

CITY OF HIGHLAND REGULAR MEETING OF THE CITY COUNCIL AGENDA

REGULAR MEETING

February 8, 2022

6:00 p.m.

City Hall

Donahue Council Chambers
27215 Base Line
Highland, California

CITY COUNCIL MEMBERS

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

STAFF

Joseph A. Hughes - City Manager
Chuck Dantuono - Director of Administrative Services/City Treasurer
Betty Hughes - City Clerk
Lawrence Mainez - Community Development Director
Carlos Zamano - Public Works Director/City Engineer
Maricela Marroquin - City Attorney

MISSION STATEMENT

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

Visit the City's Website at: www.cityofhighland.org

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

The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to participate in this meeting, please call the City Clerk's Department at (909) 864-6861, ext. 226, at least 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. The number of persons permitted in the Council Chambers will be limited to the available seats. If there are no available seats in the Council Chambers, accommodations will be made for members of the public to listen to the meeting outside the Council Chambers. Seating will not be provided outside the Council Chambers.

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 February 8, 2022, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 8, 2022 agenda, please identify the agenda item number in the subject line.

For those wishing to make a public comment regarding a public hearing item (No. 6), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered part of the record. Please email your comments to publiccomment@cityofhighland.org. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Council meeting.

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

**CITY COUNCIL REGULAR MEETING
FEBRUARY 8, 2022 - 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 February 8, 2022, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Email comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

CITY COUNCIL CONSENT CALENDAR

1. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
2. Minutes – January 25, 2022 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 737 for February 8, 2022, in the amount of \$1,484,432.61 and Payroll of \$104,598.86.

4. Slope Easement Acceptance RRM Properties Ltd. – 3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)
RECOMMENDATION: That the City Council:
 - 1) Accept the Grant of Permanent Slope Easement from RRM Properties Ltd.; and
 - 2) Direct the City Clerk to record the Grant of Easement.
5. Request for a Special Event Permit (SEP-22-001) by the Redlands Bicycle Classic for its Annual Highland Circuit Bicycle Race on Wednesday, April 20, 2022
RECOMMENDATION: That the City Council consider the following actions:
 - 1) Authorize the one-day Highland Circuit bicycle race as part of the Redlands Bicycle Classic on various streets in Highland subject to the Conditions of Approval; and
 - 2) Approve the Redlands Bicycle Classic request for co-sponsorship (waiving of City fees in the amount of approximately \$36,619.58).

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

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

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

For those wishing to make a public comment regarding a public hearing item (No. 6), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered as part of the record. Please email your comments to publiccomment@cityofhighland.org. The City Clerk shall read all email comments provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting.

6. Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2022-2023
RECOMMENDATION: That the City Council prioritize funding of FY 2022-2023 Community Development Block Grant applications.

CITY COUNCIL LEGISLATIVE

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

ANNOUNCEMENTS

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

ADJOURN

Regular Meetings

February 22; March 8; April 12; May 10; June 14; July 12; August 9; September 13; October 11; November 8; December 13

I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before February 3, 2022, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: February 3, 2022



Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

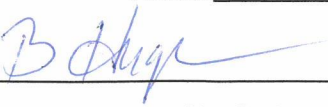
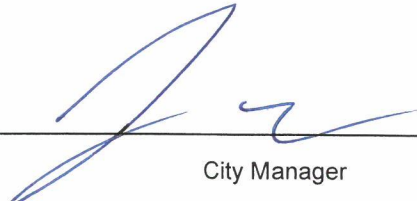
DATE: February 8, 2022

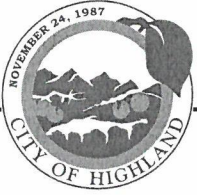
FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Waive the Reading of All Ordinances

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

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



STAFF REPORT

TO THE CITY COUNCIL

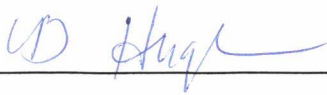
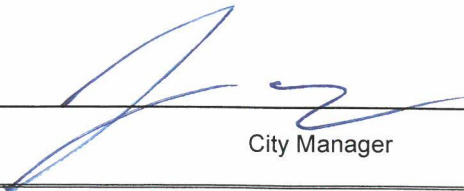
DATE: February 8, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – January 25, 2022 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

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

**MINUTES
CITY COUNCIL REGULAR MEETING
JANUARY 25, 2022**

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 McCallon at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Stephen Jones, Immanuel Baptist Church, and the Pledge of Allegiance was led by Council Member Chavez.

ROLL CALL

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

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Douglas Ingmire spoke regarding his concerns with blight in his neighborhood.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Solano, seconded by Council Member Chavez, to approve the consent calendar as submitted. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
2. Minutes – January 11, 2022 City Council Regular Meeting
Approved the Minutes as submitted.
3. Warrant Register
Approved Warrant Register No. 736 for January 25, 2022, in the amount of \$1,766,309.47 and Payroll of \$139,059.82.
4. Treasurer's Report for December 2021
Received and filed Treasurer's Report for December 2021.

5. CalRecycle Grant Programs Application Authorization and Senate Bill 1383 Local Assistance Grant Program

Adopted Resolution No. 2022-004 authorizing the submittal of applications for all grant programs offered by the Department of Resources Recycling and Recovery and authorized the City Manager or his/her designee to execute all documents on its behalf.

RESOLUTION NO. 2022-004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL
CALRECYCLE GRANTS FOR WHICH THE CITY OF HIGHLAND IS ELIGIBLE

6. Bid Award – YMCA Pool Building Skylight Replacement

Awarded the construction contract for the YMCA Pool Building Skylight Replacement to the responsive low bidder, Diamond Sheet Metal, in the amount of \$58,850.00.

CITY COUNCIL PUBLIC HEARING

7. General Plan Amendment No. GPA 21-003 to Amend Three (3) Elements of the Highland General Plan Including Adoption of the Sixth (6th) Cycle 2021-2029 Housing Element, Update to the Public Health, Safety and Environmental Justice Element, and Minor Amendment of the Circulation Element

Mayor McCallon opened the public hearing.

Assistant Community Development Director Stater stated thank you, good evening, Mayor and Members of the City Council. This evening we will review updates to the City's General Plan with respect to three of its mandatory elements, public health, safety and environmental justice, the housing element, and the circulation element. First, we will look at the public health, safety, and environmental justice element that addresses both the natural and human caused hazards. The goals, policies, and actions of this element are tailored to mitigate, prepare, and respond from hazards. For the first time, this element includes an environmental justice element as required by state law. Environmental justice addresses disadvantaged communities, referred to as DACs, which identify low-income areas that are disproportionately affected by pollution and hazards. Issues of environmental justice and equity are threaded throughout the plan. You will notice these in consideration of access to resources, healthy foods, safe parks, and sidewalks to name a few. So, there are ten goals in this element which begin on page 355 of your staff report. The first four are shown here. Goal one looks to mitigate air pollution through policies to reduce air pollution from cars, and contains programs meant to protect residents near major roads. Two, uses trees and building retrofits to mitigate against extreme heat. Three, spans mitigation for multiple hazards including flooding, wildfire, seismic hazards, and hazardous waste, and four, covers preparation for hazards, which mainly includes educating the public as well as identifying programs that help residents become more ready to respond. Five through ten are focused more on environmental justice, but also

overlap the health and safety. Five, focuses on limiting and remediating pollution in disadvantaged communities. Six, promotes healthy food through food distribution and gardening programs. Seven addresses hazards experienced in the home of DACs with actions including lead paint testing, home retrofit programs, home assistance and more. Goal eight looks to improve park equity through programs and enhancements related to park access, park quality, and park programming. The final two goals are related to how Highland engages with residents of DACs and how the programs that impact DACs are dealt with. These include actions such as youth engagement, funding prioritization, and progress tracking. Public outreach is a critical piece of this element. Outreach methods were designed to engage a wide range of community members and generate ideas and feedback representing broad perspectives of local residents. Due to COVID-19, a hybrid in-person and virtual outreach was pursued to ensure health related barriers did not limit participation. We held one Joint City Council and Planning Commission meeting, two virtual public workshops, five stakeholder interviews and one online survey. Section two summarizes the feedback gathered and copies of the individual results are located in the appendix. Next, we move on to the housing element that begins on page nine of your staff report. Now the housing element is an element of the general plan that is required to be updated every eight years. We are entering the eighth required iteration of the housing element, which we refer to as the 6th cycle, and it contains goals, policies, and actions to address the comprehensive housing needs of current and anticipated residents of all income levels. The housing element update is an extensive process that consists of several stages and components. The stakeholder and community engagement goes on throughout the process. First, we review the previous housing element with updates to all the background documentation, including needs assessment, fair housing, land use pattern, and disproportionate needs. In addition, there is an inventory of city land. It is conducted to demonstrate that the sites are available to accommodate the housing and capacity. Here is a quick review of how the goals, policies, and objectives kind of relate to one another, with the goals being kind of a high-level, long-term vision going down all the way to our programs, which are specific, implementable actions that carry out the policies. So, you hear a lot about the RHNA [Regional Housing Needs Assessment]. This is an overview of the City's regional housing needs, also known as RHNA, and the sites analysis and inventory portion of the housing element update. One of the key components of the housing element includes the sites analysis and inventory and, while the City is not responsible for building the housing, it must identify the sites available in a manner that makes the RHNA targets possible. So, our RHNA allocation for the next cycle is 2,513 units. There is a buffer of 15% to 30% is what is recommended from HCD for lower and moderate income. The buffer is also needed to ensure that there is enough capacity throughout the City to plan for additional lower and moderate-income units. The City must make these available in a way that the targets can be met so probably this is the strategy that is used. First, we look at all projects that are in what we call the permit pipeline and expected to receive the C of O during that eight-year period. Then we calculate the number of anticipated ADUs and then if the number still is not met, then we look at capacity on the vacant sites and those include vacant and underutilized that are available for redevelopment. The map shown here demonstrates all the vacant and underutilized sites in the City for low or moderate and above moderate RHNA, as

well as projects that are currently in the pipeline counted towards the 6th cycle. We talk a lot about capacity, and here is what the numbers look like. When you factor in the pipeline projects, projects of ADUs, vacant and underutilized, we end up with 3,188 units; 1,390 above mod, 518 mod, 1,280 towards the lower RHNA. The housing element programs focus on five main goals which are shown on the screen; preserved and enhanced housing stock, diverse range of adequate housing supply, adequate sites, and resources for a variety of housing types. Affordable housing supply for extremely low, very low, low, and mod, and a broad range of housing types to meet the diverse needs of all types of housing for Highland residents. Many of the programs in the elements include a response to recent legislative changes. These include updates, the density bonus program, and incentives for lot consolidation to facilitate affordable housing, continued implementation of our Inclusionary Housing Ordinance, which is already in place, and identifying opportunities to use those funds. On those sites that were identified in the last two housing element cycles and are being re-identified at this cycle, a program is needed to allow by right development where 20% or more of the units are affordable. The State has approved lots of legislation regarding housing. We made sure to identify programs where needed for these. Again, these are some that you are familiar with, ADUs, emergency shelters, supportive housing, low barrier navigation centers, etc. Those are found within the individual programs and policies in the document. Programs related to housing assistance and housing rehabilitation; this is a program that is ran by San Bernardino County that is available to Highland residents. The City will continue to increase awareness of available programs through the County. We also continue to participate with the Housing Authority's Voucher Program making information on that available on our website and we will continue to provide resources that connect residents with the City and the County. Before she concludes the presentation on the housing element portion, she does need to bring to your attention and read into the record three modifications from the City Attorney. The first is on page 16, it is just a typo. Program 2 it will read, update the website by Winter 2023. Program 8 is on page 19 of your staff report, the body of that program itself, we are going to modify the first and the last sentence in the paragraph. The first sentence would read those qualifying sites identified in the sites inventory were previously identified in prior housing cycles in accordance with the specification of the housing element law will be permitted by right. The last sentence being the City will, that word is inserted, will ensure that those uses are eligible for buy right development. The next is program 12, which is on page 21 of your staff report, it just needs to be a clarification that the City did update its ADU ordinance, and it was provided to the state. So, the language on that would read the City submitted the updated ordinance to the State Department of Housing and Community Development for their review and will incorporate amendments as required by HCD. So, staff did provide that to HCD. We do not have comments back yet, so any future amendments will need to be made. The third element that you are looking at this evening is modifications to the Circulation Element. While we were reviewing public health and safety, it came to our attention that we needed to make some modifications to the Circulation Element concurrently. There are two of these. They are in the existing roadway network and there are two regional connectors. The first is Cone Camp Road, south to Redlands and the second is Greenspot Road, east of Bryant Street. Neither one of these connectors are needed for quality

regional connection nor are they desired by either Redlands or the City of Yucaipa. This is the timeline the Planning Commission has reviewed and made comments to these documents. All those comments are incorporated into the version you have. The Council will hopefully take action tonight and we will send these documents up to the State where there is a 90-day review period. Staff is recommending approval of the General Plan Amendment and the Mitigated Negative Declaration. She is happy to answer any of your questions.

Mayor McCallon asked are there any of the Council Members who have any questions before we hear public comment?

Council Member Timmer stated in the staff report, page 33. He understands the language, he is reading it, but he does not understand what it means. Talking about churches, parking lots, and low-income housing. So how did the two of them interface? He does not understand. He understands the words, he just does not understand what they are talking about.

Assistant Community Development Director Stater stated that is a program that the state has implemented. It does not always make the most sense to us too, and we do not know how that arrived, but they are stating that there will be a parking reduction to a housing project if they are utilizing parking space of a church. We do have our consultant on the line. She does not know if they have anything to add to that but it is an odd combination.

Council Member Timmer stated yes, it did not sense to him either. He knows it is directly from the State so that makes it very clear. That is the only question he has at this point.

Mayor McCallon asked are there any other questions of staff before we hear from the public.

Mayor Pro Tem Lilburn stated she has a lot of questions, and she is willing to listen to public comment first.

Mayor McCallon stated okay, madam clerk, have we received any public comments.

City Clerk Hughes stated we have not.

Mayor McCallon stated we have one speaker slip, Jody Scott, you have three minutes.

Jody Scott stated she will hand out some information where you can get the background information that she has here, but we have housing needs that require the health and safety of the citizens. Problems that the City must solve that she can see from reading the report. Number one, outside of development fees and property tax, at 24.4%, 1% of that is all the City is going to get from these multiple dwellings. Yet, we are going to have to provide police, fire, schools, all the services and we are going to go bankrupt. Already approved projects that are in the City of

Highland, the already approved, they have not been built yet, some of them have, but they are still in progress, will give us approximately 4,134 citizens. If you count three houses per and if it is four houses per it is 5,512 and that is going to require all of the services plus the schools. With Highland's limited available land, where will the children go and your DIFs, your development impact fees and the building and the 24.4%, 1% of that general fund levy, will not support those services. That is one big problem she sees. Number two, every home will have at least two cars, at least two cars. Where are they going to park? We already have a very serious problem in Highland and a dangerous problem where on many streets cars are parked on both sides, big, large SUVs and trucks and so forth. It is a very dangerous situation. In fact, she would love to take any of you on several streets if you would like to ride with her. That is a real danger, but if you would like to ride with her, she will take you and show you where some of the homes have five and six cars, and they are really close by, so you would not have to go far. You would not have to be scared for long. The additional mandate from the state that the City allow ADUs, this ADU stuff scares the living daylights out of her. These come, there is no development impact fees that the City will get if they are under 750 square feet. What in the world is the State thinking? Anyway, we already have homes right now, especially on the west end, we have homes where five and six families or people related, friends, whatever, are living together.

City Clerk Hughes stated we are at three minutes.

Jody Scott stated okay, well, she has more. We have got more apartments and she does have all of this. She was afraid she was going to go over. Be sure to read number three.

Council Member Timmer stated he thinks the full Council agrees on what most of the things she said. However, the State mandates that stuff and if we do not include some of those things, they will not approve our plan and then they start fining us every day for not being in compliance.

Jody Scott stated she would like to thank staff too because they were very helpful as she pestered them many times over getting information.

Mayor McCallon asked does anyone else wish to speak to the Council either for or against this item? Seeing none, he will close the public hearing and bring it back to the Council for discussion and action.

Council Member Timmer stated most of the comments he has are all related to one subject, the wildland fire threat to our city. Would you like him to list page by page where he would like to insert some stuff?

Assistant Community Development Director Stater stated that would be great if you use the bottom center number.

Council Member Timmer stated on page 137, under wildland fire, it talks about the precautions such as fuel modification zones and vegetation maintenance which help protect the City. He would like to insert somewhere in there the importance of perimeter roads. He thinks anyone that has seen the wildland fires around knows that is the most effective method of protecting residences and development from wildland fire is having the ability to put a fire engine behind the homes, between their homes, and the fire itself. It is a very effective way, but he thinks think most people include those things in a lot of their design, but he wants to make sure it is paramount in this document that perimeter roads are a very important aspect of protecting our citizens from wildland fire. On page 397, again, it is talking about wildland fire. In the second part of it, where it says wind, it talks about the Old Fire of 2003. The Old Fire burned 90,000 square acres, ran around Highland, destroying nearly 1,000 homes, and took the lives of six persons. Yes, that is correct, that did happen in the Old Fire, but none of it was in Highland. We lost no structures in Highland and there were no deaths that he recalls in Highland. So, he would like to reflect that, yes, there was the Old Fire that had a major impact to the City, but we did not lose one structure in Highland and there were no deaths in Highland, and that is directly related to the design of the projects that are up in the foothills with the perimeter roads that gave us access to fight the fire and light some fires behind those homes and we saved them all. There was no loss of life, physically in the City of Highland during that fire.

Assistant Community Development Director Stater stated we will make that correction.

Council Member Timmer stated on page 413, again talking about wildland fire on the top of the page there. Somewhere we need to insert in there include a reference to perimeter roads that these roads adjacent to the wildland interface work and that we need to address that. Changing subjects, a little bit, on page 423, it is talking about the circulation element. On the bottom of the page, it lists the I10/210 will be completed by 2007.

Assistant Community Development Director Stater stated this is existing language from the 2006 General Plan.

Council Member Timmer stated okay, would we reflect that it is actually going to happen?

Assistant Community Development Director Stater stated she thinks we can. Even though it was not really part of an advertised action. She thinks there is really just a clarification.

City Attorney Marroquin stated she would consider that a typo that needs to be corrected, that is fine.

Council Member Timmer stated someone could read that and say, oh, we have already finished this project. We will just drive around, and we have not. Also, on page 487, under Item C, in that block, he thinks he would like to insert again something about perimeter roads in the protection of the structures. He knows he is repeating himself, but he thinks it is important to have it listed in each one of those sections. On page 496, again it lists that 2007 date. His question is all that information is listed twice; it is repeated.

Assistant Community Development Director Stater stated this is just an attachment to the initial study, so it is a duplicate copy. It appears twice.

Council Member Timmer stated he knows it was related to the environmental stuff. On page 493, it says figure one, but there is no figure.

Assistant Community Development Director Stater stated it is just the figure that follows. It is the next page that it is referring to.

City Attorney Marroquin stated just to clarify, she missed the changes that were being made to page 487.

Assistant Community Development Director Stater stated she has them.

Council Member Chavez stated just reading the entire packet he has noticed what he has been saying for a long time, that the west side of Highland, specifically District 1, 2 and 3, has been disadvantaged and we have been missing resources and we are not getting our fair share. After, you know, going through everything but noticing all the goals, policies, and actions that we are going to be doing, he is completely satisfied with the way the City is going to be taking this direction. He is just very content. He thinks this is a great way, a great direction that the City is moving forward with. He is just specifically looking forward to the Policy 9.2 where the Council Members get to go to each district and you know, visit the disadvantaged areas, and really look around. He thinks that is something like Jody Scott was talking about, we should be doing, and he thinks that is something that he would like to do immediately if we can, but he is just very content with the actions and the goals that we have set.

Mayor Pro Tem Lilburn stated she wants to comment on Council Member Chavez' comments. She does not know about Council Member Chavez, but she already visits all the districts. She drives his district; she drives everyone's district because sometimes more sets of eyes are better than just your own and she helps people in your districts as well as everyone else. So, and she hopes he does the same in hers as well. She has a lot of questions, so she hopes staff bears with her. The DACs, the disadvantaged communities, she has mixed emotions on the environmental justice portion. She knows that is new, but she feels that is a very woke policy that they are bringing into cities. That is really none of their business, but that is the State, and that is what they are doing to our cities. They want to damage our cities. One thing she put down that in the multi-crime free that we have they could assign the multi-crime free policy that we have. She thinks it is absolutely mandatory that we put that in there. She does not think it should be

an option. She knows some of our apartments that are grandfathered in, have not. We are trying to play catch up and have some of them sign it. She thinks going forward, and she knows that we spoke about this a while ago, that it should be absolutely mandatory. It is not an option and it should be included in there. That gives us maybe a little more tooth, probably not, but it is something. Bear with her, she is going to skip over a lot of stuff. They want us, in one of the goals, to preserve and enhance the housing stock with high quality neighborhoods. When you start putting in multi-units it is hard to maintain a quality neighborhood. You have parking issues, you have public safety issues, you have trash issues, you have crime issues, so she knows that while that is a great goal, and we all want to see that in our neighborhoods, she is not sure that can mesh correctly, and it is going to be a tough goal. She guesses it is more of a comment. What is the goal to promote a built environment that stays cool? Staff report, number four, promote a built environment that stays cool. What is that?

Assistant Community Development Director Stater stated so you are referring to goal number two in the public health, safety, and environmental justice. It goes into detail and the technical appendices about how heat islands are created. The asphalt, the construction of the buildings and how those all kind of generate a natural heat and then if we provide a better landscaping canopy and we do better in our land use planning with the types of uses and how the buildings are separated and the landscaping is incorporated that we can kind of, she does not want to say artificially because we are genuinely doing it, reduce that heat island effect that that happens and makes people uncomfortable. It just gives you a more pleasant environment to walk and live in.

