amount normally found in Single-Family or Multi-Family Solid Waste after implementation of programs for the safe collection, processing, recycling, treatment, and disposal of batteries and paint in compliance with Sections 41500 and 41802 of the State Public Resources Code. Excluded Waste does not include used motor oil and filters, household batteries, universal wastes, electronic waste, and/or latex paint when such materials are defined as allowable materials for collection through the City's collection programs and the generator or customer has properly placed the materials for collection pursuant to instructions provided by City or its Designee for collection services.

"Food Distributor" means a company that distributes food to entities including, but not limited to, Supermarkets and Grocery Stores; or, as otherwise defined in 14 CCR Section 18982(a)(22).

"Food Facility" has the same meaning as in Section 113789 of the State Health and Safety Code.

"Food Recovery" means actions to collect and distribute food for human consumption that otherwise would be disposed; or, as otherwise defined in 14 CCR Section 18982(a)(24).

"Food Recovery Organization," unless otherwise defined in 14 CCR Section 18982(a)(25), means an entity that engages in the collection or receipt of Edible Food from Commercial Edible Food Generators and distributes that Edible Food to the public for Food Recovery either directly or through other entities, including, but not limited to:

A. A food bank as defined in Section 113783 of the State Health and Safety Code;

B. A nonprofit charitable organization as defined in Section 113841 of the State Health and Safety code; and

C. A nonprofit charitable temporary food facility as defined in Section 113842 of the State Health and Safety Code.

A Food Recovery Organization is not a Commercial Edible Food Generator for the purposes of this Chapter and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

"Food Recovery Service" means a person or entity that collects and transports Edible Food from a Commercial Edible Food Generator to a Food Recovery Organization or other entities for Food Recovery; or, as otherwise defined in 14 CCR Section 18982(a)(26). A Food Recovery Service is not a Commercial Edible Food Generator for the purposes of this Chapter and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

"Food Scraps" means all food such as, but not limited to, fruits, vegetables, meat, poultry, seafood, shellfish, bones, rice, beans, pasta, bread, cheese, and eggshells. Food Scraps excludes fats, oils, and grease when such materials are Source Separated from other Food Scraps.

"Food Service Provider" means an entity primarily engaged in providing food services to institutional, governmental, Commercial, or industrial locations of others based on contractual arrangements with these types of organizations; or, as otherwise defined in 14 CCR Section 18982(a)(27).

"Food-Soiled Paper" means compostable paper material that has come in contact with food or liquid, such as, but not limited to, compostable paper plates, paper coffee cups, napkins, pizza boxes, and milk cartons.

"Food Waste" means Food Scraps.

"Generator" means a person or entity that is responsible for the initial creation of Solid Waste, and with respect to Organic Waste, means a person or entity that is responsible for the initial creation of Organic Waste; or, as otherwise defined in 14 CCR Section 18982(a)(48).

"Gray Container" has the same meaning as in 14 CCR Section 18982(a)(28) and shall be used only for the purpose of storage and collection of Gray Container Waste.

Notwithstanding the foregoing, functional containers purchased prior to January 1, 2022 that are used for the storage and collection of Gray Container Waste and that do not comply with the color requirements of 14 CCR Section 18982(a)(28) shall be deemed to be Gray Containers and are not required to be replaced until the end of the useful life of those containers or January 1, 2036, whichever is earlier.

"Gray Container Waste" means Solid Waste that is collected in a Gray Container that is part of the City's three-container Organic Waste collection service that prohibits the placement of Organic Waste in the Gray Container as specified in 14 CCR Sections 18984.1(a) and (b); or, as otherwise defined in 14 CCR Section 17402(a)(6.5). Notwithstanding the preceding sentence, Gray Container Waste includes textiles.

"Green Container" has the same meaning as in 14 CCR Section 18982(a)(29) and shall be used only for the purpose of storage and collection of Source Separated Green Container Organic Waste. Notwithstanding the foregoing, functional containers purchased prior to January 1, 2022 that are used for the storage and collection of Source Separated Green Container Organic Waste and that do not comply with the color requirements of 14 CCR Section 18982(a)(29) shall be deemed to be Green Containers and are not required to be replaced until the end of the useful life of those containers or January 1, 2036, whichever is earlier.

"Grocery Store" means a store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments; or, as otherwise defined in 14 CCR Section 18982(a)(30).

"Hauler Route" means the designated itinerary or sequence of stops for each segment of the City's collection service area; or, as otherwise defined in 14 CCR Section 18982(a)(31.5).

"High Diversion Organic Waste Processing Facility" means a facility that is in compliance with the reporting requirements of 14 CCR Section 18815.5(d) and meets or exceeds an annual average mixed waste organic content recovery rate of 50 percent between January 1, 2022 and December 31, 2024, and 75 percent after January 1, 2025, as calculated pursuant to 14 CCR Section 18815.5(e) for Organic Waste received from the "Mixed Waste Organic Collection Stream" as defined in 14 CCR Section 17402(a)(11.5); or, as otherwise defined in 14 CCR Section 18982(a)(33).

"Inspection" means a site visit where the City or its Designee reviews records, containers, and an entity's collection, handling, recycling, or landfill disposal of Organic Waste or Edible Food handling to determine if the entity is complying with requirements set forth in this Chapter; or, as otherwise defined in 14 CCR Section 18982(a)(35).

"Large Event" means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a

location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event; or, as otherwise defined in 14 CCR Section 18982(a)(38).

"Large Venue," unless otherwise defined in 14 CCR Section 18982(a)(39), means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. For purposes of this Chapter and implementation of 14 CCR, Division 7, Chapter 12, a venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. For purposes of this Chapter and implementation of 14 CCR, Division 7, Chapter 12, a site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue.

"Local Education Agency" means a school district, charter school, or county office of education that is not subject to the control of the City's regulations related to Solid Waste; or, as otherwise defined in 14 CCR Section 18982(a)(40)."Multi-Family Residential Dwelling(s)" or "Multi-Family" means of, from, or pertaining to residential premises with five (5) or more dwelling units. Multi-Family premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses.

"MWELO" refers to the Model Water Efficient Landscape Ordinance, 23 CCR, Division 2, Chapter 2.7.

"Non-Compostable Paper" includes, but is not limited to, paper that is coated in a plastic material that will not breakdown in the composting process; or, as otherwise defined in 14 CCR Section 18982(a)(41)."Non-Organic Recyclables" means non-putrescible and non-hazardous recyclable wastes including, but not limited to, bottles, cans, metals, plastics and glass; or, as otherwise defined in 14 CCR Section 18982(a)(43).

"Notice of Violation" means a notice that a violation has occurred that includes a compliance date to avoid an action to seek penalties; or, as otherwise defined in 14 CCR Section 18982(a)(45) or further explained in 14 CCR Section 18995.4.

"Organic Waste" means Solid Waste containing material originated from living organisms and their metabolic waste products, including, but not limited to, food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges; or, as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined by 14 CCR Section 18982(a).

"Paper Products" include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling; or, as otherwise defined in 14 CCR Section 18982(a)(51).

"Printing and Writing Papers" include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications; or, as otherwise defined in 14 CCR Section 18982(a)(54).

"Prohibited Container Contaminants," unless otherwise defined in 14 CCR Section 18982(a)(55), means the following:

A. discarded materials placed in the Blue Container that are not identified by the City as acceptable Source Separated Recyclable Materials for the Blue Container;

B. discarded materials placed in the Green Container that are not identified by the City as acceptable Source Separated Green Container Organic Waste for the Green Container, including carpet, hazardous wood waste and Non-Compostable Paper;

C. discarded materials placed in the Gray Container that are identified by the City as acceptable Source Separated Recyclable Materials to be placed in the Blue Container or Source Separated Green Container Organic Waste to be placed in the City's Green Container; and,

D. Excluded Waste placed in any container.

"Recovery" means any activity or process described in 14 CCR Section 18983.1(b); or, as otherwise defined in 14 CCR Section 18982(a)(49).

"Recycled-Content Paper" means Paper Products and Printing and Writing Papers that consist of at least 30 percent, by fiber weight, postconsumer fiber; or, as otherwise defined in 14 CCR Section 18982(a)(61).

"Remote Monitoring" means the use, at the discretion of the City, of the internet of things (IoT) and/or wireless electronic devices to visualize the contents of Blue Containers, Green Containers, and Gray Containers for purposes of identifying the quantity of materials in containers (level of fill) and/or presence of Prohibited Container Contaminants.

"Restaurant" means an establishment primarily engaged in the retail sale of food and drinks for on-premises or immediate consumption; or, as otherwise defined in 14 CCR Section 18982(a)(64).

"SB 1383" means Senate Bill 1383 of 2016 approved by the Governor of the State on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the State Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the State Public Resources Code, establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants.

"SB 1383 Regulations" means the Short-Lived Climate Pollutants: Organic Waste Reduction regulations developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of 14 CCR and 27 CCR.

"Self-Hauler" means a person or entity, who, in compliance with all applicable requirements of this Code, hauls Solid Waste, Organic Waste or recyclable materials he or she has generated to another person or entity; or, as otherwise defined in 14 CCR Section 18982(a)(66). Self-Hauler also includes a person or entity who Back-Hauls waste. Back-Haul means generating and transporting Organic Waste to a destination owned and operated by the Generator using the Generator's own employees and equipment; or, as otherwise defined in 14 CCR Section 18982(a)(66)(A).

"Single-Family" means of, from, or pertaining to any residential premises with fewer than five (5) units.

"Solid Waste" unless otherwise defined in State Public Resources Code Section 40191, means all putrescible and nonputrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semi-solid wastes, and other discarded solid and semisolid wastes, with the exception that Solid Waste does not include any of the following wastes:

A. Hazardous waste, as defined in the State Public Resources Code Section 40141;

B. Radioactive waste regulated pursuant to the Radiation Control Law (Chapter 8 (commencing with Section 114960) of Part 9 of Division 104 of the State Health and Safety Code); and,

C. Medical waste regulated pursuant to the Medical Waste Management Act (Part 14 (commencing with Section 117600) of Division 104 of the State Health and Safety Code). Untreated medical waste shall not be disposed of in a Solid Waste landfill, as defined in State Public Resources Code Section 40195.1. Medical waste that has been treated and deemed to be Solid Waste shall be regulated pursuant to Division 30 of the State Public Resources Code.

"Source Separated" means materials, including commingled recyclable materials, that have been separated or kept separate from the Solid Waste stream, at the point of generation, for the purpose of additional sorting or processing those materials for recycling or reuse in order to return them to the economic mainstream in the form of raw material for new, reused, or reconstituted products, which meet the quality standards necessary to be used in the marketplace; or, as otherwise defined in 14 CCR Section 17402.5(b)(4). For the purposes of this Chapter, Source Separated shall include separation of materials, at the point of generation, by the Generator, property owner,

property owner's employee, property manager, or property manager's employee into different containers for the purpose of collection such that Source Separated materials are separated from Gray Container Waste or other Solid Waste for the purposes of collection and processing of those materials.

"Source Separated Blue Container Organic Waste" means Source Separated Organic Waste that can be placed in a Blue Container that is limited to the collection of that Organic Waste and Non-Organic Recyclables. Source Separated Blue Container Organic Waste includes Paper Products, Printing and Writing Papers, and wood and dry lumber unless otherwise specified by the City, but excludes Source Separated Green Container Organic Waste.

"Source Separated Green Container Organic Waste" means Source Separated Organic Waste that can be placed in a Green Container that is limited to the collection of that Organic Waste; or as otherwise specified in 14 CCR 18984.1 (a) and (b), excluding Source Separated Blue Container Organic Waste, carpets, Non-Compostable Paper, and textiles.

"Source Separated Recyclable Materials" means Source Separated Non-Organic Recyclables and Source Separated Blue Container Organic Waste.

"State" means the State of California.

"Supermarket" means a full-line, self-service retail store with gross annual sales of two million dollars ($2,000,000), or more, and which sells a line of dry grocery, canned goods, or nonfood items and some perishable items; or, as otherwise defined in 14 CCR Section 18982(a)(71).

"Tier One Commercial Edible Food Generator" means a Commercial Edible Food Generator that is one of the following; or, as otherwise defined in 14 CCR Section 18982(a)(73):

A. Supermarket;

B. Grocery Store with a total facility size equal to or greater than 10,000 square feet;

C. Food Service Provider;

D. Food Distributor; or,

E. Wholesale Food Vendor.

"Tier Two Commercial Edible Food Generator" means a Commercial Edible Food Generator that is one of the following; or, as otherwise defined in 14 CCR Section 18982(a)(73):

A. Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet;

B. Hotel with an on-site Food Facility and 200 or more rooms;

C. Health facility with an on-site Food Facility and 100 or more beds;

D. Large Venue;

E. Large Event;

F. A State agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet; or

G. A Local Education Agency facility with an on-site Food Facility.

"Wholesale Food Vendor" means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination; or, as otherwise defined in 14 CCR Section 189852(a)(76).

8.13.020. Organic Waste Generators, haulers and other entities that are subject to the requirements of SB 1383 and the SB 1383 Regulations and the City's jurisdiction shall fully comply with all applicable requirements of SB 1383, the SB 1383 Regulations, this Chapter, and the provisions of any collection agreement between the City and a franchised, licensed, or sanctioned] hauler in effect. In the event of a conflict between the provisions of this Chapter and other provisions of this Code, the provisions of this Chapter shall control. In the event of a conflict between the provisions of the SB 1383 Regulations and the provisions of this Chapter, the SB 1383 Regulations shall control.

8.13.030. Requirements for Single-Family Organic Waste Generators

Single-Family Organic Waste Generators shall comply with the following requirements, except permitted Single-Family Generators that meet the Self-Hauler requirements of this Code:

A. Subscribe to the City's three-container Organic Waste collection service(s) for all Organic Waste generated as described in paragraph (b) of this section. The City shall have the right to review the number and size of a Generator's containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and Single-Family Generators shall adjust their service level for their collection services as requested by the City. Generators may additionally manage their Organic Waste by preventing or reducing their Organic Waste, managing Organic Waste on site, and/or using a Community Composting site pursuant to 14 CCR Section 18984.9(c).

B. Participate in the City's Organic Waste collection service(s) by placing designated materials in designated containers as described in this paragraph, and shall not place Prohibited Container Contaminants in collection containers. Generators shall place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials (which includes Source Separated Non-Organic Recyclables and Source Separated Blue Container Waste) in the Blue Container; and Gray Container Waste in the Gray Container. Generators shall not place materials designated for the Gray Container into the Green Container or Blue Container.

8.13.040. Requirements for Commercial Organic Waste Generators and Commercial Businesses

Commercial Organic Waste Generators and Commercial Businesses shall comply with the following requirements:

A. Except for Commercial Organic Waste Generators that meet the Self-Hauler requirements of this Code, Commercial Organic Waste Generators, including Multi-Family Residential Dwellings, shall subscribe to the City's three-container Organic Waste collection service(s) and comply with requirements of those service(s) as described below in paragraph B. of this section. The City shall have the right to review the number and size of a Generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and Commercial Businesses shall adjust their service level for their collection services as requested by the City. Generators may additionally manage their Organic Waste by preventing or reducing their Organic Waste, managing Organic Waste on site, and/or using a Community Composting site pursuant to 14 CCR Section 18984.9(c).

B. Except for Commercial Organic Waste Generators that meet the Self-Hauler requirements of this Code, Commercial Organic Waste Generators, including Multi-Family Residential Dwellings, shall participate in the City's Organic Waste collection service(s) by placing designated materials in designated containers as described in this paragraph, and not placing Prohibited Container Contaminants in containers. Generators shall place Source Separated Green Container Organic Waste in the Green Container; Source Separated Recyclable Materials (which includes Source Separated Non-Organic Recyclables and Source Separated Blue Container Waste) in the Blue Container; and Gray Container Waste in the Gray Container. Generators shall not place materials designated for the Gray Container into the Green Container or Blue Container.

C. Commercial Organic Waste Generators, except for Multi-Family Residential Dwellings, shall provide containers for the collection of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials in all indoor and outdoor areas where disposal containers are provided for customers. Such containers shall be visible and easily accessible. Such containers do not

need to be provided in restrooms. If a Commercial Business does not generate any of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers. Pursuant to 14 CCR Section 18984.9(b), the containers provided by the business shall have either:

1. A body or lid that conforms with the container colors provided through the Organic Waste collection service provided by the City. A Commercial Business is not required to replace functional containers, including containers purchased prior to January 1, 2022, that do not comply with the requirements of this subsection prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

2. Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container; or as otherwise provided in 14 CCR Section 18984.8.

D. Commercial Organic Waste Generators, including Multi-Family Residential Dwellings, shall supply and allow access to adequate number, size and location of collection containers with sufficient labels or colors (conforming to paragraphs C.1. and C.2. above) for employees, contractors, tenants, and customers, consistent with the City's collection service and Article 3 of Chapter 12 of Division 7 of Title 14 of the CCR.

E. Commercial Organic Waste Generators, except for Multi-Family Residential Dwellings, shall prohibit employees from placing materials in a container not designated for those materials per the City's Blue Container, Green Container, and Gray Container collection service pursuant to 14 CCR Section 18984.1(a)(5).

F. Commercial Organic Waste Generators, except for Multi-Family Residential Dwellings, shall periodically inspect Blue Containers, Green Containers, and Gray Containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR Section 18984.9(b)(3).

G. Commercial Businesses, including Multi-Family Residential Dwellings, shall annually provide information to employees, contractors, tenants, and customers about Organic Waste Recovery requirements and about proper sorting of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials.

H. Commercial Businesses, including Multi-Family Residential Dwellings, shall provide information as described in subsection G. of this Section before or within fourteen (14) days of occupation of the premises to new tenants.

I. Commercial Businesses, including Multi-Family Residential Dwellings, shall provide or arrange access for the City or its agent to their properties during all Inspections conducted in accordance with Section 8.13.130 to confirm compliance with the requirements of this Section.

J. If a Commercial Business wants to self-haul, meet the Self-Hauler requirements of this Code, including Section 8.13.090.

K. Commercial Organic Waste Generators, including Multi-Family Residential Dwellings, if generating two (2) cubic yards or more of total Solid Waste per week (or other threshold defined by the State), shall require that any contract or work agreement between the owner, occupant, or operator of the Commercial Business and a gardening or landscaping service specify that the Organic Waste generated by those services be managed in compliance with Chapter 12, Part 3, Division 30 of the Public Resources Code.

L. Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Food Recovery requirements, pursuant to Section 8.13.060.

M. Nothing in this Section shall be construed as classifying customers as commercial, residential, single-family dwellings, or multi-family dwellings, for purposes of implementing a collection agreement between the City and a franchised hauler.

8.13.050. Waivers for Generators

The City, at its discretion and in accordance with 14 CCR Section 18984.11, or as otherwise authorized by CalRecycle, may grant one or more of the following types of waivers to a Generator of Organic Waste:

A. De Minimis Waivers. The City may waive a Commercial Business' (including Multi-Family Residential Dwellings) obligations to comply with some or all of the Organic Waste requirements of this Chapter if the Commercial Business provides documentation, or the City has evidence demonstrating, that the business generates below a certain amount of Organic Waste material as described below in subsection A.2. Commercial Businesses requesting a de minimis waiver shall:

1. Submit an application specifying the services that they are requesting a waiver from and provide documentation as noted in paragraph A.2. below.

2. Provide documentation that either:

a. The Commercial Business' total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 20 gallons per week per applicable container of the business' total waste; or,

b. The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 10 gallons per week per applicable container of the business' total waste.

3. Notify the City if circumstances change such that the Commercial Business' Organic Waste exceeds the threshold required for waiver, in which case the waiver will be rescinded. In addition, if the City determines at any time that a Commercial Business that has received a waiver is exceeding the Organic Waste thresholds set forth in subsection (a)(2) above, the City shall rescind the waiver.

4. Provide written verification of eligibility for a de minimis waiver every 5 years, if the City has approved a de minimis waiver.

B. Physical Space Waivers. The City may waive a Commercial Business' or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the recyclable materials and/or Organic Waste collection service requirements of this Chapter if the City has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the Organic Waste collection requirements of this Chapter.

Commercial Businesses or property owners requesting a physical space waiver shall:

1. Submit an application form specifying the type(s) of collection services for which they are requesting a compliance waiver and provide documentation as noted below.

2. Provide documentation that the premises lacks adequate space for Blue Containers and/or Green Containers including documentation from its hauler, licensed architect, or licensed engineer.

3. Notify the City if circumstances change such that Commercial Business has adequate space for the collection containers required for compliance with the Organic Waste collection requirements of Section 8.13.040, in which case the waiver will be rescinded. In addition, if the City determines at any time that a Commercial Business that has adequate space for the collection containers required for compliance with the Organic Waste

collection requirements of Section 8.13.040, the City shall rescind the waiver.

4. Provide written verification to the City that it is still eligible for a physical space waiver every five years, if the City has approved an application for a physical space waiver.

C. Collection Frequency Waivers. The City may allow the owner or tenant of any residence, premises, business establishment or industry that subscribes to the City's three- container Organic Waste collection service to arrange for the collection of their Blue Container, Gray Container, or both once every fourteen days, rather than once per week.

D. The Enforcement Official will be responsible for review and approval of waivers.

8.13.060. Requirements for Commercial Edible Food Generators

A. Tier One Commercial Edible Food Generators must comply with the requirements of this Section, and Tier Two Commercial Edible Food Generators must comply with the requirements of this Section commencing January 1, 2024, pursuant to 14 CCR Section 18991.3.

B. Large Venue or Large Event operators, not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this Section, commencing January 1, 2024.

C. Commercial Edible Food Generators shall comply with the following requirements:

1. Arrange to recover the maximum amount of Edible Food that would otherwise be disposed.

2. Contract with or enter into a written agreement with Food Recovery Organizations or Food Recovery Services for:

   a. the collection of Edible Food for Food Recovery; or,

   b. acceptance of the Edible Food that the Commercial Edible Food Generator self-hauls to the Food Recovery Organization for Food Recovery.

3. Shall not intentionally spoil Edible Food that is capable of being recovered by a Food Recovery Organization or a Food Recovery Service.

4. Allow the City's designated enforcement entity or designated third party enforcement entity to access the premises and review records kept pursuant to 14 CCR Section 18991.4.

5. Keep records that include the following information, or as otherwise specified in 14 CCR Section 18991.4:

   a. A list of each Food Recovery Service or Food Recovery Organization that collects or receives its Edible Food pursuant to a contract or written agreement established under 14 CCR Section 18991.3(b).

   b. A copy of all contracts or written agreements established under 14 CCR Section 18991.3(b).

   c. A record of the following information for each of those Food Recovery Services or Food Recovery Organizations:

      i. The name, address and contact information of the Food Recovery Service or Food Recovery Organization.

      ii. The types of food that will be collected by or self-hauled to the Food Recovery Service or Food Recovery Organization.

      iii. The established frequency that food will be collected or self-hauled.

      iv. The quantity of food, measured in pounds recovered per month, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.

D. If the Enforcement Official makes a request, then within 30 days of the request, Tier One Commercial Edible Foods Generators and Tier Two Commercial Edible Food Generators shall provide a Food Recovery report to the City that includes the following information:

   1. A copy of all contracts or written agreements established under 14 CCR Section 18991.3(b).

   2. The quantity of food, measured in annual pounds recovered, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.

   3. The name, address and contact information of the Food Recovery Service or Food Recovery Organization.

   4. Any additional information required by the City or the City's Designee.

E. Nothing in this Chapter shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance

pursuant to Senate Bill 557 of 2017 (approved by the Governor of the State on September 25, 2017, which added Article 13 (commencing with Section 49580) to Chapter 9 of Part 27 of Division 4 of Title 2 of the State Education Code, and amended Section 114079 of the State Health and Safety Code, relating to food safety, as amended, supplemented, superseded and replaced from time to time.)

8.13.070. Requirements for Food Recovery Organizations and Services

A. Food Recovery Services collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(1):

1. The name, address, and contact information for each Commercial Edible Food Generator from which the service collects Edible Food.

2. The quantity in pounds of Edible Food collected from each Commercial Edible Food Generator per month.

3. The quantity in pounds of Edible Food transported to each Food Recovery Organization per month.

4. The name, address, and contact information for each Food Recovery Organization that the Food Recovery Service transports Edible Food to for Food Recovery.

B. Food Recovery Organizations collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(2):

1. The name, address, and contact information for each Commercial Edible Food Generator from which the organization receives Edible Food.

2. The quantity in pounds of Edible Food received from each Commercial Edible Food Generator per month.

3. The name, address, and contact information for each Food Recovery Service that the organization receives Edible Food from for Food Recovery.

C. If the Enforcement Official makes a request, then within 30 days of the request, Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the City and contract with or have written agreements with one or more Commercial Edible Food Generators pursuant to 14 CCR Section 18991.3(b) shall report to the City the total pounds of Edible Food recovered in the previous calendar year from the Tier One and Tier Two

Commercial Edible Food Generators they have established a contract or written agreement with pursuant to 14 CCR Section 18991.3(b).

D. Food Recovery Organizations and Food Recovery Services shall inform Generators about State and Federal Good Samaritan Food Donation Act protection in written communications, such as in their contract or agreement established under 14 CCR Section 18991.3(b).

E. Food Recovery Capacity Planning--Food Recovery Services and Food Recovery Organizations.

In order to support the City's cooperation with the County of San Bernardino in its conduct of Edible Food Recovery capacity planning assessments or other studies, Food Recovery Services and Food Recovery Organizations operating in the City shall provide information and consultation to the City, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the City and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted by the City shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the City.

8.13.080. Requirements for Haulers, Facility Operators and Community Composting Operations

A. Requirements for Haulers. Haulers, including franchised haulers, providing residential, Commercial, or industrial Organic Waste collection services to Generators within the City's boundaries shall meet the requirements and standards of 14 CCR, Division 7, Chapter 12 and the following requirements as conditions of approval of contract, agreement, or other authorization to collect Organic Waste:

1. Through written annual notice to the City on or before March 1st of each year, identify the facilities to which they will transport Organic Waste.

2. Comply with the applicable requirements of 14 CCR, Division 7, Chapter 12, Article 3.

3. Transport Organic Waste to a facility, operation, activity, or property that recovers Organic Waste as defined in 14 CCR, Division 7, Chapter 12, Article 2.

4. Obtain applicable approval of the City pursuant to 14 CCR Section 18988.1 and keep a record of the documentation of its approval by the City.

B. Subsection A. of this section is not applicable to a hauler that consistent with Article 1, Chapter 9, Part 2, Division 30, commencing with Section 41950 of the State Public Resources Code, is transporting Source Separated Organic Waste to a Community Composting site or to a hauler that is lawfully transporting C&D in a manner that complies with 14 CCR Section 18989.1 and applicable requirements of this Code.

C. Requirements for Facility Operators and Community Composting Operations

1. Owners of facilities, operations, and activities that recover Organic Waste, including, but not limited to, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works shall, upon the City's request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the City shall respond within 60 days, unless a shorter timeframe is otherwise specified by the City.

2. Community Composting operators, upon the City's request, shall provide information to the City to support Organic Waste capacity planning, including, but not limited to, an estimate of the amount of Organic Waste anticipated to be handled at the Community Composting operation. Entities contacted by the City shall respond within 60 days, unless a shorter timeframe is otherwise specified by the City.

8.13.090. Self-Hauler Requirements

In addition to any other requirements for Self-Haulers as contained in this Code:

A. Self-Haulers of Organic Waste shall comply with the requirements in 14 CCR Section 18988.3.

B. Self-Haulers shall Source Separate all recyclable materials and Organic Waste (materials that the City otherwise requires Organic Waste Generators to separate for collection in the City's organics and recycling collection program) generated on-site from Solid Waste in a manner consistent with 14 CCR Section 18984.1, or shall haul Organic Waste to a High Diversion Organic Waste Processing Facility as specified in 14 CCR Section 18984.3.

C. Self-Haulers shall haul their Source Separated Recyclable Materials to a facility that recovers those materials; and haul their Source Separated Organic Waste to a Solid Waste facility, operation, activity, or property that processes or recovers Source Separated Organic Waste. Alternatively, Self-Haulers may haul Organic Waste to a High Diversion Organic Waste Processing Facility.

D. Self-Haulers that are Commercial Businesses (including Multi-Family Residential Dwellings) shall keep a record of the amount of Organic Waste delivered to each Solid Waste facility, operation, activity, or property that processes or recovers

Organic Waste; this record shall be subject to Inspection by the City. The records shall include the following information:

1. Delivery receipts and weight tickets from the entity accepting the waste.

2. The amount of material in cubic yards or tons transported by the Generator to each entity.

3. If the material is transported to an entity that does not have scales on-site, or employs scales incapable of weighing the Self-Hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-Hauler is not required to record the weight of material but shall keep a record of the entities that received the Organic Waste.

E. A Single-Family Organic Waste Generator that self-hauls Organic Waste is not required to record or report information in subsection D. of this section.

F. Self-Haulers that are Commercial Businesses (including Multi-Family Self-Haulers) shall provide information collected in subsection D. of this section to the City, if requested.

8.13.100. Compliance with CALGreen Recycling Requirements

A. In addition to any other requirements of this Code, the following requirements also apply:

1. For projects covered by the California Green Building Standards Code, 24 CCR, Part 11, the applicants must, as a condition of the City's permit approval, comply with the following:

a. Where five (5) or more Multi-Family dwelling units are constructed on a building site, provide readily accessible areas that serve occupants of all buildings on the site and are identified for the storage and collection of Blue Container and Green Container materials, consistent with the collection program offered by the City, or comply with provision of adequate space for recycling for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended July 1, 2019 and effective January 1, 2020.

b. Where new commercial construction or additions will result in more than 30% of the floor area, provide readily accessible areas identified for the storage and collection of Blue Container and Green Container materials, consistent with the collection program offered by the City, or shall comply with provision of adequate space for recycling for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the

California Green Building Standards Code, 24 CCR, Part 11 as amended July 1, 2019 and effective January 1, 2020.

B. For Organic Waste commingled with C&D, the requirements of 24 CCR Sections 4.408.1 and 5.408.1, as amended July 1, 2019 and effective January 1, 2020 shall be complied with.

8.13.110. Model Water Efficient Landscaping Ordinance Requirements

In addition to any other requirements of this Code, property owners or their building or landscape designers, including anyone requiring a building or planning permit, plan check, or landscape design review from the City, who are constructing a new (Single-Family, Multi-Family, public, institutional, or Commercial) project with a landscape area greater than 500 square feet, or rehabilitating an existing landscape with a total landscape area greater than 2,500 square feet, shall comply with Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELO, including sections related to use of Compost and mulch, as amended September 15, 2015.

8.13.120. Procurement Requirements for Direct Service Providers and Vendors

Direct service providers to the City and all vendors providing Paper Products and Printing and Writing Papers shall comply with the City's policy regarding recovered Organic Waste product procurement, including Recycled-Content Paper procurement.

8.13.130. Inspections and Investigations by the City

A. City representatives and/or its designated entity, including Designees, are authorized to conduct Inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from Generators, or Source Separated materials to confirm compliance with this Chapter by Organic Waste Generators, Commercial Businesses (including Multi-Family Residential Dwellings), property owners, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Services, and Food Recovery Organizations, subject to applicable laws. This Section does not allow the City, its Designees or agents to enter the interior of a private residential property for inspection. For the purposes of inspecting Commercial Business containers for compliance with this Chapter, the City may conduct container Inspections, including using Remote Monitoring, for Prohibited Container Contaminants.

B. A regulated entity shall provide or arrange for access during all Inspections (with the exception of residential property interiors) and shall cooperate with the City representative and/or its designated entity, including the City's Designee, during such Inspections and investigations. Such Inspections and investigations may include confirmation of proper placement of materials in containers, Edible Food Recovery activities, records, or any other requirement of this Chapter described herein. Failure to provide or arrange for:

1. access to an entity's premises;

2. installation and operation of Remote Monitoring equipment; or,

3. access to records for any Inspection or investigation

is a violation of this Chapter and may result in penalties described herein.

C. Any records obtained by the City during its Inspections, Remote Monitoring, and other reviews shall be subject to the requirements and applicable disclosure exemptions of the Public Records Act as set forth in State Government Code Section 6250 et seq.

D. The City's representatives, its Designees and agents are authorized to conduct any Inspections, Remote Monitoring, or other investigations as reasonably necessary to further the goals of this Chapter, subject to applicable laws.

E. The City shall receive written complaints from persons regarding an entity that may be potentially non-compliant with SB 1383 Regulations, including receipt of anonymous complaints in accordance with by 14 CCR Section 18995.3.

8.13.140. Enforcement

A. Violation of any provision of this Chapter that occurs on or after January 1, 2024 shall constitute grounds for issuance of a Notice of Violation and assessment of a fine by the Enforcement Official in accordance with 14 CCR Section 18995.4. Enforcement Actions under this Chapter are issuance of an administrative citation and assessment of a fine. The City's procedures on imposition of administrative fines set forth in Chapter 2.56 – Administrative Citation Process of this Code are hereby incorporated in their entirety, as modified from time to time, and shall govern the imposition, enforcement, collection, and review of administrative citations issued to enforce this Chapter and any rule or regulation adopted pursuant to this Chapter, except as otherwise indicated in this Chapter. Other remedies allowed by law may be used, including civil action or prosecution as a misdemeanor or infraction. The City may pursue civil actions in the State courts to seek recovery of unpaid administrative citations. The City may choose to delay court action until such time as a sufficiently large number of violations, or cumulative size of violations exist such that court action is a reasonable use of City staff and resources.

The provisions of subsection A. of this section do not apply to violations related to a Generator placing Prohibited Container Contaminants in containers, which the Enforcement Official and/or the City's Designee shall enforce through the notice provisions of 14 CCR Section 18984.5(b) and the contamination processing fees pursuant to the provisions of the applicable franchise agreement between the City and a franchised hauler.

B. Enforcement pursuant to this Chapter may be undertaken by the Enforcement Official.

C. Penalty Amounts for Types of Violations

For the purposes of this Chapter, the penalty levels for violations of the provisions of this Chapter are as follows:

1. For a first violation, the penalty shall be $100 per violation.

2. For a second violation, the penalty shall be $200 per violation.

3. For a third or subsequent violation, the penalty shall be $500 per violation.

D. Compliance Deadline Extension Considerations

The City may extend the compliance deadlines set forth in a Notice of Violation if it finds that there are extenuating circumstances beyond the control of the respondent that make compliance within the deadlines impracticable, including the following:

1. Acts of God such as earthquakes, wildfires, flooding, and other emergencies or natural disasters;

2. Delays in obtaining discretionary permits or other government agency approvals; or,

3. Deficiencies in Organic Waste recycling infrastructure or Edible Food Recovery capacity and the City is under a corrective action plan with CalRecycle pursuant to 14 CCR Section 18996.2 due to those deficiencies."

SECTION 2. CEQA. The City Council finds that this Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Sections 15061(b)(3) and 15308 on the grounds that it can be seen with certainty that the enhanced solid waste regulations, as provided for in this Ordinance will not have a significant effect on the environment and that the new requirements, which strengthen requirements for the handling of solid waste, represent actions by a regulatory agency (the City) for the protection of the environment.

SECTION 3. SEVERABILITY. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance for any reason is 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 4. EFFECTIVE DATE. This Ordinance shall take effect and be in force thirty (30) days after its passage.

SECTION 5. PUBLICATION. The City Clerk shall certify to the adoption of this Ordinance and shall post or publish this Ordinance as required by law.

APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Highland this ____ day of _____, 2021.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:

_____
Maricela Marroquin
City Attorney

ATTACHMENT 2

NOTICE OF PROPOSED ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND ADDING A NEW CHAPTER 8.13 (MANDATORY ORGANIC WASTE DISPOSAL REDUCTION) TO TITLE 8 (HEALTH AND SAFETY) OF THE HIGHLAND MUNICIPAL CODE AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

PLEASE TAKE NOTICE that on November 9, 2021, at 6 p.m., or as soon thereafter as the matter may be heard, in the City Hall Donahue Chambers, 27215 Base Line, Highland, California , the City Council of the City of Highland will conduct a first reading of a proposed Ordinance entitled "AN ORDINANCE OF THE CITY OF HIGHLAND, CALIFORNIA, ADDING CHAPTER 8.13 (MANDATORY ORGANIC WASTE DISPOSAL REDUCTION) TO TITLE 8 (HEALTH AND SAFETY) OF THE HIGHLAND MUNICIPAL CODE, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA."

A summary of this Ordinance follows:

The Ordinance adds a new Chapter 8.13 to Title 8 Health and Safety entitled "MANDATORY ORGANIC WASTE DISPOSAL REDUCTION." If adopted, the ordinance will be effective thirty (30) days after its passage and amendments to the Municipal Code will become operative on January 14, 2022. Pursuant to Senate Bill 1383 ("SB 1383"), the California Department of Resources Recycling and Recovery ("CalRecycle") developed regulations ("SB 1383 Regulations") to reduce organics in landfills as a source of methane. The SB 1383 Regulations impose requirements on cities to adopt and enforce an ordinance to implement relevant provisions of the SB 1383 Regulations. As such, this Ordinance adopts requirements for (1) mandatory organic waste disposal reductions for single-family, multi-family, and commercial business organic waste generators, (2) commercial edible food generators, (3) food recovery organizations and services, (4) haulers (including self-haulers and haulers that are solid waste enterprises), facility operators, and community composting organizations, (5) direct service providers and vendors regarding recovered organic waste product procurement, (6) compliance with the California Green Building Standards Code, Part 11 of Title 24 of the California Code of Regulations ("CCR"), (7) compliance with the State Model Water Efficient Landscape Ordinance (23 CCR, Division 2, Chapter 2.7) and (8) inspections, investigations, and enforcement by the City.

Information regarding the foregoing Ordinance and copies of the Highland Municipal Code are on file with the City Clerk and open to public inspection with an appointment. You may contact the City Clerk's Office at (909) 864-6861, ext. 226 to receive a copy of the Ordinance by email or to make an appointment to review the Ordinance at City Hall located at 27215 Base Line, Highland, CA during regular business hours (7:30 a.m. to 5:30 p.m. Monday through Thursday).

BY ORDER OF THE CITY CLERK of the City of Highland, California.

Betty Hughes, MMC
City Clerk of the City of Highland

DATED: October 28, 2021
PUBLISH: November 3, 2021

ATTACHMENT 3

SB 1383
SHORT LIVED CLIMATE POLLUTANTS

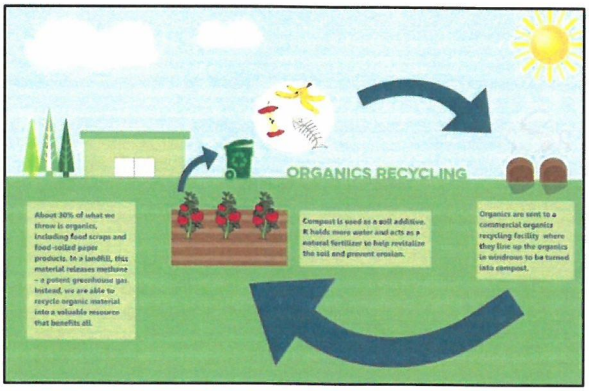
PROGRAM OVERVIEW

BURRTEC
"We'll Take Care Of It"

PROGRAM OBJECTIVES

Burrtec's conscious decision to know our customers personally, involve ourselves in the community, and provide excellent customer service are core values ideal to implementing Senate Bill 1383 successfully. The company takes great pride in knowing we have the resources to meet the individual needs of the customers and the communities we serve. An even greater satisfaction comes from our ability to be personally involved with our community partners. The cornerstones of Burrtec's motto, *"We'll Take Care Of It",* ensures each customer we service, each community in which we operate, the environment we protect, and each employee of our company continue to be the keys to our success.

The implementation of the state's organic waste reduction regulations adopted under Senate Bill 1383 (Short Lived Climate Pollutants) is the next critical step to protect our communities and our environment from the impacts of climate change. Organic waste in landfills accounts for 20 percent of the methane gas generated in California. Methane, a super-pollutant, has a short-term atmospheric life, but a long-term impact on the climate. Targeting methane reductions in emissions is an effective mechanism for combating climate change and moving toward a more sustainable future.



Burrtec will collaborate with the jurisdiction to implement its SB 1383 compliance program and fulfill the state mandated requirements ensuring organic waste collection service is provided to all residents and businesses. This mandatory program focuses on residential, commercial, and multi-family generators to maximize the organic waste diversion potential throughout the community. Burrtec's source separated collection system is an operational platform designed to minimize contaminants in the organic material waste stream while ensuring maximum diversion from disposal operations. Once processed, organic waste materials will be made available to each jurisdiction in the form of renewable organic products such as mulch and compost to assist in meeting SB 1383 procurement requirements. Coupled with a robust ordinance as an enforcement mechanism and an active monitoring system the following critical components will work toward meeting compliance initiatives:

- ✓ An ordinance enacted to ensure customers, self-haulers, and edible food generators can subscribe to and participate in required services and meet compliance initiatives.
- ✓ Implementing collection systems specifically designed to source separate materials from the waste stream to maximize diversion and minimize contamination.
- ✓ Partnering in education and outreach activities informing the community of program participation requirements.

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- ✓ Supporting contract amendments and rate reviews to fund new collection, material processing, and food recovery programs.
- ✓ Ensuring adequate capacity to recover edible food from Tier 1 generators initially, followed by eligible Tier 2 subscribers in subsequent years.
- ✓ Engaging in the procurement of recycled content paper products, renewable organic waste products such as compost and mulch, renewable natural gas for vehicle fuel, heat and electricity created from organic waste, or electricity produced at biomass facilities.
- ✓ Documenting and recording each activity to demonstrate regulatory achievements and progress toward compliance initiatives beginning with the jurisdiction's implementation plan.
- ✓ Ensuring appropriate staffing levels in Code Enforcement and administrative departments to compel generators to comply with enacted ordinances, approve waivers, procure products, assess monetary penalties, document implementation activities, and investigate complaints.

Each jurisdiction should follow a compliance plan specifically designed to meet all requirements with the new legislation. Burrtec will work closely with each community throughout the implementation process and cities should anticipate partnering with local counties and regional groups to ensure adequate capacity is available to recover edible food throughout their community. The jurisdiction's implementation plan will need to be readily available for CalRecycle review.

Collection Program

The collection program implemented is considered to be the foundational pillar in achieving the organic waste reduction targets established by SB 1383. Burrtec differentiates its container collection services between residential, commercial, and multi-family collection subscribers. SB 1383 requires recycling containers to be blue, organics containers green, food waste containers brown, and refuse containers to be either gray or black. Labeling requirements for containers call for decals, imprinted text, and/or graphics to include the primary acceptable items allowed in each container in addition to the primary prohibited items not authorized to be collected in the container. Beginning January 1, 2022, existing containers not conforming to label or color requirements will be replaced at the end of their useful life but no later than January 1, 2036. Containers purchased prior to January 1, 2022, will be delivered to new subscribers with proper labeling or decals. Containers purchased after January 1, 2022, will meet container color and labeling compliance requirements.