Mayor Pro Tem Lilburn stated okay, well we are supposed to be watching our water resources and they, in one hand, they tell us to do this and then the other, you know it is tongue in cheek. They tell us to do one thing and then they discourage us from or do not allow us to do another thing. So, it is all very concerning to her. She has a lot of notes so she is going to skip over a lot. In the residential rental enhancement and rehabilitation program, the City's rental enhancement program, in conjunction with crime-free multi-family housing program provides technical assistance to real property owners on how to maintain their rental property. She does not get that. We may provide it, but there she is just giving you Hillview, for an example, how many murders and and shootings have we had over there in the last year?

City Attorney Marroquin asked what page are you on, just for the record.

Mayor Pro Tem Lilburn stated she is on page 15 of the staff report, the bottom half. At what point in this document do we get to say I am sorry owner of the property you no longer get to own property here because you do not know how to manage, or we shut them down as a rental unit when they have shootings. She guesses she has a concern that we do not have a way to and if we do have a way, we are not enforcing it. We need to shut these people down when they cannot maintain their rental property.

Assistant Community Development Director Stater stated right, there is a process and Community Development Director Mainez might be able to get up and add a little to it, but it is through Code Enforcement. Multiple actions declaring properties substandard and law enforcement activity that goes out in documents as far as completely shutting them down there...

Mayor Pro Tem Lilburn stated she knows we have our hands full. She does not blame it on staff by any means. She just really wishes that we could put that in a document to say look.

Community Development Director Mainez stated yes, it is going to be impossible because this is a policy, so it is up here and from there we develop our ordinances. So, what he will do is he will make a note and we will go back and look at the ordinances and see if we can tighten it up. He will work with City Manager Hughes and our City Attorney and maybe bring it back for further action. This is just setting the policy parameter.

Mayor Pro Tem Lilburn stated she knows this is just a document that we have to do and get it approved and in reading these, these are just things that triggered her. She knows our code enforcement; we keep revisiting the sites. While we are at this, maybe we could put how many times we revisit a site. She guesses that was just a trigger item. She knows staff does their best and she knows we have the best code enforcement, but it is just because we see it mostly in our west side issues. Group homes, page 24, group homes, can they be counted as a multi-unit facility because we do have group homes. Why?

Assistant Community Development Director Stater stated if you are referring to the RHNA count, it is not. They have different purposes. From the State's definition of how we satisfy our RHNA, they have different purposes.

Mayor Pro Tem Lilburn stated okay, that is too bad because there is a lot of residents and we do not even know about the groups six and under that are in our City. Mobile home parks, she knows that we have no jurisdiction over mobile home parks, but it is this mobile home park preservation.

Assistant Community Development Director Stater stated there are some current standards in our code now that talk about when and the goal that is in here talks about if there is going to be a mobile home, you know, reduce park, reduced or eliminated, that we need to account for that housing elsewhere for similar incomes and look at relocating some of those families if a developer were to come in and those units are eliminated.

Mayor Pro Tem Lilburn stated so are we responsible to relocate them or the developer?

Assistant Community Development Director Stater stated the developer is ultimately responsible but we need to make sure that they have followed the law and do that.

Mayor Pro Tem Lilburn stated home improvement grants, on page 27, the collaborative partnerships, the home improvement grants. We do not have any of these any longer, right, because the state took away our program that we used to have our neighborhood revitalization and what were the funds that they took? The redevelopment funds. So, they took away our redevelopment funds, but a lot of these things in here are things we could have done with those redevelopment funds.

Assistant Community Development Director Stater stated yes, so the program just talks about collaborating with other entities, whether that be the county, the state or nonprofit organizations that we will do our best to seek out those sources and have projects in Highland that will be able to assist those income categories.

Mayor Pro Tem Lilburn stated she is reading all these bullet points or pull programs in our goals. She is just curious why everything revolves around low income. Low income, lower income, medium income, but nowhere does she see that the state wants us to reach out and you know everyone gets rewarded for low income and we give and give and give but nowhere does she see that we are rewarding and taking care of home ownership. People who are doing well and taking care of their homes, their yards, their kids, you know, no crime. She guesses it is kind of is a little agitating when you see we are going to give everything, we just keep giving it and giving and giving, but we are not getting any money to give, and we are not even bringing any money in on these through DIF or through taxes or anything. So, she guesses that was her take on the housing element. She has so much, and it is all you know what if and how come but she really just wants to say thank you to the staff. She knows they have little to work with but a lot to accomplish and we all have our differences of opinions and where our priorities are, but she thinks if we could just, her preference is to really work on the code, that we do not have to visit a unit so many times before we start hitting them in the pocketbook to people that do not live in our city who have a rental. She does not know how we can mix that in with the element but just in the code enforcement to help with that element of our housing. She has a lot more, but she will go over it with staff at another time.

Mayor McCallon asked any other comments or questions?

Council Member Timmer stated he would like to echo one thing Mayor Pro Tem Lilburn stated and he thinks it was mentioned that the DACs or disadvantage people, we have to address certain concerns. If you look at the map when they define the disadvantage areas of Highland, more than 50% of the way he read the map is considered disadvantaged. He knows the state has these criteria they used to generate that, but he would imagine a lot of people designated in those areas would say I am not disadvantaged. I take care of my house. I am doing a good job. I take care of issues but to collectively say this half of Highland is disadvantaged. So, three of our Council Members live in disadvantaged areas. He would imagine every one of them would say I am not disadvantaged. I see things that need to improve in places, but he just thinks when you broad brush comments like that against the whole community, to me just does not seem appropriate.

Mayor McCallon stated he agrees with Council Member Timmer, and that is one of the things he argued at SCAG about is that they needed to not call them disadvantaged communities, but call them something you know, SB whatever law, it is an eligible kind of thing because disadvantage carries such a negative connotation to it. There are communities, you know, we have problems in terms of smog, of air pollution and things like that which can be used to, in the States calculations, to say this community is disadvantaged. In reality, most of San Bernardino County and the Inland Empire is disadvantaged because of air pollution. We have the highest air pollution in the entire basin in this area because of all the pollution that comes from the ports and that is a big factor in defining what a disadvantaged community is.

Council Member Timmer stated he understands that. He read most of that stuff, but it seemed, maybe the term, the root grabbed me as this is not a term you talk about a large population of our city. Woke term, whatever that means these days, he is not sure what woke is anymore, but he was just concerned with the use of that term in an official document that our City is now going to advertise for trying to encourage development and all those things, well, I am not going to develop in Highland, half of it is disadvantaged.

Mayor McCallon stated well, it is the entire state that has the requirement. He had several comments and he provided those already to staff. As everyone knows, this is a document that we have to get approved by HCD. If we do not get an approved housing element, then there are certain potential penalties that could come our way and he would like to tell everyone that the housing elements and RHNA and all of that have never built one stick of housing. It is a planning document that we are required to do, and, in his view, what really drives housing is the market. Whatever the market needs will eventually get built and so he understands the frustration that you have.

Mayor Pro Tem Lilburn stated she feels like this is a dictator document, not a helpful document.

Mayor McCallon stated he understands.

Council Member Timmer stated we are supposed to be doing what the citizens of Highland want in putting a plan together and the restrictions or the restraints are so severe that it gives us little flexibility. He would like to refer to page 317, we are talking about survey. It says what type of housing is most needed in Highland and if you look at that diagram more than 50% say we need single family homes and then about 2% says we need apartments or multiple family. That is the people telling us what they want but the State says the numbers should be reversed. They are more concerned about apartments and low-income housing, and rightly we have a concern with those issues. He just saw that survey and it just kind of struck home. That is what Highland wants but this document really does not reflect that.

Mayor Pro Tem Lilburn stated that is correct.

Mayor McCallon asked any other comments? What is the Council's pleasure on these general plan amendments?

Council Member Timmer stated as much as he dislikes it, he will move that we go forward with all three portions of the criteria that we are supposed to do with the adjustments that we made going through the process.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to adopt Resolution No. 2022-005 to:

- 1) Approve General Plan Amendment No. GPA 21-003 to adopt the Sixth (6th) Cycle Housing Element for the 8-Year planning period of 2021-2029; adopt the updated Public Health, Safety and Environmental Justice Element; and adopt an Amendment to the Circulation Element deleting two (2) street extensions as amended; and
- 2) Adopt a Negative Declaration and direct staff to file a Notice of Determination with the Clerk of the Board of Supervisors and State Clearinghouse. Motion carried, 5-0.

RESOLUTION NO. 2022-005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING GENERAL PLAN AMENDMENT NO. GPA-21-003 TO AMEND THREE (3) ELEMENTS OF THE HIGHLAND GENERAL PLAN INCLUDING ADOPTION OF THE SIXTH (6TH) CYCLE 2021-2029 HOUSING ELEMENT, UPDATE TO THE PUBLIC HEALTH, SAFETY AND ENVIRONMENTAL JUSTICE ELEMENT, AND MINOR AMENDMENT TO THE CIRCULATION ELEMENT

CITY COUNCIL LEGISLATIVE

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

City Manager Hughes stated he wanted to bring the Council up to speed on a few items. At the January 18 Planning Commission meeting, they approved a conditional use permit to construct two restaurants and a small retail space at the northwest corner of the 210 Freeway and Base Line in the Town Center policy area. There is interest from El Pollo Loco and the Habit Burger Grill restaurants to establish their newest locations in Highland. There are going to be some hurdles that are going to have to be overcome, working with the surrounding property owners and this new development, but staff is going to work with everyone involved and hopefully we will be able to bring in these new establishments into Highland. The Planning Commission recently received a design review application from KZ Dev. Co. for the construction of thirty-four single family detached homes on small lots on the vacant lot behind Smart and Final Plus. The annual San Bernardino County Homeless Point in Time count was originally scheduled for January 27, it has been postponed because of COVID that has now been moved to February 24. We have another public works project under construction, it is the Joint Payment Rehabilitation Project with the County of San Bernardino, the City of San Bernardino and Highland as the lead agency. This work program item

consists of payment rehabilitation on Tippecanoe Avenue, 6th Street, Cooley Street, Ward Street, and the Elm Street alley. The construction cost is \$2.3 million, with each agency paying its fair share of the project cost. Construction did begin on Monday, January 24, and it is anticipated that the project will be complete by the end of April. Volunteer services, Monday, January 31, we have a blood drive at the Highland Police Station from 12:00 p.m. to 5:00 p.m. We have at this point in time, received 170 Coronavirus Recovery Grant applications that the City provides \$7,500 to businesses. We have received twenty-six Grocery Delivery applications and we now have two Mortgage Assistance Program applications. Illegal dumping work orders through Burrtec, as of this month, we had 65 which is a little lower than normal. Burrtec had staff out with COVID, so COVID has been hitting everybody this go around. The Police Department from January 10 through 23, they had 1,530 calls for service, made 152 reports and 53 arrests. Also, a reminder the YMCA run is this weekend, Sunday, starting at 8:00 a.m.

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

None

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

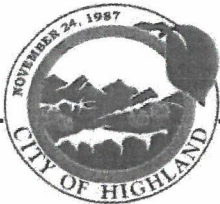
There being no further business, Mayor McCallon adjourned the meeting at 6:57 p.m. in memory of Kenneth Mardis and Mario Salazar.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 8, 2022

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Leticia Nava-Cruz, Accounting Supervisor

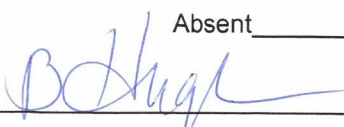
SUBJECT: Warrant Register #737

RECOMMENDATION: City Council to approve Warrant Register #737; Warrants in the amount of \$1,484,432.61 and Payroll in the amount of \$104,598.86.

FISCAL IMPACT: The total of Cash and Expenditures is \$1,589,031.47.

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

BACKGROUND: See Printouts Attached.

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

CITY OF HIGHLAND
WARRANT REGISTER #737
February 8, 2022

Warrants:

1/25/2022 Ck#84506-84521	51,373.53
1/28/2022 Payroll Wire #647-650 & Ck #84522-84524	59,270.69
2/1/2022 Ck#84525-84568 & Wire #1002036091	1,373,788.39

Total Warrants \$ 1,484,432.61

Payroll:

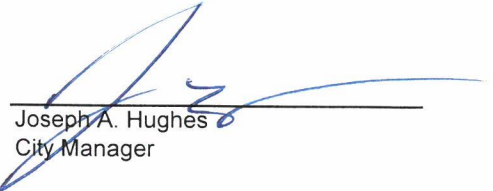
1/28/2022 Direct Deposits #11470-11512	104,313.14
1/28/2022 Ck #653	285.72

Total Payroll \$ 104,598.86

Total Warrants & Payroll \$ 1,589,031.47

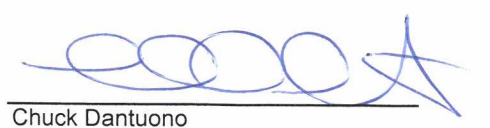
APPROVED BY:

Larry McCallon
Finance Subcommittee



Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee



Chuck Dantuono
Director of Administrative
Services/City Treasurer

01/25/2022 8:54:17AM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84506	1/25/2022	000085 EAST VALLEY WATER DISTRICT	LMD 17-B-JAN	
			LMD 17-B-JAN	
			012.8500.4030	227.97
			LMD 11-JAN	
			LMD 11-JAN	
			012.8500.4030	85.86
			LMD 55-JAN	
			LMD 55-JAN	
			012.8500.4030	91.08
			LMD17-D-JAN	
			LMD17-D-JAN	
			012.8500.4030	46.93
			LMD 25-JAN	
			LMD 25-JAN	
			012.8500.4030	70.42
			LMD 17-C-JAN	
			LMD 17-C-JAN	
			012.8500.4030	49.54
			LMD 76-JAN	
			LMD 76-JAN	
			012.8500.4030	41.71
			LMD 17-D-JAN	
			LMD 17-D-JAN	
			012.8500.4030	52.69
			SEELEY PARK-JAN	
			SEELEY PARK-JAN	
			016.8540.4030	41.71
			LMD 43-JAN	
			LMD 43-JAN	
			012.8500.4030	41.71
			LMD 47-JAN	
			LMD 47-JAN	
			012.8500.4030	44.32
			LMD 16-JAN	
			LMD 16-JAN	
			012.8500.4030	31.88

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Voucher List
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Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
84506	1/25/2022	000085	000085 EAST VALLEY WATER DISTRICT (Continued)	
			Total :	825.82
84507	1/25/2022	000127	K & L HARDWARE	
			ST#2 MAINTENANCE	
			ST#2 MAINTENANCE	
			028.2050.4070	12.80
			ST#2 MAINTENANCE	
			029.2100.4070	12.80
			ST#2 MAINTENANCE	
			ST#2 MAINTENANCE	
			028.2050.4070	37.21
			ST#2 MAINTENANCE	
			029.2100.4070	37.21
			Total :	100.02
84508	1/25/2022	000203	SOUTHERN CALIFORNIA EDISON	
			LS#3-JAN	
			LS#3-JAN	
			013.8510.4011	125.56
			VICTORIA AVE AND 3RD ST-JAN	
			VICTORIA AVE AND 3RD ST-JAN	
			004.8310.4580	81.60
			LMD#76-JAN	
			LMD#76-JAN	
			012.8500.4010	17.96
			Total :	225.12
84509	1/25/2022	000211	STRADLING YOCCA CARLSON RAUTH	
			GENERAL-DEC	
			GENERAL-DEC	
			070.7000.4520	1,647.00
			Total :	1,647.00
84510	1/25/2022	000233	WAXIE SANITARY SUPPLY	
			JANITORIAL SUPPLIES-ST#1	
			JANITORIAL SUPPLIES-ST#1	
			028.2050.4055	81.82
			JANITORIAL SUPPLIES-ST#1	
			029.2100.4055	81.81
			DISINFECTING WIPES-ST#3	
			DISINFECTING WIPES-ST#3	
			030.8495.4349	68.40

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Voucher	Date	Vendor	Description/Account	Amount
84510	1/25/2022	000233 000233 WAXIE SANITARY SUPPLY	(Continued)	
			Total :	232.03
84511	1/25/2022	001072 AUTO ZONE	ME542 MAINTENANCE	
			ME542 MAINTENANCE	
			028.2050.4240	47.69
			ME542 MAINTENANCE	
			029.2100.4240	47.68
			E543A LIGHT BULBS	
			E543A LIGHT BULBS	
			028.2050.4240	6.83
			E543A LIGHT BULBS	
			029.2100.4240	6.83
			ME543A LIGHT BULBS	
			ME543A LIGHT BULBS	
			028.2050.4240	3.69
			ME543A LIGHT BULBS	
			029.2100.4240	3.69
			Total :	116.41
84512	1/25/2022	001414 RICHARDS, WATSON & GERSHON	7914 CALLE DEL RIO CODE ENFORCEMENT-NOV	
			7914 CALLE DEL RIO CODE ENFORCEMENT-NOV	
			001.4600.4520	1,345.50
			GENERAL-NOV	
			GENERAL-NOV	
			001.1450.4520	9,622.48
			STR18001 R/W IVDA - NOV	
			STR18001 R/W IVDA - NOV	
			027.8490.6550	158.65
			STR18001 R/W RDA07 - NOV	
			STR18001 R/W RDA07 - NOV	
			010.3830.6550	158.70
			STR18001 R/W SMBMI - NOV	
			STR18001 R/W SMBMI - NOV	
			027.8490.6550	158.65
			CODE ENFORCEMENT-NOV	
			CODE ENFORCEMENT-NOV	
			001.4600.4520	1,800.00
			PERSONNEL & LABOR RELATIONS-NOV	

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Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84512	1/25/2022	001414 RICHARDS, WATSON & GERSHON	(Continued) PERSONNEL & LABOR RELATIONS-NOV 001.1450.4520 COVID-19 DECLARATION OF EMERGENCY-NOV COVID-19 DECLARATION OF EMERGENCY-NOV 030.8495.4520	767.00 153.00 Total : 14,163.98
84513	1/25/2022	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES OFFICE SUPPLIES 042.9510.4200	 239.18 Total : 239.18
84514	1/25/2022	001476 TIME WARNER CABLE	ST#1 TELE/INT-JAN ST#1 TELE/INT-JAN 028.2050.4065 ST#1 TELE/INT-JAN 029.2100.4065 ST#3 TELE/INT-JAN ST#3 TELE/INT-JAN 028.2050.4065 ST#3 TELE/INT-JAN 029.2100.4065 ST#2 TELE/INT-JAN ST#2 TELE/INT-JAN 028.2050.4065 ST#2 TELE/INT-JAN 029.2100.4065	 183.58 183.58 222.25 222.24 106.90 106.89 Total : 1,025.44
84515	1/25/2022	001679 MC CRAY'S ENTERPRISES	ME541: CRANK CASE VENT FILTER ME541: CRANK CASE VENT FILTER 029.2100.4240 ME541: CRANK CASE VENT FILTER 028.2050.4240	 99.51 99.50 Total : 199.01
84516	1/25/2022	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 01/04/22-01/10/22	

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84516	1/25/2022	002960 BURRTEC WASTE INDUSTRIES INC	(Continued) SOLID WASTE PROG 01/04/22-01/10/22 051.1496	15,030.10
Total :				15,030.10
84517	1/25/2022	003360 DIRECTV	POLICE SATELLITE-JAN POLICE SATELLITE-JAN 001.2000.4065	1,217.88
Total :				1,217.88
84518	1/25/2022	004193 AECOM USA INC.	BRG07001 DES HBP SEP BRG07001 DES HBP SEP 030.8495.6813 BRG07001 DES RDA07 SEP BRG07001 DES RDA07 SEP 010.3830.6813	13,294.42
Total :				1,722.43
Total :				15,016.85
84519	1/25/2022	005358 FLEET SERVICES INC	ME543 COOLANT ME543 COOLANT 028.2050.4240 ME543 COOLANT 029.2100.4240	31.97
Total :				31.97
Total :				63.94
84520	1/25/2022	005394 DATA TICKET, INC.	PARKING CITATIONS-DEC PARKING CITATIONS-DEC 001.1700.4516	20.01
Total :				20.01
84521	1/25/2022	005859 COUNTY OF SAN BERNARDINO DEPT	RADIO ACCESS-NOV RADIO ACCESS-NOV 028.2050.4209 RADIO ACCESS-NOV 029.2100.4209	625.37
Total :				625.37
Total :				1,250.74
16 Vouchers for bank code : wfb				Bank total : 51,373.53

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
16	Vouchers in this report			
Total vouchers :				51,373.53

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Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
647	1/28/2022	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	8,825.34
			ICMA DEFERRED COMP 457: Payment	
			004.1170	991.16
			ICMA DEFERRED COMP 457: Payment	
			010.1170	819.22
			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	327.67
			ICMA DEFERRED COMP 457: Payment	
			070.1170	293.87
			Total :	11,287.26
648	1/28/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS: Payment	
			004.1145	2,844.21
			PERS: Payment	
			006.1145	414.28
			PERS: Payment	
			010.1145	965.89
			PERS: Payment	
			012.1145	173.91
			PERS: Payment	
			016.1145	173.91
			PERS: Payment	
			023.1145	116.16
			PERS: Payment	
			024.1145	19.76
			PERS: Payment	
			041.1145	451.30

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
648	1/28/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			042.1145	806.06
			PERS: Payment	
			070.1145	781.53
			PERS SURVIVOR: Payment	
			001.1145	23.99
			PERS SURVIVOR: Payment	
			004.1145	4.66
			PERS SURVIVOR: Payment	
			006.1145	0.58
			PERS SURVIVOR: Payment	
			010.1145	1.05
			PERS SURVIVOR: Payment	
			012.1145	0.58
			PERS SURVIVOR: Payment	
			016.1145	0.56
			EPMC: Payment	
			001.1145	529.52
			EPMC: Payment	
			004.1145	122.51
			EPMC: Payment	
			006.1145	19.80
			EPMC: Payment	
			010.1145	42.06
			EPMC: Payment	
			012.1145	2.37
			EPMC: Payment	
			016.1145	2.37
			EPMC: Payment	
			023.1145	6.63
			EPMC: Payment	
			024.1145	0.57
			EPMC: Payment	
			041.1145	31.59
			EPMC: Payment	
			042.1145	11.52