Blue Containers: Recyclable materials will be collected in the blue containers. Burrtec will label and use the blue color scheme containers for the collection of primarily non-organic recyclables including plastics #1 - #7, glass bottles, jars, and aluminum cans. Selected organic wastes such as cardboard and paper will also be allowed to be collected in the blue container. Burrtec will transport the collected recyclables to a material recovery facility specifically designed to process source separated recyclables.



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Green Containers: Organic waste materials will be collected in green containers. Burrtec will label and use the green color scheme containers for the collection of organic waste including grass, weeds, flowers, leaves, pruning's, and other types of source separated organics resulting from normal yard and landscaping activities. In some residential service applications, Burrtec will instruct subscribers to bag their food waste and place it in the green barrel. Burrtec will transport the collected organic wastes to a fully permitted organics processing facility.



Brown Containers: Source separated food waste will be collected in brown containers. Burrtec will label and use the brown color scheme containers for the collection of source-separated food waste for commercial, industrial, and multi-family generators. Jurisdictions may elect a fourth brown barrel for residential food waste collections although space and cost impacts should be considered. Burrtec will transport the collected organic wastes to a fully permitted organics processing facility.



Black / Gray Containers: Refuse will be collected in black or gray containers. Burrtec will label and use this color scheme for refuse containers. Non-organic and non-recyclable waste materials will only be permitted to be placed in the black or gray containers. Inert materials such as dirt, rock, and concrete are not permitted in black or gray containers. Burrtec will transport the material to a fully permitted transfer facility or landfill for proper disposal. At times, the black or gray container may be characterized to determine the effectiveness of the source separated programs implemented within the community.



Container Contamination Minimization: Prohibiting contaminants in each collection container is another critical component toward meeting diversion goals. Route reviews, waste characterizations or a combination of both are effective and required tools used to determine the success of the collection program. Commercial businesses, non-local entities such as prisons, and local education agencies will be required to provide education to their employees and students detailing the proper sorting of organic waste and organic waste recovery requirements. Generators identified to have contaminated containers will be provided notifications, education materials, and follow-up inspections. Continued failure of generators to control contamination will ultimately culminate in

notices of violation or administrative monetary penalties issued by the jurisdiction in subsequent years.



Residential Collection Service: The residential collection program will utilize the existing three container system focusing on the individual collection of source-separated materials for recyclables, refuse, and organics. In areas where a two container residential refuse and recyclable collection system is in place, an organics recycling program may include processing the refuse container or introducing a third container to recover organics.

Commercial Collection Service: Considering material stream volumes and the individual customer's need for flexibility, commercial subscribers will be able to choose a variety of services offered by Burrtec's four-container system. Other bin and roll-off serviced sectors including multi-family complexes may also be included in the four container system. Commercial customers will have the ability to source separate recyclables, organics, refuse, and food waste. This service combination is designed to maximize diversion, while minimizing the contamination of customized services amongst bin and roll off serviced customers.



EDUCATION & OUTREACH ACTIVITIES

The SB 1383 regulations require that organics recycling education and outreach is provided to all residents, businesses (including those that generate edible food that can be donated), local food banks, and other food recovery organizations.

In communities where a substantial number of residents speak non-English languages, education and outreach materials must be translated to ensure all residents and businesses can effectively participate in organics collection services.





Residential Customers: A variety of outreach methods, including community meetings, will be used to inform residential customers on program requirements including:

- How to recycle organic waste.
- Proper container utilization techniques.
- Methane gas reduction benefits.

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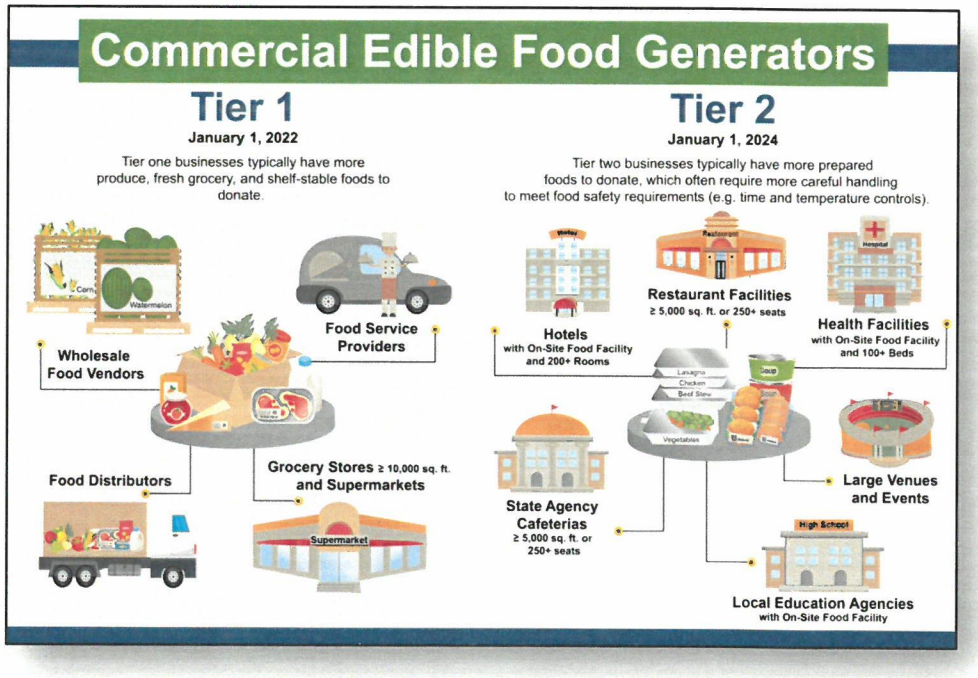
Newsletters, automated calls, feedback from route audits or waste characterizations, photographic evidence, and container red tags may all be utilized at some point during the program's implementation and to ensure its ongoing success.

Commercial Customers: Commercial customers will also be informed of methods for preventing organic waste, information related to public health and safety, and their ability to donate edible food in the community. Commercial businesses will also be advised of their ability to use the four container system (once authorized to be implemented in a jurisdiction) and encouraged to attend Chamber presentations or participate in an onsite Waste and Recycling consultation should the customer require additional support or guidance in determining the most effective solution for their recycling needs.

Edible Food Generators: The commercial edible food education campaign will be customized to focus on Tier 1 and Tier 2 generators as the regulation requires. Edible food generators will receive additional information specifically informing them of requirements to donate edible food to local recovery organizations.



Edible Food Recovery

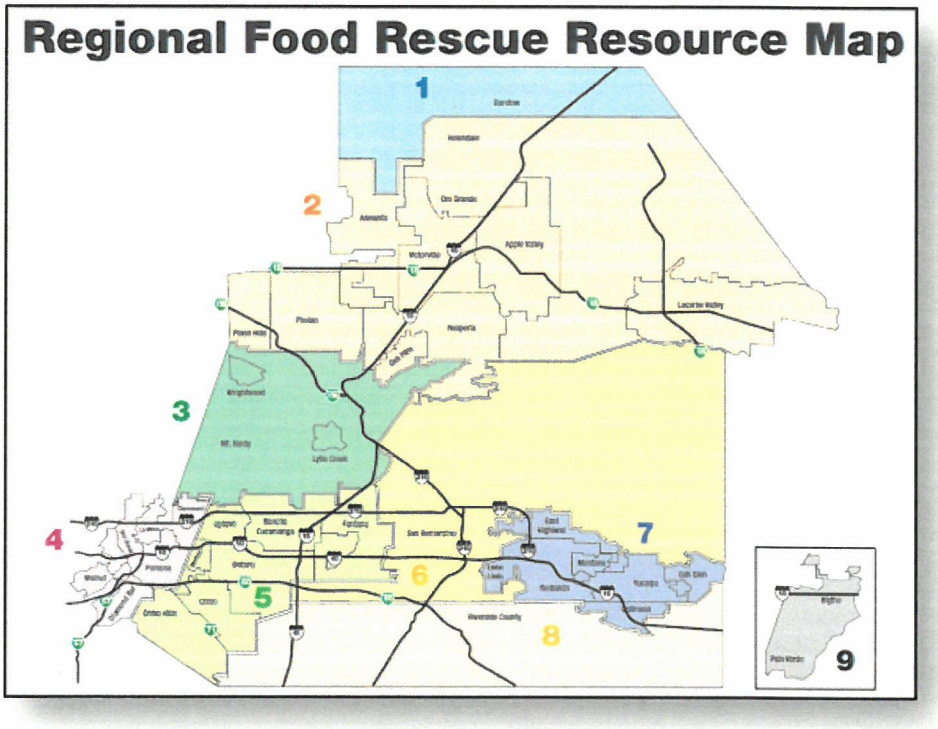
Edible food recovery programs focus on assisting commercial edible food generators with compliance and expanding food recovery operations within the jurisdiction. Identifying qualified Tier 1 edible food generators beginning January 1, 2022, will be the first steps in developing the program followed by:

- Estimating the amount of edible food currently being disposed.
- Identifying existing food recovery organizations.

- Ensuring adequate infrastructure is made available to support the program.
- Diverting 20% or more of estimated edible food from disposal to food recovery organizations.

Consultations, generator education, outreach, and monitoring activities will all be required to determine program effectiveness and whether adequate food recovery capacity exists.

Burrtec will develop and update a list of qualified edible food generators in the service area. The list of food recovery organizations and food recovery services operating in the local region will be maintained on the jurisdiction's and Burrtec's websites. This list will be verified and updated annually. Food Rescue Regions and examples of the list for food recovery organizations are shown below.



Example of Region #7 Edible Food Recovery Organizations			
Organization	**Street Address**	**City**	**Zip Code**
Saint Joseph's Catholic Church	42242 N. Shore Dr.	Big Bear Lake	92314
Rios de Vida	7709 Victoria Ave.	Highland	92346
The Salvation Army - Highland	2626 Pacific St.	Highland	92346
PAL Center (PCA) - Muscoy Campus	2450 Blake St.	Muscoy	92407
Family Service Association of Redlands	612 Lawton St.	Redlands	92374
Faith Lutheran Church	12449 California St.	Yucaipa	92399
St. Francis X. Cabrini Church	12687 California St.	Yucaipa	92399

JURISDICTIONAL PROCUREMENT REQUIREMENTS

Jurisdictions must ensure all vendors provide recycled-content paper products and recycled-content printing and writing paper that consist of at least 30 percent, by fiber weight, postconsumer fiber instead of non-recycled products. Records are required to be maintained and shall include a copy of the invoice, written certifications of recycled-content, and other general information. If non-recycled content paper products and printing and writing paper are purchased, a description of why recycled-content paper products and printing and writing paper were not available is required.

Burrtec will coordinate with each jurisdiction to assist in meeting their recycled organic waste procurement targets as required by SB 1383 regulations. A combination of the following can be used:

- Community compost and mulch giveaway events.
- Community parks landscape and turf enhancements where recycled organic products are used to minimize water usage and improve soils.
- Utilizing renewable natural gas derived from organics conversion technologies for:
  - Heat
  - Electricity
  - Vehicle Fuel
- Utilizing electricity derived from biomass conversion facilities.

Procurement targets are based on population and shown below using the California Department of Finance's 2021 population estimates. CalRecycle will notify each jurisdiction of their specific population to calculate procurement requirements to achieve targets in any one, or a combination of categories as shown below.

California Dept. of Finance Population Estimates - 2021	Estimated Procurement Requirements to Meet Targets in any One Category						
	Organic Waste	Renewable Gas in the form of Vehicle Fuel	Electricity from Renewable Gas	Heat from Renewable Gas	Electricity from Biomass Conversion	Compost	Mulch
City Populations	Tons	DGE	KWH	Therms	KWH	Tons	Tons
1,000	80	1,680	19,360	1,760	52,000	46	80
10,000	800	16,800	193,600	17,600	520,000	464	800
25,000	2,000	42,000	484,000	44,000	1,300,000	1,160	2,000
50,000	4,000	84,000	968,000	88,000	2,600,000	2,320	4,000
100,000	8,000	168,000	1,936,000	176,000	5,200,000	4,640	8,000
175,000	14,000	294,000	3,388,000	308,000	9,100,000	8,120	14,000
250,000	20,000	420,000	4,840,000	440,000	13,000,000	11,600	20,000

Jurisdictions are not required to procure recovered organic waste products made from "their" organic waste to satisfy the procurement requirements, nor do the products need to be produced or consumed within their jurisdiction. A jurisdiction may purchase, cause to be purchased, or otherwise acquire products from any entity and use these toward their procurement target. The jurisdiction may use the end products in a way that best fits local needs, which may include use or "no charge" distribution within their jurisdiction or other jurisdictions.

Capicity Planning

Capacity planning is vital to help jurisdictions meet SB 1383 mandates for both organics processing and edible food recovery. Although counties have until August 1, 2022, to begin reporting on capacity planning for the period covering January 1, 2022, to December 31, 2024, infrastructure takes time to develop. Burrtec will partner with local jurisdictions to evaluate their existing capacity for managing organics, including edible food recovery and organic waste processing.

To achieve the goals of SB 1383, CalRecycle estimates that California needs approximately 50-100 new or expanded organic waste recycling facilities to annually recycle an additional 20-25 million tons of organic waste. Burrtec has positioned itself to support the organic diversion requirements set forth in SB 1383 regulations for each of the communities it services through the use of material recovery and compost facilities authorized to recycle organic waste. Jurisdictions should consider the following actionable items when determining capacity planning requirements.

For organics recycling and edible food capacity planning efforts, counties are responsible for:

- ✓ Collecting capacity planning information from each jurisdiction within the county
- ✓ Submitting the capacity planning report to CalRecycle
- ✓ Identifying any jurisdiction, including itself, that does not have enough verified existing, planned, or new capacity
- ✓ Informing jurisdictions that lack capacity about the timeline for submitting the implementation schedule to CalRecycle



Jurisdictions, including counties, will be able to collaborate with Burrtec and its business partners to:

- ✓ Estimate organic waste and edible food disposal within the jurisdiction
- ✓ Identify the amount of existing capacity, located both in the county and outside of the county, that is verifiably available
- ✓ Estimate the amount of new or expanded capacity that will be needed
- ✓ Consult with various entities throughout the planning process
- ✓ Submit an implementation schedule to CalRecycle when capacity deficiencies are identified

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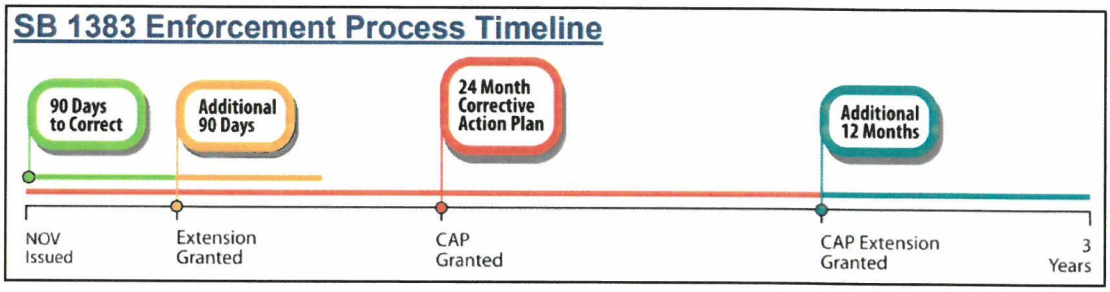
Compliance Monitoring and Enforcement

Monitoring & Reporting Requirements: Burrtec will partner with jurisdictions to maintain records that demonstrate compliance. These records will document the jurisdiction's progress in complying with the regulation in accordance with the statutory requirements. Beginning with an Implementation Record chronicling the development, progress, and accomplishments related to SB 1383 mandates, Burrtec will assist jurisdictions in documenting qualified customers, edible food generators, material processing waste characterizations, educational and outreach activities conducted, route audit results compiled, complaints investigated, recycled organic material products procured, and ultimately the amount of organic waste diverted from landfill operations.

Jurisdictional Enforcement: The SB 1383 enforcement structure allows CalRecycle to focus on compliance assistance first and dedicate enforcement efforts to serious offenders. Regulations allow for flexibility and deadline extensions in some instances when there are extenuating circumstances causing compliance issues. While the regulation becomes effective Jan. 1, 2022, enforcement is an escalating process and timelines are not triggered until a Notice of Violation (NOV) is issued. Below is an illustration of the time allocated for each step in the enforcement process.



Subscriber Enforcement: Starting January 1, 2022, Burrtec will partner with Code Enforcement or designated jurisdiction staff to enforce compliance with SB 1383 requirements. Burrtec will continue to complete periodic compliance reviews of commercial businesses and multifamily establishments to ensure they are subscribed to organic recycling services. Jurisdictions may consider incorporating certain SB 1383 inspection requirements with existing health inspections. On or about April 1, 2022, Burrtec will begin conducting route reviews and /or waste characterizations consistent with the requirements set forth in the regulation. Beginning January 1, 2024, jurisdictions are expected to begin enforcing compliance with the issuance of Notice of Violations.

Complaint Investigation: The statute includes a complaint and investigation requirement to process a complaint received for potential violations associated with SB 1383. Complaints must be received in writing and investigated within 90 days from their receipt. Burrtec will collaborate with jurisdictions and recommend optional procedures required.

WAIVERS & EXEMPTIONS

The state has identified certain conditions under which a waiver can be granted to qualifying jurisdictions precluding them from the collection requirements. This preclusion is not intended to exempt a jurisdiction from promoting and providing information to generators about waste prevention, community composting, managing organic waste on-site, and other means of recovering organic waste. Jurisdictions that have received waivers must still fulfill the remaining regulatory obligations to reduce overall solid waste disposal through source reduction practices, procurement of recycled paper products, using renewable organic waste products produced from material diverted from disposal operations, and conducting edible food recovery activities. While most Burrtec service areas are not eligible for collection waivers, the following summarizes available waiver criteria:

Low Population: Low population areas of the state must meet specific conditions to be considered for a waiver. The jurisdiction must have disposed less than 5,000 tons of solid waste in 2014 as reported by the Disposal Reporting System and have a total population of less than 7,500 people. It is estimated that only 20 jurisdictions throughout the state may qualify for this exemption. Individual census tract waivers will be considered if there is a population density of less than 75 people per square mile and the tract is located in unincorporated portions of a county. Low population waivers are granted for a term not to exceed 5 years.

Rural Exemption: Rural areas of the state are defined as areas with populations less than 70,000 people and can include individual jurisdictions or regional agencies consisting of one or multiple jurisdictions located within one or more rural county. Rural jurisdictions seeking an exemption must first issue a resolution declaring their need for an exemption prior to submitting their application. Granted rural exemption waivers will be valid until December 31, 2026, and may be adjusted based on whether or not the state has achieved organic waste reduction milestones set.

Elevation Waivers: Jurisdictions may apply for elevation waivers for some or all of the generators if the entire community is at an elevation greater than 4,500 feet. Individual census tract waivers will be considered if the tract is located in unincorporated portions of a county at or above 4,500 feet.

Jurisdictions may also grant one or more of the three distinct waivers to qualified generators. Waivers granted to generators include de minimis (low volume), physical space constraint, or collection frequency. Burrtec will work with generators to determine if they qualify for a potential waiver and ensure SB 1383's recordkeeping requirements are maintained. Burrtec will review each waiver application and verify the accuracy of the information presented by the generator. Once the application has been reviewed and verified, Burrtec will provide the waiver application, supporting documentation and recommendation to approve or deny the request, and submit the information to the jurisdiction for final approval. The jurisdiction ultimately decides to approve or deny any application and Burrtec will notify the customer of the waiver application determination the jurisdiction has made. Waivers for generators will be determined using the following criteria:

De Minimis Waivers: Jurisdictions may waive a commercial business' organic waste collection requirements in a three or four container collection system if the amounts of organic waste are less than 20 gallons for businesses that produce two cubic yards or

more of total solid waste per week or less than 10 gallons for businesses that produce less than two cubic yards of total solid waste per week.

Physical Space Waivers: Jurisdictions can exempt businesses with legitimate space constraints from their obligation to set out an organic waste collection container. This waiver should be applicable in limited scenarios and is expected to decrease in use over the years once the jurisdiction's building standards are current and include adequate container space requirements for organic waste collection.

Collection Frequency Waivers: These waivers allow the bi-weekly collection of refuse and/or commingled recycling containers under conditions that ensure all permitted organic waste material has been placed in a source separated container. Prior to authorizing collection frequency waivers, the Local Enforcement Agency must validate that the bi-weekly collection of refuse and commingled recycling material streams will not propagate vectors or cause other health concerns within the community.

Once the jurisdiction grants a waiver, Burrtec will process all necessary changes to the subscriber's collection service level and billing record. De minimis and physical space waivers are valid for up to 5 years. Burrtec can conduct inspections and review the continued validity of the waiver for each generator's premises within those 5 years or once notified of changes to the generators status that would invalidate the need for a waiver. Reverification results will be provided to the subscriber once the jurisdiction has determined final waiver disposition.

Burrtec believes strongly in the spirit of community and we are dedicated in our commitment to helping improve the quality of life in the communities where we live and work. We live this commitment through charitable giving, volunteerism, community partnerships, and unquestionable customer service. The successful implementation of state and local regulations is no exception. Our efforts have taken us beyond the status of simply being a service provider to that of being an important, integral part of the community. A more detailed list of actionable items is included in the subsequent pages of this document for your reference.