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
648	1/28/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			070.1145	54.70
			PERS: Payment	
			001.1145	13,252.32
			PERS SURVIVOR: Payment	
			023.1145	0.27
			PERS SURVIVOR: Payment	
			024.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.31
			PERS SURVIVOR: Payment	
			042.1145	1.64
			PERS SURVIVOR: Payment	
			070.1145	0.72
Total :				20,857.38
649	1/28/2022	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	10,392.28
			FEDERAL TAXES: Payment	
			004.1120	2,325.44
			FEDERAL TAXES: Payment	
			006.1120	276.35
			FEDERAL TAXES: Payment	
			010.1120	849.75
			FEDERAL TAXES: Payment	
			012.1120	94.63
			FEDERAL TAXES: Payment	
			016.1120	94.62
			FEDERAL TAXES: Payment	
			023.1120	74.49
			FEDERAL TAXES: Payment	
			024.1120	15.14
			FEDERAL TAXES: Payment	
			041.1120	414.10
			FEDERAL TAXES: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
649	1/28/2022	000119 INTERNAL REVENUE SERVICE	(Continued)	
			042.1120	528.64
			FEDERAL TAXES: Payment	
			070.1120	655.61
			SOCIAL SECURITY: Payment	
			001.1140	603.38
			SOCIAL SECURITY: Payment	
			070.1140	78.52
			MEDICARE: Payment	
			001.1140	2,818.42
			MEDICARE: Payment	
			004.1140	574.06
			MEDICARE: Payment	
			006.1140	92.02
			MEDICARE: Payment	
			010.1140	178.76
			MEDICARE: Payment	
			012.1140	44.04
			MEDICARE: Payment	
			016.1140	44.00
			MEDICARE: Payment	
			023.1140	24.84
			MEDICARE: Payment	
			024.1140	4.60
			MEDICARE: Payment	
			041.1140	76.26
			MEDICARE: Payment	
			042.1140	185.90
			MEDICARE: Payment	
			070.1140	152.70
			Total :	20,598.55
650	1/28/2022	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	3,968.04
			STATE TAXES: Payment	
			004.1130	903.02

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
650	1/28/2022	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			006.1130	94.78
			STATE TAXES: Payment	
			010.1130	321.97
			STATE TAXES: Payment	
			012.1130	37.76
			STATE TAXES: Payment	
			016.1130	37.76
			STATE TAXES: Payment	
			023.1130	20.74
			STATE TAXES: Payment	
			024.1130	5.63
			STATE TAXES: Payment	
			041.1130	167.96
			STATE TAXES: Payment	
			042.1130	197.58
			STATE TAXES: Payment	
			070.1130	252.55
			Total :	6,007.79
84522	1/28/2022	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	108.79
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.97
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80
			AFLAC ACCIDENT INSURANCE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84522	1/28/2022	003804 AFLAC WWWHQ	(Continued)	
			024.1181	0.27
			AFLAC CANCER INSURANCE: Payment	
			001.1181	18.63
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	153.72
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	24.69
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.51
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	73.59
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.71
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.70
			AFLAC DENTAL: Payment	
			001.1181	27.89
			AFLAC DENTAL: Payment	
			004.1181	0.56
			AFLAC DENTAL: Payment	
			041.1181	1.67
			AFLAC DENTAL: Payment	
			070.1181	0.54
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	2.96
			Total :	469.71
84523	1/28/2022	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	11.27
			ARROWHEAD UNITED WAY: Payment	
			004.1180	0.77

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84523	1/28/2022	000433 ARROWHEAD UNITED WAY	(Continued)	
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.26
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.70
			Total :	15.00
84524	1/28/2022	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 : 59,270.69
7 Vouchers in this report				Total vouchers : 59,270.69

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84525	2/1/2022	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES-10/3-10/16/21 CROSSING GUARD SERVICES-10/3-10/16/21 002.8200.4530	2,569.38 Total : 2,569.38
84526	2/1/2022	000015 AMERICAN PLANNING ASSOCIATION	APA MEMBERSHIP-TAFOLLA 22/23 APA MEMBERSHIP-TAFOLLA 22/23 001.4100.4310	265.00 Total : 265.00
84527	2/1/2022	000056 DEPARTMENT OF CONSERVATION	SMIP 10/2021-12/2021 SMIP 10/2021-12/2021 001.4500.4542 SMIP 10/2021-12/2021 051.1479	1,482.20 -74.11 Total : 1,408.09
84528	2/1/2022	000085 EAST VALLEY WATER DISTRICT	LMD 04-JAN LMD 04-JAN 012.8500.4030 POLICE STATION-JAN POLICE STATION-JAN 001.2000.4030 POLICE STATION-JAN POLICE STATION-JAN 001.2000.4030 STATION # 3-JAN STATION # 3-JAN 029.2100.4030 STATION # 3-JAN 028.2050.4030 LMD 29-JAN LMD 29-JAN 012.8500.4030 CITY HALL-JAN CITY HALL-JAN 042.9510.4030	43.84 188.28 261.26 26.35 26.35 39.71 108.26

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84528	2/1/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 15 - A-JAN	
			LMD 15 - A-JAN	
			012.8500.4030	127.29
			LMD 07-JAN	
			LMD 07-JAN	
			012.8500.4030	43.29
			BASELINE MEDIAN-JAN	
			BASELINE MEDIAN-JAN	
			004.8310.4030	66.71
			STATION # 1-JAN	
			STATION # 1-JAN	
			029.2100.4030	68.77
			STATION # 1-JAN	
			028.2050.4030	68.77
			LMD 21- B-JAN	
			LMD 21- B-JAN	
			012.8500.4030	240.60
			STATION # 2-JAN	
			STATION # 2-JAN	
			029.2100.4030	94.68
			STATION # 2-JAN	
			028.2050.4030	94.67
			CITY HALL-JAN	
			CITY HALL-JAN	
			042.9510.4030	35.14
			AURANTIA PARK-JAN	
			AURANTIA PARK-JAN	
			001.6000.4030	301.43
			LMD 45 *LMD 44-JAN	
			LMD 45 *LMD 44-JAN	
			012.8500.4030	216.67
			LMD 15 - B-JAN	
			LMD 15 - B-JAN	
			012.8500.4030	126.73
			STATION # 2-JAN	
			STATION # 2-JAN	
			029.2100.4030	17.57

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84528	2/1/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			STATION # 2-JAN	
			028.2050.4030	17.57
			BASELINE MEDIAN-JAN	
			BASELINE MEDIAN-JAN	
			004.8310.4030	77.70
			LMD 73-JAN	
			LMD 73-JAN	
			012.8500.4030	57.85
			LMD 37-JAN	
			LMD 37-JAN	
			012.8500.4030	77.15
			STATION # 3-JAN	
			STATION # 3-JAN	
			029.2100.4030	94.03
			STATION # 3-JAN	
			028.2050.4030	94.03
			LMD 21- A-JAN	
			LMD 21- A-JAN	
			012.8500.4030	31.88
			STATION # 3-JAN	
			STATION # 3-JAN	
			029.2100.4030	34.18
			STATION # 3-JAN	
			028.2050.4030	34.18
			POLICE STATION-JAN	
			POLICE STATION-JAN	
			001.2000.4030	52.70
			POLICE STATION-JAN	
			POLICE STATION-JAN	
			001.2000.4030	52.70
			Total :	2,820.34
84529	2/1/2022	000090 FEDEX	OVERNIGHT MAIL	
			OVERNIGHT MAIL	
			001.4100.4210	33.24
			OVERNIGHT MAIL	
			OVERNIGHT MAIL	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84531	2/1/2022	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)	
			PRINCIPAL-FEB	
			001.3200.3590	29.78
			PRINCIPAL-FEB	
			001.4100.3590	111.93
			PRINCIPAL-FEB	
			001.4200.3590	62.27
			PRINCIPAL-FEB	
			001.4500.3590	44.97
			PRINCIPAL-FEB	
			001.4600.3590	48.62
			PRINCIPAL-FEB	
			001.6000.3590	16.49
			PRINCIPAL-FEB	
			001.6010.3590	16.23
			PRINCIPAL-FEB	
			001.6020.3590	10.94
			PRINCIPAL-FEB	
			004.8310.3590	107.05
			PRINCIPAL-FEB	
			006.8400.3590	29.77
			PRINCIPAL-FEB	
			010.3830.3590	31.32
			Total :	801.47
84532	2/1/2022	000203 SOUTHERN CALIFORNIA EDISON	SIGNALS-JAN	
			SIGNALS-JAN	
			004.8310.4580	3,167.88
			SMART N FINAL SCE FEES-JAN	
			SMART N FINAL SCE FEES-JAN	
			013.8510.4011	29.83
			LMD 70-JAN	
			LMD 70-JAN	
			012.8500.4010	47.54
			TRAFFIC SIG PALM/CYPRESS-JAN	
			TRAFFIC SIG PALM/CYPRESS-JAN	
			004.8310.4580	70.53
			TRAFFIC SIG PALM/CYPRESS-JAN	

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84532	2/1/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued) TRAFFIC SIG PALM/CYPRESS-JAN 013.8510.4011	38.74
Total :				3,354.52
84533	2/1/2022	000207 KONICA MINOLTA	COPIER MAINT-JAN COPIER MAINT-JAN 001.2000.4205 COPIER MAINT-JAN 042.9510.4205	16.88
Total :				1,692.99
84534	2/1/2022	000207 KONICA MINOLTA	COPIER LEASE-FEB COPIER LEASE-FEB 042.9510.4205 COPIER LEASE-FEB 001.2000.4205	1,054.54
Total :				625.29
84535	2/1/2022	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-FEB LONG TERM DISABILITY-FEB 001.1180 LONG TERM DISABILITY-FEB 004.1180 LONG TERM DISABILITY-FEB 006.1180 LONG TERM DISABILITY-FEB 010.1180 LONG TERM DISABILITY-FEB 041.1180 LONG TERM DISABILITY-FEB 070.1180	612.93
Total :				58.23
Total :				18.50
Total :				37.00
Total :				25.53
Total :				55.12
84536	2/1/2022	000237 WILL DAN ASSOCIATES	STR20001 CE MSRI-DEC STR20001 CE MSRI-DEC 017.8350.6550	807.31
Total :				20,759.00
Total :				20,759.00

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Voucher	Date	Vendor	Description/Account	Amount
84537	2/1/2022	000237 WILLDAN ASSOCIATES	BRG04004A CE MSRI-DEC BRG04004A CE MSRI-DEC 017.8350.6530	4,230.00
Total :				4,230.00
84538	2/1/2022	000414 TOM BELL CHEVROLET	VEH#134- VEHICLE REPAIR VEH#134- VEHICLE REPAIR 001.4200.4240	89.95
Total :				89.95
84539	2/1/2022	000426 LEAGUE OF CALIF CITIES	LOCC DUES 2022 LOCC DUES 2022 001.1000.4310	18,980.00
Total :				18,980.00
84540	2/1/2022	000598 PR PRINTING	BUS CARDS: J RAMOS BUS CARDS: J RAMOS 001.4600.4200	48.60
Total :				48.60
84541	2/1/2022	000887 THE PIN CENTER	KEY TO THE CITY KEY TO THE CITY 001.1000.4336	670.75
Total :				670.75
84542	2/1/2022	001230 DEPARTMENT OF FORESTRY	MEDIC SERVICES 07/21-09/21 MEDIC SERVICES 07/21-09/21 030.8495.4567 FIRE SERVICES 07/21-09/21 FIRE SERVICES 07/21-09/21 030.8495.4569	366,137.44
Total :				691,220.60
84543	2/1/2022	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMB-DEC MONTHLY REIMB-DEC 001.6000.4526	1,057,358.04
Total :				83,556.00
84544	2/1/2022	002274 DANIELS TIRE SERVICE	ME542: TIRES	83,556.00

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84544	2/1/2022	002274 DANIELS TIRE SERVICE	(Continued)	
			ME542: TIRES	
			029.2100.4240	831.28
			ME542: TIRES	
			028.2050.4240	831.27
			Total :	1,662.55
84545	2/1/2022	002396 DUDEK	HCD20001 HOUSING ELEMENT-DEC	
			HCD20001 HOUSING ELEMENT-DEC	
			027.8490.4662	26,718.75
			Total :	26,718.75
84546	2/1/2022	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 R/W IVDA-DEC	
			STR18001 R/W IVDA-DEC	
			027.8490.6550	177.39
			STR18001 R/W RDA07-DEC	
			STR18001 R/W RDA07-DEC	
			010.3830.6550	177.51
			STR18001 R/W SMBMI-DEC	
			STR18001 R/W SMBMI-DEC	
			027.8490.6550	177.39
			STR18001 R/W EDA-DEC	
			STR18001 R/W EDA-DEC	
			030.8495.6550	624.86
			STR18001 PS&E IVDA-DEC	
			STR18001 PS&E IVDA-DEC	
			027.8490.6550	59.58
			STR18001 PS&E RDA07-DEC	
			STR18001 PS&E RDA07-DEC	
			010.3830.6550	59.63
			STR18001 PS&E SMBMI-DEC	
			STR18001 PS&E SMBMI-DEC	
			027.8490.6550	59.58
			STR18001 PS&E EDA-DEC	
			STR18001 PS&E EDA-DEC	
			030.8495.6550	209.89
			Total :	1,545.83

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84547	2/1/2022	002756 CENTRAL LITTLE LEAGUE	CDBG CENTRAL LITTLE LEAGUE CDBG CENTRAL LITTLE LEAGUE 006.8400.4348	4,400.00
Total :				4,400.00
84548	2/1/2022	003334 MUSCO SPORTS LIGHTING, LLC	REMOTE EQUIP CONTROLLER-COMM PARK REMOTE EQUIP CONTROLLER-COMM PARK 001.6000.4533	450.00
Total :				450.00
84549	2/1/2022	003836 CALIFORNIA BUILDING	BSAR 10/2021-12/2021 BSAR 10/2021-12/2021 001.4500.4543 BSAR 10/2021-12/2021 051.1480	525.00
Total :				-52.50
84550	2/1/2022	004416 SIEMENS MOBILITY, INC.	STL POLE-27084 3RD ST INSTALL STL POLE-27084 3RD ST INSTALL 013.8510.4664 STL POLE-5TH & PALM INSTALL STL POLE-5TH & PALM INSTALL 013.8510.4664 STL POLE-28365 BURNS AVE INSTALL STL POLE-28365 BURNS AVE INSTALL 013.8510.4664 STL POLE-28365 BURNS & QUAIL RUN INSTALL STL POLE-28365 BURNS & QUAIL RUN INSTALL 013.8510.4664 STL POLE-26816 3RD ST INSTALL STL POLE-26816 3RD ST INSTALL 013.8510.4664 STL POLE-26816 3RD ST INSTALL STL POLE-26816 3RD ST INSTALL 013.8510.4664 STL POLE-26670 3RD ST INSTALL STL POLE-26670 3RD ST INSTALL 013.8510.4664	952.08 2,398.00 1,077.72 6,925.00 2,776.00 802.24 1,152.64

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84550	2/1/2022	004416 SIEMENS MOBILITY, INC.	(Continued)	
			STL POLE-3RD & PALM INSTALL	
			STL POLE-3RD & PALM INSTALL	
			013.8510.4664	1,203.36
			STL POLE-PALM & 3RD INSTALL	
			STL POLE-PALM & 3RD INSTALL	
			013.8510.4664	6,925.00
			STL POLE-27084 3RD ST INSTALL	
			STL POLE-27084 3RD ST INSTALL	
			013.8510.4664	6,100.00
			STL POLE-26670 3RD ST INSTALL	
			STL POLE-26670 3RD ST INSTALL	
			013.8510.4664	2,776.00
			Total :	33,088.04
84551	2/1/2022	004879 DIV OF THE STATE ARCHITECT	AB1379 10/2021-12/2021	
			AB1379 10/2021-12/2021	
			051.1493	319.60
			Total :	319.60
84552	2/1/2022	004939 GUARDIAN	DENTAL-FEB	
			DENTAL-FEB	
			001.1160	863.47
			DENTAL-FEB	
			004.1160	221.93
			DENTAL-FEB	
			006.1160	14.13
			DENTAL-FEB	
			010.1160	108.08
			DENTAL-FEB	
			012.1160	9.63
			DENTAL-FEB	
			016.1160	9.63
			DENTAL-FEB	
			024.1160	1.78
			DENTAL-FEB	
			041.1160	30.27
			DENTAL-FEB	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84552	2/1/2022	004939 GUARDIAN	(Continued)	
			042.1160	19.25
			DENTAL-FEB	
			070.1160	15.73
Total :				1,293.90
84553	2/1/2022	004956 FIDELITY SECURITY	VISION-FEB	
			VISION-FEB	
			004.1160	31.79
			VISION-FEB	
			001.1160	146.52
			VISION-FEB	
			006.1160	7.61
			VISION-FEB	
			010.1160	15.21
			VISION-FEB	
			012.1160	5.18
			VISION-FEB	
			016.1160	5.18
			VISION-FEB	
			024.1160	0.41
			VISION-FEB	
			041.1160	1.64
			VISION-FEB	
			042.1160	10.36
			VISION-FEB	
			070.1160	3.58
Total :				227.48
84554	2/1/2022	004989 MULTIFORCE SYSTEMS CORP	FUEL TANK SOFTWARE MAINT-21/22	
			FUEL TANK SOFTWARE MAINT-21/22	
			001.2000.4255	1,255.29
Total :				1,255.29
84555	2/1/2022	005258 THE ATLAS FORKLIFT TRUST	FORKLIFT CERTIFICATION TRAINING-PW	
			FORKLIFT CERTIFICATION TRAINING-PW	
			004.8310.4330	450.00

02/01/2022 3:38:44PM

Voucher List
CITY OF HIGHLAND

Page: 12

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84555	2/1/2022	005258	005258 THE ATLAS FORKLIFT TRUST (Continued)	
Total :				450.00
84556	2/1/2022	005324	CHARLES ABBOTT ASSOCIATES, INC	
			FIRE MARSHALL-DEC	
			FIRE MARSHALL-DEC	
			029.2100.4540	4,930.00
Total :				4,930.00
84557	2/1/2022	005599	DM CONTRACTING, INC.	
			STR11006 MSRI CON PPE#7 OCT	
			STR11006 MSRI CON PPE#7 OCT	
			017.8350.6530	4,804.55
			STR11006 MSRI RET CON PPE#7 OCT	
			STR11006 MSRI RET CON PPE#7 OCT	
			017.1350	-240.23
			STR11006 IN-LIEU NONPART PPE#8 NOV	
			STR11006 IN-LIEU NONPART PPE#8 NOV	
			008.8340.6530	62.50
			STR11006 MSRI CON PPE#8 NOV	
			STR11006 MSRI CON PPE#8 NOV	
			017.8350.6530	1,718.33
			STR11006 IN-LIEU RET NONPART PPE#8 NOV	
			STR11006 IN-LIEU RET NONPART PPE#8 NOV	
			008.1350	-3.13
			STR11006 MSRI RET CON PPE#8 NOV	
			STR11006 MSRI RET CON PPE#8 NOV	
			017.1350	-85.92
Total :				6,256.10
84558	2/1/2022	005771	AMAZON CAPITAL SERVICES	
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1700.4200	7.53
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.4100.4200	58.18
			FS#1: BIOMETRIC SAFE	
			FS#1: BIOMETRIC SAFE	
			028.2050.4211	646.49
Total :				712.20
84559	2/1/2022	005777	CYBERTEK COMPUTER AND NETWORK OFFICE 365 PREMIUM ANNUAL -2022	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84559	2/1/2022	005777 CYBERTEK COMPUTER AND NETWORK	(Continued) OFFICE 365 PREMIUM ANNUAL -2022 042.9510.4533	13,013.00
Total :				13,013.00
84560	2/1/2022	005848 HO, UY T	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	7,500.00
Total :				7,500.00
84561	2/1/2022	005933 COMPASS CONSULTING ENTERPRISES	SDR17001 ENV GCF-DEC SDR17001 ENV GCF-DEC 023.3890.4582	2,531.36
Total :				2,531.36
84562	2/1/2022	006001 YUNEX LLC	SPEED FEEDBACK SIGNS: GREENSPOT & BLOSSO SPEED FEEDBACK SIGNS: GREENSPOT & 004.8310.4570 STREET LIGHT MAINT-DEC STREET LIGHT MAINT-DEC 013.8510.4664 SIGNAL MAINT-DEC SIGNAL MAINT-DEC 004.8310.4580 STREET LIGHT CALL OUTS-DEC STREET LIGHT CALL OUTS-DEC 013.8510.4664	8,418.05 2,528.50 3,283.64 663.72
Total :				14,893.91
84563	2/1/2022	006065 VALENZUELA, DANA	UNIFORM REIMB-VALENZUELA UNIFORM REIMB-VALENZUELA 001.2000.4566	48.48
Total :				48.48
84564	2/1/2022	006066 JOHN HARRISON CONTRACTING INC	BUS LIC REFUND BUS LIC REFUND 001.1450.7450 BUS LIC REFUND 051.1493	180.00 4.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
84564	2/1/2022	006066	006066 JOHN HARRISON CONTRACTING IN (Continued)	
Total :				184.00
84565	2/1/2022	006067	PREFERRED THERAPY SERVICE INC SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
Total :				7,500.00
84566	2/1/2022	006068	JC'S AUTO REPAIR SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
Total :				7,500.00
84567	2/1/2022	006069	JMAM ENTERPRISES INC SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
Total :				7,500.00
84568	2/1/2022	006071	ARAXIE DEMIRDJI LAB SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP 030.8495.4349	
Total :				7,500.00
1002036091	2/1/2022	000004	PUBLIC EMPLOYEE RETIREMENT SYS PERS HEALTH-FEB PERS HEALTH-FEB 001.1150 PERS HEALTH-FEB 004.1150 PERS HEALTH-FEB 006.1150 PERS HEALTH-FEB 010.1150 PERS HEALTH-FEB 012.1150 PERS HEALTH-FEB 016.1150 PERS HEALTH-FEB 041.1150 PERS HEALTH-FEB 070.1150	
				11,264.35
				1,683.84
				501.70
				1,131.35
				192.96
				192.96
				323.08
				308.37

02/01/2022 3:38:44PM

Voucher List
CITY OF HIGHLAND

Page: 15

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1002036091	2/1/2022	000004	PUBLIC EMPLOYEE RETIREMENT SYS (Continued)	
			PERS HEALTH-FEB	
			001.1450.3511	53.68
			PERS HEALTH-FEB	
			041.9500.3515	2,200.00

Total : 17,852.29

45 Vouchers for bank code : wfb

Bank total : 1,373,788.39

45 Vouchers in this report

Total vouchers : 1,373,788.39



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 8, 2022

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Alondra Muñoz, Engineering Technician II *AM*

SUBJECT: Slope Easement Acceptance RRM Properties Ltd. –
3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)

RECOMMENDATION: That the City Council:

- (1) Accept the Grant of Permanent Slope Easement from RRM Properties Ltd. and,
- (2) Direct the City Clerk to record the Grant of Easement.