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Senate Bill 1383 Checklist

Program Description	Responsible Party
1. Edible Food Recovery Program	
a. Identify Tier 1 & Tier 2 Generators	*Burrtec*
b. Educate and Monitor Commercial Edible Food Generators	*Burrtec*
c. Confirm compliance / Record Keeping	*Burrtec & Jurisdiction*
i. Food recovery organizations list	
ii. Confirm MOUs in place	
iii. Food recovery % & Tonnage	
d. Assure capacity to recover 20% of edible food	*County & Jurisdiction*
2. Enforcement & Monitoring	
a. Adopt all applicable Mandatory Recycling Ordinances	*Jurisdiction*
i. Organics	
ii. Construction & Demolition	
iii. Water Efficient Landscape with compost / mulch application requirements	
b. Waivers	*Burrtec & Jurisdiction*
i. Process and validate applications	
ii. Maintain records	
c. Issue Notice of Violation (NOV) as appropriate	*Jurisdiction*
i. 90 day follow up	
ii. Issue further NOV's or penalties until compliance is achieved	
3. Procurement	
a. Recycled content material	*Jurisdiction*
b. Compost and mulch	*Burrtec*
c. Renewable natural gas for fuel, heat, electricity	*Jurisdiction*
d. Biomass energy conversion	*Jurisdiction*
e. Record keeping	*Burrtec & Jurisdiction*
4. Inspections & Reviews	
a. Commercial Sector	
i. Compliance review of all commercial accounts	*Burrtec*
ii. Inspections of Tier 1 & 2 generators	*Burrtec & Jurisdiction*
iii. Route Reviews or Waste Characterizations	*Burrtec*
iv. Investigating 1383 complaints	*Burrtec & Jurisdiction*

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Senate Bill 1383 Checklist

Program Description	Responsible Party
5. Collection Programs & Operations	
a. Hauler to identify organics processing location	*Burrtec*
b. Organics Processor to provide letter of plastic bag acceptance where applicable	*Burrtec*
c. Implement residential, multi-family and commercial food waste recycling program	*Burrtec*
d. Containers to comply with the color requirements	*Burrtec*
e. Label and/or imprint acceptable items on all new containers	*Burrtec*
f. Re-paint and relabel existing containers as required	*Burrtec*
6. Outreach & Education	
a. Educate all affected parties annually	*Burrtec & Jurisdiction*
i. Generators (residential, multifamily, commercial)	
ii. Edible Food Recovery Organizations	
iii. City/County departments	
b. Translate education materials as required	*Burrtec & Jurisdiction*
c. Provide education materials to any non-compliant regulated entity	*Burrtec & Jurisdiction*
7. Record Keeping & Reporting	
a. Maintain 1383 implementation record	*Burrtec & Jurisdiction*
b. Generate an electronic or written report that includes	*Burrtec & Jurisdiction*
i. Inspection information	
ii. Route review	
iii. Compliance review	
c. Maintain records for the following	*Burrtec & Jurisdiction*
i. 1383 Complaint date log	
ii. 1383 Complaint investigation date and outcome	
iii. Determination of compliance	
iv. Notice of violations	
d. Annual report to Cal Recycle	*Burrtec & Jurisdiction*

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Senate Bill 1383 Checklist

Program Description	Responsible Party
8. Materials Processing Audits	
a. Inspect loads being received	*Burrtec*
b. Validate diversion % at the processing facility	*Burrtec*
c. Characterize the following material streams	*Burrtec*
i. Organics Recovered from Black & Blue Container Streams	
ii. Residue in Organics Recovered from Black & Blue Container Streams	
iii. Organics Recovered from Green & Brown Container Streams	
iv. Residue in Organics Recovered from Green & Brown Container Streams	
d. Develop Areas to Segregate Organic Waste at the Processing Facility	*Burrtec*
e. Mandatory Black Barrel WC	*Burrtec*
i. Beginning July 1, 2022 if a facility receives waste streams and more than 500 tons of waste annually from at least one jurisdiction, black barrel characterizations become mandatory	
f. Maximum Residue Allowed in Recovered Organic Waste	*Burrtec & Jurisdiction*
i. Beginning Jan 1, 2022 = 20%	
ii. Beginning Jan 1, 2024 = 10%	
g. Waste Characterization Record Keeping & Reporting Requirements	*Burrtec & Jurisdiction*

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph Hughes, City Manager
Maricela Marroquin, City Attorney

PREPARED BY: Chuck Dantuono, Director of Administrative Services
Maricela Marroquin, City Attorney

SUBJECT: Adoption of resolution approving settlement in National Opioid Settlement

RECOMMENDATION: That the City Council:

1) Adopt a resolution
2) Authorize the City Manager to execute any necessary documents.

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

FISCAL IMPACT: California's State-Subdivision Agreements indicate the City of Highland will be receiving a weighted allocation percentage of 0.004% of the $2.2 billion estimated settlement funds allocated to California, if the City elects to participate in the National Opioid Settlement. This equates to the City of Highland receiving an estimated amount of $55,924 in settlement proceeds, which is subject to change depending on the number of local government entities participating and/or changes to the calculated allocation percentages. A portion of the allocated funds will be paid over a period of 18 years from the Distributors settlement and the funds from Janssen settlement will be paid over a nine-year period.

BACKGROUND:

The opioid epidemic has cost hundreds of thousands of lives, and ravaged families and communities across the nation. There were approximately 93,000 opioid overdose deaths nationwide in 2020 and 3,244 deaths statewide in 2019 according to the State of California Department of Justice. Between 2017 and 2020, the State of California, 51 of 58 California counties and approximately 28 California cities filed lawsuits against opioid manufactures and distributors seeking to abate the opioid crisis. Similar lawsuits were filed by almost all states and many cities and local governments within those states. These lawsuits were consolidated into one lawsuit in the Federal Court for the Northern District of Ohio.

Approved _____	Motion _____	Second _____	Agenda Item No. 19
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

The three largest pharmaceutical distributors, McKesson, Cardinal Health and AmerisourceBergen (Distributors) are required to pay up to $21 billion over 18 years; and manufacturer Janssen Pharmaceuticals, Inc. (Janssen) and its parent company Johnson & Johnson, are required to pay $5 billion over a nine-year period. Approximately $22.7 billion is earmarked for remediation and abatement activities and more than $2.2 billion is estimated to be allocated to California.

Pursuant to the settlement agreements with the Distributors and Janssen, 15% of the total allocation to the State of California will go to the State Fund, which will be used by the State for opioid remediation. Seventy percent will be allocated to the Abatement Accounts Fund, which will be the pool of funds distributed to participating counties and cities. The remaining 15% will be allocated to the Subdivision Fund, which is distributed to plaintiff subdivisions that filed a lawsuit against one or more of the opioid defendants.

DISCUSSION:

To receive the settlement funds, states and local governments must decide to join the national settlement and states will receive a greater share of the funds depending on the number of its local governments that participate. The State of California has decided to join the settlement and recently completed State-Subdivision Agreements regarding the distribution and use of settlement funds for both the Distributors and Janssen settlements. This determines how the funds will be allocated to local jurisdictions. There is no need for cities to have filed a lawsuit to participate. The County of San Bernardino is encouraging full participation from all cities to maximize the dollars that flow into California and the County to help combat the opioid epidemic, otherwise those jurisdictions who do not participate will not receive any funding and decrease the overall pool of funds to the State and County. Towns, cities, and counties with a population of less than 10,000 are not eligible to receive the funds. Local entities have until January 2, 2022, to register and opt into the national settlement with the Settlement Administrator. The City has already registered so that it may receive more information about the settlements. Registering does not commit the City to participate in the settlement.

Cities that participate in the national settlement may elect to receive the funds directly if they notify the Settlement Administrator at least 60 days prior to the payment date. Otherwise, the cities' allocation share will automatically be paid to their respective county if that county also participates in the national settlement. The funds may not be used for general fund purposes but rather must be used for a broad range of approved uses to combat the opioid epidemic. A list of approved uses is attached as Exhibit E to Distributors and Janssen Settlement Agreements, and is attached hereto to this report. Cities that elect to receive the payment directly are advised to consider if they have the existing staff and infrastructure to provide the required opioid remediation services and meet the reporting requirements mandated by the Settlement Administrator. Cities may also elect to receive only a portion of the funds and disburse the remaining share to the county. Funds may be disbursed to states and local governments as soon as April 2022 if certain requirements are met.

The City of Highland is eligible to participate since it meets the population requirement. However, since the City does not have the staff nor the services to meet the required opioid remediation uses, staff is recommending that the funds the City is set to receive be allocated to the County as the County offers program and services to combat opioid addiction that would meet the opioid remediation strategies prescribed by the national settlement.

Due to the benefits of participating, staff recommends the City of Highland opt into the national settlement to meet the deadline of January 2, 2022. More information about the National Opioid Settlement can be found at https://nationalopioidsettlement.com or https://oag.ca.gov/opioids. The Distributors Settlement Agreement can be found here: https://oag.ca.gov/system/files/media/final-distributor-settlement-agreement-10222021-exhibit-updates.pdf. The Janssen Settlement Agreement can be found here: Janssen-7-30-21-updated-20210920.pdf (nationalopioidsettlement.com). The California State-Subdivision Agreement regarding how the funds from the Distributor Settlement will be used and distributed can be found here: https://oag.ca.gov/sites/default/files/media/final-proposed-ca-state-subdivision-agreement-distributors-settlement.pdf. The California State-Subdivision Agreement regarding how the funds from the Janssen Settlement will be used and distributed can be found here: https://oag.ca.gov/sites/default/files/media/final-proposed-ca-state-subdivision-agreement-janssen-settlement.pdf.

Attachments:

1. Resolution No. 2021-____

2. Exhibit E to Distributor and Janssen Settlement Agreements

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AUTHORIZING THE CITY TO ENTER INTO SETTLEMENT AGREEMENTS WITH MCKESSON CORPORATION, CARDINAL HEALTH, INC., AMERISOURCEBERGEN CORPORATION, JOHNSON & JOHNSON, JANSSEN PHARMACEUTICALS, INC., ORTHO-MCNEIL-JANSSEN PHARMACEUTICALS, INC., AND JANSSEN PHARMACEUTICA, INC., AGREE TO THE TERMS OF THE STATE-SUBDIVISION AGREEMENTS, AND AUTHORIZE ENTRY INTO THE STATE-SUBDIVISION AGREEMENTS WITH THE ATTORNEY GENERAL

WHEREAS, the United States is facing an ongoing public health crisis of opioid abuse, addiction, overdose, and death, forcing the State of California and California counties and cities to spend billions of dollars each year to address the direct consequences of this crisis; and,

WHEREAS, pending in the U.S. District Court for the Northern District of Ohio is a multidistrict litigation ("MDL") being pursued by numerous public entity plaintiffs against the manufacturers and distributors of various opioids based on the allegation that the defendants' unlawful conduct caused the opioid epidemic; and,

WHEREAS, on or about July 1, 2021, a proposed nationwide tentative settlement was reached between the plaintiffs in the MDL and several of the defendants, specifically McKesson Corporation, Cardinal Health, Inc., AmerisourceBergen Corporation (collectively, "Distributors"), and Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc. (collectively, "J&J") (all collectively, the "Settling Defendants"); and,

WHEREAS, as part of the settlement with the Settling Defendants, local subdivisions, including certain cities, that are not plaintiffs in the MDL may participate in the settlement in exchange for a release of the Settling Defendants; and,

WHEREAS, the proposed terms of those proposed nationwide settlements have been set forth in the Distributors Master Settlement Agreement and the J&J Master Settlement Agreement (collectively "Settlement Agreements") available for review online at https://nationalopioidsettlement.com; and,

WHEREAS, the Settlement Agreements provide, among other things, for the payment of a certain sum to settling government entities in California including to the State of California and Participating Subdivisions upon occurrence of certain events as defined in the Settlement Agreements ("California Opioid Funds"); and,

WHEREAS, California local governments in the MDL have engaged in extensive discussions with the State Attorney General's Office ("AGO") as to how the California Opioid Funds will be allocated, which has resulted in the Proposed California State-

Subdivision Agreement Regarding Distribution and Use of Settlement Funds- Distributor Settlement and Proposed California State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds- Janssen Settlement (collectively the "Allocation Agreements,") which are agreements between all of the entities identified in the Allocation Agreements; and,

WHEREAS, the Allocation Agreements are available online at https://oag.ca.gov/opioids; and,

WHEREAS, the Allocation Agreements allocate the California Opioid Funds as follows: 15% to the State Fund; 70% to the Abatement Accounts Fund; and 15% to the Subdivision Fund. For the avoidance of doubt, all funds allocated to California from the Settlements shall be combined pursuant to Allocation Agreements, and 15% of that total shall be allocated to the State of California (the "State of California Allocation"), 70% to the California Abatement Accounts Fund ("CA Abatement Accounts Fund"), and 15% to the California Subdivision Fund ("CA Subdivision Fund"); and,

WHEREAS, under the Settlement Agreements, certain local subdivisions that did not file a lawsuit against the Settlement Defendants may qualify to participate in the Settlement and obtain funds from the Abatement Account Fund; and,

WHEREAS, the City is eligible to participate in the Settlement and become a CA Participating Subdivision; and,

WHEREAS, the funds in the CA Abatement Accounts Fund (the 70% allocation) will be allocated based on the allocation model developed in connection with the proposed negotiating class in the National Prescription Opiate Litigation (MDL No. 2804), as adjusted to reflect only those cities and counties that are eligible, based on population or litigation status, to become a CA Participating Subdivision (those above 10,000 in population). The percentage from the CA Abatement Accounts Fund allocated to each CA Participating Subdivision is set forth in Appendix 1 to the Allocation Agreements and provided to the City Council with this Resolution. The City's share of the CA Abatement Accounts Fund will be a product of the total in the CA Abatement Accounts Fund multiplied by the City's percentage set forth in Appendix 1 (the "Local Allocation"); and,

WHEREAS, a CA Participating Subdivision that is a city will be allocated its Local Allocation share as of the date on which it becomes a Participating Subdivision. The Local Allocation share for a city that is a CA Participating Subdivision will be paid to the county in which the city is located, unless the city elects to take a direct election of the settlement funds, so long as: (a) the county is a CA Participating Subdivision, and (b) the city has not advised the Settlement Fund Administrator that it requests direct payment at least 60 days prior to a Payment Date; and,

WHEREAS, it the intent of this Resolution is to authorize the City to enter into the Settlement Agreements by executing the Participation Agreements and to enter into the Allocation Agreements by executing the signature page to those agreements.

NOW, THEREFORE, BE IT RESOLVED: the City Council hereby approves and authorizes the City Manager to settle and release the City's claims against the Settling Defendants in exchange for the consideration set forth in the Settlement Agreements and Allocation Agreements including taking the following measures:

A. The execution on behalf of the City of the Participation Agreement to the Distributors Settlement Agreement and any and all documents ancillary thereto.

B. The execution on behalf of the City of the Participation Agreement to the Janssen Settlement Agreement and any and all documents ancillary thereto.

C. The execution on behalf of the City of the Proposed California State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds- Distributor Settlement by executing the signature pages to that Allocation Agreement.

D. The execution on behalf of the City of the Proposed California State-Subdivision Agreement Regarding Distribution and Use of Settlement Funds- Janssen Settlement Allocation Agreements by executing the signature pages to that Allocation Agreement.

E. Notify the County that the City will be allocating its share of the funds to the County.

BE IT FURTHER RESOLVED that the City Manager shall have authority to, and is directed to, take all actions necessary or convenient on behalf of the City to implement and effectuate the agreements approved by this Resolution.

BE IT FURTHER RESOLVED that all actions heretofore taken by the City Council and other appropriate public officers and agents of the City with respect to the matters contemplated under this Resolution are hereby ratified, confirmed and approved.

Adopted by the Highland City Council this ___ day of _____, 2021.

_____

, MAYOR

ATTEST:

_____

BETTY HUGHES, CITY CLERK

EXHIBIT E

List of Opioid Remediation Uses

Schedule A
Core Strategies

States and Qualifying Block Grantees shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies ("*Core Strategies*").[14]

A. **NALOXONE OR OTHER FDA-APPROVED DRUG TO REVERSE OPIOID OVERDOSES**

1. Expand training for first responders, schools, community support groups and families; and

2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.

B. **MEDICATION-ASSISTED TREATMENT ("*MAT*") DISTRIBUTION AND OTHER OPIOID-RELATED TREATMENT**

1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;

2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;

3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and

4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

[14] As used in this Schedule A, words like "expand," "fund," "provide" or the like shall not indicate a preference for new or existing programs.

C. **PREGNANT & POSTPARTUM WOMEN**

1. Expand Screening, Brief Intervention, and Referral to Treatment ("*SBIRT*") services to non-Medicaid eligible or uninsured pregnant women;

2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co-occurring Opioid Use Disorder ("*OUD*") and other Substance Use Disorder ("*SUD*")/Mental Health disorders for uninsured individuals for up to 12 months postpartum; and

3. Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare.

D. **EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME ("*NAS*")**

1. Expand comprehensive evidence-based and recovery support for NAS babies;

2. Expand services for better continuum of care with infant-need dyad; and

3. Expand long-term treatment and services for medical monitoring of NAS babies and their families.

E. **EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES**

1. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments;

2. Expand warm hand-off services to transition to recovery services;

3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;

4. Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare; and

5. Hire additional social workers or other behavioral health workers to facilitate expansions above.

F. **TREATMENT FOR INCARCERATED POPULATION**

1. Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and

2. Increase funding for jails to provide treatment to inmates with OUD.

G. **PREVENTION PROGRAMS**

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);

2. Funding for evidence-based prevention programs in schools;

3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);

4. Funding for community drug disposal programs; and

5. Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

H. **EXPANDING SYRINGE SERVICE PROGRAMS**

1. Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.

I. **EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE**

Schedule B
Approved Uses

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder ("*OUD*") and any co-occurring Substance Use Disorder or Mental Health ("*SUD/MH*") conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:[15]

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment ("*MAT*") approved by the U.S. Food and Drug Administration.

2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine ("*ASAM*") continuum of care for OUD and any co-occurring SUD/MH conditions.

3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.

4. Improve oversight of Opioid Treatment Programs ("*OTPs*") to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.

5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.

6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.

7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

[15] As used in this Schedule B, words like "expand," "fund," "provide" or the like shall not indicate a preference for new or existing programs.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.

9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.

10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.

11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.

12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 ("*DATA 2000*") to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.

13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.

14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.

2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.

3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved mediation with other support services.

5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.

6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.

7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.

8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.

9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.

10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.

11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.

12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.

13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.

14. Create and/or support recovery high schools.

15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED (CONNECTIONS TO CARE)

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.

2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.

3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.

4. Purchase automated versions of SBIRT and support ongoing costs of the technology.

5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.

6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.

7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.

8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.

9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.

10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.

11. Expand warm hand-off services to transition to recovery services.

12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.

13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.

15. Engage non-profits and the faith community as a system to support outreach for treatment.

16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:

    1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative ("*PAARI*");

    2. Active outreach strategies such as the Drug Abuse Response Team ("*DART*") model;

    3. "Naloxone Plus" strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;

    4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion ("*LEAD*") model;

    5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or

    6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.

2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.

3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.

5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.

6. Support critical time interventions ("*CTI*"), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.

7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome ("*NAS*"), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.

2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.

3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.

4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.

6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.

7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.

8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.

9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.

10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).

2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.

3. Continuing Medical Education (CME) on appropriate prescribing of opioids.

4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.

5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("*PDMPs*"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;

2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or

3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.

6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.

7. Increasing electronic prescribing to prevent diversion or forgery.

8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.

2. Corrective advertising or affirmative public education campaigns based on evidence.

3. Public education relating to drug disposal.

4. Drug take-back disposal or destruction programs.

5. Funding community anti-drug coalitions that engage in drug prevention efforts.

6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration ("*SAMHSA*").

7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.

9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.

11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.

12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.

2. Public health entities providing free naloxone to anyone in the community.

3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.

4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.

5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.

6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.

8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.

9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.

10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.

11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.

12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.

13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.

2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment

intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.

3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.

2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.

2. Research non-opioid treatment of chronic pain.

3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.

5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.

6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).

7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring ("*ADAM*") system.

8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.

9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Melissa Morgan, Public Services Manager

SUBJECT: Proposition 68 Park Per Capita Grant Project – Community Park Perimeter Fencing Configuration Options

RECOMMENDATION: Public Facilities Subcommittee recommends that the City Council select Perimeter Fencing Option C configuration for the Community Park Proposition 68 Per Capita Grant Project Application.

FISCAL IMPACT: The Proposition 68 Per Capita Grant will fund $212,043 of construction. However, the City will need to fund the remaining construction cost of selected option. The City's estimated contribution for Option C is $110,957.

PUBLIC NOTICE: No public notice is required prior to the City Council taking action on this matter.

BACKGROUND: The State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s). In June 2020 the City was notified of the allocation of $212,043 for a potential suitable project. In November 2020 the City Council adopted the resolution for the approval of any project application(s) and the delegation of the authority to the City Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s).