FISCAL IMPACT: The acquisition cost for the Permanent Slope Easement is \$10,000.00, based on standard appraisal methods in compliance with existing rules and regulations. The funding for the easement is provided 54% by the Federal Economic Development Administration (EDA) Grant, 15.33% by San Manuel Band of Mission Indians, 15.33% by Inland Valley Development Agency and 15.33% by City of Highland (RDA07).

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 3rd Street and 5th Street Corridors Improvement Project will construct curbs and gutters, sidewalks, storm drain, traffic signal modifications, street lights and pavement improvements along 3rd Street, 5th Street, Palm Avenue and Central Avenue. Improvements also include extending 3rd Street to 5th Street at the Church Avenue intersection. (See attached project location map.) To accommodate a northbound right-turn lane on Palm Avenue at 3rd Street, it will be necessary to acquire a permanent slope easement from RRM Properties Ltd. Below is the slope easement within Highland that is ready for acceptance by the Highland City Council.

Property Owner
RRM Properties Ltd.

Address
27347 3rd Street

APN
0290-262-04

Approved _____ Motion _____ Second _____ Agenda Item No. 4

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B. Hughes

City Clerk

[Signature]

City Manager

Attachments: 1) Project Location Map
2) Tax Map
3) Grant of Permanent Slope Easement

M:\PUBWRK\str18001 - 3rd St-5th St Corridor Improvements\RW\Waiver Valuations\0290-262-04 Robertsons Ready Mix\0290-262-04 RRM Properties LTD Staff Rpt.doc



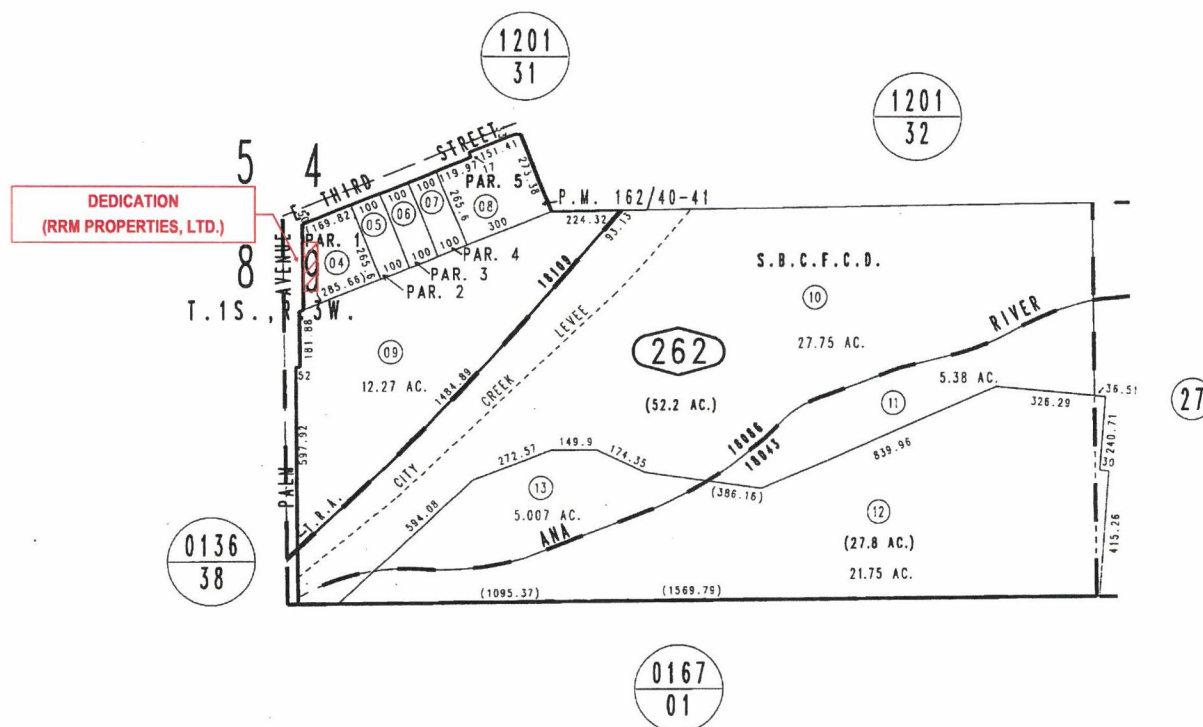
5th Street - Victoria Avenue to Palm Avenue includes striping reconfiguration, south side pavement widening, curb, gutter, sidewalk and street lights (1.0 miles) - Palm Avenue to Church Avenue includes right turn lane to northbound Palm Ave, pavement rehabilitation and striping (0.25 miles) - Church Avenue to SR-210 includes pavement rehabilitation, raised center median and striping reconfiguration (0.25 miles)	Central Avenue 3rd Street to 5th Street includes pavement rehabilitation, pavement widening, curbs, gutters, sidewalks and street lights (0.13 miles)
3rd Street - Palm Avenue/3rd Street intersection reconfiguration/realignment - Palm Avenue to 5th Street includes pavement rehabilitation, pavement widening, curb, gutter sidewalks, bike lane, striping and street lights (0.40 miles) 3rd Street/5th Street intersection improvements	Palm Avenue 3rd Street to 5th Street includes pavement rehabilitation, addition of turn pockets (0.13 miles)

LOCATION MAP

EXHIBIT "A"

City of Highland
Tax Rate Area
18043 18086 18109

0290-26



Parcel Map No. 12223, P.M. 162/40-41

Assessor's Map
Book 0290 Page 26
San Bernardino County

REVISED
03/06/18 KA

EXHIBIT A

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 0290-262-04

PG # 17

GRANT OF PERMANENT SLOPE EASEMENT

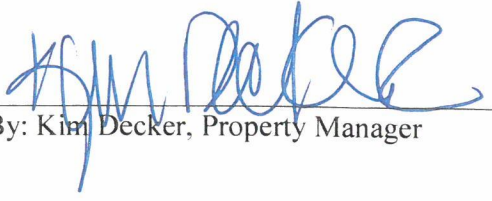
FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, RRM Properties, Ltd., a California limited partnership, as to an undivided two-thirds interest and RRM Properties Two, Ltd., a California limited partnership, as to an undivided one-third interest

Hereby GRANTS to the City of Highland, a Municipal Corporation, an easement for slope, 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 "A1" AND "A2" ATTACHED HERETO AND MADE A PART HEREOF

DATED: 1-26-22


By: Todd Dragna, Sr. Vice President


By: Kim Decker, Property Manager

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

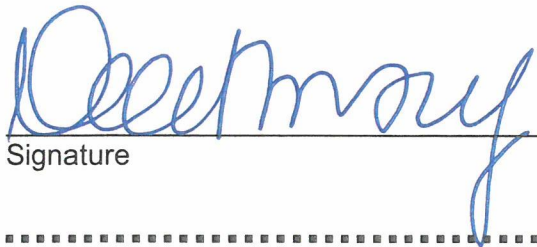
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

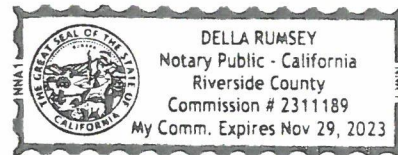
State of California
County of Riverside } ss.

On January 26, 2022, before me, Della Rumsey, Notary Public, personally appeared Kim Decker, 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 signatures(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.


Signature



{Seal}

OPTIONAL INFORMATION

Date of Document _____ Thumbprint of Signer _____

Type or Title of Document _____

Number of Pages in Document _____

Document in a Foreign Language _____

Type of Satisfactory Evidence:

_____ Personally Known with Paper Identification

_____ Paper Identification

_____ Credible Witness(es)

Capacity of Signer:

_____ Trustee

_____ Power of Attorney

_____ CEO / CFO / COO

_____ President / Vice-President / Secretary / Treasurer

_____ Other: _____

☐ Check here if
no thumbprint
or fingerprint
is available.

Other Information: _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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 Riverside

On January 26, 2022 before me, Della Rumsey, Notary Public
Date Name and Title of Officer

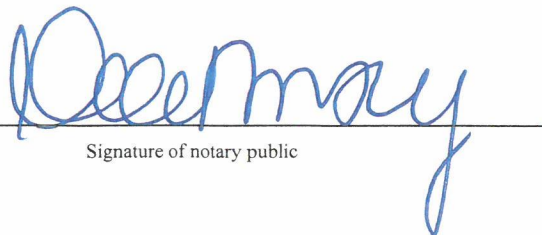
personally appeared Todd Dragna, who proved to
Name of Signer

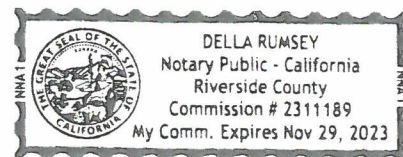
me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed 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.

Signature


Signature of notary public



Place Notary Seal Above

EXHIBIT "A1"
LEGAL DESCRIPTION
SLOPE MAINTENANCE EASEMENT

That portion of the Parcel 1 of Parcel Map No. 12223, in the City of Highland, County of San Bernardino, State of California, as per map filed in Book 162 Pages 40 and 41 of Parcel Maps in the office of the County Recorder of said County, described as follows:

COMMENCING at the intersection of the south line of 3rd Street (50 feet half width) and the east line of Palm Avenue (66 feet half width);

thence along said east line South 00°52'15" East, a distance of 35.28 feet, to the true **POINT OF BEGINNING**;

thence continuing along said east line South 00°52'15" East, a distance of 97.82 feet;

thence North 89°07'45" East, a distance of 21.00 feet, to a line parallel with and 21.00 feet east of said east line;

thence along said parallel line North 00°52'15" West, a distance of 97.82 feet;

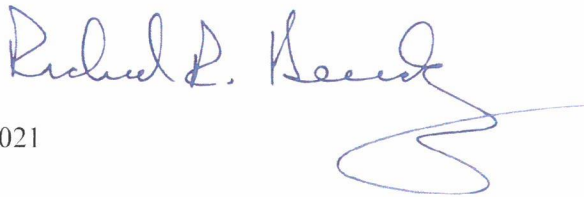
thence South 89°07'45" West, a distance of 21.00 feet to the **POINT OF BEGINNING**;

The above described parcel contains 2,054 square feet more or less.

END OF DESCRIPTION

This real property description has been prepared by me, or under my Direction, in conformance with the Professional Land Surveyors' Act.

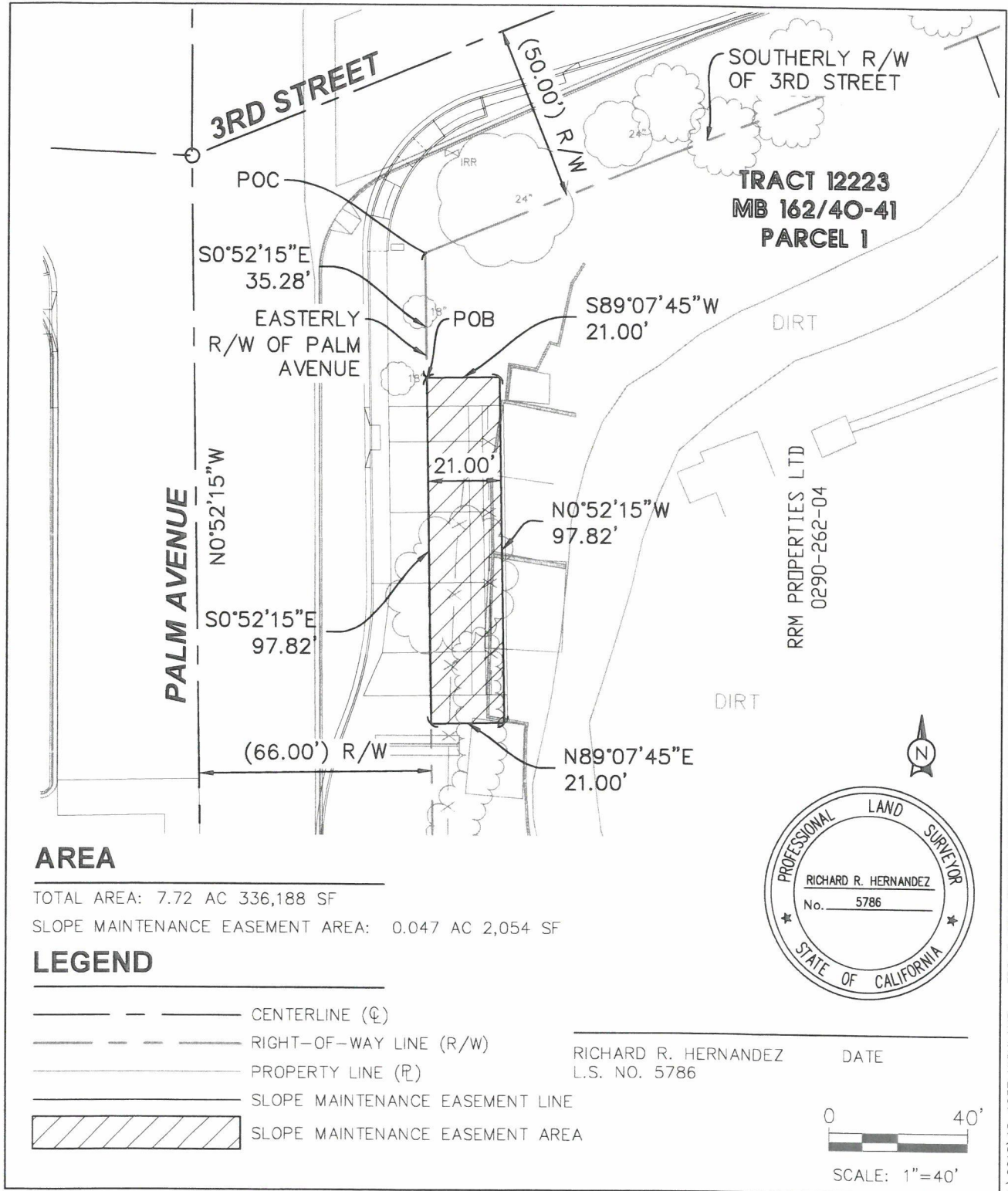
Signature:



Date: 10/6/2021



Exhibit A2: Slope Maintenance Easement Plat



STREET ADDRESS:
27347 3RD STREET, HIGHLAND, CA 92346
PLOT DATE: 10/06/2021

SHEET 1 OF 1

Hernandez, Kroone & Associates
Engineers & Land Surveyors

HQ: 234 East Drake Drive, San Bernardino, CA 92408
PHONE: 909-884-3222 ▲ info@hkagroup.com

EXHIBIT B

GRANT OF TEMPORARY CONSTRUCTION EASEMENT

PG# 17

on, over, under and across the property located at

Address: 27347 3rd St.

A.P.N. : 0290-262-04

For a valuable consideration, receipt of which is hereby acknowledged, RRM Properties, Ltd., a California limited partnership, as to an undivided two-thirds interest and RRM Properties Two, Ltd., a California limited partnership, as to an undivided one-third interest ("Grantor") hereby grants to the City of Highland, a municipal corporation ("City") an approximate 4,303 square foot temporary construction easement on, over, under, along, and across that certain portion of Grantor's real property commonly known as 27347 3rd St., located in the City of Highland, County of San Bernardino, State of California and described as San Bernardino County Assessor's Parcel Number 0290-262-04 ("Grantor's Property") in connection with the City's construction of the 3rd/5th Corridors Improvement project from Victoria Avenue to Church Avenue ("Project") and related improvements. The approximate 4,303 square foot temporary construction easement on Grantor's Property is described more particularly on Exhibit "B1" and depicted on Exhibit "B2" (referred to below as the "temporary construction easement."

The temporary construction easement shall provide the City and its representatives permission to enter upon the temporary construction easement during the course of the City constructing the Project, and to construct and/or rearrange existing improvements on Grantor's property as is necessary to join with the new street improvements that are being constructed adjacent to Grantor's Property. The existing improvements for which permission is hereby granted may include, but are not limited to driveway and walkway paving, grade transitions, yard drainage devices, landscape and irrigation restoration, fence and mailbox replacement, and joining to new improvements.

This Temporary Construction Easement will terminate upon the date the improvements are accepted by the City of Highland or one year from date notice to construct is provided whichever is earlier.

Dated this _____ day of _____, 20_____.

Daytime Phone Number: 951 463-8792



By: Todd Dragna, ~~Sr.~~ Vice President



By: Kim Decker, Property Manager

Please sign and return to:

City of Highland

Attn: Robert Doss

27215 Base Line, Highland CA 92346

Phone: 909-864-8732

EXHIBIT "B1"
LEGAL DESCRIPTION
TEMPORARY CONSTRUCTION EASEMENT

That portion of the Parcel 1 of Parcel Map No. 12223, in the City of Highland, County of San Bernardino, State of California, as per map filed in Book 162 Pages 40 and 41 of Parcel Maps in the office of the County Recorder of said County, described as follows:

BEGINNING at the intersection of the south line of 3rd Street (50 feet half width) and the east line of Palm Avenue (66 feet half width);

thence along said east line South 00°52'15" East, a distance of 35.28 feet;

thence North 89°07'45" East, a distance of 21.00 feet, to a line parallel with and 21.00 feet east of said east line;

thence along said parallel line South 00°52'15" East, a distance of 97.82 feet;

thence South 89°07'45" West, a distance of 21.00 feet, to said east line;

thence along said east line South 00°52'15" East, a distance of 18.98 feet;

thence North 66°24'51" East, a distance of 34.69 feet;

thence North 16°50'43" East, a distance of 17.40 feet;

thence North 00°00'00" East, a distance of 20.09 feet;

thence North 90°00'00" East, a distance of 4.57 feet;

thence North 05°14'50" East, a distance of 26.66 feet;

thence North 90°00'00" West, a distance of 3.72 feet;

thence North 01°34'06" East, a distance of 19.54 feet;

thence South 89°38'06" East, a distance of 6.27 feet;

thence North 08°14'56" East, a distance of 19.40 feet;

thence North 56°11'31" West, a distance of 19.24 feet;

thence North 17°35'00" West, a distance of 10.27 feet;

thence North 40°42'05" East, a distance of 33.05 feet;

thence North 70°49'54" West, a distance of 17.74 feet, to said south line of 3rd Street;

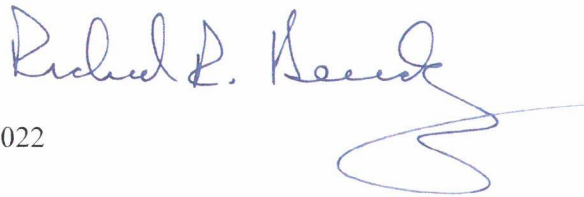
thence along said south line South 68°06'15" West, a distance of 40.66 feet, to the **POINT OF BEGINNING**;

The above described parcel contains 4,303 square feet more or less.

END OF DESCRIPTION

This real property description has been prepared by me, or under my Direction, in conformance with the Professional Land Surveyors' Act.