Approved _____ Motion _____ Second _____ Agenda Item No. 20

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

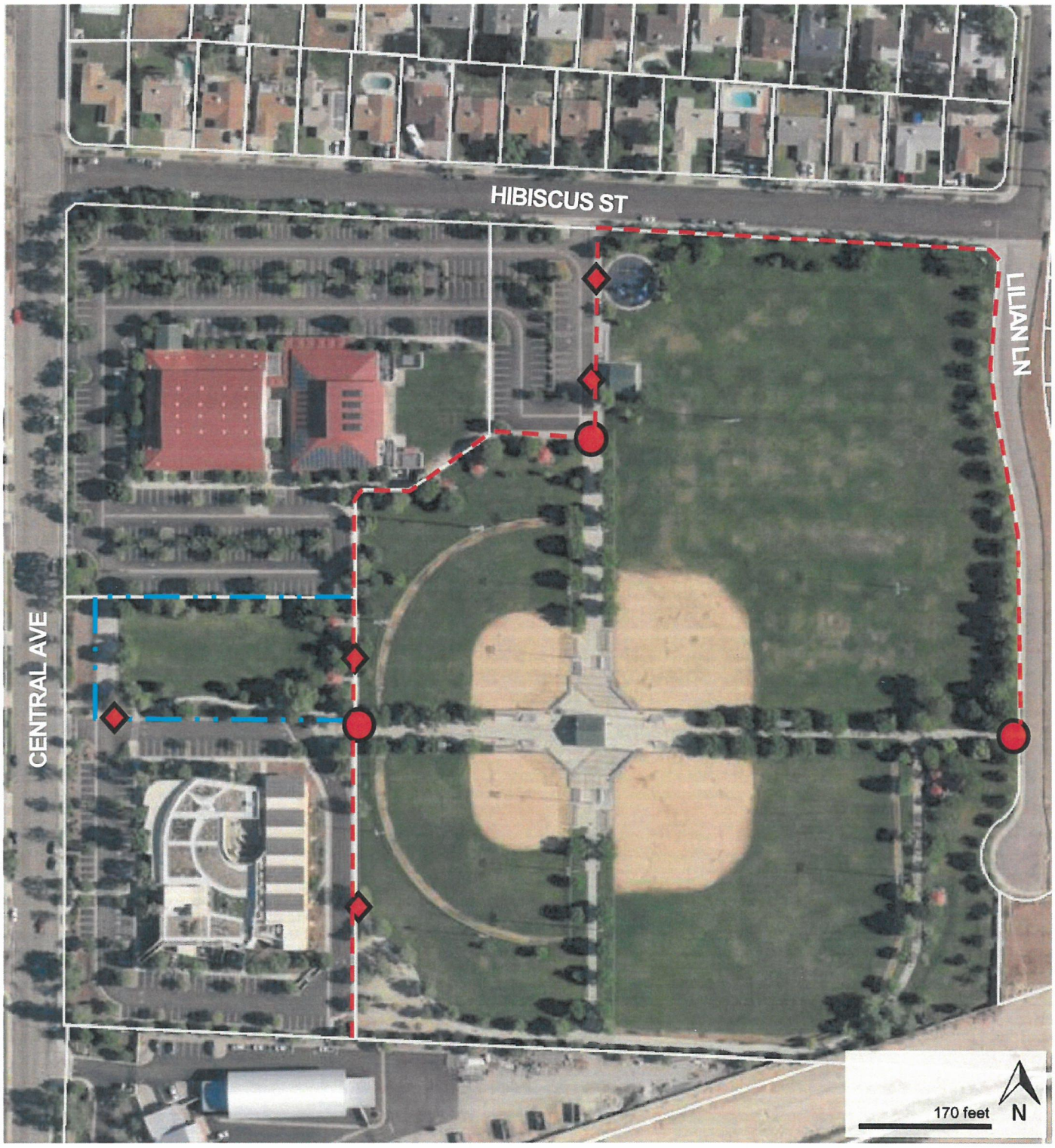
City Manager

DISCUSSION: City Staff has identified perimeter fencing at Community Park for the application project. The perimeter fence project will secure the park complex after hours to help mitigate the damages incurred due to vandalism and signify that the park is closed overnights.

On October 12, 2021, City Staff presented the Public Facilities Subcommittee with three options for the configuration of the perimeter fence for the park complex. The Perimeter Fencing Configuration Option Maps are attached hereto. The estimated costs for Option A is $262,000, Option B $314,000 and Option C $323,000. The material type selected is the same durable material type that has been utilized in a recent project for the Community Center and has withstood vandalism attempts. City Staff has discussed the project with representatives of the Highland Family YMCA and the County of San Bernardino Library. Both entities favored Option C to include the fencing around their facilities. After the discussion the Public Facilities Subcommittee is recommending the City Council select Option C for the project.

Attachment: Perimeter Fencing Configuration Option Maps

COMMUNITY PARK



Option A - Perimeter Fence 2400 feet

Option B - Add 600 feet of fence and one pedestrian gate.

18 foot wide double gate

5 foot wide pedestrian gate

7 foot high wrought iron fence

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COMMUNITY PARK



Option C - 2,850 feet perimeter fence and gates

18 foot wide double gate

5 foot wide pedestrian gate

7 foot high wrought iron fence

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STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jennifer Cioffi, Project Manager

SUBJECT: Bid Award – Bid No. 2021-02, "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue" (Project str20003)

RECOMMENDATION: It is recommended that the City Council award the construction contract for Bid No. 2021-02 "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue (Project str20003)" to the responsible low bidder, Matich Corporation, in the amount of $2,315,112.00.

FISCAL IMPACT: The project construction cost will be funded as follows:

City Measure I Local Street Pass-thru	$ 977,758.40
San Bernardino County	$1,271,210.44
City of San Bernardino	$ 5,843.16
East Valley Water District	$ 7,700.00
CalRecycle Grant	$ 52,600.00
	$2,315,112.00

PUBLIC NOTICE: The Notice Inviting Bids was advertised on 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 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

Approved _____ Motion _____ Second _____ Agenda Item No. 21

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

_____ City Clerk

_____ City Manager

City Council Work Program

management, design, California Environment Quality Act review, construction, engineering and inspection of the project. The County will reimburse the City for its share of the project's cost.

On April 27, 2021, the City Council approved a proposal from Engineering Resources of Southern California (ERSC) in the amount of $107,205.00 to provide engineering services for the City/County Joint Pavement Rehabilitation Project.

On September 28, 2021, the City Council approved an amendment to the professional services being provided by ERSC to include additional services not included in the original scope. The project includes pavement rehabilitation at the following locations:

STREET	FROM	TO
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
Elm Street Alley	210' south of Base Line	985' south of Base Line

This project involves pavement grinding, pulverizing existing pavement in-place, and pavement removal and replacement, placement of aggregate base, hot-mix asphalt base course, asphalt leveling course, Glaspave paving mat, rubber asphalt overlay, signing and striping. It also includes removal and replacement of curb ramps, sidewalk panels, curb and gutter and driveways.

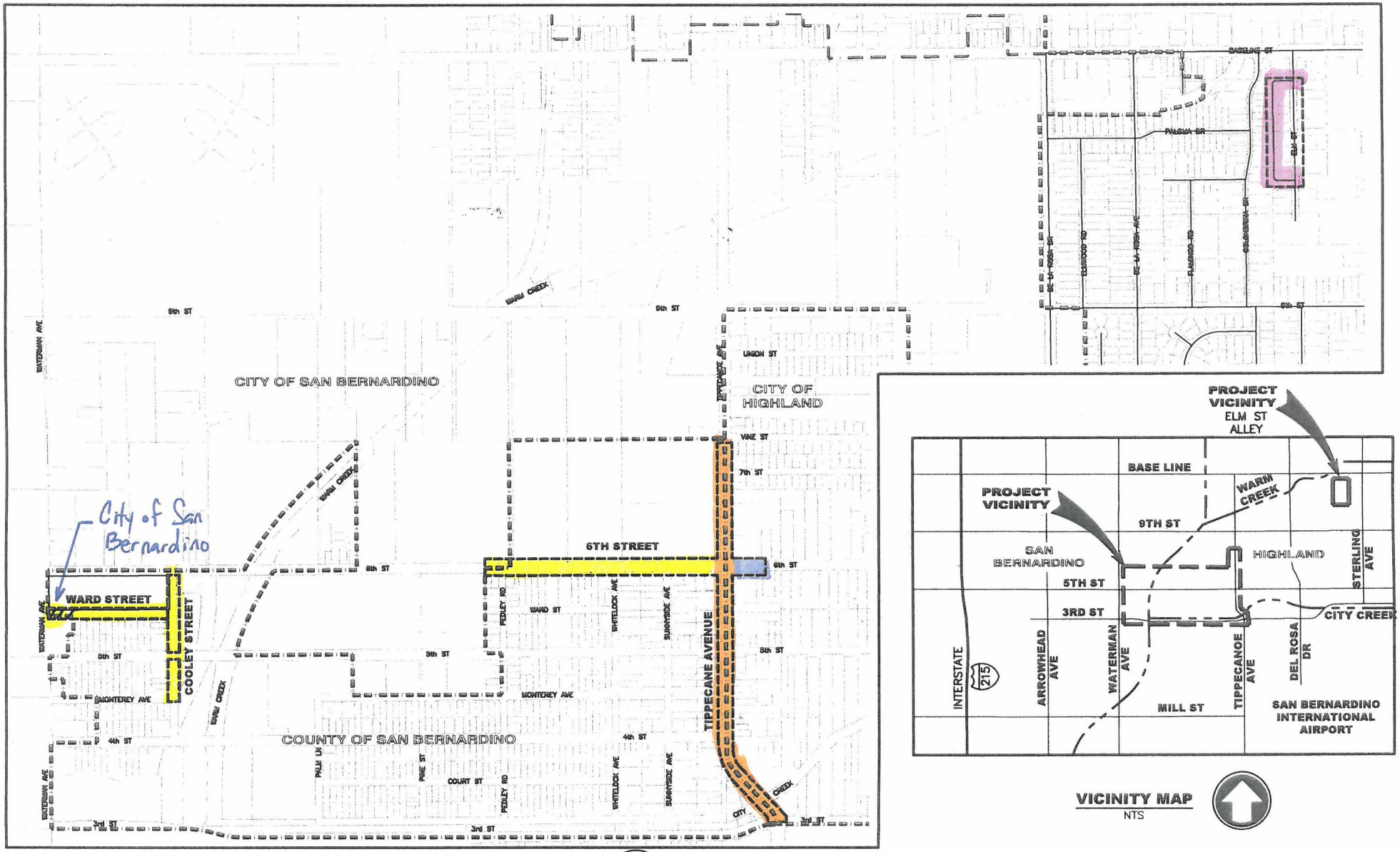
Four (4) bids were received and opened on December 2, 2021. The lowest bidder, Matich Corporation contained an arithmetic error in the addition of bid item subtotal for bid item 69: install project information sign(s) furnished by City which caused their bid to be $400 higher. This error however did not change the ranking of the bid results. Following are the bid results with corrected bid amounts:

Bidder	Total Bid
Match Corporation	$2,315,112.00
All American Asphalt	$2,316,139.47
Sequel Contractors Inc.	$2,485,629.60
Hardy & Harper Inc.	$2,728,478.18

The Engineer's estimate for this project is $2,241,000.00. The low bid was received from Matich Corporation of San Bernardino in the amount of $2,315,112.00.

Staff recommends the City Council award this project to the responsible lowest bidder, Matich Corporation. Staff is familiar with the quality of work performed by Matich Corporation as they have constructed several similar projects for the City of Highland previously. A recent reference check has also confirmed that this contractor possesses the qualifications and experience necessary to perform the contract scope of work.

Attachments: Location Map



PROJECT LOCATION MAP
NTS

VICINITY MAP
NTS

Pavement Rehabilition (County Only)

Tippecanoe Avenue (Highland / County)

Elm Street Alley (Highland)

/// Ward Street (City of San Bernardino)

6th Street (Highland)

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jennifer Cioffi, Project Manager

SUBJECT: Construction Management and Inspection Services for Bid No. 2021-02, "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue" (Project str20003)

RECOMMENDATION: It is recommended that the City Council:

1. Approve proposal from Willdan Engineering to provide construction management and inspection services in the amount of $119,832 for Bid No. 2021-02, "Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street and Tippecanoe Avenue" (Project str20003).

2. Authorize the City Manager to approve contract amendments up to 10% of the proposal amount.

FISCAL IMPACT: The proposed fee, based on actual time and material, is not-to-exceed $119,832. The 10% contingency amount of $11,985 will be used to cover any additional services, if needed and requested by City staff, during the course of the project and each agency will pay its corresponding fair share.

The funding sources for this contract are as follows:

City Measure I Local Street Pass-thru	$ 51,963 (43.36%)
San Bernardino County	$ 67,559 (56.38%)
City of San Bernardino	$ 310 (0.26%)
	$119,832

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

Approved _____ Motion _____ Second _____ Agenda Item No. 22

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

D Hugh

City Clerk

City Manager

City Council Work Program

BACKGROUND: The project includes pavement rehabilitation at the following locations:

STREET	FROM	TO
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
Elm Street Alley	210' south of Base Line	985' south of Base Line

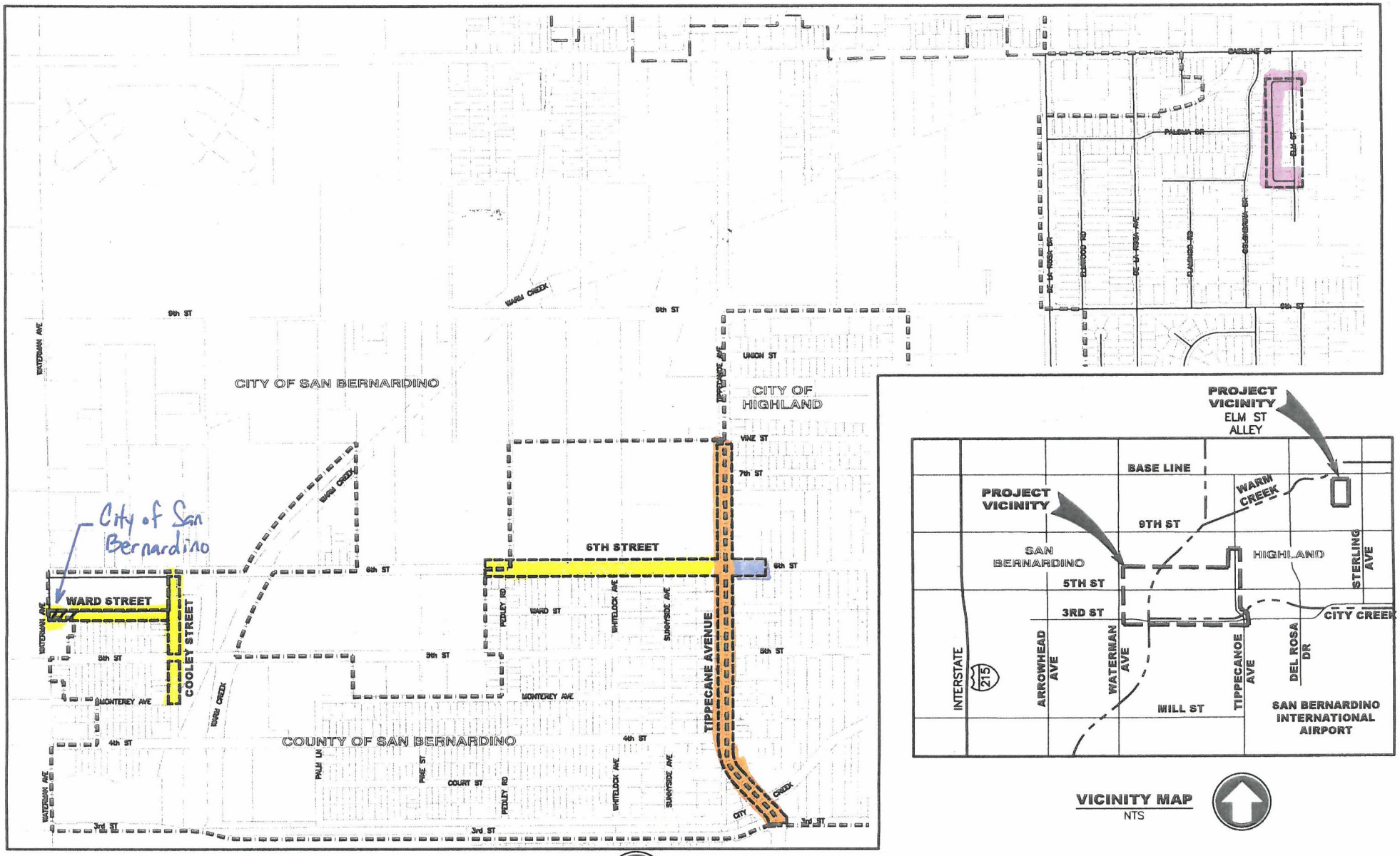
This project involves pavement grinding, pulverizing existing pavement in-place, and pavement removal and replacement, placement of aggregate base, hot-mix asphalt base course, asphalt leveling course, Glaspave paving mat, rubber asphalt overlay, signing and striping. It also includes removal and replacement of curb ramps, sidewalk panels, curb and gutter and driveways.

With this project proceeding to the construction phase, staff requested a proposal from Willdan Engineering & TKE Engineering to provide construction management, inspection, material testing and surveying services. The proposals were reviewed by City staff, and Willdan Engineering was the top-ranked firm. Willdan Engineering has worked with the City on many projects, and have provided these same services for numerous projects using the same experienced team.

Staff has reviewed and negotiated the proposed fee of $119,832. Staff found Willdan Engineering's fee proposal reasonable and is recommending it for City Council approval.

Attachments: Location Map
Willdan Engineering Proposal

M:\PUBWRK\str20003 Tippecanoe Avenue (3rd Street - Vine St.) - Joint Project with SB County\Construction\CM Services\CM Services Award Stf Rpt 12.14.21.doc



Pavement Rehabilition (County Only)

Tippecanoe Avenue (Highland / County)

Elm Street Alley (Highland)

Ward Street (City of San Bernardino)

6th Street (Highland)

1. Cover Letter

December 2, 2021

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

Subject: Proposal for Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street, and Tippecanoe Project, City Project No. str20003

Dear Mr. Zamano:

Willdan Engineering (Willdan) is especially qualified to provide construction management, construction inspection, and survey monument services for the City of Highland's Pavement Management Program – Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street, and Tippecanoe Project, City Project No. str20003. Our firm has 57 years of experience providing similar services to client cities and districts throughout California.

Our staff is exceptionally qualified and experienced in providing professional construction management and construction inspection services for street improvement related projects. We are well suited to partner with the City of Highland to achieve a fast-track approach for the City's capital improvement projects. The following are just a number of advantages Willdan brings to the City:

Street Improvement Project Experience. Willdan has provided inspection on many street improvements projects over the past 57 years, including slurry seal, curb & gutter work, sidewalk reconstruction, ADA compliant curb ramps, pavement delineation, and landscaping. Our project team has experience working together on hundreds of public works and permitted projects throughout the region, including projects similar to the scope requested by the City of Highland.	***Mr. Chris Baca has supervised a wide variety of construction improvements involving street widenings and roadway resurfacing.***
Staffing Resources. Our in-house staffing resource bench of licensed and technical experts includes specialists in **construction management and construction inspection, street improvements,** public outreach, labor compliance, drainage and flood control, utility coordination, geotechnical engineering and material testing/inspection, and construction staff augmentation.	***We have assembled a team of professionals who are committed to providing the City with top-quality service.***
Large Company with Boutique Company Approach. We have the resources of a large company but are staffed by individuals who respect our clients' unique needs. Every Willdan employee – including those working at City offices – seeks to understand each City's goals, policies, and practices based upon what is written in their general plans and development codes and how those goals and policies have been applied over time. This approach has contributed to Willdan's success.	***We have worked with nearly 90% of California cities and counties to deliver 13,000+ projects, serving over 3,400 clients.***

Mr. Chris Baca, RCI, CESSWI, our proposed Project Manager / Construction Manager, is authorized to bind the firm to this proposal, any further proposed agreements, and will be the City's main point of contact. He can be contacted at the following:

Chris Baca, RCI, CESSWI
13191 Crossroads Parkway North, Suite 405, Industry, CA 91746
(310) 502-6335 | (562) 695-2120 | cbaca@willdan.com

We are confident that our construction engineering services, coupled with our recent City of Highland experience, provide the best advantage for the City as you take on these important projects.

Respectfully submitted,

WILLDAN ENGINEERING

Chris Baca, RCI, CESSWI
Director of Construction Management and Inspection Services
910005/WW.00.40/P21-405R1_22750

2. Willdan Qualifications

Project Team

Willdan offers the City of Highland a highly qualified team of professionals with the technical qualifications and diverse capabilities necessary to undertake construction management and public works observation for the Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street, and Tippecanoe Project, City Project No. str20003. Brief biographies of our project team, detailing their qualifications, are provided herein. Resumes of our key team members have been provided in the appendix of this proposal. Comprehensive resumes will be provided upon request. Willdan understands that key personnel assigned on projects shall not be reassigned without prior written approval from the City.

Willdan Team Advantages

- *Delivers the combination of experienced, hands-on skills and perspective that ensures the City receives high-quality service at reasonable and competitive cost*
- *Assures that, in hiring Willdan, clients benefit from the expertise, experience, and professionalism needed to deliver successfully constructed projects on time and within budget*
- *Offers high-caliber staff through training and annual performance assessments*
- *Makes safety a priority*

Name and Role	Relevant Certifications	Qualifications
Chris Baca, RCI, CESSWI *Project Manager / Construction Manager* 37 Years' Experience	▪ BS, Public Administration, California State University, Fullerton ▪ California, Division IV, Public Works, RCI No. 4161	▪ 37 years of experience in construction management of large-scale projects, including street improvements. ▪ Experienced with slurry seals and pavement rehabilitation programs ▪ Extensive public outreach experience on public works projects
Joe Putrino *Construction Inspector* 34 Years' Experience	▪ Uniform Building Code, Fire Code, and ADA Codes, Bergen Community College ▪ Construction Management, Architectural Drafting, and Blueprint Reading Courses ▪ Certified Building Inspector, International Code Council ▪ Certified Plumbing Inspector, International Code Council ▪ Certified Mechanical Inspector, International Code Council ▪ Contractor License Class A, No. 636747	▪ Serves as both a construction manager and public works observer. His duties include the inspection and management of large-scale public works improvement projects. ▪ Experienced in all aspects of public works construction projects and possesses extensive experience with estimating project costs, progress schedules, bid preparation, and complete project administration.

Subconsultant

Willdan will work with our trusted subconsultant, **CL Surveying & Mapping,** founded in 2007, a Certified DBE, MBE and SBE Land Surveying Firm with 3 licensed Professional Land Surveyors. Their teams of qualified and experienced surveyors provide our clients the most cost efficient, professional and personalized services in the industry.

CL Surveying & Mapping Principals are all experienced, licensed land surveyors and they are signatory to the labor agreement with the Operating Engineers Local 12 allowing our firm to access a large pool of experienced surveyors to staff any size project.



Joe Putrino

Construction Inspector

Mr. Joseph Putrino is experienced in all aspects of public works construction projects. He possesses extensive experience with estimating project costs, progress schedules, bid preparation, and complete project administration.

Education

- College of the Desert, Palm Desert
- Uniform Building Code, Fire Code, and ADA Codes, Bergen Community College
- Construction Management, Architectural Drafting, and Blueprint Reading Courses

Certifications

- Certified Building Inspector, International Code Council
- Certified Plumbing Inspector, International Code Council
- Certified Mechanical Inspector, International Code Council
- Contractor License Class A, No. 636747

34 Years' Experience

Experience

23400 Westwood Rough Grading Project, City of Grand Terrance, California. Public Works Inspector. The project included construction of new on- and off-site improvements at the remodeled San Bernardino Indian Health Center. The project involved the installation of new curb/gutter, rough grading and finish grading of new parking lot, drainage structures, asphalt repair, and other appurtenant work.

Slurry Seal, De Luz Community Service District, California. Construction Manager. Willdan provided construction management, inspection, and labor compliance for the De Luz Community Service District's Slurry Seal project.

22172 Barton Road/Taco Bell Rough Grading Project, City of Grand Terrace, California. Public Works Inspector. The project included construction of new on- and off-site improvements at the remodeled Taco Bell at 22172 Barton Rd. The project involved the installation of new curb/gutter, rough grading and finish grading of new parking lot, drainage structures, asphalt repair, and other appurtenant work.

Police Substation CP 15-07, City of Palm Springs, California. Public Works Inspector. The project includes ADA upgrades to the police station restrooms, water features, and landscape improvements.

Public Library Improvements, City of Yorba Linda, California. Public Works Inspector. The project included engineering design services to prepare construction plans to demolish the existing Public Library for the City of Yorba Linda at 18181 Imperial Highway. The scope of work included hazardous material testing, utility coordination, and contract document preparation.

On-Call Construction Management and Inspection Services, City of Desert Hot Springs, California. Public Works Inspector. Willdan provides On-Call Construction Management and Inspection to the City of Desert Palm Hot Springs on a variety of projects. The work includes public works inspection of private permit and City funded capital improvement projects. Projects inspected under this contract include Morongo Industrial Park, SCE Vegetation Removal, Bunch Palms Trail, City Hall Cold Water Service Installation, Casa Blanca Restaurant, and multiple SCE and Southern California Gas utility installation projects.

Fire Station No. 4 Remodel and Expansion City Project 15-25, City of Palm Springs, California. Senior Public Works Observer. The project involved remodeling and expanding the fire station approximately 2,820 square feet to address sleeping quarter separation, decontamination areas, and general ADA compliance issues. The project construction encompassed demolition, asbestos remediation, structural foundations, structural retrofit and framing, utility equipment yard enclosure, electrical service transformer, wet and dry utilities, fire line, sprinkler and alarm systems, keyless entry system, vehicle emission exhaust system, sand/oil separator, site furnishings and furniture, lighting fixtures, doors and windows, miscellaneous concrete work, ADA-compliant ramps, site drainage, landscaping, signing and striping, emergency alerting system, back-up generator, and fuel tank.

Project Experience

West Highland Bikeways Infrastructure and Base Line Pavement Improvements

City of Highland

Through our on-call engineering contract, Willdan provided construction management, inspection, and materials testing services for this $3 million project. The project involved cold milling and street pavement overlay; removal and replacement of concrete curb and gutters, sidewalk, driveway approaches, and handicap ramps; construction of new concrete bus pads; and installation of striping, pavement markings, and signage on Base Line from Del Rosa Drive to Cole Avenue and Bounder Avenue to Church Street. The project was completed in 2017.

Similar Project Features to Highland's RFP:

- Cold Milling and Asphalt Overlay
- Curb and Gutter
- Driveway Approaches
- Signing and Striping
- Pavement Markings and Markers

Azusa Avenue Pavement Project, HPLUL 5112 (014)

City of Azusa

Willdan provided construction engineering services for the City of Azusa's downtown rehabilitation project. The project included pavement rehabilitation on Azusa Avenue from Fifth Street to Santa Fe Avenue including cold milling, drainage improvements, PCC crosswalks and bus pads, minor concrete repairs, landscaping, weeding, and irrigation, AC overlay, traffic detector loops, thermoplastic striping, and other appurtenant work. Willdan's services included resident engineering, public works inspection, federal invoicing, labor compliance, and material testing services.

Similar Project Features to Highland's RFP:

- Base Repairs
- Concrete Repairs
- Signing and Striping
- Utility Adjustments
- Weed Abatement

Various Arterial-Residential Street Improvements, City Project No. 7212, 7215, & 7292

City of Garden Grove

Willdan Engineering provided street rehabilitation with full depth reclamation for Brookhurst Street from Lampson Avenue to Chapman Avenue and for Euclid Street from Lampson Avenue to Chapman. In addition, Willdan completed street rehabilitation with removal and reconstruction of Lampson Avenue from Brookhurst Street to Nelson Street, Magnolia Street from Shelly Drive to Katella Avenue, and La Vaughn, Russell, and Earle Streets at Imperial Avenue. We also performed street rehabilitation with micro surfacing of Brookhurst Street from Westminster Avenue to Trask Avenue. The projects included cement treatment; roadway excavation; cold milling and micro milling; installation of ARAM Interlayer; asphalt paving; replacement of PCC curb and gutter, cross gutter, sidewalk, wheel chair ramps, and stamped color concrete; landscaping and irrigation; adjustment of utility covers to finish grade; remove existing and install new traffic signal controller and cabinet including foundation; installation of traffic detector loops; installations of traffic striping, signing, pavement markings and markers; and reestablish of centerline ties and monuments. Total construction cost was $2.0 million. The project was recently completed in 2020.

Similar Project Features to Highland's RFP:

- Cold Milling and Asphalt Overlay
- Signing and Striping
- Street Paving and Markings
- Centerline Ties and Monuments

Yorba Linda - FY 20/21 (Zone 4 Overlay)

City of Yorba Linda

The project includes traffic control, cold milling, asphalt concrete overlay, asphalt concrete dig-outs, curb ramps, adjustments of survey monuments, manholes and valve covers to grade, installation of loop detectors, pavement striping, markings and markers and other miscellaneous improvements as shown on the plans. The project has an estimated 45 working day schedule.

Similar Project Features to Highland's RFP:

- Base Repairs
- Concrete Repairs
- Signing and Striping
- Utility Adjustments
- Weed Abatement

Annual Street Resurfacing, FY 19/20

City of Westlake Village

Willdan provided construction management, inspection services, material testing, and labor compliance services for the City's annual street

resurfacing project. This project included miscellaneous minor concrete repairs, AC digouts, skin patch, slurry seal, AC/ARHM overlay, pavement delineation, and utility adjustments on Agoura Road and Lindero Canyon Road.

Similar Project Features to Highland's RFP:

- Base Repairs
- Concrete Repairs
- Skin Patch
- Crack Sealing
- Slurry Seal
- Signing and Striping
- Utility Adjustments

Annual Slurry Seal Project

City of Rialto

Willdan provided construction management, public works inspection, and materials testing services for the City's Annual Slurry Seal project. The project included minor concrete, micro milling, application of Type II slurry, pavement delineation, and other appurtenant work.

Similar Project Features to Highland's RFP:

- Base Repairs
- Crack Sealing
- Concrete Repairs
- Slurry Seal
- Signing & Striping

Slurry Seal, Project No. 15-02

City of Palm Springs

Willdan provided construction management, public works inspection, and materials testing services for the City's Annual Slurry Seal project. The project involved the micromilling application of slurry seal, traffic markings, and other appurtenant work.

Similar Project Features to Highland's RFP:

- Crack Sealing
- Curb Ramps
- Slurry Seal
- Signing and Striping
- Utility Adjustments

3. Methodology

Project Understanding



Willdan understands the City of Highland requires the services of a qualified construction engineering consultant to provide construction management and inspection services for the Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street, and Tippecanoe Project, City Project No. str20003. This project involves pavement rehabilitation including pavement griding, cold central plant recycling, pavement removal and replacement, and asphalt rubber overlay.

The scope of work includes minor removal and replacement of damaged concrete sidewalk, curb and gutter, and gross gutter; grinding raised sidewalk panels; slurry seal, crack repair, crack seal; adjusting valve covers to final grade, protection of manholes; and installation of striping and markings.

The engineer's estimate is $2,241,000 with a 50 working day schedule.

PROPOSED STREETS – CITY OF HIGHLAND		
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)	Tippacanoe Avenue
Tippecanoe Avenue	Third Street	Vine Street
Elm Street Alley	210' South of Base Line	985' South of Base Line

Project Approach

Willdan provides expertise in all areas of construction management, inspection, labor compliance, and community relations to residents and businesses affected by construction. Our experienced team members serve as construction managers, resident engineers, and inspectors and provide significant insight for identifying and correcting discrepancies, ambiguities, omissions, or conflicts in contract documents that could generate misinterpretation and/or disagreements between the City and the contractor. Our goal is to anticipate or diminish potential problems before they arise through continual review of project plans, specifications, contractor's schedule, and other contract documents.

Our team is adept at:

- Anticipating job site problems and dealing with issues in a professional, straightforward fashion
- Review Project plans and provide independent review of the proposed quantities and immediately bring discrepancies to the City's attention
- Calling job site problems to the project manager's and/or contractor's attention
- Offering constructive recommendations and achieving cooperation from the contractor
- Addressing concerns of the public

Basic Principles to Project Approach

Our approach to issue resolution is to:

- Obtain and document the facts surrounding the issue
- Develop reasonable solutions in conjunction with the contractor and City project manager
- Respond quickly and effectively so that job progress and quality do not suffer

Through close communication with the City's project staff, timely corrective action is taken to alleviate potential adverse impacts of work progress, costly change orders, and construction claims.

Goals

Willdan has had two primary objectives since our inception in 1964:

- Ensuring the success of our clients
- Enhancing their communities

Working steadily toward these goals we gained a notable reputation for project understanding, technical excellence, cost effectiveness, and client responsiveness. It is these attributes that our construction management and inspection team bring to each project. To these goals, we add individual project-oriented goals that include:

- Continuous communication with City staff, contractor, and design team
- Impeccable recordkeeping and reporting
- Rigorous budget control – minimizing change orders and applying value engineering where applicable
- Comprehensive schedule control – keeping the project moving while resolving design, contractor, or other project-related challenges

Our ultimate goal is to surpass our clients' expectations and provide a completed project that benefits City staff, Council members, business owners, and residents.

Regulatory Agency Compliance

Willdan is thoroughly familiar with regulatory agency permitting requirements and environmental, design, and construction procedures and requirements for projects within Caltrans's right-of-way. Although each project may encompass different components and requirements, the general process remains the same – following the Caltrans Local Assistance Procedures Manual (LAPM). Over 26 years ago, Willdan adopted Caltrans' Construction Manual as our in-house standard and has incorporated Caltrans' prescribed standards and procedures into our everyday inspection routine. Our inspectors possess strong familiarity and in-depth knowledge of:

- State of California (Caltrans) Design Manuals, Standard Plans, and Standard Specifications
- State of California (Caltrans) Manual of Uniform Traffic Control Devices (MUTCD)
- State of California (Caltrans) Local Assistance Procedures Manual
- Standard Specifications for Public Works Construction (Greenbook), BNi
- Standard Plans for Public Works Construction, BNi

4. Scope of Services

Construction Management

Program Objective

The Construction Manager will manage and coordinate all aspects of the project including delivering the project on time and within budget.

1. Assist City with public awareness and information program to keep residents and local stakeholders advised of project status along with impacts to traffic flow circulation, including answering public's questions about project.
2. Prepare construction file. A copy of Willdan's file checklist can be provided upon request.
3. Prepare special concerns to be presented at preconstruction conference.
4. Conduct preconstruction meeting, prepare meeting minutes, and distribute to attendees.
5. Review contractor's safety program in consultation with City staff.
6. Through Willdan's system of project control, monitor activities related to project such that project is constructed in timely fashion pursuant to contract documents.
7. Closely review schedule and advise contractor to take action on schedule slippage.
8. Monitor and coordinate activities of design engineering support, surveying, testing, and work by utilities or other agencies.
9. Prepare weekly statement of working days and submit to contractor and City.
10. Establish, conduct, and prepare agendas and minutes for weekly construction progress meetings.
11. Provide claims mitigation monitoring, including proactively applying foresight to discover unforeseen conflicts prior to contractor encounter.
12. Ensure that all questions, conflicts, and issues are immediately brought to City's attention and addressed with appropriate directives to contractor.
13. Conduct special site meetings, when necessary, with contractor and City staff.
14. Perform quantity, time, and cost analyses required for negotiation of contract changes.
15. Negotiate and prepare change orders, including memorandum of explanation and cost estimates to substantiate change order, and send to City for review.
16. Monitor materials documentation and testing results and enforce corrections.
17. Review for approval contractor's progress payment requests; negotiate differences over amount with contractor; and process payments through City's Project Manager.
18. Routinely review construction files to ensure conformance to City standards and good construction management practices.

Construction Inspection

Program Objective

The Construction Inspector will act as a full-time inspector (8 hours a day) for the life of the project.

1. Review plans, specifications, and all other contract- and construction-related documents.
2. Conduct a field investigation of the project area to become familiar with the existing facilities and the project environment.
3. Become familiar with traffic control plans, construction schedule, construction sequence, and permit requirements from other agencies.
4. Verify that the contractor conforms to the design survey line and grades.
5. Prior to beginning of construction, layout asphalt removals and confirm removal quantities with the City's Project Manager.
6. Revise plans and provide Willdan's CM with quantity take-off to verity accuracy of project bid item amounts.
7. Attend weekly progress meetings.
8. Provide full-time and as-needed construction inspection, including night inspection, of the work to monitor materials and methods for compliance with plans, specifications, and contract documents.
9. Monitor compliance with Cal OSHA requirements and compliance with all local, state, and federal regulations. Although Willdan will monitor the activities, it is the contractor's sole responsibility to provide workers with a safe working environment.
10. Monitor compliance with the Clean Water Act (National Pollutant Discharge Elimination System – NPDES best management practices) and SWPPP.
11. Meet with the contractor at the beginning of each day and review the proposed work plan.
12. Conduct daily measurements of quantities of work with the contractor.
13. Review actual contractor performance throughout the day and discuss discrepancies with the contractor as they occur.
14. Assist in coordination of engineering support, surveying, specialty inspections, and fieldwork by utility companies.
15. Coordinate with Contractor and utility companies to assist in the identification of unknown utilities and possible relocation of interfering structures or lines.
16. Ensure compliance of Underground Service Alert notification/delineation.
17. Evaluate the contractor's operation and production with respect to quality and progress and report to the construction manager.

18. Photograph continuous property frontages along the street alignment once prior to construction and once immediately following construction. Maintain a photographic record of key elements of each major operation of work each day, with increased detail in situations of potential changes or claims.
19. Closely monitor testing results and require the contractor to provide corrective measures to achieve compliance.
20. Maintain copies of all permits needed to construct the projects and enforce special requirements of each.
21. Prepare and maintain detailed daily diary inspector reports on construction progress.
22. Prepare clear and concise letters and memoranda, as needed. Establish a solid paper trail.
23. Provide complete measurements and calculations documentation to administer progress payments.
24. Maintain and submit a clean set of plans marked in red for as-built corrections on record drawings to be filed with the City.
25. Prepare a punch list at substantial completion and follow up with the contractor regarding progress of corrections.

Survey Monumentation Scope of Work

1. CL Survey and mapping will provide survey monumentation for the project.

Labor Compliance

Program Objective

Labor Compliance Monitoring and Enforcement will be provided to ensure the project conforms to all Federal and State Regulations.

1. Verify that the Public Works Contract Award Information (DAS-140) and Request for Dispatch of an Apprentice (DAS-142) forms are submitted to local apprenticeship councils by all contractors, as appropriate.
2. Receive and review labor compliance documentation from public works observers or inspectors and compare with contractor-submitted documents. Monitor contractor-submitted payroll documentation on a continuous basis.
3. Verify with State Division of Apprenticeship Standards that any worker listed on the certified payroll who receives less than the published hourly journeyman rate is registered in an approved apprenticeship program and is in possession of a formal certification.
4. Verify that any payroll deductions are acceptable under State prevailing wage law.
5. Verify that payroll data is submitted to the Department of Industrial Relations (DIR) online Compliance Monitoring Unit (CMU) under the correct DIR project number.
6. Verify the payment of the training contribution, as necessary.
7. Follow up with contractor by telephone, email, and/or certified mail regarding required document submittals and payroll discrepancies and deficiencies. Provide detailed description of alleged deficiencies; outline corrective action to be taken; and enforce regulatory deadlines for compliance.
8. Calculate any applicable underpayments due; obtain restitution payroll(s) plus proof of worker payment(s), as needed.
9. Receive, pursue, and document labor complaints; prepare violation reports to oversight agencies as required; recommend special action to be taken if contractor continuously fails to comply with requests and requirements.
10. Coordinate with City staff the withholding of progress and/or retention payments if contractor fails to abide by labor compliance requirements.
11. Maintain content and format of labor compliance file in conformance with applicable government requirements.
12. Coordinate project file reviews by authorized county, state, and federal agencies.
13. Submit complete labor compliance file to City for retention.

Materials Testing (Optional)

Program Objective

Compaction Material Testing will be provided as needed for the project.

1. Attend meetings, as needed, with project team.
2. Review existing geotechnical reports and project plans and specifications.
3. Perform laboratory testing.
4. Verify compliance with approved project plans, specifications, and applicable code requirements.
5. Provide as-needed testing for proposed removal and replacement of damaged street sections.
6. Provide compaction testing for leveling course and final paving.
7. Provide as-needed asphalt plant inspection and monitoring.
8. Provide engineering support, inspector/technician coordination, dispatch, material engineering review, test reporting, QA/QC, and administrative support services.
9. Submit reports/updates of ongoing tests, i.e., seven-day and off-schedule breaks.
10. Submit final report of completed laboratory tests, i.e., 28-day results for concrete.
11. Submit – for City review – daily field-testing and inspection reports indicating information pertinent to inspections performed and compliance/non-

compliance with project documents and applicable codes.

Project Closeout

Program Objective

The Construction Manager and Construction Inspector will assist the City in the Project Closeout Phase.

1. Review, finalize, and transmit the contractor's approved record drawings (as built) to the City.
2. Schedule a final inspection with the City and applicable agencies; prepare, distribute, and inspect corrections to the final punch list for completion; and recommend final acceptance.
3. Secure and transmit required guarantees, affidavits, releases, waivers, and operation manuals to the City's Project Manager.
4. Finalize contract bid items, claims, change orders, and punch list items.
5. Prepare documentation for final payment to the contractor.
6. Prepare all final reports including report of completion for acceptance of the projects.
7. Finalize and deliver all construction files to the City ready for archiving.
8. Assist the City's Project Manager with resolving any unresolved issues, including, but not limited to, change orders, claims, etc.
9. Assist City with stop notices and release of retention.
10. Provide memorandum of clearance to issue notice of completion.

5. Proposed Fee

City of Highland
PROPOSED HOURS AND FEE SCHEDULE
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR
Construction Management, Inspection, and Restoration of Survey Monuments for
Cooperative City/County Pavement Rehabilitation Ward Street, Cooley Street, 6th Street, and Tippecanoe Avenue Project
City Project No. str20003
Thursday, December 2, 2021

WILLDAN ENGINEERING / ***ROLE/LABOR CLASSIFICATION***	Construction Manager	Public Works Observer (Prevailing Wage)	Construction Survey	Labor Compliance Manager	Material Testing**	Assistant Engineer I	Administrative Assistant III	Total Hours	Total Fee [4]
Hourly Rate:	**$175**	**$120**	**$500 EA**	**$150**	**NTE**	**$124**	**$111**		($)
SUMMARY TASK	HOURS								
PRECONSTRUCTION SERVICES	20	10					5	35	**$5,255**
CONSTRUCTION MANAGEMENT SERVICES	120	400		36	$15,000		10	566	**$90,510**
SURVEY MONUMENTATION (Price per Monumentation)*			35						**$17,500**
SUBMITTAL REVIEW						8			**$992**
POST CONSTRUCTION SERVICES	25	10						35	**$5,575**
Hours Subtotal	**165**	**420**	**35**	**36**		**4**	**15**	**636**	
Fee Total All Scoped Services:									**$119,832**

[1] This proposal is based on a 50 Calendar days per the City's RFP and Specifications.
Additional services needed beyond this duration will be provided on a time-and-material basis at Willdan's standard hourly rates.

[2] Inspector hours are estimated and will be dependent upon the Contractor's final phasing and scheduling implementation.

[3] Overtime inspection services are not included, but will be billed at 1.5 times normal hourly rate if required and may require adjustment to the approved budget. Work performed by support staff with titles not explicitly listed herein will be charged in accordance with Willdan's standard hourly rates.

*Our estimate is based on 35 monument. Final cost may vary and will be based on actual number of monuments requiring resetting.