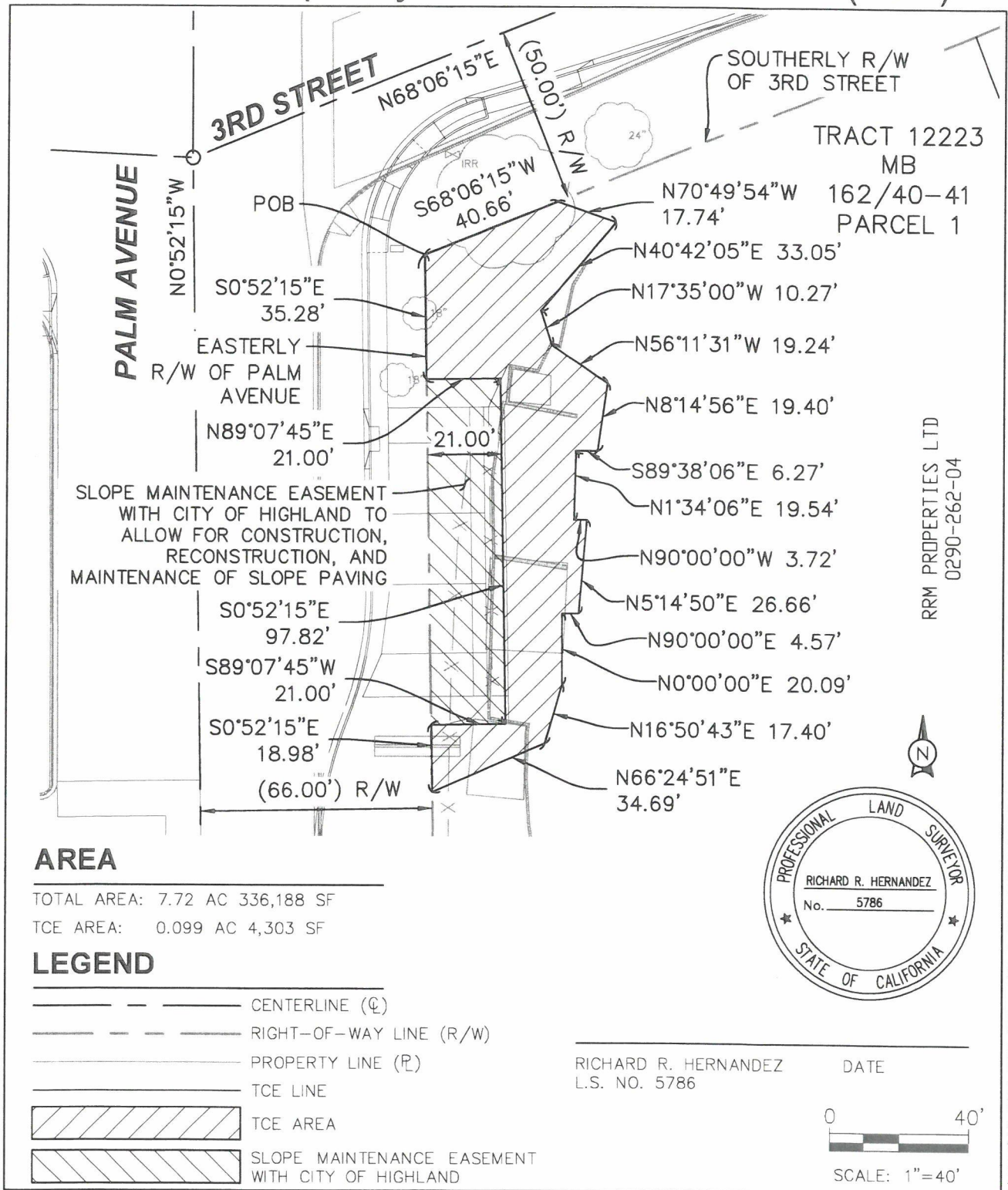
Signature:

A handwritten signature in blue ink, appearing to read "Richard R. Hernandez", with a stylized flourish at the end.

Date: 1/19/2022



Exhibit B2: Temporary Construction Easement (TCE) Plat

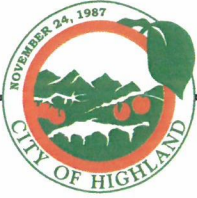


STREET ADDRESS:
27347 3RD STREET, HIGHLAND, CA 92346
PLOT DATE: 01/19/2022

SHEET 1 OF 1

Hernandez, Kroone & Associates
Engineers & Land Surveyors

HQ: 234 East Drake Drive, San Bernardino, CA 92408
PHONE: 909-884-3222 ▲ info@hkagroup.com



STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: February 8, 2022

FROM: Joseph Hughes, City Manager

REVIEWED BY: Lawrence Mainez, Community Development Director & 
Kim Stater, Asst. Community Development Director 

PREPARED BY: Angelica Martinez, Planning Technician II 

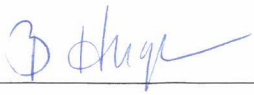
SUBJECT: A request for a Special Event Permit (SEP-22-001) by the Redlands Bicycle Classic for its Annual Highland Circuit bicycle race on Wednesday, April 20, 2022.

LOCATION: Various Streets in Highland (see attachment 2)

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

1. Authorize the one-day Highland Circuit bicycle race as part of the Redlands Bicycle Classic on various streets in Highland subject to the Conditions of Approval; and
2. Approve the Redlands Bicycle Classic request for Co-Sponsorship (waiving of City fees in the amount of approximately \$36,619.58)

FISCAL IMPACT: The City Council has adopted a policy whereby no fee will be collected for a Special Event Permit. Additional cost to the City is time and materials for preparation of the Staff Report and advertisement. The costs identified by the City's Police Department and Fire Marshal will need to be paid by the Applicant prior to the Event if the City does not co-sponsor.

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

Department	Cost type	Amount
Fire	Permit Fee	\$140.00
Public Works	Staff Time	\$1,760.68
Police	Staff Time	\$34,718.90
	Total	\$36,619.58

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

PROJECT DESCRIPTION: The Redlands Bicycle Classic is seeking approval of its Annual Highland Circuit bicycle race. The Highland Circuit bicycle race is scheduled for Wednesday, April 20, 2022, from 6:00 A.M. thru 4:00 P.M. It is anticipated the Event will draw approximately 1,000 people consisting of professional bike racers, Redlands bicycle personnel, race marshals, medical personnel, USA cycling officials, media and spectators.

Multiple street closures will take place during the events scheduled time (see attachment 2). Staff has conditioned the Redlands Bicycle Classic to distribute an informational handout through the mail to all residents, schools and business directly affected by the race.

The Redlands Bicycle Classic Committee has received permission from Immanuel Baptist Church to use their parking lot for a staging area and additional event parking and Brightwater Senior Living Facility has given permission for the Redlands Bicycle Classic committee to place the official start/finish line and award stage in the median on Base Line fronting the facility. The Bicycle Committee and Brightwater have come up with an agreement to accommodate the facility's residents during the event.

The Special Event Permit Application has been circulated to all the City's Departments for comments and Conditions. Conditions were provided by Public Services, Fire Marshal, Building and Safety, Police, Public Works and Planning.

The current San Bernardino County COVID guidelines permit public gatherings of this type and size. Planning Division Conditions of Approval requires the Applicant to remain aware of public health orders and follow all COVID protocols.

Attachment: 1. Redlands Bicycle Classic Co-sponsorship letter
2. Event day details
3. Site Plan
4. Special Event Permit Application
5. Conditions of Approval

Attachment 1

Redlands Bicycle Classic Co-Sponsorship Letter



February 1, 2022

City of Highland
27215 Baseline Road
Highland, CA 92346

On behalf of the Redlands Bicycle Classic Organizing Committee, please allow me to say "thank you" for our continued partnership with the City of Highland and to share my excitement for the 2022 Redlands Bicycle Classic. We have truly missed being a part of the Highland community during these unprecedented pandemic times and we are very excited for next year!

This letter serves as a formal request for sponsorship of the opening day of racing, Stage 1, Highland "Circuit" race on Wednesday, April 20, 2022. As in previous years, our Committee respectfully requests a fee waiver for public safety services, permit fees and any other fees associated with the City of Highland hosting the race. In return, we will provide recognition through the benefits outlined in our sponsorship guide, such as marketing and promotional opportunities. This event will provide an excellent opportunity for both groups to highlight our local community.

I appreciate your consideration and look forward to working with together again this year. You can always reach me via e-mail at mshaw@redlandsclassic.com or via cell phone at 909-963-9099.

Sincerely,

A handwritten signature in blue ink that reads "Marc Shaw". The signature is fluid and cursive, with the first name "Marc" and last name "Shaw" clearly visible.

Marc Shaw, President
Redlands Bicycle Classic, Inc.

Attachment 2

Event Day Details

Additional information for City of Highland Stage 1

General –

2 weeks prior to the event: Mail notification will be made to affected residents, businesses, and organizations within or adjacent to the race boundaries. Notifications will include instructions for entering and exiting the course and alternative routes.

April 20, 2022 – Stage 1 “Highland Circuit Race”

3 days prior to the event: No parking signs will be posted along the course

Race Day:

6:00am – Partial closure of Baseline Road. Begin placement of fencing and portable stage. Set fencing at key intersections. Begin deployment of law enforcement, race marshals and other course personnel.

8:15am – Complete closure of course. Placement of barricades on affected streets.

8:45am – Women’s race begins

11:15am – Men’s race begins

1:45pm – Race concludes and all barricades are removed. Streets re-open, with Church street being the priority to allow for Arroyo Verde traffic. Baseline will remain closed to facilitate clean-up and tear down.

2:15pm – Awards ceremony

4:00pm – All disassembly complete and Baseline re-opens completely

<u>Intersection</u>	<u>COH Cones</u>	<u>RBC Cones</u>	<u>10' Parade Barricade</u>	<u>Signage</u>	<u>Instructions</u>	<u>Setup Time</u>	<u>Setup By</u>
Baseline Rd e/of Church St	20				For W/B Baseline left turn lane	8:05 AM	HPD
Church St (S/B) n/of Baseline Rd	10			Road Closed Ahead	For S/B Church center lane	8:10 AM	HPD
Church St @ Lemon St	2		1		Placed in center lane	8:10 AM	HPD
Church St @ Water St	2		1		Close at Cloverhill and divert	8:10 AM	
Church St @ River Oak Ln	6				3 on each side of Church St.	8:10 AM	
Church St @ Cottages of Corsica	10				Allow traffic to cross Church St	8:10 AM	
Church St @ Love St	3				Possibly* Allow traffic to cross Church St.	8:10 AM	
Church St @ Glenheather Dr	3					8:10 AM	
Jack Rabbit Ln @ Bobcat Ln	4					8:15 AM	
Jack Rabbit Ln @ Fox Tail Way	2					8:15 AM	
Fox Tail Way @ Fox Tail Pl	2					8:15 AM	
Fox Tail Way @ Fox Tail Ct	2					8:15 AM	
Fox Tail Way @ Glenheather Dr	2		2	Road Closed	Road closed to westbound traffic	8:15 AM	
Fox Tail east of Glenheather Dr	2				Place on Glenheather, 200' east of Fox Tail	8:15 AM	
Streater Ave @ Tonner Dr	2		2	Road Closed	Place on eastbound Streater @ Canyon Oak	8:15 AM	
Tonner Dr @ Tonner Ct	2					8:15 AM	
Tonner Dr @ Orange St	4					8:15 AM	
Orange St @ Merridy Ave	4				For cross traffic on Merridy Ave	8:15 AM	
Orange St @ Wisteria Ln	4				For cross traffic on Wisteria Ln	8:15 AM	
Streater Ave @ Sycamore Dr			1			8:15 AM	
Orange St @ Sycamore Dr	2		1		Barricade placed on westbound Sycamore	8:15 AM	
N/B Orange St @ Eucalyptus Ave			1	Road closed to thru trfc		8:15 AM	COH
Sycamore Dr @ Willow Way	2					8:15 AM	
Sycamore Dr @ Satinwood Ct	2					8:15 AM	
Sycamore Dr @ Aspen Ct	2					8:15 AM	
Sycamore Dr @ Webster St	2		1			8:15 AM	
N/B Webster St @ Eucalyptus Ave			1	Road closed to thru trfc		8:15 AM	COH
Webster St @ Cherokee Rose Dr	2					8:15 AM	
Webster St @ IBC Driveway #1	2		1			8:15 AM	
Webster St @ IBC Driveway #2	2		1			8:15 AM	
Webster St @ Saguaro Way	2					8:15 AM	
Webster St @ Baseline Rd					Signal on flashing red	Approx 6:30 am	HPD
Baseline Rd @ IBC Driveway					50 3' delineators (placed every 20')	6:00 AM	
Baseline Rd @ Browning Dr		50			Detour sign 200' of orange fencing	6:00 AM	
Baseline Rd @ Streater Ave		20			Signal on flashing red	6:00 AM	HPD
Baseline Rd @ Palomino St	4					6:00 AM	

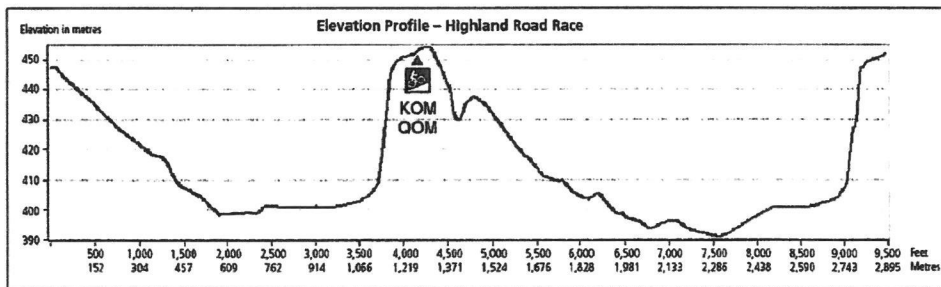
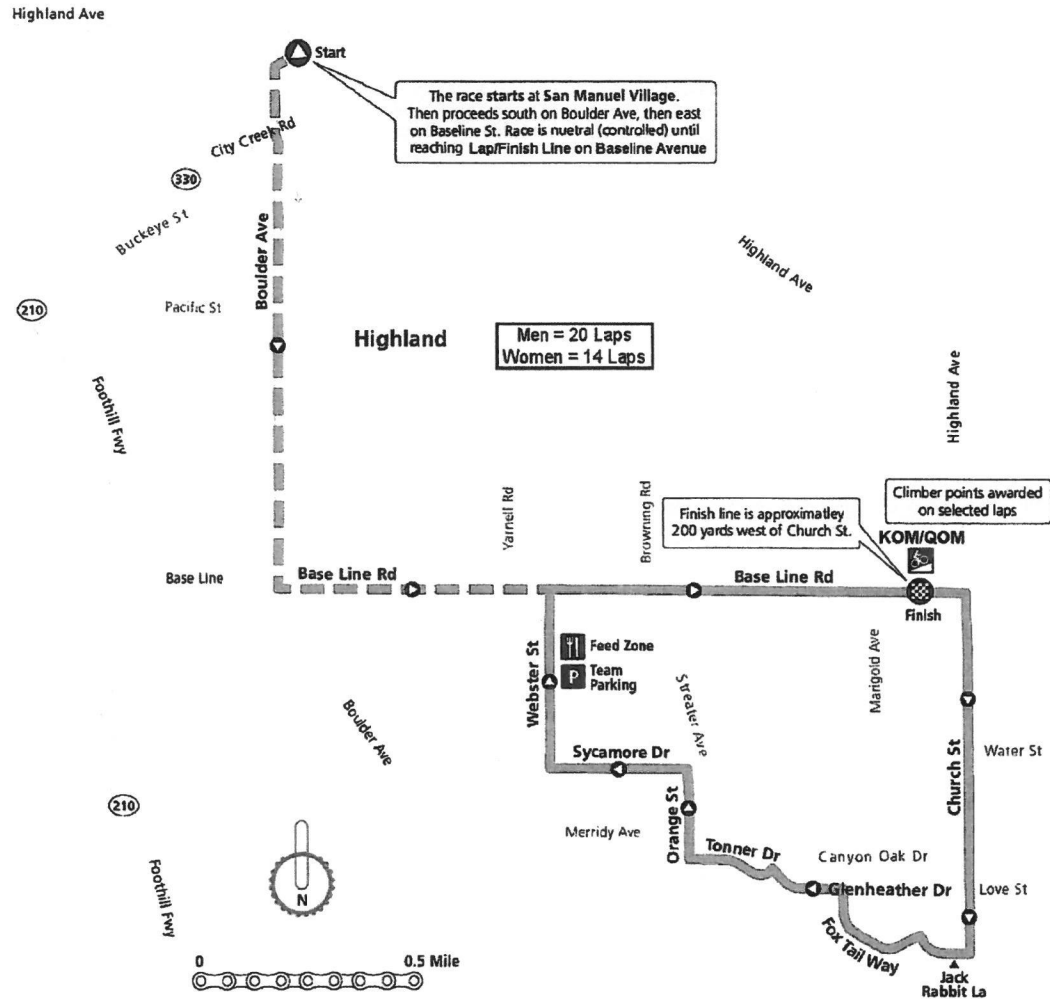
Off course signage

Baseline Rd west of Boulder Ave	2		2 Road Closed Ahead	Placed prior to Boulder to allow detour CMS Sign announcing Boulder to Highland and Greenspot as alternate routes	6:00 AM 3 days prior	COH COH
Baseline Rd w/of Yarnell Ave	2		2 Road Closed Ahead	Placed in center turn lane and bike lane	6:00 AM	COH
Baseline Rd @ Yarnell Ave	10		2 Road Closed	Use 12' Type 1 barricades	Approx 7:00 am	HPD
Greenspot Rd to N/B Church St	15		1 Road Closed Ahead	Placed in left turn lane of E/B Greenspot	8:10 AM	COH
Church St @ Garden Ln		40	1 Road Closed Ahead	Funnel #1 lane into left turn lane and #2 lane Block right turn lane for traffic exiting Stater Bros	8:10 AM 8:10 AM	HPD
Church St n/of Garden Ln			3	1 Road Closed 1 Stop Sign	8:10 AM	HPD
Church St @ Villages upper drive		10		Block right turn lane for traffic exiting Stater Bros	8:10 AM	

Attachment 3

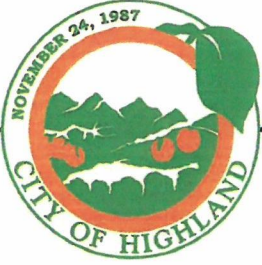
Site Plan

HIGHLAND CIRCUIT RACE



Attachment 4

Special Event Permit Application



CITY OF HIGHLAND

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

COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

SPECIAL EVENT PERMIT APPLICATION

BASIC FEE: \$0

NOTE: Additional fees may be required if Police, Fire Department and/or other City services are required.

1. In addition, a Public Hearing at City Council, along with City Council approval, shall be required for issuance of a Special Event Permit for any event anticipated to accommodate 2,500 or more persons at any given time (Highland Municipal Code, Title 16, Section 8.130.B).
2. A minimum of one million dollars (\$1,000,000.00) of insurance and an approved General Liability Special Endorsement Form is required and can be obtained from the Assistant City Manager. The insurance must be provided and the City's approval of the Form must be completed prior to issuance of a Special Event Permit.

1. APPLICANT: REDLANDS BICYCLE CLASSIC, INC TEL #: 909-963-9099

2. MAILING ADDRESS: P.O. Box 7880 REDLANDS, CA 92375

3. DATE(S) OF EVENT: APRIL 20, 2022

4. GENERAL LOCATION OF EVENT: SEE ATTACHED MAPS

5. PROPOSED EVENT INCLUDING SITE PLAN, PARTICIPANTS, HOURS OF OPERATION, DESCRIPTION OF EQUIPMENT AND MATERIALS TO BE USED IN THE EVENT, ETC:

SEE ATTACHED DOCUMENTS UPDATED INSURANCE WILL BE ISSUED AFTER JANUARY 1, 2022 AND A COPY WILL BE PROVIDED.

8. Signature: I certify; under penalty of perjury that the foregoing is true and correct.

I understand that my Permit may be voided for non-compliance with the conditions set for the in the approval of this Event.

Alan St

Signature

8/6/2021

Date

(FOR OFFICE USE ONLY)

FILE NO.: _____ FILING DATE: _____ FEE: _____

Attachment 5

Conditions of Approval

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: January 27, 2022
Applicant: Redlands Bicycle Classic, Inc. – Applicant
File/Index: Special Event Permit (SEP-22-001)
Proposal: Highland Circuit Bicycle Race
Location: Various streets in Highland

PLANNING CONDITIONS OF APPROVAL

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

Special Event Permit No. 22-001 is approved, subject to compliance with the conditions of approval contained herein. The conditions of approval listed below are continuing conditions; failure of the Applicant and/or operator to comply with any/all conditions at any time, shall result in initiating revocation of the subject permit.

General

1. This Special Event Permit approval shall become null and void:
 - a. Unless all conditions have been complied with and authorized by Special Event Permit No. 22-001 has occurred.
2. The subject event shall be in compliance with the approved plans on file with the City of Highland Planning Division, and shall be in compliance with all conditions of approval contained herein.
 - a. The Site Plan is included as Exhibit "A".
3. Revisions, modifications, and/or deletions to the approved plans must be submitted to the Planning Division for review and approval prior to the event date.
4. Times of said event is as follows:
 - a. Wednesday, April 20th from 6 am – 4 pm
5. In compliance with the Highland Municipal Code, the Applicant/Owner shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, set aside, challenge, void, or annul an approval of the City Council, Planning Commission, or other decision-making body, including staff, concerning

this project. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve the Applicant/Owner of his/her obligations under this condition.

6. The applicant shall submit to the Planning Division written evidence of agreement with all conditions of this approval before the approval becomes effective.
7. The owner/applicant is responsible for implementing all conditions of approval to the satisfaction of the Community Development Director, City Engineer, Fire Department, Public Services, Public Works, and Police Department. Final clearances shall not be given until all conditions are met. Each condition of approval is separately enforced, and if one of the conditions of approval is found to be invalid by a court of law, all the other conditions shall remain valid and enforceable.
8. All Ordinances, Policy Resolutions, and Standards of the City in effect at the time this project is approved shall be complied with as a condition of this approval.
9. The applicant shall comply with all Federal, State, and Local laws.
10. No intensification of use event scope and nature described in the application (i.e., SEP-22-001), which would tend to increase the projected scale of the event, shall be permitted except upon application for, and approval of, modification of this permit in compliance with all procedures and requirements therefore.
11. (NS) If police/sheriff personnel are required to stay over the time suggested on the attached comment sheet, the applicant will be responsible for paying additional fees pertaining to the overtime. Overtime fee's will need to be paid within forty-eight (48) hours of the event end date and time to the City of Highland.
12. (NS) An informational handout shall be mailed to residents affected by the April 20th race. Handouts shall be distributed a minimum of two weeks prior to the event informing all residents, schools and business directly affected by the race day street closures.

Signage

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

14. All signs and sign structures shall be located outside of the public right-of-way.

Maintenance

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

Exhibit "A"

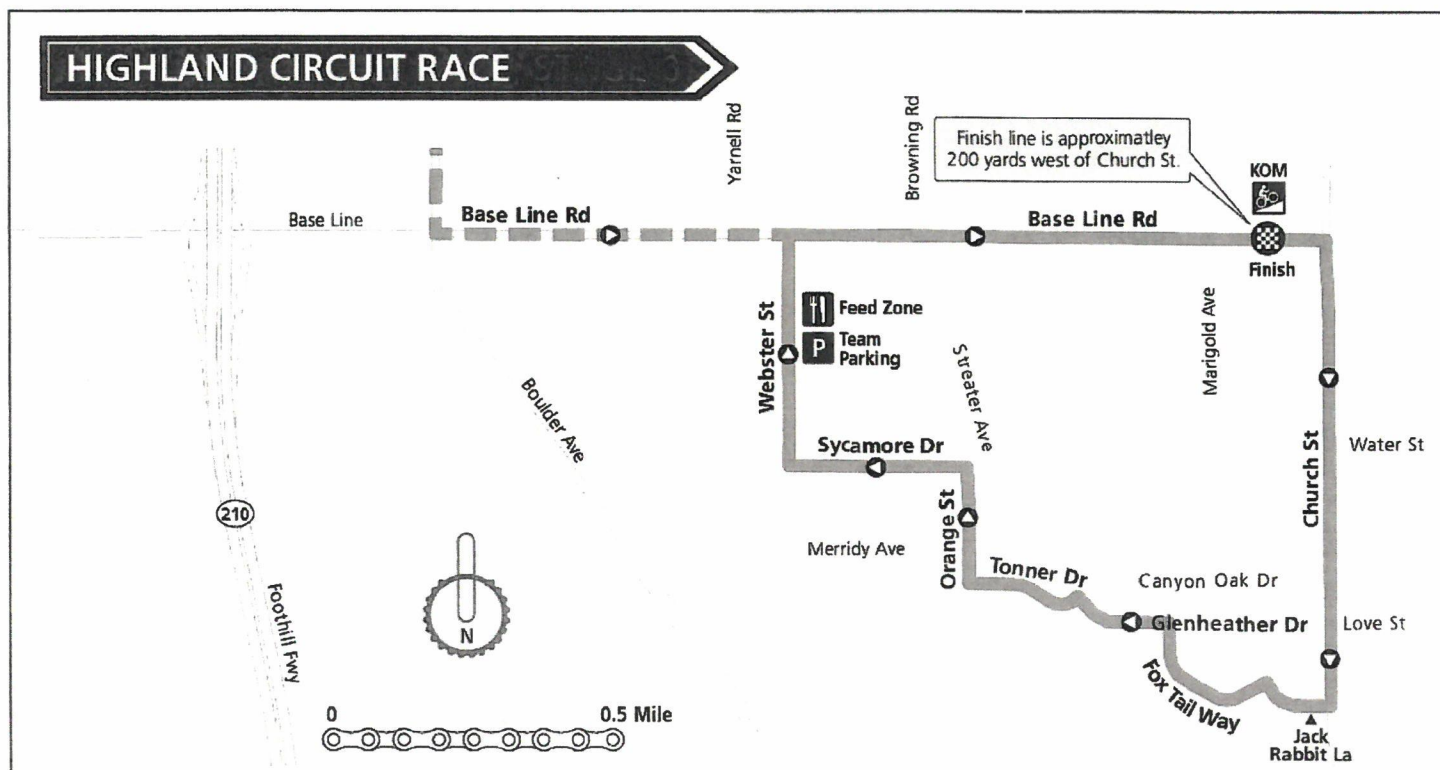
Site Plan

*****SPECIAL EVENT *****
ROAD CLOSURE AND COURSE INFORMATION
APRIL 20, 2022

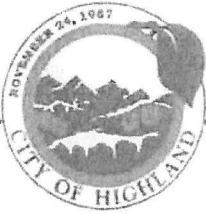


Highland Circuit Race
Women's Start – 8:45 am
Men's Start – 11:00 am

www.redlandsclassic.com
info@redlandsclassic.com



Conditions of Approval



CITY OF HIGHLAND

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

Project Planner: Angelica Martinez

Request for Comments: January 12, 2022

Comments Due: February 1, 2022

PROJECT:	SEP 22-001
DESCRIPTION:	Redlands Bicycle Classic- Highland Circuit Race
LOCATION:	Various streets- see attachment
EVENT DATE & TIME	Wednesday April 20, 2022 6 am - 4 pm

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

POLICE COMMENT

Determination

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

Fee's

Supervision	\$ 1,643.40
Security/Police	\$ 4,162.20
Traffic	\$ 28,913.30
Grand Total	\$34,718.90

EVENT SECURITY /POLICE RESPONSE:

3 DETECTIVES
30 X 136.74

SUPERVISION:

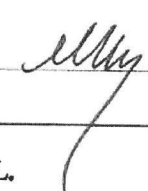
1 SERGEANT
10 X 164.34

TRAFFIC ENFORCEMENT:

23 DEPUTIES
230 X 125.71

Other comments:

1 SERGEANT, 3 DETECTIVES, 23 DEPUTIES, 2 SSS, 8 COPS
37 TOTAL

APPROVED BY: 

ANY FEES REQUIRED WILL BE PAID AT CITY HALL.

Redlands Bicycle Classic 2022
Public Works Cost Estimate for Services
Wednesday April 20, 2022

Public Works Set up & Staging 4/19 & 4/20	Units	Unit Price	Total
Senior Maintenance Worker	2.00	102.31	204.62
Maintenance Worker II (2 @ 2hrs)	4.00	105.32	421.28
Maintenance Worker I (3 @ 2hrs)	6.00	71.35	428.10
Misc Signs from stock (Detour, road closed, etc.)	From stock - NC		
Public Works Take Down & Removal 4/20			
Maintenance Worker II (2 @ 2hrs)	4.00	105.32	421.28
Maintenance Worker I (2 @ 2hrs)	4.00	71.35	285.40
Main Event Total			\$ 1,760.68



Intra-office Memorandum

City of Highland

DATE: January 13, 2022

TO: Angelica Martinez, Planning Tech II

FROM: Carlos Florez, Public Services Coordinator

CC: Melissa Morgan, Public Services Manager

SUBJECT: **SPECIAL EVENT PERMIT ISSUANCE CLEARANCE FORM (SEP 22-001)**
REDLANDS BICYCLE CLASSIC – HIGHLAND CIRCUIT RACE

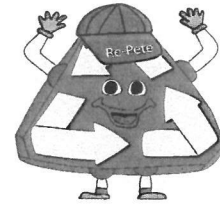
The Public Services Division will approve this Special Event Permit with the following conditions:

- 1. Food/Beverage:** If plastic bottles and aluminum cans are available during this event in the Feed Zone there must be recycling opportunities onsite. If there is food available during this event there must be organic recycling opportunities onsite. There must be one recycling and one organics container next to each trash receptacle throughout the duration of the event. Portable can and bottle recycling containers may be borrowed from the Public Services Division (see agreement attached).
- 2. Portable Toilets:** Please be sure that all portable toilets on site are equipped with a containment tray throughout the duration of the event. Provide the Portable Toilet Business flyer (attached) to the company you have selected for further suggestions on how to prevent potential spills when delivering or servicing the portable toilets during this event. If there is a storm drain within 50 feet of where the portable toilets are being placed it must be protected throughout the duration of the event.
- 3. Parking:** Designated handicap parking stalls and access areas (indicated in blue) shall not be obstructed for any reason per California Vehicle Code (CVC) 2507.8(b) – Obstruction of a Disabled Zone.
- 4. Event Cleanup:** Redlands Bicycle Classic volunteers shall restore event areas to its pre-event condition. All trash and debris shall be removed and disposed of in the proper pre-established locations.

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



**City of Highland
Public Services Division**



Portable Recycling Container Loan-Out Program Agreement

Complete this form as far in advance of your event as possible and fax to: **Public Services Division at 909-862-3180**, so your organization can be placed on the schedule and the ClearStream portable recycling containers can be reserved for your event.

If you have any questions or require more information, please contact Public Services Coordinator, Carlos Florez at 909-864-8732 ext 271 or cflorez@cityofhighland.org

Please PRINT all information except signature

.....
Name of Event (include event flyer/announcement if available):

Event Date(s): _____

Event's Sponsoring Organization: _____

Event Location: _____

Event Address: _____

.....
Contact Name & Phone Number: _____

Contact E-mail: _____

Date of Request: _____ Number of Portable Recycling Containers Requested: _____

Date and Time of Day (a.m. or p.m.) of Pick-up: _____

Date and Time of Day (a.m. or p.m.) of Return: _____
.....

.....

Loan-Out Program Guidelines for Portable Recycling Containers:

1. Upon completion of your event, you must recycle the collected items in Highland. Here are the recycling centers within city limits:
 - **Sunset Recycling Center: 1470 E Highland Ave**
 - **Roberto's Recycling – 25496 Base Line**
2. A recycling receipt **MUST** provide the Public Services Division with total lbs recycled upon returning the containers.
3. All Portable Recycling Containers must be returned in the same condition in which received (i.e. clean and undamaged).
4. All Portable Recycling Containers must be returned no later than date specified on this form, see above.

I certify that I am an authorized representative of the above organization, and that the above statements are true to the best of my knowledge. I have read the above Loan-Out Program Guidelines, and I and/or the organization I represent agree to be bound by these guidelines. I and/or the organization I represent understand that any violation of any part of this agreement will result in termination of the use of the Portable Recycling Containers. I and/or the organization I represent agree to indemnify, defend, and hold harmless the City of Highland, its officials, its agents, and employees against any and all claims, damages, losses, and expenses, including legal fees arising out of or in any way associated with the event involving the use of these Portable Recycling Containers.

Signature _____

Date _____

FOR OFFICE USE ONLY

Portable Recycling Container Drop-Off Checklist (to be completed at time of pick-up):

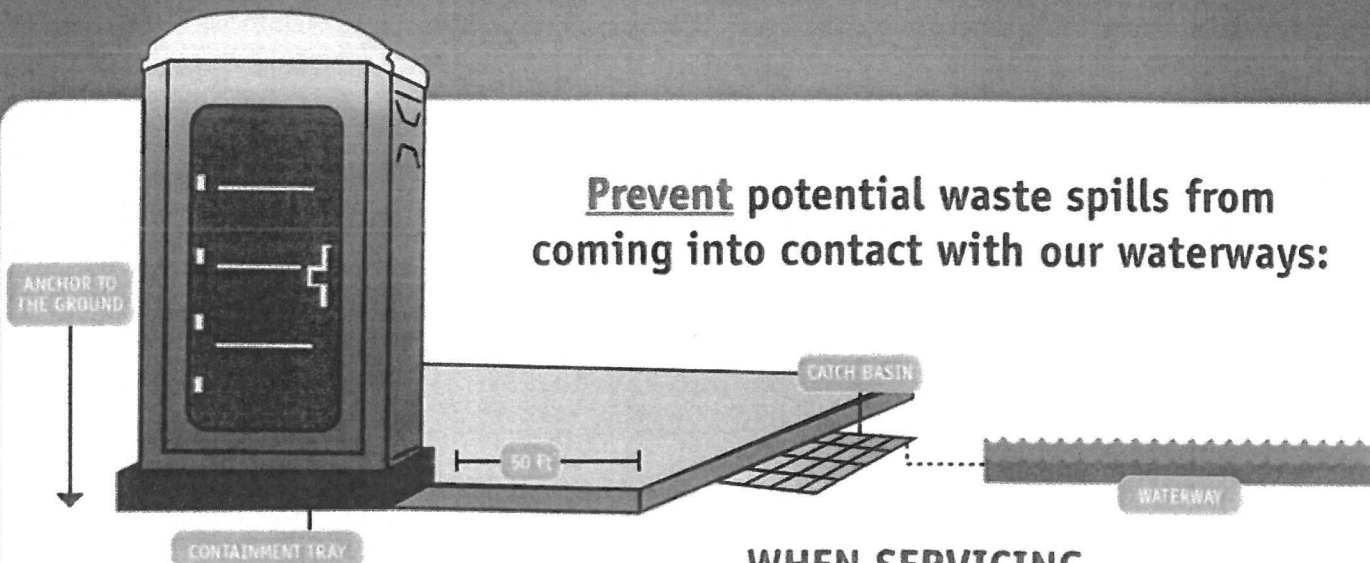
Number of Portable Recycling Containers picked up: _____

Number of Portable Recycling Containers dropped off: _____

Date Dropped Off: _____

Portable Recycling Containers are clean and unbroken (staff initial here): _____

PORTABLE TOILET BUSINESSES



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

WHEN DELIVERING

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



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

WHEN SERVICING

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

WHAT IS STORMWATER POLLUTION?

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

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

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

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

sbcountystormwater.org

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





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

DATE : January 17, 2022

Page 1 of 3

EVENT : Redlands Bicycle Classic – Highland Circuit

APPLICANT : Redlands Bicycle Classic, Inc.

SITE LOCATION: Beginning at San Manuel Village and following circuit race course.

EVENT TIME & DATE: Wednesday April 20, 2020 6am – 4pm

FILE / INDEX No.: SEP 22-001

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

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

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

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

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

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

3. The stage shall be free of flammable items, and stage equipment shall be secured from accidental movement.
4. Fire extinguisher and other fire-protection equipment shall be provided as required. (CCR T-19 and CFC).

Minimum rating for fire extinguishers shall be:

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

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

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

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

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

areas along the race route, especially those streets contained within the 'loop' as shown on the submitted map.

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

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



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



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 8, 2022

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director *Lamy*

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

SUBJECT: Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2022-2023.

RECOMMENDATION: The City Council prioritize funding of FY 2022-2023 Community Development Block Grant Applications.

FISCAL IMPACT: Highland's Community Development Block Grant (CDBG) allocation is estimated to be **\$443,917**, an increase of approximately 4% above last year. A maximum of 15% of the funding may be used for Public Service Projects; \$66,587. A minimum of 85% must be allocated to Construction Improvement Projects; \$377,330.

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

PREVIOUS ACTION: On November 9, 2021, the City Council reviewed and recommended certain City Applications for FY 2022-23.

1. Enhanced Code Enforcement to support portions of the salary and benefits of a Code Compliance Officer, an Administrative Assistant, and the Community Development Director, a total of \$159,271; and
2. Construction of pavement improvements and ancillary work on McKinley Avenue between 9th Street and Base Line totaling \$200,000.

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

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

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

BACKGROUND: The County of San Bernardino received six (6) eligible CDBG Applications for Highland. These are now presented to the City Council for consideration. The total amount requested is **\$424,021**. Two (2) applications are categorized as Construction Improvement Projects, totaling \$359,271. The remaining four (4) Applications are categorized as Public Service projects, totaling \$64,750.

It is important to note that the anticipated funding allocation exceeds the amount requested by individual organizations in the amount of \$19,896. Staff recommends this funding remain unallocated for use during the fiscal year for Construction Improvement Projects that may run over budget.

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

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

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

ATTACHMENT 1

Correspondence from County of San Bernardino

Kim Stater

From: Graham, Kelly <Kelly.Graham@cdh.sbcounty.gov>
Sent: Tuesday, January 11, 2022 9:12 AM
To: Joseph Hughes; Kim Stater
Cc: Anderson, Bryan; Ramirez, Tom
Subject: CDBG Eligible Projects List and Request for Recommended Funding - Highland

EXTERNAL EMAIL: Do not click on links or open attachments unless you know the content is safe.

Good Morning:

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

For the 2022-2023 Program Year (PY), the County anticipates receiving \$7.4 million to support the activities to be listed in its 2022-2023 Annual Action Plan.

To ensure the timely submittal of the County's Annual Action Plan, an **estimate** has been used. It is important to note that it is possible that this **estimate** may change (+/-) between now and when the U.S. Congress approves the 2022-2023 federal budget. Once the final federal allocation is released, adjustments to the distribution of County funds may be necessary. For PY 2022-2023 your City's estimated annual allocation is **\$443,917**.

This amount is based on U.S. Census poverty, overcrowded housing counts and population estimates, which means that your City's allocation could have an increase or a decrease to the estimate (City's estimated annual allocation above). ***Please note that the allocation amounts are estimates and are subject to change based on HUD's actual allocation to the CDBG Program.***

The County has received a number of proposals in response to its PY 2022-2023 Notice of Funding Availability (NOFA) and has evaluated each proposal for its conformance to the federal requirements. To involve your City in the decision-making process, please provide us with a prioritized list of those eligible proposals that best meet your City's goals and objectives.

To assist you in this effort, please use the [Dropbox link](#) to access the following documents:

1. List of Eligible Project Applications
2. Copies of Eligible Project Applications
3. List of Ineligible Project Proposals (if any)
4. Cooperating City Recommended Projects Form

As a Cooperative City participating in the County's CDBG program, it is imperative that you complete your public hearing for your CDBG funding recommendations and submit the action made by your City Council on the attached Cooperating City Recommended Projects Form and a copy of your City Council minutes to our office by or before **Thursday, February 24, 2022**. **After this date we may be unable to include your City Council recommendations in the list of projects for the County Board of Supervisor's consideration.**

Grant Process and Funding Thresholds

The 15% Public Service Cap applies for cities that receive \$150,000 or more in CDBG funding allocation. The total allowable number of newly funded projects is based on the percentage of each city's formula share of the

CDBG allocation and the maximum number allowed for newly funded construction projects is based on the City's CDBG Administrative Cap. The cities of Big Bear Lake, Grand Terrace, Needles and the Town of Yucca Valley, which are receiving less than \$150,000, may only fund four (4) projects. The remaining cities have the following funding opportunities:

City	Total Allowable Projects	Maximum Number of Construction Projects	Estimated 15% Public Service Cap
Adelanto	9	2	\$53,003
Barstow	5	2	\$42,198
Colton	11	5	\$65,090
Highland	10	5	\$66,588
Loma Linda	5	1	\$23,192
Montclair	9	2	\$43,724
Redlands	9	2	\$54,791
Twentynine Palms	5	1	\$26,249
Yucaipa	7	2	\$38,639

Thank you for your past and continuing support in the CDBG program. We appreciate your assistance in returning your funding recommendations no later than **Thursday, February 24, 2022**. Should you have any questions or need additional assistance, please feel free to contact your Analyst.

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

Your City Council-approved funding recommendations will be included in the County 2022-2023 Annual Action Plan and is anticipated to be approved by the County Board of Supervisors in early April.

Sincerely,

County of San Bernardino
Community Development and Housing Department
www.SBCountyCDHA.com
Phone: 909-387-4705
Fax: 909-387-4415
385 North Arrowhead Ave., 3rd Floor
San Bernardino, CA 92415-0043



Our job is to create a county in which those who reside and invest can prosper and achieve well-being.
www.SBCounty.gov



County of San Bernardino Confidentiality Notice: This communication contains confidential information sent solely for the use of the intended recipient. If you are not the intended recipient of this communication, you are not authorized to use it in any manner, except to immediately destroy it and notify the sender.