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Matt Bennett, Assistant Public Works Director MMB

SUBJECT: Construction Engineering Services /TKE Engineering Inc. Services Traffic Signal Modifications at 5th Street and Del Rosa Drive (Project No. sig21002)

RECOMMENDATION: It is recommended that the City Council:

1. Approve Proposal from TKE Engineering Inc. (TKE) to provide construction management services for a traffic signal modifications at 5th Street and Del Rosa Drive; and

2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.

FISCAL IMPACT: The proposed fee from TKE, based on actual time and material, is not-to-exceed $46,874.00. It will be funded by Development Impact Fee (DIF). The 10% contingency amount of $4,687, if needed to cover any additional services as requested by City staff during the course of the project.

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

BACKGROUND: On September 8, 2020, the City Council approved a Public Improvement Reimbursement Agreement with East Valley Water District for traffic signal modifications at 5th Street and Del Rosa Drive. The City Council also approved a budget adjustment in the amount of $316,000 from the DIF Fund to cover the City's cost for design, construction, and construction management services.

Approved _____	Motion _____	Second _____	Agenda Item No. 23
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes

City Clerk

City Manager

This project entails the construction of traffic signal modification improvements at the 5th Street/ Del Rosa Drive intersection in connection with the Sterling Natural Resources Center (SNRC). The City solicited a professional services proposal from TKE Engineering Inc., as they were already familiar with the SNRC project and had been providing plan check services for the SNRC offsites and traffic signal modification under separate contract.

TKE has an on-going contract with the City for various engineering support services. It has an experienced team to provide the required services. Staff has reviewed and negotiated with TKE their proposed scope and fee, and is recommending City Council's approval of its proposal.

Attachments: Vicinity Map
TKE Proposal

December 6, 2021

Matt Bennett, P.E., Assistant Public Works Director
CITY OF HIGHLAND
27215 Base Line
Highland, CA 92346

Subject: Request for Proposal for Construction Engineering Services – Traffic Signal Modification at 5th Street and Del Rosa Drive (City Project No. sig21002)

Dear Mr. Bennett:

Thank you for the opportunity to present this material outlining TKE Engineering, Inc. (TKE's) qualifications. Enclosed herein are our qualifications to provide Construction Management and Inspection Services for the Traffic Signal Modification Project at 5th Street and Del Rosa Avenue. The project is a portion of the offsite improvements which are required as part of the Sterling Natural Resources Center project being constructed by East Valley Water District. TKE is a full service, multi-disciplinary consulting corporation located at 2305 Chicago Avenue, Riverside, California 92507. We are highly qualified to perform the services necessary for project delivery and are enthusiastic about the opportunity to continue to assist the City of Highland (City) in bettering their infrastructure.

SCOPE OF WORK

TKE's scope of services is presented in the following paragraphs:

Task No. 1 - Preconstruction Meeting

Prior to the Preconstruction Meeting, TKE's Construction Manager and Inspector will review all project plans and specifications to have a complete understanding of the project requirements. During our review, we will identify any constructability issues that may cause project delays and/or unnecessary change orders.

A preconstruction conference will be held for the project. The conference will be attended by City staff, TKE's Construction Manager and Construction Inspector, the Contractor, representatives of potentially affected utilities and representatives of any other affected agencies. Prior to the conference, we will prepare a conference agenda. At the meeting, we will discuss communication protocol requirements, safety and health procedures, storm water controls, schedule requirements, procedures for contract submittals, contract administration, job-site access and delivery, and coordination with others. After the meeting, it will be documented with minutes.

Deliverables: Agenda, Minutes, and distribution to all entities

2305 Chicago Ave - Riverside - CA - 92507

Task No. 2 – Records Management

TKE utilizes an electronic records management system. Files include:

- Contract Documents, Addenda, and Reports
- All required local, other agencies and state records throughout the project duration and submit copies to the City's project manager, including labor compliance.
- Environmental Compliance Documents/ Agency Permits
- Material Submittals
- Contractor Correspondence (RFI's and RFC's)
- City Correspondence (Responses to RFI's and RFC's and other correspondence)
- Certified Payroll Records
- Change Orders
- Review and Recommend Progress Payments
- Materials Testing Reports/Correspondence
- Inspection Field Reports/ Accident Reports
- Photo Logs
- Utility/Agency Correspondence
- Public Correspondence
- Operations and Maintenance Manuals
- Project Closeout Records

Deliverables: E-File of All of the Above

Task No. 3 – Construction Meetings

TKE will be in constant communication with City staff during the projects entirety to ensure that the project is running smoothly and in accordance with the City's expectations. TKE will hold regular meetings with City staff, Contractor and Inspector, meetings with utilities/agencies, and affected agencies. Each is discussed below:

City Meetings-TKE will meet with City staff as required to keep staff fully apprised as to construction progress and potential project issues. We will prepare agendas and minutes for each meeting.

Contractor Meeting-our Construction Manager will meet with the project contractor weekly. We will prepare agendas and minutes for each meeting. Meeting agenda will typically include background, old business, new business, scope, objectives, traffic control, construction phasing, project schedule, potential issues discussion, payment quantities discussion, and any safety deficiencies observed.

In addition, the City will receive RFI's and RFC's (including written clarification requests and change-in-plan drawings) regarding the contract documents. TKE will provide any drawings, sketches and written responses in a timely manner to each with direction and will verify compliance with the Contract Documents. All RFI's and RFC's will be logged,

including content of inquiry, date relayed and date of response. TKE will review all RFC's for any potential change in scope and notify the City if potential change orders may arise from the RFC.

Deliverables: Agendas, Minutes, RFI and RFC Responses

Task No. 4 – Construction Management

TKE will review the project schedule and construction progress prior to each Contractor meeting to verify compliance with the Contract Documents. In addition, we will prepare weekly statement of working days to be provided to the contractor at each weekly meeting. If the Contractor is failing to meet approved schedule contract obligations, TKE will request a remediation effort to return the project progress to comply with requirements. If the remediation plan requires adjustment to the completion date, TKE will advise the City and will not execute any approval of such change without City authorization.

Change conditions and time extensions that may warrant a change order will require a complete understanding of the impacts of the change of which TKE will need to consider in determining its resolution. TKE will seek appropriate comments from anyone impacted by the changed conditions and will closely consult with the City to develop the most cost effective remediation alternative. Cost and scheduling impacts will be noted and presented to the City in accordance with the cities change order procedures prior to direction being given to the Contractor, including the preparation of Change Order drawings and specifications, if required.

To maintain cost controls, TKE will request a schedule of values for traffic signal modification and review project budgets on a weekly basis, or as warranted, by review of change orders, RFC's, and progress payments. In particular, quantities used on the project will be tracked to verify that they will not exceed contract budgeted amounts. Each month, TKE will provide a budget report to the City. Should an increase in budget be required, TKE will assist Staff with staff report preparation.

Regarding RFC's, we will review any change order request received to determine if said request is warranted. If the change order request is not warranted, we will reject it in writing; prior to sending rejection letters to the Contractor, we will review it with City staff. If the change order request appears justified, we will review it with the Construction Inspector and compare it with field reports for confirmation of materials, equipment and/or labor involved; we will review same with City staff and receive City staff's approval prior to preparing and processing the contract change order. Change orders will be prepared on standard forms.

Should rejected RFC's require additional consideration, we will negotiate with contractors to establish the impact of change conditions and we will attempt to complete negotiations prior to beginning work. If we fail to reach an agreement and the work must continue, we will direct the Contractor to complete the work. For all disputed work and force account work, the Construction Inspector will document the labor, materials and equipment used for the extra work for use in future negotiations.

Upon direction from the City, TKE will continue negotiating with Contractors to settle all disputes. However, City staff will ultimately determine the extent the City will go to achieve resolution. TKE will meet with both parties, either independently or together, as warranted until resolution is reached. TKE will complete all necessary calculations to

support the City's position. TKE utilizes a proactive dispute avoidance program. Once an issue is identified, TKE works diligently to resolve it as timely as possible. The weekly meetings will also be used to avoid or resolve these disputes. We will coordinate traffic signal turn on with the City and Siemens, including implementation of signal timing sheets.

Deliverables: Change Orders, Budget Reports, Staff Report

Task No. 5 – Pay Requests

Each month, TKE will review the construction payment requests submitted by the contractors for work completed and the construction schedule. We will review the work completed and payment requests to ensure that the quantities and amounts requested reflect the actual work completed. After each request has been reviewed (and revised if necessary), we will approve it and forward it to staff for approval and payment along with a written statement of completed review. We will also submit a monthly status report with each payment request that will advise the City of compliance with the project schedule.

TKE will track and log any Preliminary and Stop Notices prior to each month's progress payment. If any stop notices have been issued, we will direct the Contractor to rectify the notice and provide proof of the rectification prior to release of payment.

TKE will also provide monthly reports highlighting project progress, change orders, cost issues, and schedule.

Deliverables: Payment Requests and Budget Reports

Task No. 6 - Construction Inspection

TKE will provide daily construction inspection and reporting, to verify that the project is progressing in compliance with the contract documents. We will require strict compliance with the contract documents for all construction activities and for any equipment or materials to be furnished and installed. We already possess the measuring devices and testing equipment normally required for inspecting public works construction projects. Our construction inspection personnel are experienced and knowledgeable in the operation of said devices and equipment, as well as the associated safety equipment.

All materials will be reviewed against approved material submittals as they arrive on-site.

Our Construction Inspector will verify SWPPP and safety provisions have been implemented at the start of each work day, at the construction site. Any deviations will be documented. All system service interruptions, connections and abandonments will be coordinated with staff. In addition, he will coordinate and schedule materials testing and survey requirements with appropriate parties to ensure there is no delay to the project construction and to minimize costly down periods for anyone onsite.

We will digitally photograph the activities and maintain copies in the project files and our Construction Inspector will prepare daily field reports, which will document all observed project activity, including location of the activity, number of workers present, construction equipment used, quantities constructed, inspector present, weather conditions, and construction progress. All project documentation will be completed on

standard forms. All documents will be submitted in hard copy and electronic copy formats.

Our inspector will provide emergency contact information to allow for 24-hour accessibility. He will verify site safety conditions on a daily basis and, should conditions be unsafe, advise the contractor of corrective actions. If the contractor fails to remediate such conditions, he will advise the City and request direction. Should an accident occur, we will notify the City and note all site conditions and photo document the accident location.

Deliverables: Daily Field Reports, Site Deficiency Reports, Batch Tickets, Photographs, Accident Reports, Testing Reports, and Summary Reports

Task No. 7 - Materials Testing

Over the course of project construction, we will schedule materials and compaction testing with LOR Geotechnical, Inc. They will pull concrete cylinder samples and perform strength testing at 3, 7 and 28 days to ensure concrete placed reaches required minimum compression strength. Visual testing will be performed on the bottom of the traffic signal augured hole. A certification memorandum will be prepared and signed by a professional engineer identifying any non-complying materials used on the project.

Deliverables: Reports and Certification Memorandum

Task No. 8 – Agency Coordination

TKE's Construction Manager will coordinate with City, and utility agencies affected by the work. We will review project schedules and work progress affecting the project. If appropriate, the Construction Manager will invite affected agencies to attend the weekly progress meetings to review the project schedule, summarize project requirements and discuss them at these weekly meetings.

Deliverables: Agency Coordination

Task No. 9 – Record Drawings

Each month, our Construction Inspector will review the contractor's records to ensure that a diligent effort is being made to keep current and accurate records of work in place. If deficiencies are observed, we will withhold the contractor's progress payment until the contractor demonstrates compliance.

Once the project has been completed, we will provide the City with a complete set of redlined record drawings which will reflect the traffic signal modifications as constructed; any changes made during project construction will be shown on the record drawings based on contractor's and our records. Drawings will be forwarded to the design engineer to prepare final as-built drawings to be provided to the City.

Deliverables: Redlined Record Drawings

Task 10 - Project Close-Out

After project construction is essentially complete, we together with City staff, if desired, will field review the project and prepare a construction deficiencies list (punch list) of items requiring remedial work. After all deficiencies are corrected, our Construction Manager will prepare a letter, recommending acceptance of the project. Once the

remedial work is completed, TKE will review and recommend payment of the final project invoice.

TKE will assist the City to identify, track and monitor the completion of warranty work prior to the construction completion date. We will obtain lien waivers, bonds, guarantees, warranties, if required, and other documents required by the Contract Documents for final Contract Closeout.

In addition, we will prepare the Notice of Substantial Completion to establish the date for the commencement of contract warranty periods and acceptance of maintenance responsibility by City. We will provide the Contractor with a list of any remaining incomplete work requirements to be completed prior to Final Completion.

After all project requirements have been completed, we will prepare a "Notice of Completion" report documenting the final completion of the project and acceptance of the project improvements by the City.

Deliverables: Punch List, Final Payment, Project Records, and Notice of Completion

Task 11 – Billing and Project Reports

TKE will provide monthly project reporting identifying current activities, future activities, potential change items, concerns, problems, any possible delays, percentage of completion and budget status for construction contractor and consultants. TKE will provide monthly billing to the City for consultant work performed during the previous month. All invoices will follow City format and include a break down by task and fee.

Deliverables: Monthly Invoices and Summary Reports

FEE

TKE will provide the services described in our proposal for $46,874. A fee schedule breakdown showing hourly breakdowns for each task has been included. Our fee amount is a "not-to-exceed" fee amount and we will not provide added services without prior City approval.

TKE shall invoice the City on a monthly basis based on the completed work. All extra work will require prior approval from the City.

Thank you for your consideration. TKE would very much appreciate the opportunity to provide services to the City. If you have any questions, please call me at (951) 680-0440 or e-mail me at trenner@tkeengineering.com.

Sincerely,

Terry Renner, P.E., Q.S.D.
Senior Vice President
TKE Engineering, Inc.

Attachments: Fee Schedule Breakdown

City of Highland

Construction Management and Inspection Services - Traffic Signal at 5th Street and Del Rosa Drive

Consulting Engineering Fee

City Project No. sig21002

Task No.	Task	Construction Manager Hours	Construction Manager $	Assistant Engineer Hours	Assistant Engineer $	Clerical Hours	Clerical $	Senior Construction Inspector Hours	Senior Construction Inspector $	Subconsultants $	Total $
Scope of Services											
Task 1 - Preconstruction Meeting		4	$ 620	4	$ 540	2	$ 170	2	$ 240	$ -	$ 1,570
Task 2 - Records Management			$ -	2	$ 270	8	$ 680		$ -	$ -	$ 950
Task 3 - Construction Meetings		6	$ 930	8	$ 1,080	8	$ 680	4	$ 480	$ -	$ 3,170
Task 4 - Construction Management		48	$ 7,440	24	$ 3,240	16	$ 1,360		$ -	$ -	$ 12,040
Task 5 - Pay Requests		2	$ 310	4	$ 540	2	$ 170	2	$ 240	$ -	$ 1,260
Task 6 - Construction Inspection			$ -		$ -		$ -	160	$ 19,200	$ -	$ 19,200
Task 7 - Materials Testing [2.]		2	$ 310	2	$ 270	2	$ 170		$ -	$ 2,750	$ 3,500
Task 8 - Agency Coordination		4	$ 620	4	$ 540	2	$ 170	2	$ 240	$ -	$ 1,570
Task 9 - Record Drawings		2	$ 310	4	$ 540		$ -	1	$ 120	$ -	$ 970
Task 10 - Project Close-Out		2	$ 310	4	$ 540	2	$ 170	2	$ 240	$ -	$ 1,260
Task 11 - Billing and Project Reports		2	$ 310	2	$ 270	4	$ 340		$ -	$ -	$ 920
	Subtotal:	72	$ 11,160	58	$ 7,830	46	$ 3,910	173	$ 20,760	$ 2,750	$ 46,410
										Reimbursables (@1%)[1.]:	$ 464
										Construction Management Total:	$ 46,874

Rates:

Construction Manager	$ 155 /HR
Assistant Engineer	$ 135 /HR
Clerical	$ 85 /HR
Senior Construction Inspector	$ 120 /HR

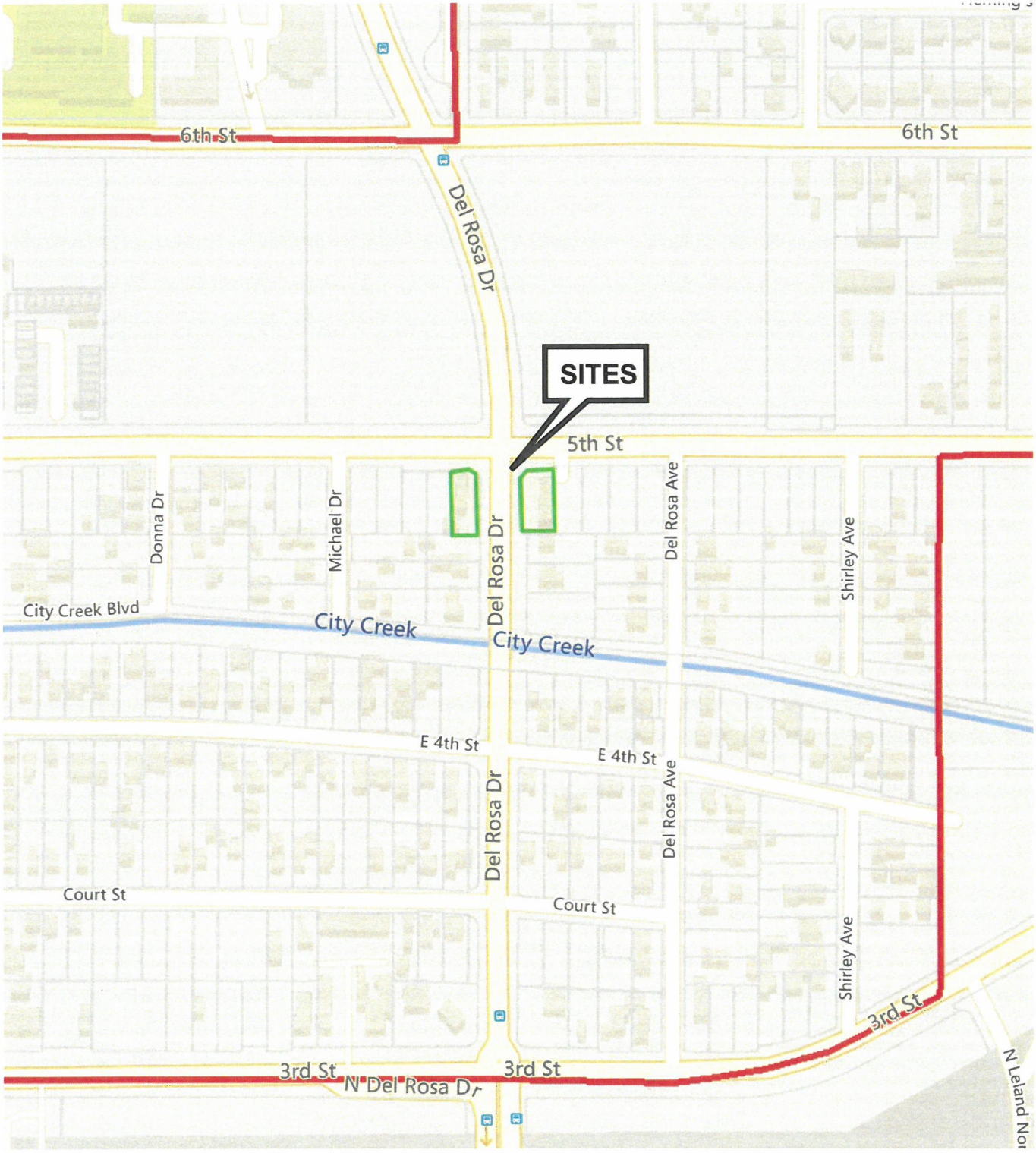
Notes:

1.) Reimbursables Include Cost for Prints, Copies, Mileage, Etc.

2.) Subconsultant Costs for Materials Testing

3.) Assumes 20 Days of Construction Inspection

TKE Engineering, Inc.



VICINITY MAP

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Betty Hughes, MMC, City Clerk

PREPARED BY: Joseph Hughes, City Manager

SUBJECT: Frequency of City Council Meetings

RECOMMENDATION: The Council Meeting Frequency Ad Hoc Committee Recommends the City Council Consider Switching from Two Council Meetings per Month to One Council Meeting Per Month and Conduct a First Reading of an Ordinance Designating the Location of Regular Meetings of the City Council and Rescinding Ordinance No. 236

FISCAL IMPACT: None

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

BACKGROUND: The Council Meeting Frequency Ad Hoc Committee met on November 17, 2021, to discuss the pros and cons of switching from two regular City Council meetings per month to one regular City Council meeting per month and recommended the item be brought forward to the City Council for consideration.

Currently, Loma Linda is the only city in San Bernardino County that meets once a month. There are four cities in Riverside County that meet once a month; Blythe, Canyon Lake, Indian Wells and Wildomar.

Approved _____ Motion _____ Second _____ Agenda Item No. 24

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

Some Items to Consider

If the City Council were to hold only one regular meeting a month, the following are some items to consider and the last two bullet points are items that staff would request further direction on.