San Bernardino County
Department of Community Development and Housing
2022-23 CDBG Project Proposals

Location	Applicant	Application Number	Project Title	Request Amount	Comments	Eligible: Yes / No
Highland	Lawrence Mainez, Community Development Director City of Highland 27215 Base Line Highland, CA 92346 lmainez@cityofhighland.org 909-864-8732	HIGH22CN-001	Highland: Neighborhood Revitalization - Code Enforcement	\$ 159,271.00	Expanding Eligible Code Enforcement - Contingent upon the City officially defining, via a City Council Action or using the State of California definition of deteriorated or deteriorating; and the City demonstrating that the area(s) where CDBG funds will be reimbursing for enhanced code enforcement activities meet the City's definition of deteriorated or deteriorating; and the City will ensure there are other programs (public activities, and/or private investments) coordinated in a effort with enhanced code enforcement that may be expected to arrest the decline of the deteriorated or deteriorating areas. If the City is does not adhere to the items listed above, the City may not get reimbursed for monies spent on Code Enforcement and/or the City will have to pay back the County, using non-CDBG funds, such as City general fund dollars, any and all monies the County has reimbursed the City. 24,815 residents of which 19,125 are low-to moderate-income, will benefit from increased code enforcement activities therefore eliminating or preventing targeted areas from blighting influences.	Yes
Highland	Carlos Zamano, Public Works Director/ City Engineer City of Highland 27215 Base Line Highland, CA 92346 czamano@cityofhighland.org 909-864-6861	HIGH22CN-002	Highland: Street Improvements in Target Areas Including McKinley	\$ 200,000.00	Construction project. Compliance with the Davis-Bacon and other related Acts could increase the cost of this project by 20% or more. This project is for various street improvements to the CDBG target areas in the City of Highland. These improvements can include but not be limited to reconstruction of streets, installation of curb, gutter, sidewalks.	Yes
Highland	Patricia Turley, Interim County Librarian 777 East Rialto Avenue San Bernardino, CA 92415-0770 Patty.Turley@lib.sbcounty.gov 909-387-2220	HIGH22PS-004	Highland: Adult Literacy Program	\$ 10,000.00	Expanding Eligible Public Service. Services are limited to low- and moderate-income clients and requires documentation of at least 51% of the clients are low- to moderate-income. Client eligibility (for all clients including illiterate adults) must be evidenced by documentation and data concerning beneficiary family size and income. This activity was funded in previous fiscal years and is a continuing activity. Therefore a quantifiable increase in the level of service is required. CDBG funds will be used to pay for personnel services. Services are provided by San Bernardino County Library Department staff and volunteers. Service Location: 7863 Central Avenue, Highland, CA 92346.	Yes
Highland	Michelle Williamson, President Central Little League 7717 Church Avenue #100 Highland, CA 92346 socialbugshell@yahoo.com 909-362-0538	HIGH22PS-019	Highland: Youth Recreation - Central Little League	\$ 16,000.00	The purchase of equipment is NOT eligible under the CDBG program. Central Little League is requesting \$16,000 from the City of Highland which included \$5,000 for equipment. CDBG funds can be used to pay for the registration fees for players who are from low to moderate income households. Expanding Eligible Public Service - Central Little League, under contract with the City of Highland, will provide recreational activities for approximately 252 youth in the City of Highland and the surrounding area. Public Services are limited to low-and moderate-income households and require monthly documentation that at least 51% of the households served qualify as low-and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes
Highland	Penny Lilburn, Executive Director Highland Senior Center 3102 E. Highland Avenue Patton, CA 92369 Highsenctr@aol.com 909-862-8104	HIGH22PS-033	Highland: Senior Center Services and Programs	\$ 25,000.00	Expanded Public Service- This program provides nutrition and support services to low to moderate income seniors. The City of Highland will contract with Highland Senior Council who will provide these services. Public Services are limited to low-and moderate-income households and require monthly documentation that at least 51% of the households served qualify as low-and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes
Highland	Darwin Barnett, Chief Executive Officer Highland Family YMCA 7793 Central Avenue Highland, CA 92346 dbarnett@ymcaeastvalley.org 909-798-9622	HIGH22PS-040	Highland: Highland Family YMCA Scholarships	\$ 13,750.00	Expanding Eligible Public Service - Highland YMCA, under contract with the City of Highland, will provide scholarships for recreation and community service related programs to approximately 4,232 unduplicated persons from low-and moderate-income families in Highland and the surrounding area. Public Services are limited to low-and moderate-income persons and require monthly documentation that at least 51% of the persons served qualify as low-and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes

ATTACHMENT 2
Summary of Past CDBG Recipients

CDBG <i>PUBLIC SERVICE PROJECTS (15% Max.)</i>										
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Central Little League	10,000	10,000	11,500	11,000	11,000	11,000	11,000	14,334	14,678	15,000
Highland Senior Center	23,000	23,000	25,000	24,000	24,000	24,000	24,000	23,890	24,234	25,000
Highland YMCA	11,143	11,143	12,443	11,632	11,632	11,289	11,289	10,787	11,131	12,500
Highlanders Boxing Club	5,000	5,000	7,000	7,000	7,000					
San Bernardino County Library Highland Branch	10,000	10,000	10,000	9,500	9,500	9,000	8,069	9,556	9,900	10,000
Total Public Service Allocation	59,143	59,143	65,943	63,132	63,132	55,289	\$54,358	\$58,567	\$59,943	\$62,500

CDBG <i>CONSTRUCTION / NON-PUBLIC SERVICE PROJECTS (85% Min.)</i>										
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
City of Highland Public Works	211,147	223,025	239,000	206,000	233,752	189,308	148,760	172,613	220,805	200,000
City of Highland SW Highland Revitalization Enhanced Code Enforcement	123,997	123,997	123,997	123,997	123,997	123,997	159,271	159,271	159,271	159,271
GRID Alternatives				12,000						
Total Construction Allocation	335,144	347,022	364,356	357,749	357,749	313,305	308,031	331,884	380,076	359,271

ATTACHMENT 3
Summary of Current CDBG Project Proposals

CONSTRUCTION AND OTHER COMMUNITY IMPROVEMENT PROJECTS - FISCAL YEAR 2022-2023			
LOG NUMBER	APPLICANT	FUNDING REQUESTED BY APPLICANT	CITY COUNCIL ALLOCATION
HIGH22CN-002	City of Highland Street improvements in Target Areas including McKinley	\$200,000	
HIGH22CN-001	City of Highland Enhanced Code Enforcement within the low- and moderate-income target areas.	\$159,271	
	Total Requested	\$359,271	
	Total Available	\$377,330	

PUBLIC SERVICE PROJECTS/PROGRAMS - FISCAL YEAR 2022-2023			
LOG NUMBER	APPLICANT	FUNDING REQUESTED BY APPLICANT	CITY COUNCIL ALLOCATION
HIGH22PS-004	San Bernardino County Library The Highland Literacy Program	\$10,000	
HIGH22PS-040	Highland Family YMCA Improve accessibility, resources for health, youth development, and social responsibility programs.	\$13,750	
HIGH22PS-033	Highland Senior Center Senior programs, activities and services to improve quality of life, physical fitness, social programs, daily interaction and nutrition.	\$25,000	
HIGH22PS-019	Central Little League Scholarships for youth baseball and softball.	\$16,000	
	<i>Total Requested</i>	<i>\$64,750</i>	
	<i>Total Available</i>	<i>\$66,587</i>	

ATTACHMENT 4
CDBG Applications



HIGH22CN-001

Log Number
(Office Use Only)

**San Bernardino County
Fiscal Year 2022 - 2023
Construction Improvement Application**

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

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

Exhibit 1: Organization Information

Organization Name:

City of Highland

Organization Address:

27215 Base Line

City/State/Zip: Highland / CA / 92346

Phone: (909) 864-8732

Fax: (909) 862-3180

Email: kstater@cityofhighland.org

Applicant Type: Local Government Agency

Authorized Person Name: Lawrence Mainez

Authorized Person's Title: Community Development Director

Address: 27215 Base Line

City/State/Zip: Highland / CA / 92346

Phone: (909) 864-8732

Fax: (909) 862-3180

Email: lmainez@cityofhighland.org

Application Contact Person's Name: Kim Stater

Application Contact Person's Title: Assistant Community Development Director

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

1) Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible. The mission is established to reflect the following beliefs which represent the predominant beliefs of the community. They express what matters most in the conduct of public affairs affecting the citizenry of Highland; responsibility, services accountability, creativity, neighborhood sustainability, vision and family. 2) The City's purpose is to develop a vibrant economy for the benefit of our citizens and businesses. 3) Highland has a diverse population of approximately 56,000 persons. 4) The City of Highland incorporated in 1987, serving the community for 33 years. 5) N/A

Exhibit 2: Project Information

Project Title:

Enhanced Code Enforcement

Address:

CDBG Target Area within the City's boundaries

City /State/Zip:

Highland / CA / 92346

County Supervisorial District where project will be located:

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

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

Request for additional funding to an existing CDBG project

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

HIGH-20-1-15Z-1355

Project Type (Description):

The project proposes to revitalize lower-income neighborhoods and improve public health and safety through the outreach and enforcement of the property maintenance standards. The program would partially fund three City staff. Staff would inspect identify residential and commercial property deficiencies, contact the responsible party, provide resources for abatement, and conduct outreach in response to homelessness.

Eligible Block Group

Indicate eligible Block Group to be benefited by CDBG Funds requested.

Provide a map identifying the eligible census block as indicated in the Eligible Census Blocks.

090710063022, 06710064021, 06710064022, 060910065, 00106091, 007408206,
0710074072, 060710074101, 060710076011, 060710076012, 060710076013,
060710076014, 060710076031, 060710076032, 060710076033, 060710076042

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

Highland shares the County's vision for a vibrant economy, quality community health, public safety and housing. Providing quality housing to all economic segments of the community and ensuring all residents have a neighborhood in which individuals and families can thrive and be proud of is a key component to the community's success. To achieve these goals, the City must stop neighborhood decline through the enhancement of Code Enforcement efforts and outreach. Staff will seek to eliminate the accumulation of trash and debris, substandard housing, abandoned vehicles, overgrown vegetation and zoning violations that negatively affect the quality of life for individuals, families and neighborhoods. The project would partially fund a Code Compliance Officer who would conduct inspections and abate violations, a portion of an Administrative Assistant to assist with admin duties, and a smaller portion of the Community Development Director who will provide direction on an as-needed basis.

Exhibit 3: Project Characteristics

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

Legal property owner:

N/A

What is the current zoning?

N/A

Is this use permitted in this zoning?

N/A

Is a conditional use permit required? Yes/No

No

Complete applicable items for all construction projects:

- Assessor's parcel number:

N/A

- Square footage of proposed building or building addition:

N/A

- Square footage of construction site parcel:

N/A

- Length of improvements if street, water or sewer project:

N/A

- Service capacity of existing facility:

N/A

- Improved service capacity of the facility:

N/A

- Age of structure:

N/A

- Is the structure registered as a historic landmark under state, federal or local Law?

N/A

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

The boundaries can be described as the City's CDBG Target Area generally located south of Highland Avenue and west of the 210 Freeway.

Exhibit 4: Priority Needs:

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

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

Exhibit 4: Priority Needs (continued)

HUD Demographics: (Please indicate Yes/No)

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

Why this project is considered a priority?

The project protects and improves the physical health and economic vitality of its residents and businesses by ensuring health & safety and property maintenance Code violations are corrected. The City halts the deterioration of housing stock in lower income neighborhoods.

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

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

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

The decline of residential and non-residential infrastructure is incremental. The longer the City waits to address issues, the more numerous and compounded they become.

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

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

What is the project's population to be served?

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

What is the projects accomplishment level?

The project will reduce the number of substandard property violations including the accumulation of trash and debris, overgrown vegetation, illegal construction, inoperative vehicles, etc. Efforts will make a visible and quantifiable improvement. While addressing violations, staff will direct resources related to housing and economic development programs that assist disadvantaged families.

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

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

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

The project will halt and improve property conditions. Considerable decline is visible in the lack of maintenance, illegal additions, abandoned vehicles, overgrown vegetation, etc. The identification and rectification of these items will improve individual properties, their surrounding neighborhood, and City as a whole. Business attraction and retention within the Target Area is key to revitalization of vacant and substandard commercial and industrial properties.

Exhibit 5: Project Budget & Sources

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

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

Exhibit 5A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested (\$) (This amount should match the grand total requested from CDBG Share)
Highland	\$212,479.00

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:	City of Highland General Fund	\$212,479.00	07/01/2022
Total Leveraging Funds		\$212,479.00	

Exhibit 6: Proposed Goals and Milestones

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

Staff will notate time spent on the project by location and number of minutes. These will be tabulated each month and processed by the City's Finance Division. The City expects to invoice for approximately 1/12th of the project funding each month.

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

Date of Reimbursement:	Amount (\$):
08/15/2022	\$13,272.00
09/15/2022	\$13,272.00
10/15/2022	\$13,272.00
11/15/2022	\$13,272.00
12/15/2022	\$13,272.00
01/15/2023	\$13,272.00
02/15/2023	\$13,272.00
03/15/2023	\$13,272.00
04/15/2023	\$13,272.00
05/15/2023	\$13,272.00
06/15/2023	\$13,272.00
07/15/2023	\$13,279.00
Total Reimbursement:	\$159,271.00

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

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

N/A

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

N/A

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

N/A

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

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

Exhibit 8: Civil Rights Laws Compliance And HUD Good Standing

Answer the following questions:

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

No

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

No

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

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103.400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



**E- Signature Authorization
San Bernardino County
Community Development and Housing
Community Development Block Grant
2022 - 2023 Application**

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Application Title: Enhanced Code Enforcement 2022-2023

Applicant Name: Kim Stater

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's Community Development Block Grant 2022 - 2023 Funding Application.

I understand that CDH may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

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

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2022 - 2023 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

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

Non-discrimination:

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

Accountability:

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

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

Non-collusion:

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

Applicant Information	
Applicant Name: Kim Stater	
Application Title: Enhanced Code Enforcement 2022-2023	
Agency Name: City of Highland	Federal Tax ID No.: 33-0270638
Mailing Address: 27215 Base Line, Highland, CA 92346	Phone No.: (909) 864-8732
Email Address: kstater@cityofhighland.org	Fax No: (909) 862-3180
Authorized Signature	
Print Name: Lawrence Mainez	Print Title: Community Development Director
Signature:	Date: 11/10/2021

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

Maintenance and Operations Agreement

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

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

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

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

Proposed Project:

Enhanced Code Enforcement

Legal/ Incorporated Name of Prospective M&O Entity:

City of Highland

Address:

27215 Base Line

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

33-0270638

Signature: Lawrence Mainez Title: Community Development Director

Print Name: Lawrence Mainez Date: 11/10/2021

Maintenance and Operations Expenses

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

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

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

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

**CDBG Application Checklist
(Non-Profit Agency Only)**

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

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

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



HIGH22CN-002

Log Number
(Office Use Only)

**San Bernardino County
Fiscal Year 2022 - 2023
Construction Improvement Application**

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

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

Exhibit 1: Organization Information

Organization Name:

City of Highland

Organization Address:

27215 Base Line

City/State/Zip: Highland / CA / 92346

Phone: 909-864-6861

Fax: 909-862-3180

Email: czamano@cityofhighland.org

Applicant Type: City

Authorized Person Name: Carlos Zamano

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

Address: 27215 Base Line

City/State/Zip: Highland / CA / 92346

Phone: 909-864-6861

Fax: 909-862-3180

Email: czamano@cityofhighland.org

Application Contact Person's Name: Carlos Zamano

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

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

1) Mission: Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and staff of the City of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible. 2) Purpose: To develop a vibrant economy for the benefit of our citizens and businesses; 3) Population served: 54,000; 4) Number of years serving population: 32; 5) Supporting Services, their Funding Sources, and Start/End Dates: Transportation; Funding Sources: Local and State funds; Start Date: 7/1/2022; End Date: 6/30/2023

Exhibit 2: Project Information

Project Title:

2022/2023 McKinley Avenue Pavement Rehabilitation

Address:

27215 Base Line

City /State/Zip:

Highland / CA / 92346

County Supervisorial District where project will be located:

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

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

New Construction Project

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

Project Type (Description):

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

Eligible Block Group

Indicate eligible Block Group to be benefited by CDBG Funds requested.

Provide a map identifying the eligible census block as indicated in the Eligible Census Blocks.

The project benefits Block Group 76.01 4. See attached Highland CDBG Target Area Map.

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

Exhibit 3: Project Characteristics

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

Legal property owner:

City of Highland

What is the current zoning?

Public Right-of-Way

Is this use permitted in this zoning?

Yes

Is a conditional use permit required? Yes/No

No

Complete applicable items for all construction projects:

- Assessor's parcel number:

N/A

- Square footage of proposed building or building addition:

N/A

- Square footage of construction site parcel:

N/A

- Length of improvements if street, water or sewer project:

1969 LF

- Service capacity of existing facility:

N/A

- Improved service capacity of the facility:

N/A

- Age of structure:

N/A

- Is the structure registered as a historic landmark under state, federal or local Law?

N/A

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

McKinley Avenue is located between 9th Street and Base Line in the City of Highland (See attached Location Map)

Exhibit 4: Priority Needs:

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

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

Exhibit 4: Priority Needs (continued)

HUD Demographics: (Please indicate Yes/No)

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

Why this project is considered a priority?

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

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

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

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

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

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

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

What is the project's population to be served?

54,000

What is the projects accomplishment level?

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

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

The project will include design and construction of 1,969 lineal feet of street rehabilitation.

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

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

Exhibit 5: Project Budget & Sources

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

Project Budget		
	SB County Share (\$):	Other Source (\$):
Architectural and engineering services		\$20,000.00
Site acquisition		
Local Review application		
Construction	\$200,000.00	\$25,000.00
Other:		
Total	\$200,000.00	\$45,000.00
Overall Total Project Cost: (CDBG Share + Other Source)		\$245,000.00

Exhibit 5A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:	Local Funds	\$45,000.00	07/01/2022
Total Leveraging Funds		\$45,000.00	

Exhibit 6: Proposed Goals and Milestones

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

Design: 7/1/22 through 11/30/22 Bid Package Approval by CHD: 12/31/22 Contractor Selection: 3/12/23 Construction: 4/8/23 through 6/28/23

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

Date of Reimbursement:	Amount (\$):
05/01/2023	\$60,000.00
06/01/2023	\$70,000.00
07/01/2023	\$70,000.00
Total Reimbursement:	\$200,000.00

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

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

N/A

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

N/A

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

N/A

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

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

Exhibit 8: Civil Rights Laws Compliance And HUD Good Standing

Answer the following questions:

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

No

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

No

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

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103.400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



**E- Signature Authorization
San Bernardino County
Community Development and Housing
Community Development Block Grant
2022 - 2023 Application**

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Application Title: City of Highland

Applicant Name: Alondra Munoz

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's Community Development Block Grant 2022 - 2023 Funding Application.

I understand that CDH may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

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

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

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

Accountability:

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

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

Non-collusion:

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

Applicant Information	
Applicant Name: Alondra Munoz	
Application Title: City of Highland	
Agency Name: City of Highland	Federal Tax ID No.: 33-0270638
Mailing Address: 28215 Base Line Highland, CA 92346	Phone No.: (909) 864-6861
Email Address: czamano@cityofhighland.org	Fax No: (909) 862-3180
Authorized Signature	
Print Name: Carlos Zamano	Print Title: Public Works Director/City Engineer
Signature:	Date:

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

Maintenance and Operations Agreement

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

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

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

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

Proposed Project:

2022-2023 McKinley Avenue Pavement Rehabilitation

Legal/ Incorporated Name of Prospective M&O Entity:

City of Highland

Address:

27215 Base Line Highland, CA 92346

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

33-0270638

Signature: _____ Title: Public Works Director/City Eng

Print Name: Carlos Zamano, P.E. Date: 10/25/2021

Maintenance and Operations Expenses

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

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

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

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

**CDBG Application Checklist
(Non-Profit Agency Only)**

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

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

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

HIGH22PS-004Log Number
(Office Use Only)

**San Bernardino County
Fiscal Year 2022 - 2023
Public Services Program Application**

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

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

Exhibit 1: Organization Information

Organization Name:

San Bernardino County Library

Organization Address:

777 East Rialto Ave.

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

Phone: 9093872220

Fax:

Email: Patty.Turley@lib.sbcounty.gov

Applicant Type: CDBG Funding

Authorized Person Name: Patricia Turley

Authorized Person's Title: Interim County Librarian

Address: 777 East Rialto Ave.

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

Phone: 909-387-2220

Fax: 909-387-2288

Email: Patty.Turley@lib.sbcounty.gov

Application Contact Person's Name: Liz Smith

Application Contact Person's Title: Library Events Coordinator

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

The San Bernardino County Library System is a network of branch libraries that serve a diverse population or a vast geographic area. We strive to provide equal access to information, technology, programs, and services for all the people who call San Bernardino County home. Our Adult Literacy Program has been in place over 30 years, allowing us to help those struggling with illiteracy in our communities. We are supported with funds from the State and the County through this current Fiscal Year from July 2021-June 2022.

Exhibit 2: Project Information

Project Title:

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

Project Address:

7863 Cenral Avenue, Highland, CA 92346

County Supervisorial District where project will be located:

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

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

Expansions of Service to an Existing Project

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

We are expanding our goal of how many individuals will be serviced through our Adult Literacy Program. In the previous Fiscal Year of 20-21, we set the goal to serve 43 adult learners. In this current Fiscal Year, we have raised that goal to 44. Moving forward we hope to continually increase the number of learners that the Highland Branch is able to provide services to.

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

HIGH-16-1-05Z/1533

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

No

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

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

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

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

Highland

Exhibit 3: Community Needs and Target Population (continued)

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

Highland

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?
- Does this project help the homeless?
- Does this project help those with HIV or AIDS?
- Does this project primarily help persons with disabilities?

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

The San Bernardino County Library (SBCL), Highland Branch Adult Literacy Services Program will provide programming and instruction for low to moderate income illiterate adults and senior residents of Highland. Individualized tutoring and one-on-one Literacy instruction (reading, spelling, and basic computer skills) will be provided to a minimum of 45 qualifying adult participants during Fiscal Year 22-23. Library Adult Literacy Services are provided free of charge to all learners participating in the program. Direct services and assistance are provided by Library staff as well as a team of trained Literacy Tutors. Dedicated tutoring space and special Adult Literacy Program materials (leveled student readers, workbooks, dictionaries, GED Test Prep packets) are provided to participating learners at no charge. Learners are strongly encouraged to attend free Basic Computer Skills Classes taught in the library. Those with young children are encouraged to attend Early Learning and Preschool Storytime Activities to foster a love of reading and ensure school-age readiness. The Highland Branch is dedicated in improving the literacy rates in the Highland Community.

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

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

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

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

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

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

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

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

Exhibit 4: Project Budget & Sources

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

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding	California State Library Literacy Service	\$5,000.00	08/01/2022
County Funding	County	\$40,000.00	07/01/2022
Private Funding			
Other:			
Total Leveraging Funds		\$45,000.00	

Exhibit 5: Performance and Outcomes**Definitions:**

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

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

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

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

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Literacy Tutoring	45	450

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

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

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

Describe how your agency determines client(s) success.

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

Describe your methodology to evaluate project outcomes.

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

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2022 – June 30, 2023). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

As mandated by the California State Library Literacy Services (CLLS), individual adult learners are required to list one or more personal Literacy goals via the Roles & Goals Intake Form. 75% of total Highland Adult Literacy Program learners are anticipated to achieve one or more of their personal goals set during program year 21-22. Our plan is to meet 25% of our goal each quarter; 25% by October 1st, 50% by January 1st, 75% by April 1st, and 100% by June 30th.

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

Date of Reimbursement:	Amount (\$):
10/01/2022	\$2,500.00
01/01/2023	\$2,500.00
04/01/2023	\$2,500.00
06/30/2023	\$2,500.00
Total Reimbursement:	
(\$)	\$10,000.00

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

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

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

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

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

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

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

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

No

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

No

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

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



**E- Signature Authorization
San Bernardino County
Community Development and Housing
Community Development Block Grant
2022 - 2023 Application**

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Application Title: HGL App

Applicant Name: Jennifer Jacobsmeyer

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's Community Development Block Grant 2022 - 2023 Funding Application.

I understand that CDH may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

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

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2022 - 2023 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

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

Non-discrimination:

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

Accountability:

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

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

Non-collusion:

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

Applicant Information	
Applicant Name: Jennifer Jacobsmeyer	
Application Title: HGL App	
Agency Name:	Federal Tax ID No.: 95-6002748
Mailing Address: 777 East Rialto Ave.	Phone No.: (909) 387-2220
Email Address: Liz.Smith@lib.sbcounty.gov	Fax No: (909) 387-2288
Authorized Signature	
Print Name: Patricia Turley	Print Title: Interim County Librarian
Signature: Patricia Turley Interim County Librarian	Date: 11/05/2021

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

**CDBG Application Checklist
(Non-Profit Organizations Only)**

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

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

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



HIGH22PS-019

Log Number
(Office Use Only)

**San Bernardino County
Fiscal Year 2022 - 2023
Public Services Program Application**

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

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

Exhibit 1: Organization Information

Organization Name:

Central Little League

Organization Address:

7717 church ave #100

City/State/Zip: Highland / / 92346

Phone: 19093620538

Fax:

Email: SOCIALBUGSHELL@YAHOO.COM

Applicant Type: 501 c3 non-profit

Authorized Person Name: michelle williamson

Authorized Person's Title: president

Address: 7717 church ave #100

City/State/Zip: Highland / / 92346

Phone: 19093620538

Fax:

Email: SOCIALBUGSHELL@YAHOO.COM

Application Contact Person's Name: STEPHEN WILLIAMSON

Application Contact Person's Title: Vice president

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

keeping our community children active, safe and learning life skills through youth sports. we serve approx 300 children and we have been established for 72 years. we offer low-income families with support on fee waivers. our community children benefit from this.

Exhibit 2: Project Information

Project Title:

Project Address:

County Supervisorial District where project will be located:

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

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

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

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

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

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

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

keeping our community children active, safe and learning life skills through youth sports. we serve approx 300 children and we have been established for 72 years. we offer low-income families with support on fee waivers. our community children benefit from this.

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

Exhibit 3: Community Needs and Target Population (continued)

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

highland and san bernardino

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?
- Does this project help the homeless?
- Does this project help those with HIV or AIDS?
- Does this project primarily help persons with disabilities?

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

we service the players ages 3 to 16 years old for our youth baseball/softball. we hope to increase our player registration each season. we are anticipating 200-300 players

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

the children will have more opportunity to play

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

central little league is needed because we offer an amazing youth sports program, where we not only teach players the game. we also teach social skills, team building, self esteem and motivation as a tool through baseball

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

our league fills the gap of no other youth sport during this time of season, this helps keep children active and involved

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

critical factors for the suceesa of central little leauge is simple, as we need players to make our league happen, we get players by having this funding available. this funding assures parents that the stress of registration fees will not detour them from signing up thier children.if we were to decrease Central would have to do more fundraising to meet our needs. we have 1 major fundraiser a season, monetary sponsors and our snack bar proceeds to help things run smoothly and get us through each season. we are properly staffed with volunteers

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: (\$)	Other Source: (\$)
Personnel	\$0.00	\$0.00
Equipment (Rental, Lease or Purchase)	\$0.00	\$6,000.00
Consultant Services (Auditing, Accounting or Payroll)	\$0.00	\$0.00
Space Rent		
Insurance		
Consumable Supplies		
Other		\$10,000.00
Total Costs	\$0.00	\$16,000.00
Total Project Budget Cost: (CDBG Share + Other Source)		\$16,000.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested (\$): (This amount should match the grand total requested from CDBG Share)
Highland	\$16,000.00

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

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

Exhibit 5: Performance and Outcomes**Definitions:**

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

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

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

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

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

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

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

Describe how your agency determines client(s) success.

Describe your methodology to evaluate project outcomes.

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2022 – June 30, 2023). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

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

Date of Reimbursement:	Amount (\$):
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total Reimbursement: (\$)	\$0.00

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

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

all volunteers are parents of the players in our league, we all come together to make sure the league runs properly

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

we do not have experience in the task, we submit paperwork to Kim Stater and she processes for us.

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

doing what we are asked to do to keep the funding, running an amazing program for the children and making sure they return season after season

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

No

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

No

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

Applicants must be in compliance with applicable civil rights laws and Executive Orders. Applications will be rejected if your agency has any of the following: (1) Any pending civil rights lawsuit instituted by the U.S. Department of Justice; (2) Any noncompliance with civil rights statutes, Executive Orders or regulations as a result of formal administrative proceedings, unless the applicant is operating under a HUD-approved compliance agreement designed to correct the area of noncompliance or is currently negotiating such an agreement; (3) Any unresolved Secretarial charge of discrimination issues under Section 810(g) of the Fair Housing Act, as implemented by 24 CFR 103.400; (4) Any adjudication of a civil rights violation in a civil action brought against the Organization by a private individual, unless the applicant is operating in compliance with a court order designed to correct the area of noncompliance or the applicant has discharged any responsibility arising from such litigation; (5) Any deferral of the processing of applications from the sponsor imposed by HUD under Title VI of the Civil Rights Act of 1964, the Attorney General's Guidelines (28 CFR 50.3) or the HUD Title VI regulations (24 CFR 1.8) and procedures, or under Section 504 of the Rehabilitation Act of 1973 and HUD Section 504 regulations (24 CFR 8.57). If one or more of these situations exists with your Organization, please attach a brief description.



**E- Signature Authorization
San Bernardino County
Community Development and Housing
Community Development Block Grant
2022 - 2023 Application**

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Application Title: central little league 2021-2022

Applicant Name: MICHELLE WILLIAMSON

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's Community Development Block Grant 2022 - 2023 Funding Application.

I understand that CDH may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

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

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2022 - 2023 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

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

Non-discrimination:

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

Accountability:

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

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

Non-collusion:

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

Applicant Information	
Applicant Name: MICHELLE WILLIAMSON	
Application Title: central little league 2021-2022	
Agency Name:	Federal Tax ID No.:
Mailing Address:	Phone No.:
Email Address:	Fax No:
Authorized Signature	
Print Name: stephen williamson	Print Title: vice president
Signature: stephen williamson, vice president	Date: 12/09/2021

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

**CDBG Application Checklist
(Non-Profit Organizations Only)**

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

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

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

HIGH22PS-033Log Number
(Office Use Only)

**San Bernardino County
Fiscal Year 2022 -2023
Public Services Program Application**

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

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

Exhibit 1: Organization Information

Organization Name:

Highland District Council on Aging, Inc. DBA: Highland Senior Center

Organization Address:

3102 E. Highland Ave.,

City/State/Zip: Patton / California / 92369

Phone: 909 862-8104

Fax: 909 962-8196

Email: Highsenctr@aol.com

Applicant Type: Senior Programs & Services

Authorized Person Name: Penny Lilburn

Authorized Person's Title: Executive Director

Address: P.O. Box 948

City/State/Zip: Highland / CA / 92346

Phone: 909-862-8104

Fax: 909-862-8196

Email: PILilburn@aol.com

Application Contact Person's Name: Penny Lilburn

Application Contact Person's Title: Executive Director

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

The mission of the Highland Senior Center is to "enrich, maintain and protect the quality of Life for Senior Adults." 2) Our purpose is to provide quality programs, activities and services to enrich their quality of living focusing on physical fitness, social interaction, nutritional, education and assisted transportation as well as a "free shuttle" service to and from the senior center as well as community outings. 3) Seniors served monthly had an average range from 6500 to 9200 during the 2020-21 year while experiencing a COVID-19 Pandemic. 4) The Highland Senior Center is in its 42nd year of success 5) Our funding sources come from CDBG grant, newsletter advertising, thrift store sales, community donations, individual donations, senior support, and night/weekly smaller events at the center. The center has not been able to hold a large fundraiser for the past 2 years.

Exhibit 2: Project Information

Project Title:

Senior Services & Programs

Project Address:

3102 E. Highland Ave., Patton, CA 92346

County Supervisorial District where project will be located:

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

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

Expansions of Service to an Existing Project

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

Our center continues to expand its services. However, with the pandemic this past year, we had to revamp some programs, provide for outdoor activities and expand our home meal delivery program for several seniors in the community. Our home meal delivery program expanded by over 400%. This service has resumed on a regular basis. Other additional services are the daily "Grab & Go" ready made dinners and lunches.

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

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

No

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

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

The Highland Senior Center continues to meet the County Wide Vision by continuing to provide its quality programs, activities and services specifically designed to meet the needs of the senior community by enhancing their quality of life, with physical fitness, social programs, daily interaction and many services provided in order to help eliminate depression and loneliness with seniors. the center continues to provide for a free daily hot lunch and dinner meals through the "Grab & Go" program, free commodities for the community 3 days a week, free transportation shuttle services to and from the senior center, Transportation Assisted Rides to seniors to vital appointments, provide resource services, and other vital services to maintain their quality of living during this on-going Pandemic.

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

The Highland Senior Center borders the cities of Highland and San Bernardino, those are the primary cities served. Due to the volume of participation with our activities and programs designed to enhance the quality of life for seniors, we continue to see a large volume of senior participation from other surrounding cities as well. Our Transportation Assistance Program as well as our free shuttle serve is limited due available of funding.

Exhibit 3: Community Needs and Target Population (continued)

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

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

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?
- Does this project help the homeless?
- Does this project help those with HIV or AIDS?
- Does this project primarily help persons with disabilities?

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

In an effort to summarize the center's priority programs and services, the enter's priority is to maintain and preserve the integrity of life for senior adults. Allowing seniors to maintain their healthy, physical fitness and independence while enjoying and engaging in social interaction with programs and activities, having a daily hot nutritional meal, providing for a free food give a way program, educational classes, weekly resource events, transportation assistance, participating in our free "Shuttle Services" to and from the senior center as well as enjoying many other vital programs that provide relief of loneliness, isolation and depression for senior adults. We have seen growth within our new "Shuttle service" which has allowed meal delivery during covid19, and additional transportation to and from medical appointments, sight seeing trips, and trips to and from the senior center to allow them to continue getting out and becoming more active which will allow them to keep healthy. During the pandemic, this past year the center continued to partner with our community on all services which allowed us to stay in touch with the seniors and help them with shopping and food deliveries. This was a very challenging year for the seniors in the community, however, with the senior volunteers, staff and collaboration with the community, we continue to remain open while serving the seniors to the fullest.

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

The center continues operating with the approval from the County guidelines to remain open and provide essential services to the seniors. Because we offer such a variety of service, activities and resources, we stepped out of our normal box and now provide more socially acceptable as well as safety services to the seniors.

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

Our ongoing needs assessment continues to identify the most significant problems seniors face especially now more than ever, its depression, loneliness, anxiety and lack of social interaction. The center and its programs, activities and services offer help to alleviate such problems and with COVID19, we remain diligent with daily phone calls, delivery services and transportation while safety and sanitizing remains a priority.

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

We keep our COVID19 practices up to date. We believe the need for the seniors to remain independent will continue to allow them to remain healthy, less reliable on services, and continue play a vital role in the community. We focus on providing the seniors a facility that is centrally located to seniors of all communities to come together and learn, participate in informational seminars and remain socially activity. We also meet the needs of shut-in seniors with meal deliveries as well as transportation services.

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

Due to the lingering effects of the Pandemic, a good portion of our funding has been reduced due to reduced participation of our regular budgeted fundraisers. The center continues to operate and provide large levels of service, however, we have mostly restricted operations with only a small staff working in the center. We have maintained our level of service with only our staff of 6 and minimal volunteers. We remain committed to make sure services that are needed to those and home bounds seniors are provided as well.

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: (\$)	Other Source: (\$)
Personnel	\$20,000.00	\$201,000.00
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent	\$5,000.00	\$8,000.00
Insurance		
Consumable Supplies		
Other		
Total Costs	\$25,000.00	\$209,000.00
Total Project Budget Cost: (CDBG Share + Other Source)		\$234,000.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding	Measure I	\$39,000.00	07/01/2022
State Funding	Department of Aging, Inc	\$25,000.00	07/01/2022
County Funding	CDBG - HIGHLAND	\$25,000.00	07/01/2022
Private Funding	San Manuel - Yamavaa	\$30,000.00	05/01/2022
Other:	Membership, fundraisers, activity, adv	\$115,000.00	01/01/2023
Total Leveraging Funds		\$234,000.00	

Exhibit 5: Performance and Outcomes**Definitions:**

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

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

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

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

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Daily recreational & Social activity	900	31000
Commodities / lunch program	500	3500
Assisted Transportation Services	300	2800

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

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

Each day is outlined in our monthly newsletter that is mailed out directly to 2800 seniors. The center is also promoted on our web-site, with an activity calendar detailing events, lunch menu and services.

Describe how your agency determines client(s) success.

Growth and participation is a continuing sign of success now that COVID19 has somewhat relaxed. Programs are monitored monthly, evaluated and planned for accordingly.

Describe your methodology to evaluate project outcomes.

Projections are based on actually daily sign-in sheets. Each day, for each activity, a sign-in sheet is generated for every activity.

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2022 – June 30, 2023). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

Each month our goals our met and generally exceeded due to a large amount of activity and programs still offered with the Semi shutdown. At the end of each month, we compile a monthly report that shows the amount of participation the center has as well as the activity's and programs provided. The center operations daily and also allows for night time activity for special events, dinner shows and outside meetings for community groups. During this COVID19 time, the center still continues to serve between 7500 - 9000 monthly with essential needs.

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

Date of Reimbursement:	Amount (\$):
07/01/2022	\$2,100.00
08/01/2022	\$2,100.00
09/01/2022	\$2,100.00
10/01/2022	\$2,100.00
11/01/2021	\$2,100.00
12/01/2021	\$2,100.00
01/01/2023	\$2,100.00
02/01/2023	\$2,100.00
03/01/2023	\$2,100.00
04/01/2023	\$2,100.00
05/01/2023	\$2,100.00
06/01/2023	\$1,900.00
Total Reimbursement: (\$)	\$25,000.00

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

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

Staff of 6, Exe. Dir.; Outreach Dir. Memb./Admin, Bookkeeper, Receptionist & Maintenance. Lost a lot of volunteers. Continue to recruit.

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

Agency continues to have excellent annual audit as to how the center operates and manages its finances as well its operations.

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

As long as the center can continue to provide the programs/services offered without going into a deficit, we will continue providing, improving and advocating for seniors and their immediate needs.

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

No

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

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

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**E- Signature Authorization
San Bernardino County
Community Development and Housing
Community Development Block Grant
2022 - 2023 Application**

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Application Title: Highland Senior Center senior programs

Applicant Name: Penny Lilburn

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

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Applicant Information	
Applicant Name: Penny Lilburn	
Application Title: Highland Senior Center senior programs	
Agency Name:	Federal Tax ID No.: 95-3374790
Mailing Address: P.O. Box 948	Phone No.: (909) 862-8104
Email Address: Highsenctr@aol.com	Fax No: (909) 862-8196
Authorized Signature	
Print Name: Diane Harvey	Print Title: Board President
Signature: Signature Page with signature on an attachment	Date: 12/13/2021

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

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(Non-Profit Organizations Only)**

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HIGH22PS-040

Log Number
(Office Use Only)

**San Bernardino County
Fiscal Year 2022 - 2023
Public Services Program Application**

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

Exhibit 1: Organization Information

Organization Name:

Highland Family YMCA

Organization Address:

7793 Central Ave

City/State/Zip: Highland / Ca / 92346

Phone: 909-425-9622

Fax:

Email: dthorne@ymcaeastvalley.org

Applicant Type: Public Service

Authorized Person Name: Darwin Barnett

Authorized Person's Title: Chief Executive Officer

Address: 500 E. Citrus

City/State/Zip: Redlands / Ca / 92374

Phone: 909-798-9622

Fax:

Email: dbarnett@ymcaeastvalley.org

Application Contact Person's Name: Doug Thorne

Application Contact Person's Title: Chief Financial Officer

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

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

Exhibit 2: Project Information

Project Title:

2022-2023 Scholarship Fund

Project Address:

7793 Central Ave

County Supervisorial District where project will be located:

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

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

Expansions of Service to an Existing Project

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

Highland Family YMCA'S goal is to extend the opportunity to all in the community to achieve goals for a healthier lifestyle with aims to eliminate the financial barriers prohibiting families and individuals from engaging in wellness programs. In 2020-2021 the Highland Family YMCA served over 3,000 members and awarded \$63,000 in scholarship funds to families and is consistently striving to grow our impact among the community

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

HIGH-17-2-05Z/2443

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

No

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

Not applicable. For 2022-23 Scholarship project's purpose is to improve accessibility, resources for health, youth development, and social responsibility programs. The ultimate goal is to build a healthier generation by creating opportunity for all to participate in life-changing programs via our Financial Assistance Program.

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

The 2022-2023 Scholarship project's purpose is to improve accessibility to health and wellness resources. One in four resident in the East Valley area live below the poverty line and our financial assistance program aims at reducing this gap among the residents of Highland. The ultimate goal is to build healthy communities together by creating access to wellness programs and connections to healthy resources. Although our gym facility closed for part of the fiscal year, we continued to serve families, individuals, and seniors. We pivoted programming to include many outdoor fitness classes and activities. We anticipate the need for our programs and services to be much higher because families have lost their jobs or have been relying on savings to survive during this unprecedented time.

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

Highland

Exhibit 3: Community Needs and Target Population (continued)

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

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

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?
- Does this project help the homeless?
- Does this project help those with HIV or AIDS?
- Does this project primarily help persons with disabilities?

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

The Highland Family YMCA extends an opportunity for all families and community members to improve their health and well-being. It aims to instill healthy habits that last a lifetime. The Y aims to close the gaps and eliminate the barriers that stand in the way of healthy living. Through preventative and enriching programming we are able to serve the community of Highland and it's surrounding cities. The Highland Family YMCA works with 7 after school sites within Highland and has served over 200 youth basketball participants, 20 volleyball participants, and over 400 dance/gymnastic participants in the year of 2020-2021. For 2020-2021 our Adventure Day Camp/ Key Program served over 800 students of San Bernardino, Highland, and Redlands where we provide a safe, encouraging environment for our youth to thrive while on break. Through all our dedicated efforts and financial resources the Y is able to push our cause forward to strengthen community.

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

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

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

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

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

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

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

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

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: (\$)	Other Source: (\$)
Personnel		
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent		
Insurance		
Consumable Supplies		
Other Scholarship/Financial Assistan	\$13,750.00	
Total Costs	\$13,750.00	\$0.00
Total Project Budget Cost: <i>(CDBG Share + Other Source)</i>		\$13,750.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested (\$): (This amount should match the grand total requested from CDBG Share)
Highland	\$13,750.00

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding	2022-2023	\$13,750.00	07/01/2022
Private Funding			
Other:	Operating Fund- Scholarships	\$63,000.00	07/01/2022
Total Leveraging Funds		\$76,750.00	

Exhibit 5: Performance and Outcomes**Definitions:**

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

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

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

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

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
2022-2023 Scholarships Awarded	2092	10233

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

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

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

Describe how your agency determines client(s) success.

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

Describe your methodology to evaluate project outcomes.

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

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2022 – June 30, 2023). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

45% of scholarships will be awarded by November 30, 2022, 65% by February 28, 2023, 91% by May 30, 2023 and 100% by June 30th 2023.

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

Date of Reimbursement:	Amount (\$):
08/08/2022	\$1,200.00
09/08/2022	\$1,200.00
10/08/2022	\$1,200.00
11/08/2022	\$1,200.00
12/08/2022	\$1,000.00
01/08/2023	\$1,000.00
02/08/2023	\$1,150.00
03/08/2023	\$1,100.00
04/08/2023	\$1,100.00
05/08/2023	\$1,200.00
06/08/2023	\$1,200.00
07/08/2023	\$1,200.00
Total Reimbursement: (\$)	\$13,750.00

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

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

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

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

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

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

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

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

No

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

No

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

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



**E- Signature Authorization
San Bernardino County
Community Development and Housing
Community Development Block Grant
2022 - 2023 Application**

Dena Fuentes
Deputy Executive Officer

Gary Hallen
Director

Application Title: CDBG 2022

Applicant Name: Lindsey Cobaugh

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's Community Development Block Grant 2022 - 2023 Funding Application.

I understand that CDH may change the CDBG application system from time to time. I agree that the below-listed applicant will electronically sign all documents requiring a signature related to the CDBG funding application.

My signature on this form certifies that:

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

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2022 - 2023 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

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

Non-discrimination:

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

Accountability:

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

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

Non-collusion:

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

Applicant Information	
Applicant Name: Lindsey Cobaugh	
Application Title: CDBG 2022	
Agency Name:	Federal Tax ID No.: 95-1684-787
Mailing Address: 7793 Central Ave Highland Ca 92346	Phone No.: (909) 425-9622
Email Address: dthorne@ymcaeastvalley.org	Fax No:
Authorized Signature	
Print Name: Darwin Barnett	Print Title: CEO
Signature: Darwin Barnett, CEO	Date: 12/13/2021

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

**CDBG Application Checklist
(Non-Profit Organizations Only)**

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

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

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



STAFF REPORT

TO THE CITY COUNCIL

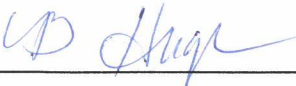
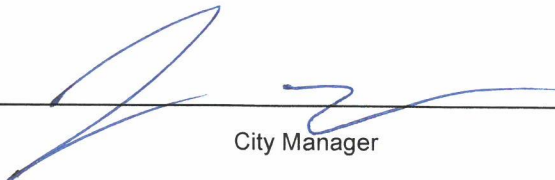
DATE: February 8, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

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

RECOMMENDATION: Discussion and possible action.

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



STAFF REPORT

TO THE CITY COUNCIL

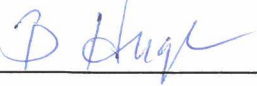
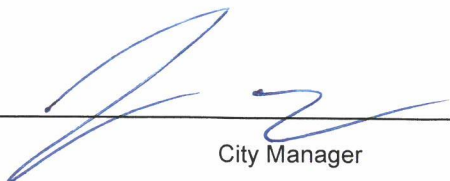
DATE: February 8, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Council Member Comments
(Agency/Committee/AB1234 Reports, District Updates, etc.)

RECOMMENDATION: Discussion and possible action.

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