- There will be a cost savings with reduced comp/overtime for hourly staff.
- Additionally, there will be a cost savings for contract staff and consultants.
- There will be a time savings for staff for only having to prepare one agenda per month.
- Highland Municipal Code Section 8.32.210 requires that appeals be heard within 45 days of the Clerk receiving the written notice of appeal. This would likely not present a problem as staff believes there would be sufficient time to schedule appeals at the one regular meeting a month.
- It would take longer for ordinances to go into effect as second reading would occur one month after first reading. The timeframe for fees to be adopted through ordinances is 30-60 days after second reading.
- There would be less opportunity to hear directly from the public if meetings occur once a month; however, emails are encouraged and can be accepted at any time up until one hour prior to the meeting. For public hearing items, emails are accepted up through to the end of the public hearing item.
- Meetings would likely be longer as there would be more items on the agenda
- If urgent matters come up, we will need a quorum to hold a special meeting.
- If the Council were to hold one meeting a month, which day should the meeting be held: the second Tuesday or fourth Tuesday? Staff recommends that the regular meeting be held on the second Tuesday of the month because this would allow the Council to hold a special meeting, if necessary, if an item comes up by month's end that cannot wait until the next regularly scheduled meeting.
- Should the Council continue to go dark in July? The Ad Hoc Committee is recommending one meeting in July.

Items that Cannot Be Considered at a Special Meeting

- Items regarding salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive staff (Government Code § 54956(b)).
- An ordinance may not be adopted at a special meeting. City Council could introduce the ordinance (i.e., conduct the first reading) at a special meeting, but would have to wait until a regular meeting to adopt the ordinance. There must be at least five days between the introduction and adoption of an ordinance (Government Code § 36934). Alternatively, the City Council could introduce an ordinance at a regular meeting, and then adjourn that meeting to a specific date and time. That adjourned meeting would be considered a regular adjourned meeting and an ordinance could be adopted at that meeting.
- Order a report regarding an initiative petition or adopt an initiative without alteration (Elections Code § 9215).
- Some bonds and new tax related items must be considered at a regular meeting.
- The public can only speak on an item on the agenda at a special meeting. They cannot speak on items not on the agenda.

Persons Speaking Under Public Comment at the Beginning of the Meeting

2016 – 27
2017 – 34
2018 – 57
2019 – 54
2020 – 32
2021 – 16 (as of 11/09/21)

If City Council moves forward and conducts a first reading of the proposed ordinance, the second reading would occur at the January 11, 2022 City Council meeting. The ordinance would take effect on February 11, 2022 (30 days after passage). Accordingly, if the City Council decides to hold only one regular meeting a month, staff recommends the change begin March 1, 2022, after the ordinance goes into effect.

A resolution would also be brought forward at the January 11, 2022 meeting, specifying the day and time of the City Council meeting.

Public Comment

	2016	2017	2018	2019	2020	2021
January	2	4	10	3	5	0
February	7	4	4	21	2	2
March	2	2	0	8	1	1
April	0	3	9	2	2	0
May	2	2	1	8	0	5
June	3	9	18	3	3	3
July	2	0	0	0	0	0
August	1	1	6	0	13	1
September	4	2	3	4	1	0
October	3	1	1	3	0	2
November	1	2	2	2	5	2
December	0	4	3	0	0	*Pending*
Total	27	34	57	54	32	16

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, DESIGNATING THE LOCATION OF REGULAR MEETINGS OF THE CITY COUNCIL OF THE CITY OF HIGHLAND AND RESCINDING ORDINANCE NO. 236

WHEREAS, in 1998 the City Council adopted Ordinance No. 236 establishing the days, time and location of the regular meetings of the City Council; and

WHEREAS, Government Code Section 36805 states the City Council shall hold regular meetings at least once a month at times fixed by ordinance or resolutions. It may adjourn any regular meeting or adjourned meeting to a date specified in the order of the adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes.

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES HEREBY ORDAINS AS FOLLOWS:

Section 1. The City Council hereby rescinds Ordinance No. 236.

Section 2. Section 2.04.040 (Venue and time for meetings) of Chapter 2.04 (City Council) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read as follows:

"The regular meetings of the City Council of the City of Highland shall be held at the Donahue Council Chambers, 27215 Base Line, Highland, California 92346, at 6 p.m. on Tuesdays based on a schedule set forth by Resolution No. _____ of the City Council."

Section 3. This Ordinance shall take effect thirty (30) days after adoption.

Section 4. Prior to the expiration of fifteen (15) days after its passage, this Ordinance shall be published and/or posted in at least three (3) public places designated by Resolution of the City Council of the City of Highland.

Section 5. The City Clerk shall certify to the adoption of this Ordinance.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Highland this _____day of _____, 2022.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 2021

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Camille Goritz, Administrative Assistant III

SUBJECT: Appoint three (3) Members of the Public to the Community Trails Committee

RECOMMENDATION: Staff recommends the City Council appoint three (3) members of the public to the Community Trails Committee.

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

BACKGROUND: On August 24, 2021, the City Council declared one (1) seat vacant due to a resignation of a Board Member (Matt Myers) on the Community Trails Committee and posted that vacancy in accordance with the Maddy Act and the term expires October 2022. On October 12, 2021, the City Council declared two (2) seats vacant (Jeff Novak and Robert LaChausse) on the Community Trails Committee and posted that vacancy in accordance with the Maddy Act and the term expires October 2023. Pursuant to Chapter 2.32.020 of the Highland Municipal Code, the Community Trails Committee shall consist of five members appointed by the City Council and shall serve without compensation. Each member of the Committee shall serve a two-year term of office and have a demonstrated knowledge and interest in one or more of the following: equestrian activities, bicycling, hiking, nature studies, or landscape/open space design. Existing Member Jeff Novak has recently resigned, and existing Member Robert LaChausse reapplied to serve on the committee again.

Attachment 1. Public Service Applications
2. Attendance Records

Approved _____	Motion _____	Second _____	Agenda Item No. 25
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

ATTACHMENT 1

Public Service Applications

Public Service Application

Erwin Fogerson

RECEIVED

OCT - 4 2021

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2022

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Erwin Fogerson

Address: 30006 Frontera Del Sur Highland

How long have you resided in Highland? 21 years

Home phone: 909-335-6626 Cell phone: 909-239-2052

Work phone: 909-793-2503

Email address: efogerson@aol.com

Occupation/Employer: San Bernardino Valley Water Conservation District

Employer address: 1630 W. Redlands Blvd Suite A Redlands 92373

Position held: Senior Engineer

Available for meetings: ☒ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

I hike and bike in the City and would like to help with the continued development of those facilities any way I can. I used to work at the County of San Bernardino and I have seen where the public has benefited from volunteers and would like to be part of that.

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

I am a Professional Engineer and have designed and help construct trails and bikeways.

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

Chief of Engineering for both the Flood Control District and as well as the Chief of Transportation at the County of San Bernardino Department of Public Works

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

If so, please list the name and dates served:

REMARKS:

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

I promise to recluse myself from any projects or dealings with my current employer who owns and operates lands and facilities within the City limits.

SIGNATURE: _____ ERWIN FOGERSON

DATE: 10/6/21

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

When you have completed this application, please submit to:

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

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

Public Service Application

Robert LaChausse

RECEIVED

OCT 1 4 2021

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2022

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Robert G. LaChausse

Address: 7799 Santa Angela St.

How long have you resided in Highland? 10 years

Home phone: 909-496-8148 Cell phone: 909-496-8148

Work phone: _____

Email address: rlachausse@calbaptist.edu

Occupation/Employer: Professor, California Baptist University

Employer address: 8432 Magnolia Ave. Riverside, CA

Position held: Professor

Available for meetings: ☐ Daytime ☑ Evenings ☐ Both

INTEREST IN THE POSITION:

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

I have served on commitee for the past 3 years. I use the trail system regulalry.

I am active in the community as a volunteer. I'd like to see an increase in use of the trail system

and increase funding for parks/trails/bike lanes by obtaining grant funding for the City.

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

I have a PhD and have been a professor for 24 years. I study health psychogy including physical activity

and public health. I have experience in program planning, policy and grant writing.

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

I have served on this commitee for three years. I plan the Highland Christmas 5k run/walk each

December with my own time/money. I am on the Board of Directors for the American Public Health

Association. I am on the Redlands Bicycle Classic committee and serve as a volunteer for

Young Eagles at the Redlands Airport.

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

If so, please list the name and dates served:

State of California, Department of Education Health Educational Framework Commission

City of Highland Trails Committee

REMARKS:

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

I enjoy working with the other members of the committee and City staff to maintain and improve the trail system and help residents enjoy our community.

SIGNATURE: Robert J LaChausse

DATE: 10/18/21

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

When you have completed this application, please submit to:

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

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

Public Service Application

Daniel Lowry

RECEIVED

SEP 30 2021

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 09/2022

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: DANIEL LOWRY

Address: 7738 CENTRO VISTA

How long have you resided in Highland? 21 YEARS

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

Work phone: _____

Email address: HYPERWAX11@GMAIL.COM (ALL LOWER CASE)

Occupation/Employer: _____

Employer address: _____

Position held: _____

Available for meetings: ☐ Daytime ☑ Evenings ☐ Both

INTEREST IN THE POSITION:

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

- COMMUNITY TRAILS COMMITTEE
- CITY COUNCIL MEMBER
- PLANNING COMMISSION

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

KNOWLEDGE OF COMPUTERS, VIDEO-CHAT AND RELATED PROGRAMS.

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

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

If so, please list the name and dates served:

_____

_____

REMARKS:

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

I HAVE ALWAYS DEALT WITH THE PUBLIC IN MY EMPLOYMENT THROUGH THE YEARS, AND BELIEVE MY EXPERIENCE WILL HELP ME HERE. I HAVE LIVED IN HIGHLAND FOR OVER 20 YEARS, AND HAVE WANTED TO GIVE BACK BY SERVING ON COMMITTEE, OR AS A CITY COUNCIL MEMBER.

SIGNATURE: _____

DATE: 9-29-21

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

When you have completed this application, please submit to:

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

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

Public Service Application

Michael McMillan

RECEIVED

OCT - 4 2021

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2022

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Michael McMillan

Address: 26226 Kane CT, Highland, CA 92346

How long have you resided in Highland? 30 years

Home phone: 909 864 3512 Cell phone: 909 838 7904

Work phone: 909 796 7869

Email address: mlmcmillan@hotmail.com

Occupation/Employer: Pastor/Southeastern California Conference of Seventh-day Adventists

Employer address: P.O. Box 79990, Riverside, CA 92513

Position held: District Pastor: Victoria Church (Loma Linda), Big Bear Valley Church (Big Bear City)

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

As a long-term resident of Highland there are few areas of city government that are not of interest to me. Ideally all city government is centered on the creation of a high quality of life for residents. Trails are an important part of that. As a trail user I know that trails serve an important role in promoting a high quality of life. Trails make communities better for many reasons. They improve public health by providing simple, accessible recreation. Trails often create greenways that provide environmental benefits and contribute to a community's attractiveness. Trails make communities desirable, increasing home values and business activity which increases tax revenues. Trails that are safe and attractive make active transportation a reasonable, realistic option. When trails are developed that invite visitors for recreation, their visits bring large economic benefits. Finally trails bring people and communities together.

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

B.A. Pacific Union College—one highlight of my college years was the amazing natural resources and trails the college owns on Howell Mountain above Saint Helena in the beautiful Napa Valley.

M. Div. Andrews University—did a thesis on how religious spaces intersect with public space. This allowed me to do significant reading and research in the area of urban planning which has long been of interest to me.

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

President, San Bernardino Clergy Association

Member of the Board of Directors, Loma Linda Academy (of which I'm also an alumnus)

Familiarity with numerous local churches, faith groups, non-profit, and charitable organizations and their leaders

Involvement with numerous organizations promoting active transportation and recreational hiking and cycling.

For several years I coached Little League and Pony baseball.

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

If so, please list the name and dates served:

_____

_____

REMARKS:

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

As an active commuter, walker, runner and cyclist over many years I have a pretty intimate knowledge of the various communities, neighborhoods, greenways, flood control channels, roadways, streets and alleys in the city of Highland. I have walked or cycled most of them many times from the western neighborhoods and their indistinct boundaries with San Bernardino to the hills of the San Bernardino National Forest to the north and the Santa Ana riverbed to the south. I've known the developments to the east from when they were citrus groves or native scrub; I'm familiar with the character of the various neighborhoods. I think my long-term knowledge of our city may be useful to the trails committee.

SIGNATURE: _____

DATE: September 30, 2021

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

When you have completed this application, please submit to:

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

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Public Service Application

Wadsworth Murad

For Office Use Only:

Expires: _____

PUBLIC SERVICE APPLICATION

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BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: [illegible]

Address: [illegible]

How long have you resided in Highland? Since 1997

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

Work phone: 909 748 1763

Email address: [illegible]@gmail.com

Occupation/Employer: [illegible]

Employer address: [illegible]

Position held: [illegible]

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

Preserving Highlands Historic Parts

Education, training or special knowledge which might be relevant to this appointment: (See CV)

BS - Biology

DO - Medicine

Board Certification Family Practice / Bylaws

Have Serviced Appointed Member Sector Bills

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

- Rotary (See CV)
- U of R Volunteer

Subject: Public service application

EXTERNAL EMAIL: Do not click on links or open attachments unless you know the content is safe.

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

If so, please list the name and dates served:

REMARKS:

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

I have Extensive Administrative Experience with The State of CA

(See My CV)

SIGNATURE: [signature]

DATE: 10/28/24

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

When you have completed this application, please submit to:

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

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

Public Service Application
September 2020
Page 3 of 5

OSTEOPATHIC
Physicians & Surgeons
OF CALIFORNIA

ENGAGE • EDUCATE • ADVOCATE

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

2/14/21

Ms. Betty Hughes, MMC

City Clerk
27215 Base Line
Highland CA. 92346

Dear Ms. Hughes,

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

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

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

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

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

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

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

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

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

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

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

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

Your consideration is greatly appreciated,

Sincerely,

Wadsworth H. Murad, D.O.

President OPSC

27259 Nona Ave, Highland, CA 92346

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

Verizon 6:24 PM 52%

WesternU COMP Pomona
Wednesday at 2:13 PM ·

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

#WeLoveOurAlumni




Mail LTE
7:01 PM
56%
Done
2 of 2

Last update: April 2020

Curriculum Vitae

NAME Wadsworth H. Murad, D.O.

PRE-MEDICAL EDUCATION

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

GRADUATE EDUCATION

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

POST GRADUATE EDUCATION

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

Iowa State Hospital, - Cherokee Mental Health Institute /
VA Hospital, Des Moines, Iowa
Residency – Psychiatry, 1990 – 1993. Chief Resident

CERTIFICATIONS

Board Certified in Family Practice, Diplomat 2003, Recertified 2011
Board Certified in Psychiatry, Diplomat 1994, Life-time Certificate

ACADEMIC APPOINTMENTS

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

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

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

- Assistant Clinical Professor of Psychiatry, October 2005 to Present

University of California, Irvine,

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

Touro University California, College of Osteopathic Medicine

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

PROFESSIONAL APPOINTMENTS

Chief of Medical Staff - Patton State Hospital, elected April 2017- Dec 2019
Osteopathic Physicians and Surgeons of California
Appointed Member, Board of Directors, 2015-2018

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

Vice President - 2018/2019, President Elect - 2019-2020
President - February 2020 – to present

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

PREVIOUS ACADEMIC APPOINTMENT

University of Utah, School of Medicine, Department of Psychiatry

Clinical Instructor in Psychiatry 1995 to 1998

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

CURRENT EMPLOYMENT - FULL TIME,

Staff Psychiatrist

- Inland Psychiatric Redlands, Redlands, CA.

Active Medical Staff, Redlands Community Hospital

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

PRIOR EMPLOYMENT - FULL TIME,

Department of State Hospitals – Patton, Retired December 2019

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

Duties include: supervising 12 FTE psychiatrists.

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

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

PREVIOUS APPOINTMENTS, Patton State Hospital;

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

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

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

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

Duties included;

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

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

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

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

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

ACADEMIC APPOINTMENT DUTIES

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

Duties included;

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

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

Duties included;

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

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

Duties include;

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

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

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

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

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

Duties included;
supervision and monitoring of all aspects of patient care and delivery for approximately 90 staff psychiatrists, including recruitment, interviewing, hiring, firing and supervision.
Covering for the Medical Director in her absence

Chair, Department of Psychiatry x 2
- June 2006 to May 2008
- June 1999 to May 2000

Duties included;
Monitoring of the quality of patient care and professional performance rendered by members of the department. Develop and implement departmental program, credentials review and privilege delineation and monitoring of department member practice. Recommending concerning practitioner appointment and classification and re-appointment, setting criteria for clinical privileges, monitoring and taking corrective action on departmental members and prospective hires

PREVIOUS APPOINTMENTS CONTINUED

- Patton State Hospital;

Chief of the Medical Staff,
January 1989 to July 1990.
Chief of Staff Elect
July 1988 to June 1989
Secretary / Treasurer of the Medical Staff,
July 1987 to June 1988
Chair Utilization Review Committee
July 1986 to January 1 1989

- Elko General Hospital (Northeastern Nevada Regional Medical Center)

Chief of the Medical Staff,
January 1997 to January 1998.

- President, Elko Healthcare Network, PHO (Physician / Hospital Organization)

- President, Elko Regional Independent Practitioners Association, (IPA).

- Chief Resident, Cherokee Mental Health Institute, Cherokee Iowa

PAST EMPLOYMENT and EXPERIENCE

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

Murad CV

MILITARY

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

COMMUNITY SERVICE

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

HOSPITAL COMMITTEE APPOINTMENTS

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

PAST COMMITTEE APPOINTMENTS

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

Murad CV

OTHER ACCOMPLISHMENTS:

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

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

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

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

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

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

-Chief of Psychiatry,
-Program Director Medical
-Medical Director in the Department of Mental Health,
-Chief Medical Officer in the Department of Corrections
for the State of California.

PROFESSIONAL AFFILIATIONS:

American Osteopathic Association,
American Medical Association
California Medical Association,
Nevada Osteopathic Association,
San Bernardino County Medical Society,
American Psychiatric Association
American College of Neuropsychiatrists,
American Academy of Family Physicians
American College of Family Physicians in Osteopathic Medicine and Surgery
American Osteopathic Academy of Sports Medicine,
Forensic Mental Health Association of California,
Osteopathic Physicians and Surgeons of California

OTHER CERTIFICATIONS

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

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

PUBLICATIONS

1. Murad, W., Streveler, A., "Treatment of the Assaultive Patient: An evaluation of a Treatment Program," Unpublished Manuscript, Patton State Hospital, Patton CA. 1985

2. Murad, W., " Osteopathic GME needs to Emphasize clinical training,"
The DO (April 1991) pg 15.,
JCAN, Journal of the American College of Neuropsychiatrists, July 1991, vol. 5 number 2, pg. 11.

3. Murad, W., " The Assaultive Schizophrenic," submitted for consideration for the Annual Bingham Competition of scholarly work in the field of schizophrenia, University of Louisville.

4. Murad, W., " A comparison of the Osteopathic and Allopathic General Psychiatry training requirements, in a former Allopathic program; Cherokee Mental Health Institute," submitted for consideration of publication, JACN. July 1991.

LECTURES / PRESENTATIONS GIVEN;

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

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

27. Evaluation and Treatment of the Assaultive Patient in a State Hospital 2/1988
Annual State Hospital Research
and Development Conference, Los Angeles

28. Forensic Psychiatry Lecture series of 12 weeks planned 03/ 2010
Arrowhead Regional Medical Center / Patton State Hospital

29. Ethics and Law lecture series of 4 weeks planned 06/2010
Arrowhead Regional Medical Center / Patton State Hospital

30. Schizophrenia and other Psychotic Disorders 05/2010
Western University of Health Sciences, medical student lecture

31. Schizophrenia and other Psychotic Disorders Lecture 05/2014
Western University of Health Sciences, medical student lecture

References submitted upon request

ATTACHMENT 2

Attendance Records
2019-2021

2019 Community Trails Committee Attendance

Legend: A - Absent C - Canceled P - Present **Meeting Date: 2nd Thursday**

Date	Laura Beachtel	Joseph Ellis	Dennis Johnson	Dan Bautista	Jeff Novak	Robert LaChausse	Notes
1/10/2019	P	P	P	P	P		
2/14/2019	A	P	P	P	A		
3/14/2019	P	P	A	P	P		
4/11/2019	P	A	P	P	A		
5/9/2019	A	P	P	P	P		
6/13/2019	C	C	C	C	C		
7/11/2019	P	P	P	P	P		
8/8/2019	P	P	P	P	A		
9/12/2019	C	C	C	C	C		
10/10/2019	P	P	A	A	P		Term exp 10/19. CC appointed new Member
11/14/2019	C	C	C	C	C	C	
12/12/2019	C	C	C	C	C	C	
TOTALS	P-6	P-7	P-6	P-7	P-5		
	A-2	A-1	A-2	A-1	A-3		
	C-4	C-4	C-4	C-4	C-4	C-2	

2020 Community Trails Committee Attendance

Legend:	A - Absent	C - Canceled	P - Present	Meeting Date: 2nd Thursday	
Date	**Laura Beachtel**	**Dennis Johnson**	**Dan Bautista**	**Jeff Novak**	**Robert LaChausse**	**Notes**
1/9/2020	C	C	C	C	C	
2/13/2020	P	P	A	P	P	Laura Beachtel Resigned
3/12/2020		P		P	P	Dan Bautista Resigned
TOTALS	P-1	P-2	P-	P-2	P-2	
	A-	A-	A-1	A-		
	C-1	C-1	C-1	C-1	C-1	

2021 Community Trails Committee Attendace

Legend: **A - Absent** **C - Canceled** **P - Present** **Meeting Date: 2nd Thursday**

Date	Matt Myers	Brent Merideth	Jeff Novak	Robert LaChausse	Richard Bowman	Notes
2/11/2021	P	P	P	P	P	Matt Myers Regined
						Jeff Novak and Robert LaChausse term expired 10/21
TOTALS	P-1	P-1	P-1	P-1	P-1	
	A-	A-	A-	A-	A-	
	C-	C-	C-	C-	C-	

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 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. 26

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes
City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 14, 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. 27

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager