CITY OF HIGHLAND
REGULAR MEETING OF THE CITY COUNCIL
AGENDA

REGULAR MEETING

October 11, 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 🖷

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodation to include interpreters.

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.

Submission of Public Comments: 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 October 11, 2022, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the October 11, 2022 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

CITY COUNCIL REGULAR MEETING
OCTOBER 11, 2022 - 6:00 p.m.

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

Proclamation
Family Court Awareness Month – November
Lung Cancer Awareness Month – November
National Pedestrian Safety Month – October

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 October 11, 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 – September 13, 2022 City Council Regular Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

3. Warrant Register
   RECOMMENDATION: Approve Warrant Register No. 746 for October 11, 2022, in the amount of $1,869,413.56 and Payroll of $228,910.48.

4. Treasurer's Report for August 2022
   RECOMMENDATION: That the City Council receive and file Treasurer's Report for August 2022.

5. Tract 18013 – Grant Deed to Transfer Ownership of Lot "A" Water Quality Management Plan (WQMP) Basin, from MV 18013, LLC (Monte Vista Homes) to the City of Highland
   RECOMMENDATION: That the City Council:
   1) Accept Grant Deed from MV 18013, LLC (Monte Vista Homes); and
   2) Direct the City Clerk to record the Grant Deed.

6. Records Destruction Authorization
   RECOMMENDATION: That the City Council approve the destruction of certain records.

7. Staff Reorganization/Succession Planning in Building Services, City Clerk and Engineering Departments
   RECOMMENDATION: That the City Council approve:
   1) The staff reorganization including the adding/reclassifying of new positions-see Attachment A for positions and costs;
   2) Resolution No. 2022-_____, a Resolution of the City Council of the City of Highland, California, establishing employee salaries; and
   3) The City Attorney finalizing the All Covered full-time Information Technology (IT) contract and authorizing the City Manager to execute the contract when final. Attached is the proposed contract (not final).

8. Agreement with County of San Bernardino for Pavement Rehabilitation of Pumalo Street and other Roads (Project str22001)
RECOMMENDATION: That the City Council approve:
1) Agreement with County of San Bernardino for Pavement Rehabilitation of Pumalo Street and other roads (Project str22001); and
2) Authorize the City Manager to execute the agreement.

9. Adopt and Approve the Local Roadway Safety Plan
RECOMMENDATION: That the City Council adopt Resolution No. 2022-_____ approving the City of Highland Local Roadway Safety Plan (LRSP).

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.

10. Municipal Code Amendment (MCA-21-001): Amending Title 16, Chapter 16.06 Definitions, Chapter 16.24 Employment District, Chapter 16.44 Specific Development Standards, and Tables 16.20.030.A Uses Permitted within Commercial Districts; and 16.52.030.A Off-Street Automobile Parking Space Requirements of the Highland Municipal Code to Prevent the Over Concentration of Service Stations and Proactively Address the State's Efforts Related to Zero-Emission Vehicles
RECOMMENDATION: The Planning Commission recommends the City Council:
1) Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the County Clerk of the Board; and
2) Introduce and conduct first reading of Ordinance No. _____ to amend Title 16, Chapter 16.06 Definitions, Chapter 16.24 Employment District, Chapter 16.44 Specific Development Standards, and Tables 16.20.030.A Uses Permitted within Commercial Districts; and 16.52.030.A Off-Street Automobile Parking Space requirements of the Highland Municipal Code to prevent the over concentration of service stations and proactively address the state's efforts related to zero-emission vehicles.

CITY COUNCIL LEGISLATIVE

11. Introduction and First Reading of an Ordinance of the City Council of the City of Highland, Amending Title 15 of the Highland Municipal Code to Adopt the 2022 California Building Code, Volumes I and II, including Chapter 1, Division II and Appendix H, the 2019 California Fire Code including Chapter 1, Division II and Appendices I, N and O, the 2022 California Existing Building Code including Chapter 1, Division II, the 2022 California Residential Code including Chapter 1, Division II and Appendix AX, the 2022 California Electrical Code including Article 89, the 2022 California Plumbing Code including Chapter 1, Division II, the 2022 California Mechanical Code including Chapter 1, Division II, the 2022 California Green Building Standards Code including Chapter 1, Division II, and Making a Finding of Exemption under the California Environmental Quality Act
RECOMMENDATION: That the City Council:
    1) Waive full reading and introduce Ordinance No. _____, read by title only; and
    2) Schedule a public hearing on the proposed adoption of Ordinance No. _____ at the November 8, 2022 City Council meeting, and direct staff to provide notice of said public hearing.

12. Use of State and Local Fiscal Recovery Funds (SLFRF) through the American Rescue Plan Act (ARPA). This is the second installment (ARPA #2).
RECOMMENDATION: That the City Council:
    1) Authorize the expenditures of the $7,447,553,50 for the SLFRF funds (ARPA #2) for the programs and amounts described in Attachment #1 and authorize the Finance/Personnel Subcommittee to move any funds as needed in the future within the approved categories; and
    2) Authorize budget adjustments for Fiscal Year 2022/2023 in the amount of $1,900,000 (accounts listed in Attachment #1).

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

14. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and/or (d)(3):
One case.

ADJOURN

Regular Meetings

Effective March 1, 2022, pursuant to Resolution No. 2022-001, the regular City Council meetings will be held once a month on the second Tuesday of each month.

November 8; December 13

2023
January 10; February 14; March 14; April 11; May 9; June 13; July 11; August 8; September 12; October 10; November 14; December 12

I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before October 6, 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: October 6, 2022

Betty Hughes, MMC
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 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. 1

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

_____
City Clerk

_____
City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – September 13, 2022 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 2

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

MINUTES
CITY COUNCIL REGULAR MEETING
SEPTEMBER 13, 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 Jeff Harper, Arden Hills Seventh Day Adventist Church, and the Pledge of Allegiance was led by Council Member Timmer.

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)

None

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to approve the consent calendar as submitted with Mayor Pro Tem Lilburn abstaining from Item #10. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances
   Waived the reading of all Ordinances in their entirety and read by title only.

2. Minutes – August 9, 2022 City Council Regular Meeting
   Approved the Minutes as submitted.

3. Minutes – August 25, 2022 City Council Special Meeting
   Approved the Minutes as submitted.

4. Warrant Register
   Approved Warrant Register No. 745 for September 13, 2022, in the amount of $2,988,001.50 and Payroll of $222,438.98.

5. Treasurer's Report for July 2022
Received and filed Treasurer's Report for July 2022.

6. Year-end Budget Adjustments for Fiscal Year 2021-2022
Approved the year-end budget adjustments for fiscal year 2021-2022.

7. Contract Award – Pavement Repair Work
Awarded a contract to Mike Roquet Construction, Inc., in the amount of $25,627.00 for asphalt repair work on San Francisco and Fleming Streets to resolve excessive standing water issues at the two locations.

8. Extend a Professional Services Contract to Dudek to Amend the City's Recently Adopted 6th Cycle General Plan Housing Element
   1. Amended the Scope of Work and Budget of a Professional Services Contract with Dudek to address Housing and Community Development (HCD) comments on the City's 6th Cycle Housing Element in an amount not-to-exceed $21,820.00; and
   2. Approved the following budget adjustment for Fiscal Year 2022-2023. Transfer $21,820.00 from 001-2100 (General Fund-Fund Balance) to be expended from 001-4100-4662 (Contract Services-Housing Element).

9. Amendment to the Agreement for Specified Payments In-Lieu of Transient Occupancy Taxes (TOT) between San Manuel Band of Mission Indians and the City of Highland
Authorized the City Manager to execute the Amendment to Agreement for Specific Payments in-lieu of Transient Occupancy Taxes (TOT) between San Manuel Band of Mission Indians and the City of Highland.

10. Community Development Block Grant (CDBG) Subrecipient Contract between the City of Highland and Highland District Council on Aging, Inc., to Provide for Senior Programs, Activities and Services to Improve Quality of Life, Physical Fitness, Social Programs, Daily Interaction and Nutrition to Low- and Moderate-Income Services
Approved the contract and authorized execution by the Community Development Director.

11. Declare Two (2) Seats Vacant on the Historic and Cultural Preservation Board
   1) Declared two (2) seats vacant on the Historic and Cultural Preservation Board; and
   2) Directed the City Clerk to advertise the vacancies on the Historic and Cultural Preservation Board.

12. Declare Three (3) Seats Vacant on the Community Trails Committee
   1) Declared three (3) seats vacant on the Community Trails Committee; and
   2) Directed the City Clerk to advertise the vacancies on the Community Trails Committee.

13. Conflict of Interest Code Update

Received and filed the 2022 Local Agency Biennial Notice and adopted Resolution No. 2022-046 amending the City's Conflict of Interest Code and rescinding Resolution No. 2020-048.

RESOLUTION NO. 2022-046
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ADOPTING THE CITY'S CONFLICT OF INTEREST CODE AND RESCINDING RESOLUTION NO. 2020-048

14. Resolution No. 2022-047 Summary Vacation of the Westerly Portion of Atlantic Avenue Right-of-Way (Johnny Ghazal/SUM 021-001), and Grant Deed from City of Highland to Johnny Ghazel to Relinquish the Northwest Corner-Cut-Off Portion of the Right-of-Way at Atlantic Avenue and Boulder Avenue, Owned in Fee by the City, Formerly Owned by Caltrans

1) Adopted Resolution No. 2022-047 ordering the summary vacation of a portion of street right-of-way located on Atlantic Avenue west of Boulder Avenue;
2) Approved grant deed to transfer the northeast corner-cut-off portion of right-of-way at Atlantic Avenue and Boulder Avenue to Johnny and Richelle Ghazal Living Trust; and
3) Directed the City Clerk to record the Summary Vacation resolution and Grant Deed.

RESOLUTION NO. 2022-047
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ORDERING THE SUMMARY VACATION OF THE NORTHERLY PORTION OF ATLANTIC AVENUE RIGHT-OF-WAY, WEST OF BOULDER AVENUE, PURSUANT TO THE AUTHORITY PROVIDED BY CHAPTER 4, PART 3, DIVISION 9, OF THE STREETS AND HIGHWAYS CODE

15. Selection of an Event Date and Budget for the 25th Annual Citrus Harvest Festival

1) Selected March 25, 2023, as the Event Date for the Citrus Harvest Festival with a rain date of April 1, 2023; and
2) Adopted the budget.

16. Second Reading of Specific Plan Revision (SPR 22-001) Ordinance No. 455 of the City of Highland Proposing an Amendment to the Greenspot Village & Marketplace Specific Plan (SPR 06-001A) to Increase the Maximum Dwelling Count from 700 to 746 within Planning Area 2 and the Total Buildout Number from 800 to 946 for the Overall Specific Plan

Conducted a second reading of Specific Plan Revision (SPR 22-001) Ordinance No. 455 amending the Greenspot Village & Marketplace Specific Plan (SPR 06-001A) to increase the maximum dwelling count range from 500-700 to 500-746 within Planning Area 2 and the total buildout number from 800 to 946 for the Overall Specific Plan.

ORDINANCE NO. 455
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING THE GREENSPOT VILLAGE & MARKETPLACE SPECIFIC PLAN (SPR 06-001A) AND MAKING A DETERMINATION THAT THE ADOPTION OF THIS ORDINANCE IS EXEMPT FROM FURTHER CEQA REVIEW UNDER CEQA GUIDELINES SECTION 15162, PUBLIC RESOURCES CODE SECTION 21666 AND GOVERNMENT CODE SECTION 65457

17. The Coalition for Clean Air Requests the City to Participate in the 2022 California Clean Air Day on October 5, 2022
Adopted Resolution No. 2022-048 to support and participate in the 2022 California Clean Air Day on October 5, 2022.

RESOLUTION NO. 2022-048
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, DECLARING OCTOBER 5, 2022, AS CLEAN AIR DAY

CITY COUNCIL PUBLIC HEARING

No public hearing.

CITY COUNCIL LEGISLATIVE

18. Measure I Capital Project Needs Analysis (2023/24-2027/28) for the Measure I Major Street and Freeway Interchange Programs

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

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Solano, to adopt Resolution No. 2022-049 approving the Five-Year Capital Project Needs Analysis (2023/24-2027/28) for the Measure I Major Street and Freeway Interchange Programs. Motion carried, 5-0.

RESOLUTION NO. 2022-049
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ADOPTING THE MEASURE I FIVE-YEAR CAPITAL PROJECT NEEDS ANALYSIS FOR FISCAL YEARS 2023/2024 THROUGH 2027/2028

19. Bid Award – Bid No. 2022-02, "3rd Street/5th Street Corridor Improvement Project" (Project str18001)

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

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to award the construction contract for Bid No. 2022-02, "3rd Street/5th Street Corridor Improvement Project (Project str18001)" to the responsible low bidder, Granite Construction Company (Granite), in the amount of $9,395,939.00. Motion carried, 5-0.

20. Hernandez, Kroone & Associates (HKA) Contract, Second Amendment for Professional Services – 3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)

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

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

1) Approve a second amendment to the professional services agreement with HKA; and
2) Authorize the City Manager to approve any future contract amendments up to 10% of the new contract amount. Motion carried, 5-0.

21. Public Improvement Reimbursement Agreement Amendment No. 1 with East Valley Water District (EVWD) for Traffic Signal Modifications at 5th Street and Del Rosa Drive

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

A MOTION was made by Council Member Solano, seconded by Mayor Pro Tem Lilburn, to:

1) Approve the Public Improvement Reimbursement Agreement Amendment No. 1 with EVWD for Traffic Signal Modifications at 5th Street and Del Rosa Drive;
2) Authorize the Mayor to sign the Agreement Amendment No. 1; and
3) Approve the following Budget Adjustment: Transfer $267,786.07 from 007-2100 (DIF-Fund Balance) to be expended from 007-8330-6550 (Traffic Improvements). Motion carried 5-0.

22. Alliance Residential Company – Request for Parkland Acquisition & Park Facilities Development Impact Fee Credit in Accordance with Highland Municipal Code Section 16.40.200, Park and Recreational Facilities

Community Development Director Mainez gave a brief review of the staff report.

A MOTION was made by Council Member Solano, seconded by Council Member Chavez, to approve Alliance Residential Company's request for a fifty percent (50%) Parkland Acquisition & Park Facilities Development Impact Fee credit in the amount of $1,235,374.14. Motion carried, 5-0.

23. Senate Bill 972 – Amendments to the California Retail Food Code to Allow Cottage Food Operations and Microenterprise Home Kitchens to Serve as a Commissary or Mobile Support for Food Vendors among Other Provisions (pending approval by Governor Gavin Newsom)

Community Development Director Mainez gave a brief review of the staff report.

A MOTION was made by Council Member Chavez, seconded by Council Member Timmer, that the City Council take no action concerning Senate Bill 972. Motion carried, 5-0.

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

City Manager Hughes stated just a few quick things. He wanted to make the Council aware that we have completed the replacement of the HVAC units at City Hall. All eleven units have been replaced with new energy efficient models that include UV lighting inside each return air duct to combat against airborne viruses. The last remaining portion is the programmable thermostats which are on back order. We are hoping we get them by the end of the week. The next item is the SR-210 Victoria Avenue interchange. The cooperative agreement between Caltrans and Highland for the project approval and environmental document phase of the Victoria Avenue interchange has been fully executed and the project kickoff meeting is anticipated to be scheduled with Caltrans in early October. To get this project underway, the Memorandum of Understanding between San Manuel and Highland was approved by San Manuel on September 8 and is now being routed for their signature. Our annual audit will start Monday, September 9 and staff will be working on that. Of course, that will come forward to the Finance/Personnel Subcommittee and then to the City Council. On September 6, the Planning Commission approved a 187,000 square foot warehouse development located at the southeast corner of Victoria Avenue and Cypress Street. Several parcels will be consolidated for the project, including the existing Far West Meat Company, which is in the process of divesting its business and will be just demolished as part of this new development. A second warehouse was entitled earlier this year, located at the northwest corner of Victoria Avenue and 6th Street. A pre-construction meeting was held on site in anticipation of the grading activity for that warehouse. As part of the Council work program, which was ranked a high priority plus, staff has been working to implement a grant funded web-based permit management software system, basically replacing all of our current system. Weekly coordination and training for all departments involved in issuing permits have been taking place over the last few months. One of the unique features of this new permit management system is a citizen engagement function, basically a complaint-based report-an-issue function and it will be on our website. Citizens can also bring it up on their cell phones where they can report a complaint, add a photograph of the location, and get an immediate response back that their complaint has been received. It will then be routed through to the appropriate staff for follow up. We are hoping to have that report-an-issue feature go online this week. We have been testing it this week and it worked so it should go live. Some quick stats from the Sheriff's Department, from August 8 through September 11,

they had 3,998 calls for service, took 298 reports and made 181 arrests. Volunteer Services, there will be a blood drive on Monday, September 26, and that will be held at the Highland Police Station. On Saturday, October 1, there will be a Highland Improvement Team cleanup. Signups will start at 7:30 a.m. and cleanup will go from 8:00 a.m. to 12:00 p.m. and check in is here at City Hall. On Wednesday, October 5, there will be an online pledge for Clean Air Day. We have that listed on our website and folks can go into that portal. There is information available at www.cleanairday.org. On Thursday, October 13, we will have our State of the City event. It will be held at the San Manuel Event Center at the corner of Highland Avenue and Boulder Avenue. It will start at 5:30 p.m. with a reception and at 6:30 p.m. the program will begin. Reservations are required as it is limited seating, so if anyone is interested in getting a reservation, you have to RSVP by October 1 to (909) 864-6861, extension. 203. There is no cost for this event. The illegal dumping work orders for August, there were 133, which is actually down from the last five months, so we are seeing a decrease. Hopefully all of our outreach and what we are doing with the apartment complexes is helping. That concludes the presentation.

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

Mayor Pro Tem Lilburn stated she is super excited and appreciates staff putting together the State of the City event. She is looking forward to hearing Mayor McCallon boast about the great things going on in the City of Highland. She was asked by the Chamber of Commerce and the Women's Club to be their guest speaker next month so she is looking forward to that.

Mayor McCallon stated today he went to the port of Long Beach for a tour of the port as part of his activities on the Air Quality Management District and it was very interesting to see. You do not realize how large that port is and what is going on down there, it is amazing. He was obviously interested in what they are doing in terms of air pollution reduction and their use of zero emission kinds of gantries and moving equipment. They are doing a good job. They are working hard at helping to clean the air. The Victoria Interchange was one of the projects that he also mentioned in their meeting today, about potential follow-on projects for the continuation of a measure. So that was put into the works along with the widening of the 210 freeway and doing something about the San Bernardino 210 interchange. He also brought up the fact that we may have to consider doing something again at the 5th Street interchange once 3rd Street gets punched through to 5th. Especially now, with all of the warehouse activity that is going on along that corridor.

City Manager Hughes stated he would like to bring up one more thing. He forgot to mention that at the State of the City event, Mayor McCallon will be giving the State of the City address. Mike Burrows will be there to give an update on the airport, which will allow the Community to hear about everything that is going on out there at the San Bernardino International Airport.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:37 p.m. in memory of Carmen Ramirez, James R. Ramos, and Grace Vargas.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Larry McCallon
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 2022

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Leticia Nava-Cruz, Accounting Supervisor LNC

SUBJECT: Warrant Register #746

RECOMMENDATION: City Council to approve Warrant Register #746; Warrants in the amount of $1,869,413.56 and Payroll in the amount of $228,910.48.

FISCAL IMPACT: The total of Cash and Expenditures is $2,098,324.04.

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

BACKGROUND: See Printouts Attached.

Approved _____	Motion_____	Second _____	Agenda Item No. 3
Denied _____	Ayes_____		
Continued_____	Noes _____		File No. _____
Tabled_____	Abstain_____		
	Absent_____		
B Hughes			
City Clerk		City Manager	

CITY OF HIGHLAND

WARRANT REGISTER #746

October 11, 2022

Warrants:

9/9/2022	Payroll Wire #711-714 & Ck #85863-85864	65,117.27
9/13/2022	Ck#85865-85899	211,322.92
9/14/2022	Ck#85900	84,720.75
9/20/2022	Ck#85901-85939	182,651.74
9/23/2022	Payroll Wire #715-718 & Ck #85940-85941	63,555.80
9/27/2022	Ck#85942-85971	1,009,246.32
10/4/2022	Ck#85972-86012 & Wire #1002212722	252,798.76
	Total Warrants	$1,869,413.56

Payroll:

9/9/2022	Direct Deposits #12146-12186	111,222.62
9/9/2022	Ck #669	283.81
9/23/2022	Direct Deposits #12187-12227	108,404.36
9/23/2022	Ck #670	283.81
9/23/2022	Direct Deposits #12228	8,715.88
	Total Payroll	$ 228,910.48
	Total Warrants & Payroll	**$2,098,324.04**

APPROVED BY:

Larry McCallon
Finance Subcommittee

Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
711	9/9/2022	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	8,991.26
			ICMA DEFERRED COMP 457: Payment 004.1170	993.66
			ICMA DEFERRED COMP 457: Payment 010.1170	819.25
			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	335.20
			ICMA DEFERRED COMP 457: Payment 070.1170	296.35
			Total :	**11,465.72**
712	9/9/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS SURVIVOR: Payment 070.1145	0.69
			EPMC: Payment 001.1145	559.61
			EPMC: Payment 004.1145	128.81
			EPMC: Payment 006.1145	20.80
			EPMC: Payment 010.1145	44.18
			EPMC: Payment 012.1145	2.49
			EPMC: Payment 016.1145	2.49
			EPMC: Payment 023.1145	6.96

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
712	9/9/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			024.1145	0.60
			EPMC: Payment	
			041.1145	33.20
			EPMC: Payment	
			042.1145	12.11
			EPMC: Payment	
			070.1145	57.44
			PERS: Payment	
			001.1145	14,154.83
			PERS: Payment	
			004.1145	2,978.21
			PERS: Payment	
			006.1145	442.32
			PERS: Payment	
			010.1145	1,015.32
			PERS: Payment	
			012.1145	186.32
			PERS: Payment	
			016.1145	186.32
			PERS: Payment	
			023.1145	122.07
			PERS: Payment	
			024.1145	20.49
			PERS: Payment	
			041.1145	474.10
			PERS: Payment	
			042.1145	880.07
			PERS: Payment	
			070.1145	821.05
			PERS SURVIVOR: Payment	
			001.1145	24.02
			PERS SURVIVOR: Payment	
			004.1145	4.62
			PERS SURVIVOR: Payment	
			006.1145	0.60

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
712	9/9/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment 010.1145	1.08
			PERS SURVIVOR: Payment 012.1145	0.56
			PERS SURVIVOR: Payment 016.1145	0.54
			PERS SURVIVOR: Payment 023.1145	0.28
			PERS SURVIVOR: Payment 024.1145	0.05
			PERS SURVIVOR: Payment 041.1145	0.32
			PERS SURVIVOR: Payment 042.1145	1.65
			Total :	**22,184.20**
713	9/9/2022	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment 001.1120	12,677.57
			FEDERAL TAXES: Payment 004.1120	2,493.28
			FEDERAL TAXES: Payment 006.1120	278.88
			FEDERAL TAXES: Payment 010.1120	920.66
			FEDERAL TAXES: Payment 012.1120	117.47
			FEDERAL TAXES: Payment 016.1120	117.48
			FEDERAL TAXES: Payment 023.1120	77.83
			FEDERAL TAXES: Payment 024.1120	15.18
			FEDERAL TAXES: Payment 041.1120	443.25
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
713	9/9/2022	000119 INTERNAL REVENUE SERVICE	(Continued)	
			042.1120 FEDERAL TAXES: Payment	645.44
			070.1120 SOCIAL SECURITY: Payment	706.15
			001.1140 MEDICARE: Payment	618.88
			001.1140 MEDICARE: Payment	3,102.10
			004.1140 MEDICARE: Payment	601.92
			006.1140 MEDICARE: Payment	82.08
			010.1140 MEDICARE: Payment	188.00
			012.1140 MEDICARE: Payment	49.54
			016.1140 MEDICARE: Payment	49.54
			023.1140 MEDICARE: Payment	25.68
			024.1140 MEDICARE: Payment	4.66
			041.1140 MEDICARE: Payment	80.08
			042.1140 MEDICARE: Payment	205.22
			070.1140	140.88
			Total :	**23,641.77**
714	9/9/2022	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130 STATE TAXES: Payment	4,839.09
			004.1130 STATE TAXES: Payment	993.09
			006.1130	106.89

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
714	9/9/2022	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			010.1130	354.57
			STATE TAXES: Payment	
			012.1130	50.45
			STATE TAXES: Payment	
			016.1130	50.44
			STATE TAXES: Payment	
			023.1130	22.16
			STATE TAXES: Payment	
			024.1130	5.60
			STATE TAXES: Payment	
			041.1130	180.24
			STATE TAXES: Payment	
			042.1130	256.01
			STATE TAXES: Payment	
			070.1130	275.39
			Total :	**7,133.93**
85863	9/9/2022	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	108.76
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.99
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.81
			AFLAC ACCIDENT INSURANCE: Payment	
			024.1181	0.26
			AFLAC CANCER INSURANCE: Payment	
			001.1181	18.63
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	278.30
			AFLAC DISABILITY INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85863	9/9/2022	003804 AFLAC WWHQ	(Continued)	
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.70
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.29
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.29
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.50
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	143.67
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70
			023.1181 AFLAC DENTAL: Payment	12.31
			001.1181 AFLAC DENTAL: Payment	27.90
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181 AFLAC DENTAL: Payment	1.67
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.53
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.96
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.49
			016.1181	1.49
			Total :	**676.65**
85864	9/9/2022	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT ARROWHEAD UNITED WAY: Payment	
			001.1180 ARROWHEAD UNITED WAY: Payment	11.26
			004.1180	0.77

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85864	9/9/2022	000433 ARROWHEAD UNITED WAY	(Continued)	
			ARROWHEAD UNITED WAY: Payment 041.1180	2.26
			ARROWHEAD UNITED WAY: Payment 070.1180	0.71
			Total :	**15.00**

6 Vouchers for bank code : wfb **Bank total : 65,117.27**

6 Vouchers in this report **Total vouchers : 65,117.27**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85865	9/13/2022	000165 AT&T	CORP YARD -SEP		
			CORP YARD -SEP		
			004.8310.4060		1,341.81
				Total :	**1,341.81**
85866	9/13/2022	000165 AT&T	CITY HALL -SEP		
			CITY HALL -SEP		
			042.9510.4060		1,149.03
				Total :	**1,149.03**
85867	9/13/2022	001072 AUTO ZONE	ME543: VEHICLE MAINT		
			ME543: VEHICLE MAINT		
			028.2050.4240		33.09
			ME543: VEHICLE MAINT		
			029.2100.4240		33.09
				Total :	**66.18**
85868	9/13/2022	003599 BAB STEERING HYDRALICS INC,	ME543: FRONT END REPAIRS		
			ME543: FRONT END REPAIRS		
			029.2100.4240		2,047.76
			ME543: FRONT END REPAIRS		
			028.2050.4240		2,047.75
				Total :	**4,095.51**
85869	9/13/2022	005553 CLARK PEST CONTROL OF STOCKTON	YMCA & LIBRARY PEST CONTROL		
			YMCA & LIBRARY PEST CONTROL		
			001.6000.4589		96.00
			POLICE PEST CONTROL		
			POLICE PEST CONTROL		
			001.2000.4589		102.00
			CORP YARD PEST CONTROL		
			CORP YARD PEST CONTROL		
			004.8310.4589		80.00
				Total :	**278.00**
85870	9/13/2022	005859 COUNTY OF SAN BERNARDINO DEPT	RADIO ACCESS-APR		
			RADIO ACCESS-APR		
			028.2050.4209		625.37

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85870	9/13/2022	005859 COUNTY OF SAN BERNARDINO DEPT	(Continued)		
			RADIO ACCESS-APR		
			029.2100.4209		625.37
				Total :	**1,250.74**
85871	9/13/2022	000213 DAILY JOURNAL CORPORATION	NEWPAPER PUBLICATION-JUL		
			NEWSPAPER PUBLICATIONS-JUL		
			001.1200.4300		705.32
			NEWSPAPER PUBLICATIONS-JUL		
			NEWSPAPER PUBLICATIONS-JUL		
			001.1200.4300		151.14
			CUP22-002 NEWSPAPER PUBLICATIONS-JUL		
			CUP22-002 NEWSPAPER PUBLICATIONS-JUL		
			001.1200.4300		341.21
			NEWSPAPER PUBLICATIONS-JUL		
			NEWSPAPER PUBLICATIONS-JUL		
			001.1200.4300		343.50
			SPR22-001 NEWSPAPER PUBLICATIONS-JUL		
			SPR22-001 NEWSPAPER PUBLICATIONS-JUL		
			001.1200.4300		247.32
			NEWSPAPER PUBLICATIONS-AUG		
			NEWSPAPER PUBLICATIONS-AUG		
			001.1200.4300		183.20
			NEWSPAPER PUBLICATIONS-AUG		
			NEWSPAPER PUBLICATIONS-AUG		
			001.1200.4300		277.09
			CUP22-003 NEWSPAPER PUBLICATIONS-AUG		
			CUP22-003 NEWSPAPER PUBLICATIONS-AUG		
			001.1200.4300		231.29
			NEWSPAPER PUBLICATIONS-AUG		
			NEWSPAPER PUBLICATIONS-AUG		
			001.1200.4300		338.92
				Total :	**2,818.99**
85872	9/13/2022	002274 DANIELS TIRE SERVICE	ME542: REAR DUAL TIRES		
			ME542: REAR DUAL TIRES		
			029.2100.4240		1,602.59
			ME542: REAR DUAL TIRES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85872	9/13/2022	002274 DANIELS TIRE SERVICE	(Continued)		
			028.2050.4240		1,602.57
				Total :	**3,205.16**
85873	9/13/2022	003073 EWING IRRIGATION PRODUCTS INC	LMD 48: IRRIGATION SUPPLIES		
			LMD 48: IRRIGATION SUPPLIES		
			012.8500.4206		246.01
				Total :	**246.01**
85874	9/13/2022	000266 FAIRVIEW FORD SALES INC	VEH#123: MAINTENANCE		
			VEH#123: MAINTENANCE		
			001.4200.4240		103.54
				Total :	**103.54**
85875	9/13/2022	000090 FEDEX	CUP16-006 CLOSED PROJECT: OVERNIGHT MAIL		
			CUP16-006 CLOSED PROJECT: OVERNIGHT MAIL		
			001.4100.4210		27.63
			OVERNIGHT MAIL		
			DRA21-007: OVERNIGHT MAIL		
			001.4100.4200		27.63
			CUP16-006 CLOSED PROJECT: OVERNIGHT		
			001.4100.4200		27.63
			OVERNIGHT MAIL		
			001.4100.4200		164.26
				Total :	**247.15**
85876	9/13/2022	005567 FIRE APPARATUS SOLUTIONS	ME541: TRANSMISSION REPAIR		
			ME541: TRANSMISSION REPAIR		
			028.2050.4240		5,449.05
			ME541: TRANSMISSION REPAIR		
			029.2100.4240		5,449.04
				Total :	**10,898.09**
85877	9/13/2022	005018 FLYERS ENERGY, LLC	FUEL-AUG		
			FUEL-AUG		
			001.2000.4220		5,532.05
			FUEL-AUG		
			001.4200.4220		29.79
			FUEL-AUG		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85877	9/13/2022	005018 FLYERS ENERGY, LLC	(Continued)	
			001.4600.4220 FUEL-AUG	235.35
			001.6000.4220 FUEL-AUG	167.19
			001.6010.4220 FUEL-AUG	239.97
			004.8310.4220 FUEL-AUG	772.53
			012.8500.4220 FUEL-AUG	89.73
			016.8540.4220 FUEL-AUG	89.73
			024.8470.4220 FUEL-AUG	19.22
			028.2050.4220 FUEL-AUG	1,063.45
			029.2100.4220 FUEL-AUG	1,063.45
			042.9510.4220 FUEL-AUG FUEL-AUG	253.89
			001.2000.4220 FUEL-AUG	4,104.27
			001.4200.4220 FUEL-AUG	22.10
			001.4600.4220 FUEL-AUG	174.60
			001.6000.4220 FUEL-AUG	124.04
			001.6010.4220 FUEL-AUG	178.03
			004.8310.4220 FUEL-AUG	573.15
			012.8500.4220 FUEL-AUG	66.57
			016.8540.4220	66.57

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85877	9/13/2022	005018 FLYERS ENERGY, LLC	(Continued)	
			FUEL-AUG	
			024.8470.4220	14.26
			FUEL-AUG	
			028.2050.4220	788.98
			FUEL-AUG	
			029.2100.4220	788.98
			FUEL-AUG	
			042.9510.4220	188.36
			FUEL-AUG	
			FUEL-AUG	
			001.2000.4220	6,101.68
			FUEL-AUG	
			001.4200.4220	32.86
			FUEL-AUG	
			001.4600.4220	259.58
			FUEL-AUG	
			001.6000.4220	184.41
			FUEL-AUG	
			001.6010.4220	264.67
			FUEL-AUG	
			004.8310.4220	852.08
			FUEL-AUG	
			012.8500.4220	98.97
			FUEL-AUG	
			016.8540.4220	98.97
			FUEL-AUG	
			024.8470.4220	21.19
			FUEL-AUG	
			028.2050.4220	1,172.94
			FUEL-AUG	
			029.2100.4220	1,172.94
			FUEL-AUG	
			042.9510.4220	280.03
			Total :	**27,186.58**
85878	9/13/2022	001980 GOLDEN VALLEY MEDICAL	ST#3: OXYGEN REFILL	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85878	9/13/2022	001980 GOLDEN VALLEY MEDICAL	(Continued)		
			ST#3: OXYGEN REFILL		
			028.2050.4207		75.00
				Total :	**75.00**
85879	9/13/2022	002845 GRAINGER INC	SOLAR INVERTER FUSES		
			SOLAR INVERTER FUSES		
			042.9510.4070		545.67
				Total :	**545.67**
85880	9/13/2022	000127 K & L HARDWARE	ST#3: MAINT SUPPLIES		
			ST#3: MAINT SUPPLIES		
			028.2050.4203		51.17
			ST#3: MAINT SUPPLIES		
			029.2100.4203		51.16
			ST#1: MAINT SUPPLIES		
			ST#1: MAINT SUPPLIES		
			028.2050.4203		48.02
			ST#1: MAINT SUPPLIES		
			029.2100.4203		48.01
			ST#1: MAINT SUPPLIES		
			ST#1: MAINT SUPPLIES		
			028.2050.4203		38.09
			ST#1: MAINT SUPPLIES		
			029.2100.4203		38.09
			ST#1: MAINT SUPPLIES		
			ST#1: MAINT SUPPLIES		
			028.2050.4203		25.92
			ST#1: MAINT SUPPLIES		
			029.2100.4203		25.92
			ST#3: MAINT SUPPLIES		
			ST#3: MAINT SUPPLIES		
			028.2050.4203		23.69
			ST#3: MAINT SUPPLIES		
			029.2100.4203		23.69
			ME543: MISC PARTS		
			ME543: MISC PARTS		
			028.2050.4245		2.48

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85880	9/13/2022	000127 K & L HARDWARE	(Continued)		
			ME543: MISC PARTS		
			029.2100.4245		2.47
			ST#1: MAINT SUPPLIES		
			ST#1: MAINT SUPPLIES		
			028.2050.4203		38.26
			ST#1: MAINT SUPPLIES		
			029.2100.4203		38.25
			ST#3: MAINT SUPPLIES		
			ST#3: MAINT SUPPLIES		
			028.2050.4203		28.00
			ST#3: MAINT SUPPLIES		
			029.2100.4203		28.00
				Total :	**511.22**
85881	9/13/2022	005285 LA VERNE POWER EQUIPMENT INC	FS#3-EQUIP SUPPLIES		
			FS#3-EQUIP SUPPLIES		
			028.2050.4245		58.72
			FS#3-EQUIP SUPPLIES		
			029.2100.4245		58.71
				Total :	**117.43**
85882	9/13/2022	001193 LIFE ASSIST, INC.	PARAMEDIC SUPPLIES		
			PARAMEDIC SUPPLIES		
			028.2050.4207		2,212.97
			FS#1-3: DEFIB SIMULATOR TRAINING		
			FS#1-3: DEFIB SIMULATOR TRAINING		
			028.2050.4207		964.58
			FS#1-3: NITRILE GLOVES		
			FS#1-3: NITRILE GLOVES		
			028.2050.4207		233.82
			FS#1-3: NITRILE GLOVES		
			FS#1-3: NITRILE GLOVES		
			028.2050.4207		237.05
			FS#1-3: NITRILE GLOVES		
			FS#1-3: NITRILE GLOVES		
			028.2050.4207		232.74
			FS#1-3: PARAMEDIC SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85882	9/13/2022	001193 LIFE ASSIST, INC.	(Continued)		
			FS#1-3: PARAMEDIC SUPPLIES		
			028.2050.4207		230.65
			FS#1-3: NITRILE GLOVES		
			FS#1-3: NITRILE GLOVES		
			028.2050.4207		232.74
			FS#1-3: NITRILE GLOVES		
			FS#1-3: NITRILE GLOVES		
			028.2050.4207		94.82
			FS#1-3: NITRILE GLOVES		
			FS#1-3: NITRILE GLOVES		
			028.2050.4207		142.23
			FS#1-3: NITRILE GLOVES		
			FS#1-3: NITRILE GLOVES		
			028.2050.4207		237.05
			FS#1-3: NITRILE GLOVES		
			FS#1-3: NITRILE GLOVES		
			028.2050.4207		237.05
				Total :	**5,055.70**
85883	9/13/2022	004767 MOBILE AIR	ME541: AC UNIT REPAIR		
			ME541: AC UNIT REPAIR		
			028.2050.4240		374.53
			ME541: AC UNIT REPAIR		
			029.2100.4240		374.52
				Total :	**749.05**
85884	9/13/2022	000169 PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER - 7/1-9/30/22		
			POSTAGE METER - 7/1-9/30/22		
			042.9510.4248		579.93
				Total :	**579.93**
85885	9/13/2022	006134 RANGO CONTRACTORS INC	ENC21.005 26064 CYPRESS REFUND		
			ENC21.005 26064 CYPRESS REFUND		
			001.1320		343.40
				Total :	**343.40**
85886	9/13/2022	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING SERVICES-JUL		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85886	9/13/2022	002511 RECORDER-CLERK CO OF SB	(Continued)		
			DOCUMENT RECORDING SERVICES-JUL		
			001.1200.4506		113.00
				Total :	**113.00**
85887	9/13/2022	000030 SAN BERNARDINO COUNTY SHERIFFS	VEHICLE MAINT CREDIT 04/2022-06/2022		
			VEHICLE MAINT CREDIT 04/2022-06/2022		
			001.2000.4240		-1,824.00
			VEHICLE MAINTENANCE 04/2022-06/2022		
			VEHICLE MAINTENANCE 04/2022-06/2022		
			001.2000.4240		27,775.84
			CELL PHONES 04/2022-06/2022		
			CELL PHONES 04/2022-06/2022		
			001.2000.4061		326.24
			TRANSCRIPTIONS 04/2022-06/2022		
			TRANSCRIPTIONS 04/2022-06/2022		
			001.2000.4560		1,985.37
			OT & ON-CALL 04/2022-06/2022		
			OT & ON-CALL 04/2022-06/2022		
			001.2000.4560		104,777.85
			O/T SPECIAL EVENTS 04/2022-06/2022		
			O/T SPECIAL EVENTS 04/2022-06/2022		
			001.2000.4560		13,531.39
			PERSONNEL CREDITS 04/2022-06/2022		
			PERSONNEL CREDITS 04/2022-06/2022		
			001.2000.4560		-66,478.32
			VEHICLE MAINT CREDIT 04/2022-06/2022		
			VEHICLE MAINT CREDIT 04/2022-06/2022		
			001.2000.4240		-7,108.08
				Total :	**72,986.29**
85888	9/13/2022	003713 SATCOM GLOBAL LTD.	SATTELITE PHONE-JUL		
			SATTELITE PHONE-JUL		
			028.2050.4061		21.38
			SATTELITE PHONE-JUL		
			029.2100.4061		21.37
			SATTELITE PHONE-JUL		
			042.9510.4061		42.75

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85888	9/13/2022	003713 SATCOM GLOBAL LTD.	(Continued)		
			SATTELITE PHONE-JUL		
			001.2000.4061		42.75
			SATTELITE PHONES-AUG		
			SATTELITE PHONES-AUG		
			028.2050.4061		21.38
			SATTELITE PHONES-AUG		
			029.2100.4061		21.37
			SATTELITE PHONES-AUG		
			042.9510.4061		42.75
			SATTELITE PHONES-AUG		
			001.2000.4061		42.75
				Total :	**256.50**
85889	9/13/2022	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISIONS-SEP		
			PARCEL MAP REVISIONS-SEP		
			001.4100.4310		2.00
				Total :	**2.00**
85890	9/13/2022	000024 SB CO DEPT OF PUBLIC WORKS	TRAFFIC SIGNAL MAINT- 4/22-6/22		
			TRAFFIC SIGNAL MAINT- 4/22-6/22		
			004.8310.4580		5,393.82
				Total :	**5,393.82**
85891	9/13/2022	004662 SKYLINE SAFETY AND SUPPLY	COMM PARK: PPE SUPPLIES		
			COMM PARK: PPE SUPPLIES		
			001.6000.4206		124.97
			AURANTIA PARK: PPE SUPPLIES		
			AURANTIA PARK: PPE SUPPLIES		
			001.6000.4206		124.97
			CORP YARD: PPE SUPPLIES		
			CORP YARD: PPE SUPPLIES		
			004.8310.4206		249.94
			PPE SUPPLIES		
			PPE SUPPLIES		
			001.6010.4206		227.27
				Total :	**727.15**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85893	9/13/2022	000203 SOUTHERN CALIFORNIA EDISON	LS#3-AUG LS#3-AUG 013.8510.4011 UPLIGHTING LMD 48-AUG UPLIGHTING LMD 48-AUG 012.8500.4010 UPLIGHTING LMD 48-AUG 013.8510.4011 HIGHLAND AVE ALPR-AUG HIGHLAND AVE ALPR-AUG 001.2000.4062 LMD#48C-AUG LMD#48C-AUG 012.8500.4010 POLICE STATION-AUG POLICE STATION-AUG 001.2000.4010 LS-3 METERS-AUG LS-3 METERS-AUG 013.8510.4011 BASELINE MEDIAN-AUG BASELINE MEDIAN-AUG 004.8310.4010 LS 2 B CITY WIDE STREET LIGHTS LS 2 B CITY WIDE STREET LIGHTS 013.8510.4011 LS#3-AUG LS#3-AUG 013.8510.4011 CITY HALL-AUG CITY HALL-AUG 042.9510.4010 LS#3-AUG LS#3-AUG 013.8510.4011 HIGHLAND AVE ALPR-AUG HIGHLAND AVE ALPR-AUG 001.2000.4062	1,239.50 2.86 45.18 18.54 287.57 10,692.06 47.25 20.38 13,800.80 41.07 3,414.59 24.67 17.26

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85893	9/13/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			SIGNALS-AUG	
			SIGNALS-AUG	
			004.8310.4580	57.40
			SIGNALS-AUG	
			013.8510.4011	49.89
			AURANTIA PARK-AUG	
			AURANTIA PARK-AUG	
			001.6000.4010	1,118.86
			LS#3-AUG	
			LS#3-AUG	
			013.8510.4011	91.34
			CORPORATION YARD-AUG	
			CORPORATION YARD-AUG	
			004.8310.4010	1,145.38
			STATION #1-AUG	
			STATION #1-AUG	
			028.2050.4010	686.75
			STATION #1-AUG	
			029.2100.4010	686.75
			LS#3-AUG	
			LS#3-AUG	
			013.8510.4011	20.82
			TRAFFIC SIGNAL BASE LINE-AUG	
			TRAFFIC SIGNAL BASE LINE-AUG	
			004.8310.4580	111.13
			LS#2-AUG	
			LS#2-AUG	
			013.8510.4011	36.99
			CITY HALL-AUG	
			CITY HALL-AUG	
			042.9510.4010	2,926.61
			STATION #2-AUG	
			STATION #2-AUG	
			028.2050.4010	104.56
			STATION #2-AUG	
			029.2100.4010	104.56
			LS#2-AUG	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85893	9/13/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LS#2-AUG	
			013.8510.4011	998.68
			LMD#48C-AUG	
			LMD#48C-AUG	
			012.8500.4010	18.98
			BOULDER MEDIAN-AUG	
			BOULDER MEDIAN-AUG	
			004.8310.4010	18.90
			BOULDER MEDIAN-AUG	
			BOULDER MEDIAN-AUG	
			004.8310.4010	17.26
			BOULDER MEDIAN-AUG	
			BOULDER MEDIAN-AUG	
			004.8310.4010	274.12
			BOULDER MEDIAN-AUG	
			BOULDER MEDIAN-AUG	
			004.8310.4010	55.15
			BOULDER MEDIAN-AUG	
			BOULDER MEDIAN-AUG	
			004.8310.4010	20.01
			BOULDER MEDIAN-AUG	
			BOULDER MEDIAN-AUG	
			004.8310.4010	18.68
			LS#1-AUG	
			LS#1-AUG	
			013.8510.4011	7,016.67
			LS#3-AUG	
			LS#3-AUG	
			013.8510.4011	21.16
			BASELINE MEDIAN-AUG	
			BASELINE MEDIAN-AUG	
			004.8310.4010	18.45
			LS#3-AUG	
			LS#3-AUG	
			013.8510.4011	29.21
			LIBRARY/ELC-AUG	
			LIBRARY/ELC-AUG	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85893	9/13/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			001.6000.4010 LS2-B-AUG LS2-B-AUG		8,616.67
			013.8510.4011 EVC STATIONS-AUG EVC STATIONS-AUG		16.91
			042.9510.4012 LMD #55-AUG LMD #55-AUG		1,155.03
			012.8500.4010 OAK CREEK PARK-AUG OAK CREEK PARK-AUG		18.76
			016.8540.4010 LMD#48B-AUG LMD#48B-AUG		18.98
			012.8500.4010 TRAFFIC SIGNAL BASE LINE-AUG TRAFFIC SIGNAL BASE LINE-AUG		18.98
			004.8310.4580 VICTORIA AVE AND 3RD ST-AUG VICTORIA AVE AND 3RD ST-AUG		72.64
			004.8310.4580 LS-3 METERS-AUG LS-3 METERS-AUG		114.65
			013.8510.4011		95.68
				Total :	**55,428.34**
85894	9/13/2022	003689 TPX COMMUNICATIONS	CITY HALL/CORP YARD: PHONE - AUG CITY HALL: PHONE - AUG		
			042.9510.4060 CORP YARD PHONES - AUG		1,378.27
			004.8310.4060		238.38
				Total :	**1,616.65**
85895	9/13/2022	006072 TRENCH SHORING COMPANY	PAVEMENT REPAIR MATERIAL PAVEMENT REPAIR MATERIAL		
			004.8310.4206		2,070.31

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85895	9/13/2022	006072 006072 TRENCH SHORING COMPANY	(Continued)	Total :	**2,070.31**
85896	9/13/2022	000979 VERIZON WIRELESS	AIR CARD - AUG AIR CARD - AUG 001.2000.4061 CELL PHONES-SEP CELL PHONES-SEP 001.2000.4061 AIR CARDS-SEP 001.2000.4062 CELL PHONES-SEP 001.6000.4061 CELL PHONES-SEP 001.6010.4061 CELL PHONES-SEP 004.8310.4061 AIR CARDS-SEP 004.8310.4062 CELL PHONES-SEP 028.2050.4061 AIR CARDS-SEP 028.2050.4062 CELL PHONES-SEP 042.9510.4061 AIR CARDS-SEP 042.9510.4062 PO: IPAD PO: IPAD 042.9510.4208		38.01 162.91 1,064.28 67.82 31.78 156.18 76.02 141.49 329.17 688.04 308.08 681.87
				Total :	**3,745.65**
85897	9/13/2022	000233 WAXIE SANITARY SUPPLY	ST#1-JANITORIAL SUPPLIES ST#1-JANITORIAL SUPPLIES 028.2050.4055 ST#1-JANITORIAL SUPPLIES 029.2100.4055 ST#3-JANITORIAL SUPPLIES ST#3-JANITORIAL SUPPLIES		85.82 85.81

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85897	9/13/2022	000233 WAXIE SANITARY SUPPLY	(Continued)	
			028.2050.4055 ST#3-JANITORIAL SUPPLIES	97.58
			029.2100.4055 ST#1-JANITORIAL SUPPLIES	97.58
			ST#1-JANITORIAL SUPPLIES 028.2050.4055 ST#1-JANITORIAL SUPPLIES	72.38
			029.2100.4055 ST#2-JANITORIAL SUPPLIES	72.38
			ST#2-JANITORIAL SUPPLIES 028.2050.4055 ST#2-JANITORIAL SUPPLIES	122.94
			029.2100.4055 ST#2-JANITORIAL SUPPLIES	122.93
			ST#2-JANITORIAL SUPPLIES 028.2050.4055 ST#2-JANITORIAL SUPPLIES	122.15
			029.2100.4055	122.14
			Total :	**1,001.71**
85898	9/13/2022	006001 YUNEX LLC	BASELINE & STONEY CREEK - RPL POLE BASELINE & STONEY CREEK - RPL POLE 004.8310.4580	6,925.00
			Total :	**6,925.00**
85899	9/13/2022	004298 ZOLL MEDICAL CORPORATION	FS#1-3 MEDIC MONITOR PARTS FS#1-3 MEDIC MONITOR PARTS 028.2050.4207	192.31
			Total :	**192.31**
	34 Vouchers for bank code : wfb		**Bank total :**	**211,322.92**
	34 Vouchers in this report		**Total vouchers :**	**211,322.92**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85900	9/14/2022	000190 SAN BERNARDINO COUNTY	ICH09002A CON DEV-4/22-6/22 ICH09002A CON DEV-4/22-6/22 027.8490.6813	84,720.75
			Total :	**84,720.75**

1 Vouchers for bank code : wfb **Bank total : 84,720.75**

1 Vouchers in this report **Total vouchers : 84,720.75**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85901	9/20/2022	004945 ABOVE ALL NAMES CONSTRUCTION	CONCRETE MAINTENANCE		
			CONCRETE MAINTENANCE		
			017.8350.6550		24,005.28
				Total :	**24,005.28**
85902	9/20/2022	005737 AGA ENGINEERS, INC.	ON CALL SIGNAL MONT-AUG		
			ON CALL SIGNAL MONT-AUG		
			020.8440.4550		1,665.00
				Total :	**1,665.00**
85903	9/20/2022	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES - 8/21-9/3/22		
			CROSSING GUARD SERVICES - 8/21-9/3/22		
			002.8200.4530		3,523.20
				Total :	**3,523.20**
85904	9/20/2022	005465 ALLIED CONCEPTS INC	STALKER RADAR RLR		
			STALKER RADAR RLR		
			001.2000.4203		5,807.73
				Total :	**5,807.73**
85905	9/20/2022	005771 AMAZON CAPITAL SERVICES	COMPUTER MONITORS		
			COMPUTER MONITORS		
			001.4100.4200		328.24
			COMPUTER MONITORS		
			COMPUTER MONITORS		
			001.4500.4200		1,356.04
			COMPUTER MONITORS		
			001.4100.4200		339.01
				Total :	**2,023.29**
85906	9/20/2022	000774 ARROWHEAD CREDIT UNION-DEPT 91	CIRA EXEC COMM MTG		
			CIRA MTG PARKING: DANTUONO		
			041.9500.4320		42.00
			NOTICE OF INTENT		
			NOTICE OF INTENT		
			001.1200.4300		210.68
			SUN PUBLICATION: ORDIANCE NO. 454		
			SUN PUBLICATION: ORDIANCE NO. 454		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85906	9/20/2022	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)		
			001.1200.4300		1,172.48
			CIRA EXEC COMM MTG		
			CIRA MTG SHUTTLE: DANTUONO		
			041.9500.4320		47.50
			ALUMINUM WATER BOTTLES		
			ALUMINUM WATER BOTTLES		
			001.1000.4336		1,455.34
			2022 CA CODE TITLE 24 FULL COLLECTION		
			2022 CA CODE TITLE 24 FULL COLLECTION		
			001.4500.4206		1,402.91
			SUN PUBLICATION: ORDIANCE NO. 453		
			SUN PUBLICATION: ORDIANCE NO. 453		
			001.1200.4300		705.32
			ZOOM MEETINGS		
			ZOOM MEETINGS		
			042.9510.4310		110.00
				Total :	**5,146.23**
85907	9/20/2022	000774 ARROWHEAD CREDIT UNION-DEPT 91	CIRA EXEC COMM MTG		
			CIRA MTG AIRFARE: DANTUONO		
			041.9500.4320		367.95
			DRI CRASH PLAN - AUG		
			DRI CRASH PLAN - AUG		
			042.9510.4208		19.98
				Total :	**387.93**
85908	9/20/2022	000165 AT&T	WHITE PAGES - SEP		
			WHITE PAGES - SEP		
			042.9510.4060		18.51
				Total :	**18.51**
85909	9/20/2022	005543 BEAR SPRINGS HOTEL	STATE OF THE CITY BANQUET CK#493		
			STATE OF THE CITY BANQUET CK#493		
			001.1000.4336		4,386.01
				Total :	**4,386.01**
85910	9/20/2022	003445 BOOT BARN, INC.	UNIFORM BOOTS: COLEMAN		
			UNIFORM BOOTS: COLEMAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85910	9/20/2022	003445 BOOT BARN, INC.	(Continued)		
			001.6000.4249 UNIFORM BOOTS: PECK UNIFORM BOOTS: PECK		150.00
			001.6000.4249 UNIFORM: PECK UNIFORM: PECK		150.00
			001.6000.4249 UNIFORM BOOTS: RAMOS UNIFORM BOOTS: RAMOS		200.00
			004.8310.4249 UNIFORM BOOTS: HALLOWAY UNIFORM BOOTS: HALLOWAY		150.00
			001.6010.4249 UNIFORM: COLEMAN UNIFORM: COLEMAN		150.00
			001.6000.4249		135.90
				Total :	**935.90**
85911	9/20/2022	002912 CHAMPION ELECTRIC, INC.	TROUBLESHOOT SOLAR INVERTER & REPAIR TROUBLESHOOT SOLAR INVERTER & REPAIR		
			042.9510.4070		617.00
				Total :	**617.00**
85912	9/20/2022	006099 CHARTER COMMUNICATIONS	CITY HALL TELE/INT - SEP CITY HALL TELE/INT - SEP		
			042.9510.4065		1,655.48
				Total :	**1,655.48**
85913	9/20/2022	005553 CLARK PEST CONTROL OF STOCKTON	CITY HALL PEST CONTROL CITY HALL PEST CONTROL		
			042.9510.4589 FS#1-3 PEST CONTROL FS#1-3 PEST CONTROL		66.00
			028.2050.4589 FS#1-3 PEST CONTROL		24.50
			029.2100.4589 CORP YARD PEST CONTROL		24.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85913	9/20/2022	005553 CLARK PEST CONTROL OF STOCKTON	(Continued)		
			CORP YARD PEST CONTROL		
			004.8310.4589		80.00
				Total :	**195.00**
85914	9/20/2022	000143 COMMUNITY WORKS DESIGN GROUP	EMMERTON TRAIL RENOVATION/REPAIR PLANS		
			EMMERTON TRAIL RENOVATION/REPAIR PLANS		
			023.3890.4592		536.25
				Total :	**536.25**
85915	9/20/2022	000854 COUNTS UNLIMITED	BRG04004A -CLSD PROJECT (GASB34)		
			BRG04004A -CLSD PROJECT (GASB34)		
			023.3890.4550		675.00
				Total :	**675.00**
85916	9/20/2022	004860 CRIME SCENE STERI-CLEAN, LLC	VICTORIA AVE/11TH ST BIOHAZARD CLEAN UP		
			VICTORIA AVE/11TH ST BIOHAZARD CLEAN UP		
			004.8310.4576		850.00
				Total :	**850.00**
85917	9/20/2022	000744 D&T AUTO REPAIR	VEH#123: VEH MAINT		
			VEH#123: VEH MAINT		
			001.4200.4240		178.72
			VEH#129: VEH MAINT		
			VEH#129: VEH MAINT		
			004.8310.4240		79.29
			VEH#130: VEH MAINT		
			VEH#130: VEH MAINT		
			004.8310.4240		92.03
				Total :	**350.04**
85918	9/20/2022	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS-AUG		
			FINGERPRINT APPS-AUG		
			001.1700.4236		96.00
				Total :	**96.00**
85919	9/20/2022	000085 EAST VALLEY WATER DISTRICT	ATHLETIC CTR-AUG		
			ATHLETIC CTR-AUG		
			001.6000.4030		269.95

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85919	9/20/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			COMMUNITY PARK-AUG	
			COMMUNITY PARK-AUG	
			001.6000.4030	13,211.57
			LMD 34-AUG	
			LMD 34-AUG	
			012.8500.4030	174.06
			CUNNINGHAM PARK-AUG	
			CUNNINGHAM PARK-AUG	
			016.8540.4030	3,073.55
			COMM. CTR-AUG	
			COMM. CTR-AUG	
			001.6000.4030	52.70
			LMD 30-AUG	
			LMD 30-AUG	
			012.8500.4030	229.05
			LMD 10-AUG	
			LMD 10-AUG	
			012.8500.4030	1,636.95
			OAK CREEK PARK-AUG	
			OAK CREEK PARK-AUG	
			016.8540.4030	2,114.05
			LMD 10-AUG	
			LMD 10-AUG	
			012.8500.4030	849.55
			LIBRARY / ELC-AUG	
			LIBRARY / ELC-AUG	
			001.6000.4030	70.27
			CORP YARD-AUG	
			CORP YARD-AUG	
			004.8310.4030	70.27
			CORP YARD-AUG	
			CORP YARD-AUG	
			004.8310.4030	144.15
			CORP YARD-AUG	
			CORP YARD-AUG	
			004.8310.4030	1,302.05
			COMM. CTR - IRRIGATION-AUG	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85919	9/20/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			COMM. CTR - IRRIGATION-AUG	
			001.6000.4030	1,300.77
			LIBRARY / ELC-AUG	
			LIBRARY / ELC-AUG	
			001.6000.4030	904.56
			YMCA COMMUNITY PARK-AUG	
			YMCA COMMUNITY PARK-AUG	
			001.6000.4030	239.17
			LIBRARY / ELC-AUG	
			LIBRARY / ELC-AUG	
			001.6000.4030	407.35
			ATHLETIC CTR-AUG	
			ATHLETIC CTR-AUG	
			001.6000.4030	35.14
			COMMUNITY PARK-AUG	
			COMMUNITY PARK-AUG	
			001.6000.4030	52.70
			Total :	**26,137.86**
85920	9/20/2022	002190 ENGINEERING RESOURCES OF SO CA	STR20001 DE MSRI - AUG	
			STR20001 DE MSRI - AUG	
			017.8350.6550	902.25
			Total :	**902.25**
85921	9/20/2022	003073 EWING IRRIGATION PRODUCTS INC	COMM PARK: IRRIGATION PARTS	
			COMM PARK: IRRIGATION PARTS	
			001.6000.4206	248.19
			LMD 48: IRRIGATION SUPPLIES	
			LMD 48: IRRIGATION SUPPLIES	
			012.8500.4206	141.23
			Total :	**389.42**
85922	9/20/2022	000266 FAIRVIEW FORD SALES INC	VEH#116: VEH MAINT	
			VEH#116: VEH MAINT	
			001.6010.4240	106.95
			Total :	**106.95**
85923	9/20/2022	005457 GOVERNMENT TAX SEMINARS, LLC	GOVT TAX & EMPLOYEE BENEFIT WEBINAR: NAV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85923	9/20/2022	005457 GOVERNMENT TAX SEMINARS, LLC	(Continued)		
			GOVT TAX & EMPLOYEE BENEFIT WEBINAR:		
			001.1700.4330		475.00
				Total :	**475.00**
85924	9/20/2022	002653 H & H GENERAL CONTRACTORS	BRG04004A CON PNRS PPE#14		
			BRG04004A CON PNRS PPE#14		
			030.8495.6813		9,066.70
			BRG04004A CON DIF REG PPE#14		
			BRG04004A CON DIF REG PPE#14		
			007.8330.6813		2,266.68
			BRG04004A CON PNRS PPE#15		
			BRG04004A CON PNRS PPE#15		
			030.8495.6813		9,066.70
			BRG04004A CON DIF REG PPE#15		
			BRG04004A CON DIF REG PPE#15		
			007.8330.6813		2,266.68
			BRG04004A CON PNRS RET PPE#14		
			BRG04004A CON PNRS RET PPE#14		
			030.1350		-453.34
			BRG04004A CON DIF REG RET PPE#14		
			BRG04004A CON DIF REG RET PPE#14		
			007.1350		-113.33
			BRG04004A CON PNRS RET PPE#15		
			BRG04004A CON PNRS RET PPE#15		
			030.1350		-453.34
			BRG04004A CON DIF REG RET PPE#15		
			BRG04004A CON DIF REG RET PPE#15		
			007.1350		-113.33
				Total :	**21,533.42**
85925	9/20/2022	000108 HIGH TECH SECURITY	CITY HALL: BURG BATTERY SEC		
			CITY HALL: BURG BATTERY SEC		
			042.9510.4066		125.00
				Total :	**125.00**
85926	9/20/2022	006017 IMAGE SOURCE	CYBERSECURITY (NETWORKING EQUIPMENT)		
			CYBERSECURITY (NETWORKING EQUIPMENT)		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85926	9/20/2022	006017 IMAGE SOURCE	(Continued)		
			030.8495.4349 CYBERSECURITY (NETWORKING EQUIPMENT) CYBERSECURITY (NETWORKING EQUIPMENT)		4,080.55
			030.8495.4349		450.14
				Total :	**4,530.69**
85927	9/20/2022	002664 INLAND LIGHTING SUPPLIES, INC.	PD: LIGHTING MAINT PD: LIGHTING MAINT		
			001.2000.4070 CITY HALL: LIGHTING MAINT CITY HALL: LIGHTING MAINT		222.94
			042.9510.4070		150.08
				Total :	**373.02**
85928	9/20/2022	000127 K & L HARDWARE	CITY HALL: HVAC REPLACEMENT CITY HALL: HVAC REPLACEMENT		
			042.9510.4070 PD: HVAC MAINT PD: HVAC MAINT		58.16
			001.2000.4588 COMM PARK: RESTROOM MAINT COMM PARK: RESTROOM MAINT		16.15
			001.6000.4206 YMCA: BLDG MAINT YMCA: BLDG MAINT		8.18
			001.6000.4206		19.40
				Total :	**101.89**
85929	9/20/2022	006135 SOCRADAR CYBER INTELLIGENCE	CYBER INTELLIGENCE SERVICE CYBER INTELLIGENCE SERVICE		
			030.8495.4349		7,200.00
				Total :	**7,200.00**
85930	9/20/2022	000203 SOUTHERN CALIFORNIA EDISON	LS3 METER - SEP LS3 METER - SEP		
			013.8510.4011 SEELEY PARK-AUG SEELEY PARK-AUG		24.24

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85930	9/20/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			016.8540.4010 CUNNINGHAM PARK-AUG CUNNINGHAM PARK-AUG	23.62
			016.8540.4010 CANYON OAK-AUG CANYON OAK-AUG	18.78
			016.8540.4010 HIGHLAND COMMUNITY PARK-AUG HIGHLAND COMMUNITY PARK-AUG	20.73
			001.6000.4010 LS#3 - SEP LS#3 - SEP	422.59
			013.8510.4011 LMD#76-AUG LMD#76-AUG	125.21
			012.8500.4010 LMDS-AUG LMD 09-AUG	21.09
			012.8500.4010 LMD 30-AUG	18.99
			012.8500.4010 LMD 20-AUG	18.99
			012.8500.4010 LMD 08-AUG	18.56
			012.8500.4010 LMD 29-AUG	18.56
			012.8500.4010 LMD 47-AUG	18.56
			012.8500.4010 LMD 17-AUG	18.56
			012.8500.4010 LMD 44-AUG	57.65
			012.8500.4010 LMD 36-AUG	18.99
			012.8500.4010 LMD 37-AUG	18.56
			012.8500.4010	18.56

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85930	9/20/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 34-AUG	
			012.8500.4010	18.56
			LMD 02-AUG	
			012.8500.4010	18.34
			LMD 11-AUG	
			012.8500.4010	18.56
			LMD 05-AUG	
			012.8500.4010	18.13
			LMD 06-AUG	
			012.8500.4010	17.49
			LMD 07-AUG	
			012.8500.4010	17.49
			LMD 04-AUG	
			012.8500.4010	18.56
			LMD 02-AUG	
			012.8500.4010	36.90
			LMD 15-AUG	
			012.8500.4010	37.12
			LMD 00-AUG	
			012.8500.4010	18.56
			LMD 21-AUG	
			012.8500.4010	18.56
			LMD 31-AUG	
			012.8500.4010	18.56
			LMD 01-AUG	
			012.8500.4010	18.34
			LMD 35-AUG	
			012.8500.4010	18.34
			LMD 02-AUG	
			012.8500.4010	18.56
			LMD 20-AUG	
			012.8500.4010	18.56
			LMD 16-AUG	
			012.8500.4010	18.13
			LMD 03-AUG	
			012.8500.4010	18.13

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85930	9/20/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			LMD 22-AUG		
			012.8500.4010		18.56
			LMD 10-AUG		
			012.8500.4010		66.25
			LMD 36-AUG		
			012.8500.4010		18.34
				Total :	**1,352.28**
85931	9/20/2022	000208 STAPLES CREDIT PLAN	NETWORK SUPPLIES		
			NETWORK SUPPLIES		
			042.9510.4208		99.11
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			004.8310.4200		109.32
				Total :	**208.43**
85932	9/20/2022	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SERVICES		
			EMPLOYEE SUPPORT SERVICES-AUG		
			001.1600.4537		150.00
				Total :	**150.00**
85933	9/20/2022	006121 THERMA LLC	PD: HVAC #9 SERVICE CALL		
			PD: HVAC #9 SERVICE CALL		
			001.2000.4588		343.00
				Total :	**343.00**
85934	9/20/2022	003044 THOMSON REUTERS WEST	CODE BOOKS-SEP		
			CODE BOOKS-SEP		
			001.1200.4626		1,330.54
				Total :	**1,330.54**
85935	9/20/2022	004920 TKE ENGINEERING	HOUSING AUTHORITY-JUL		
			HOUSING AUTHORITY-JUL		
			070.7000.4611		2,627.50
				Total :	**2,627.50**
85936	9/20/2022	000222 UNDERGROUND SERVICE ALERT	MONTHLY DIG ALERT-SEP		
			MONTHLY DIG ALERT-SEP		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85936	9/20/2022	000222 UNDERGROUND SERVICE ALERT	(Continued)		
			004.8310.4553 MONTHLY DIG ALERT-SEP MONTHLY DIG ALERT-SEP		256.74
			004.8310.4553		911.25
				Total :	**1,167.99**
85937	9/20/2022	000237 WILLDAN ASSOCIATES	BUILDING & SAFETY PLAN CHECK-AUG BUILDING & SAFETY PLAN CHECK-AUG		
			001.4500.4540 BUILDING & SAFETY INSP-AUG BUILDING & SAFETY INSP-AUG		7,720.00
			001.4500.4540 PERMIT TECH-AUG PERMIT TECH-AUG		18,062.50
			001.4500.4540 CODE ENFORCEMENT-AUG CODE ENFORCEMENT-AUG		5,362.50
			001.4600.4538		8,775.00
				Total :	**39,920.00**
85938	9/20/2022	006001 YUNEX LLC	BASELINE &N MCKINLEY-CABINET KD BASELINE &N MCKINLEY-CABINET KD		
			004.8310.4580		18,892.47
				Total :	**18,892.47**
85939	9/20/2022	004298 ZOLL MEDICAL CORPORATION	FS#3-PARAMEDIC SUPPLIES FS#3-PARAMEDIC SUPPLIES		
			028.2050.4207 FS#3-PARAMEDIC SUPPLIES FS#3-PARAMEDIC SUPPLIES		874.65
			028.2050.4207 FS#3 PARAMEDIC SUPPLIES FS#3 PARAMEDIC SUPPLIES		384.75
			028.2050.4211 FS#3 PARAMEDIC SUPPLIES FS#3 PARAMEDIC SUPPLIES		436.96
			028.2050.4211		1,470.30

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85939	9/20/2022	004298 ZOLL MEDICAL CORPORATION	(Continued)	
			FS#3-PARAMEDIC SUPPLIES	
			FS#3-PARAMEDIC SUPPLIES	
			028.2050.4207	-1,256.48
			Total :	1,910.18

39 Vouchers for bank code : wfb — Bank total : 182,651.74

39 Vouchers in this report — Total vouchers : 182,651.74

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
715	9/23/2022	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 010.1170	819.23
			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	4.99
			ICMA DEFERRED COMP 457: Payment 041.1170	335.20
			ICMA DEFERRED COMP 457: Payment 070.1170	296.31
			ICMA DEFERRED COMP 457: Payment 001.1170	8,791.33
			ICMA DEFERRED COMP 457: Payment 004.1170	993.66
			Total :	**11,265.72**
716	9/23/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS: Payment 004.1145	2,977.37
			PERS: Payment 006.1145	442.32
			PERS: Payment 010.1145	1,015.28
			PERS: Payment 012.1145	186.31
			PERS: Payment 016.1145	186.34
			PERS: Payment 023.1145	122.09
			PERS: Payment 024.1145	20.49
			PERS: Payment 041.1145	474.09

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
716	9/23/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			042.1145	863.88
			PERS: Payment	
			070.1145	821.07
			PERS SURVIVOR: Payment	
			001.1145	24.04
			PERS SURVIVOR: Payment	
			004.1145	4.62
			PERS SURVIVOR: Payment	
			006.1145	0.57
			PERS SURVIVOR: Payment	
			010.1145	1.09
			PERS SURVIVOR: Payment	
			012.1145	0.56
			PERS SURVIVOR: Payment	
			016.1145	0.54
			PERS SURVIVOR: Payment	
			023.1145	0.27
			PERS SURVIVOR: Payment	
			024.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.30
			PERS SURVIVOR: Payment	
			042.1145	1.66
			PERS SURVIVOR: Payment	
			070.1145	0.71
			EPMC: Payment	
			001.1145	559.61
			EPMC: Payment	
			004.1145	128.83
			EPMC: Payment	
			006.1145	20.81
			EPMC: Payment	
			010.1145	44.17
			EPMC: Payment	
			012.1145	2.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
716	9/23/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			016.1145	2.50
			EPMC: Payment	
			023.1145	6.96
			EPMC: Payment	
			024.1145	0.59
			EPMC: Payment	
			041.1145	33.19
			EPMC: Payment	
			042.1145	12.05
			EPMC: Payment	
			070.1145	57.48
			PERS: Payment	
			001.1145	14,154.86
			Total :	**22,167.20**
717	9/23/2022	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			006.1140	82.08
			MEDICARE: Payment	
			010.1140	188.08
			MEDICARE: Payment	
			012.1140	44.52
			MEDICARE: Payment	
			016.1140	44.52
			MEDICARE: Payment	
			023.1140	25.66
			MEDICARE: Payment	
			024.1140	4.96
			MEDICARE: Payment	
			041.1140	80.04
			MEDICARE: Payment	
			042.1140	201.96
			MEDICARE: Payment	
			070.1140	140.96
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
717	9/23/2022	000119 INTERNAL REVENUE SERVICE	(Continued)	
			001.1120 FEDERAL TAXES: Payment	11,840.02
			004.1120 FEDERAL TAXES: Payment	2,548.97
			006.1120 FEDERAL TAXES: Payment	278.86
			010.1120 FEDERAL TAXES: Payment	920.65
			012.1120 FEDERAL TAXES: Payment	96.71
			016.1120 FEDERAL TAXES: Payment	96.69
			023.1120 FEDERAL TAXES: Payment	77.84
			024.1120 FEDERAL TAXES: Payment	16.98
			041.1120 FEDERAL TAXES: Payment	443.27
			042.1120 FEDERAL TAXES: Payment	621.38
			070.1120 SOCIAL SECURITY: Payment	706.15
			001.1140 MEDICARE: Payment	618.88
			001.1140 MEDICARE: Payment	2,983.90
			004.1140	608.10
			Total :	**22,671.18**
718	9/23/2022	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130	4,482.85
			STATE TAXES: Payment 004.1130	1,010.05
			STATE TAXES: Payment 006.1130	106.89

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
718	9/23/2022	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			010.1130	354.55
			STATE TAXES: Payment	
			012.1130	40.38
			STATE TAXES: Payment	
			016.1130	40.35
			STATE TAXES: Payment	
			023.1130	22.15
			STATE TAXES: Payment	
			024.1130	6.40
			STATE TAXES: Payment	
			041.1130	180.25
			STATE TAXES: Payment	
			042.1130	240.80
			STATE TAXES: Payment	
			070.1130	275.38
			Total :	**6,760.05**
85940	9/23/2022	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	2.96
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.49
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.49
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	108.77
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.98
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.58
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.81
			AFLAC ACCIDENT INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85940	9/23/2022	003804 AFLAC WWHQ	(Continued)	
			024.1181 AFLAC CANCER INSURANCE: Payment	0.26
			001.1181 AFLAC DISABILITY INSURANCE: Payment	18.63
			001.1181 AFLAC DISABILITY INSURANCE: Payment	278.30
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.69
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.29
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.29
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.51
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	143.66
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.69
			023.1181 AFLAC DENTAL: Payment	12.32
			001.1181 AFLAC DENTAL: Payment	27.89
			004.1181 AFLAC DENTAL: Payment	0.55
			041.1181 AFLAC DENTAL: Payment	1.66
			070.1181	0.56
			Total :	**676.65**
85941	9/23/2022	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT ARROWHEAD UNITED WAY: Payment	
			001.1180 ARROWHEAD UNITED WAY: Payment	11.25
			004.1180	0.76

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85941	9/23/2022	000433 ARROWHEAD UNITED WAY	(Continued)	
			ARROWHEAD UNITED WAY: Payment 041.1180	2.25
			ARROWHEAD UNITED WAY: Payment 070.1180	0.74
			Total :	15.00

6 Vouchers for bank code : wfb — Bank total : 63,555.80

6 Vouchers in this report — Total vouchers : 63,555.80

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85942	9/27/2022	004206 #1 SON PLUMBING	BRG04004A NON-PART DIF REG BRG04004A NON-PART DIF REG 007.8330.6813		6,885.51
				Total :	**6,885.51**
85943	9/27/2022	005771 AMAZON CAPITAL SERVICES	MONITOR STAND MONITOR STAND 042.9510.4200 OFFICE SUPPLIES		42.28
			COMPUCHECKS BLANK CHECK STOCK - EXEMPT 042.9510.4200 SMEAD 30% RECYCLED FILE POCKET		43.32
			001.1700.4200 PRINTWORKS PERFORATED PAPER		36.85
			001.1700.4200 PRINTWORKS PERFORATED PAPER		18.52
			001.2200.4200 PRINTWORKS100% RECYCLED COPY PAPER		18.52
			042.9510.4200 JAM PARCHMENT 30% RECYCLED WHITE SHEETS JAM PARCHMENT 30% RECYCLED WHITE SHEETS		30.29
			001.1200.4200 PENDAFLEX MANILLA 30% RECYCLE FILE		54.97
			001.1200.4200 SWINGLINE OPTIMA STAPLES		26.27
			001.1200.4200 POST IT GREENER 100% POP-UP NOTES		7.50
			001.1200.4200		14.34
				Total :	**292.86**
85944	9/27/2022	001072 AUTO ZONE	ME543: AUTO MAINTENANCE ME543: AUTO MAINTENANCE 028.2050.4240 ME543: AUTO MAINTENANCE		36.91
			029.2100.4240 ME541A: AUTO PARTS ME541A: AUTO PARTS		36.90

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85944	9/27/2022	001072 AUTO ZONE	(Continued)		
			028.2050.4240		52.99
			ME541A: AUTO PARTS		
			029.2100.4240		52.99
				Total :	**179.79**
85945	9/27/2022	003599 BAB STEERING HYDRALICS INC,	ME542: STEARING COMPONENTS & STEER AXEL		
			ME542: STEARING COMPONENTS & STEER AXEL		
			029.2100.4240		2,158.84
			ME542: STEARING COMPONENTS & STEER AXEL		
			028.2050.4240		2,158.84
				Total :	**4,317.68**
85946	9/27/2022	003445 BOOT BARN, INC.	UNIFORM: HALLOWAY		
			UNIFORM: HALLOWAY		
			001.6010.4249		212.67
				Total :	**212.67**
85947	9/27/2022	005352 BROWN INDUSTRIES	VOLUNTEER DINNER: SERVICE PINS		
			VOLUNTEER DINNER: SERVICE PINS		
			001.6020.4336		402.77
			SALES TAX ON SERVICE PINS		
			051.1050		-26.52
				Total :	**376.25**
85948	9/27/2022	006099 CHARTER COMMUNICATIONS	FS#1 TELE/INT-SEP		
			FS#1 TELE/INT-SEP		
			028.2050.4065		186.27
			FS#1 TELE/INT-SEP		
			029.2100.4065		186.27
			FS#3 TELE/INT -SEP		
			FS#3 TELE/INT-SEP		
			028.2050.4065		226.04
			FS#3 TELE/INT-SEP		
			029.2100.4065		226.03
			FS#2 TELE/INT -SEP		
			FS#2 TELE/INT -SEP		
			028.2050.4065		107.74

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85948	9/27/2022	006099 CHARTER COMMUNICATIONS	(Continued) FS#2 TELE/INT -SEP 029.2100.4065		107.73
				Total :	**1,040.08**
85949	9/27/2022	005553 CLARK PEST CONTROL OF STOCKTON	FS#1-3 PEST CONTROL FS#1-3 PEST CONTROL 028.2050.4589		24.50
			FS#1-3 PEST CONTROL 029.2100.4589		24.50
			FS#1-3 PEST CONTROL FS#1-3 PEST CONTROL 028.2050.4589		24.50
			FS#1-3 PEST CONTROL 029.2100.4589		24.50
				Total :	**98.00**
85950	9/27/2022	005859 COUNTY OF SAN BERNARDINO DEPT	RADIO ACCESS-JUL RADIO ACCESS-JUL 028.2050.4209		625.37
			RADIO ACCESS-JUL 029.2100.4209		625.37
				Total :	**1,250.74**
85951	9/27/2022	004860 CRIME SCENE STERI-CLEAN, LLC	BIO-HAZ CLEAN UP ON BASE LINE BIO-HAZ CLEAN UP ON BASE LINE 004.8310.4576		850.00
				Total :	**850.00**
85952	9/27/2022	001764 DEPENDABLE COFFEE & WATER SVC.	CORP YARD: FILTER CHANGE CORP YARD: FILTER CHANGE 004.8310.4200		125.49
				Total :	**125.49**
85953	9/27/2022	003360 DIRECTV	POLICE SATTELITE CABLE - SEP POLICE SATTELITE CABLE - SEP 001.2000.4065		84.25
				Total :	**84.25**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85954	9/27/2022	000085 EAST VALLEY WATER DISTRICT	LMD 17 - B-SEP	
			LMD 17 - B-SEP	
			012.8500.4030	166.44
			LMD 11-SEP	
			LMD 11-SEP	
			012.8500.4030	600.02
			LMD 55-SEP	
			LMD 55-SEP	
			012.8500.4030	1,287.15
			LMD 17 - D-SEP	
			LMD 17 - D-SEP	
			012.8500.4030	97.86
			LMD 25-SEP	
			LMD 25-SEP	
			012.8500.4030	273.12
			LMD 17 - C-SEP	
			LMD 17 - C-SEP	
			012.8500.4030	235.79
			LMD 76-SEP	
			LMD 76-SEP	
			012.8500.4030	105.77
			LMD 17 - A-SEP	
			LMD 17 - A-SEP	
			012.8500.4030	111.27
			SEELEY PARK-SEP	
			SEELEY PARK-SEP	
			016.8540.4030	161.36
			LMD 43-SEP	
			LMD 43-SEP	
			012.8500.4030	251.32
			LMD 47-SEP	
			LMD 47-SEP	
			012.8500.4030	250.65
			LMD 16-SEP	
			LMD 16-SEP	
			012.8500.4030	55.10
				Total : **3,595.85**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85955	9/27/2022	002190 ENGINEERING RESOURCES OF SO CA	STR20003 DE MSRI CLOSED PROJECT-AUG		
			STR20003 DE MSRI CLOSED PROJECT-AUG		
			017.8350.6550		157.50
				Total :	**157.50**
85956	9/27/2022	000266 FAIRVIEW FORD SALES INC	VEH#107: MAINTENANCE SERVICE		
			VEH#107: MAINTENANCE SERVICE		
			004.8310.4240		549.11
			VEH#121: MAINTENANCE		
			VEH#121: MAINTENANCE		
			001.4600.4240		379.12
				Total :	**928.23**
85957	9/27/2022	005358 FLEET SERVICES INC	ME542: BATTERY REPLACEMENT		
			ME542: BATTERY REPLACEMENT		
			028.2050.4240		146.91
			ME542: BATTERY REPLACEMENT		
			029.2100.4240		146.91
				Total :	**293.82**
85958	9/27/2022	001320 HIGHLAND SENIOR CENTER	CDBG REIMBURSEMENT-JUL		
			CDBG REIMBURSEMENT-JUL		
			006.8400.4348		2,100.00
			CDBG: PS II HIGHLAND GROCERY		
			CDBG: PS II HIGHLAND GROCERY		
			006.8400.4353		1,928.37
			CDBG CV SENIOR CENTER MEAL REIMB-AUG		
			CDBG CV SENIOR CENTER MEAL REIMB-AUG		
			006.8400.4353		4,284.81
			CDBG REIMBURSEMENT-AUG		
			CDBG REIMBURSEMENT-AUG		
			006.8400.4348		2,100.00
				Total :	**10,413.18**
85959	9/27/2022	002664 INLAND LIGHTING SUPPLIES, INC.	PD: REPLACEMENT LIGHT FIXTURE LAMPS		
			PD: REPLACEMENT LIGHT FIXTURE LAMPS		
			001.2000.4075		250.31
			PD: REPLACEMENT LIGHT FIXTURE LAMPS		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85959	9/27/2022	002664 INLAND LIGHTING SUPPLIES, INC.	(Continued)		
			001.2000.4206		810.00
				Total :	**1,060.31**
85960	9/27/2022	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES -SEP		
			PROFESSIONAL SERVICES -SEP		
			023.3890.4554		3,128.36
				Total :	**3,128.36**
85961	9/27/2022	000127 K & L HARDWARE	FS#3: MAINTENANCE SUPPLIES		
			FS#3: MAINTENANCE SUPPLIES		
			028.2050.4070		57.64
			FS#3: MAINTENANCE SUPPLIES		
			029.2100.4070		57.63
			CORP YARD: SUPPLIES		
			CORP YARD: SUPPLIES		
			004.8310.4206		109.84
			FS#2: MAINTENANCE SUPPLIES		
			FS#2: MAINTENANCE SUPPLIES		
			028.2050.4070		44.96
			FS#2: MAINTENANCE SUPPLIES		
			029.2100.4070		44.96
			FS#3: MAINTENANCE SUPPLIES		
			FS#3: MAINTENANCE SUPPLIES		
			028.2050.4070		35.54
			FS#3: MAINTENANCE SUPPLIES		
			029.2100.4070		35.54
			FS#2: MAINTENANCE SUPPLIES		
			FS#2: MAINTENANCE SUPPLIES		
			028.2050.4070		89.41
			FS#2: MAINTENANCE SUPPLIES		
			029.2100.4070		89.41
			FS#2: BUILDING MAINTENANCE		
			FS#2: BUILDING MAINTENANCE		
			028.2050.4070		61.99
			FS#2: BUILDING MAINTENANCE		
			029.2100.4070		61.98

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85961	9/27/2022	000127 000127 K & L HARDWARE	(Continued)	Total :	688.90
85962	9/27/2022	000207 KONICA MINOLTA	COPIER LEASE-SEP		
			COPIER LEASE-SEP		
			001.2000.4205		603.40
			COPIER LEASE-SEP		
			042.9510.4205		1,698.14
				Total :	2,301.54
85963	9/27/2022	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-SEP		
			PETTY CASH-SEP		
			001.0020		191.97
				Total :	191.97
85964	9/27/2022	001193 LIFE ASSIST, INC.	FS#1-3: MEDICAL AID GLOVES		
			FS#1-3: MEDICAL AID GLOVES		
			030.8495.4349		237.05
			FS#1-3: PARAMEDIC SUPPLIES		
			FS#1-3: PARAMEDIC SUPPLIES		
			028.2050.4207		126.53
			FS#1-3: PPE MEDICAL GLOVES		
			FS#1-3: PPE MEDICAL GLOVES		
			030.8495.4349		237.05
			FS#1-3: PPE MEDICAL GLOVES		
			FS#1-3: PPE MEDICAL GLOVES		
			030.8495.4349		237.05
				Total :	837.68
85965	9/27/2022	001679 MC CRAY'S ENTERPRISES	ME542: BRAKE REPAIR		
			ME542: BRAKE REPAIR		
			029.2100.4240		843.59
			ME542: BRAKE REPAIR		
			028.2050.4240		843.58
				Total :	1,687.17
85966	9/27/2022	005856 REPAIROLOGY	ME543: IPAD REPAIR & BATTERY		
			ME543: IPAD REPAIR & BATTERY		
			029.2100.4245		92.40
			ME543: IPAD REPAIR & BATTERY		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85966	9/27/2022	005856 REPAIROLOGY	(Continued)		
			028.2050.4245		92.39
				Total :	**184.79**
85967	9/27/2022	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES-SEP		
			POLICE SERVICES-SEP		
			001.2000.4560		963,988.00
				Total :	**963,988.00**
85968	9/27/2022	000203 SOUTHERN CALIFORNIA EDISON	TRAFFIC SIG PALM/CYPRESS-SEP		
			TRAFFIC SIG PALM/CYPRESS-SEP		
			013.8510.4011		93.13
			LS#3 -SEP		
			LS#3 -SEP		
			013.8510.4011		76.12
				Total :	**169.25**
85969	9/27/2022	001527 STERICYLCE INC.	SHREDDING SERVICES-SEP		
			SHREDDING SERVICES-SEP		
			001.1200.4626		229.59
				Total :	**229.59**
85970	9/27/2022	004679 TK ELEVATOR CORPORATION	PD: ELEVATOR MAINT-9/01-11/30/22		
			PD: ELEVATOR MAINT-9/01-11/30/22		
			001.2000.4587		676.86
				Total :	**676.86**
85971	9/27/2022	005746 UC FENCE	REPAIR PVC TRAIL FENCE: EMMERTON LN		
			REPAIR PVC TRAIL FENCE: EMMERTON LN		
			001.6100.4592		3,000.00
				Total :	**3,000.00**

30 Vouchers for bank code : wfb — **Bank total : 1,009,246.32**

30 Vouchers in this report — **Total vouchers : 1,009,246.32**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85972	10/4/2022	005295 AB FENCE COMPANY, INC.	FS#1 WROUGHT IRON FENCING/GATE		
			FS#1 WROUGHT IRON FENCING/GATE		
			029.2100.6040		54,800.00
				Total :	**54,800.00**
85973	10/4/2022	005737 AGA ENGINEERS, INC.	ON CALL SIGNAL MONIT-AUG		
			ON CALL SIGNAL MONIT-AUG		
			020.8440.4550		3,200.00
				Total :	**3,200.00**
85974	10/4/2022	005771 AMAZON CAPITAL SERVICES	KEYBOARD & COFFEE MAKER		
			KEYBOARD & COFFEE MAKER		
			001.1200.4200		26.03
			KEYBOARD & COFFEE MAKER		
			042.9510.4200		117.45
			CELL PHONE CHARGER		
			CELL PHONE CHARGER		
			042.9510.4200		139.98
				Total :	**283.46**
85975	10/4/2022	003899 ANIMAL MEDICAL HOSPITAL ASSOC	VOUCHER 23-0008		
			VOUCHER 23-0008		
			001.2200.4344		50.00
				Total :	**50.00**
85976	10/4/2022	000165 AT&T	POLICE DEPT-SEP		
			POLICE DEPT-SEP		
			001.2000.4060		2,069.49
				Total :	**2,069.49**
85977	10/4/2022	000165 AT&T	BASELINE LITTLE LEAGUE-SEP		
			BASELINE LITTLE LEAGUE-SEP		
			001.6000.4060		1,001.06
				Total :	**1,001.06**
85978	10/4/2022	000165 AT&T	CITY HALL-SEP		
			CITY HALL-SEP		
			042.9510.4060		1,001.06

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85978	10/4/2022	000165 000165 AT&T	(Continued)	Total :	1,001.06
85979	10/4/2022	006137 ATHENS SERVICES	ATHENS SERVICES #006226 REFUND		
			ATHENS SERVICES #006226 REFUND		
			001.1450.7450		130.00
				Total :	130.00
85980	10/4/2022	005516 BASE HILL, INC.	JANITORIAL SERVICES-SEP		
			CITY HALL-SEP		
			042.9510.4504		1,562.00
			COUNCIL CHAMBERS-SEP		
			042.9510.4504		311.00
			AURANTIA PARK-SEP		
			001.6000.4504		1,454.00
			COMMUNITY PARK-SEP		
			001.6000.4504		1,950.00
			POLICE DEPT-SEP		
			001.2000.4504		1,080.00
				Total :	6,357.00
85981	10/4/2022	005891 CATAPULTK12	WE TIP ANNUAL MEMBERSHIP 2022/2023		
			WE TIP ANNUAL MEMBERSHIP 2022/2023		
			001.2000.4563		3,296.34
				Total :	3,296.34
85982	10/4/2022	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHAL - AUG		
			FIRE MARSHAL - AUG		
			029.2100.4540		6,428.75
				Total :	6,428.75
85983	10/4/2022	000194 CITY OF SAN BERNARDINO	TRAFFIC SIGNAL MAINT - APR-JUN 2022		
			TRAFFIC SIGNAL MAINT - APR-JUN 2022		
			004.8310.4580		2,802.73
				Total :	2,802.73
85984	10/4/2022	000143 COMMUNITY WORKS DESIGN GROUP	PLAN CHECK GENERAL & REIMB - AUG		
			PLAN CHECK GENERAL & REIMB - AUG		
			001.4100.4547		476.00
			SPR 06-01A CLOSED PLAN CHECK-AUG		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85984	10/4/2022	000143 COMMUNITY WORKS DESIGN GROUP	(Continued)	
			SPR 06-01A CLOSED PLAN CHECK-AUG	
			001.4100.4547	327.50
			DRA 21-007 PLAN CHECK - AUG	
			DRA 21-007 PLAN CHECK - AUG	
			001.4100.4547	852.50
			CUP 22-009 PLAN CHECK-AUG	
			CUP 22-009 PLAN CHECK-AUG	
			001.4100.4547	697.50
			DRA 21-002 PLAN CHECK - AUG	
			DRA 21-002 PLAN CHECK - AUG	
			001.4100.4547	155.00
			CUP16-006 CLOSED PLAN CHECK & REIMB-AUG	
			CUP16-006 CLOSED PLAN CHECK & REIMB-AUG	
			001.4100.4547	795.90
			CUP 22-002 PLAN CHECK & REIMB-AUG	
			CUP 22-002 PLAN CHECK & REIMB-AUG	
			001.4100.4547	320.45
			DRA 21-013 PLAN CHECK - JUL	
			DRA 21-013 PLAN CHECK - JUL	
			001.4100.4547	1,007.50
			CUP 21-007 PLAN CHECK - JUL	
			CUP 21-007 PLAN CHECK - JUL	
			001.4100.4547	542.50
			CUP 22-004 PLAN CHECK-AUG	
			CUP 22-004 PLAN CHECK-AUG	
			001.4100.4547	620.00
			DRA 22-011 PLAN CHECK - AUG	
			DRA 22-011 PLAN CHECK - AUG	
			001.4100.4547	77.50
			TRA20001 DE GCF-AUG	
			TRA20001 DE GCF-AUG	
			023.3890.6816	802.30
			TRA20001 DE RTP-AUG	
			TRA20001 DE RTP-AUG	
			030.8495.6816	1,107.95
			Total :	**7,782.60**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85985	10/4/2022	000085 EAST VALLEY WATER DISTRICT	LMD 04-SEP LMD 04-SEP 012.8500.4030 POLICE STATION-SEP POLICE STATION-SEP	67.38
			001.2000.4030 POLICE STATION-SEP POLICE STATION-SEP	190.04
			001.2000.4030 STATION #3-SEP STATION #3-SEP	2,551.91
			028.2050.4030 STATION #3-SEP	26.35
			029.2100.4030 LMD 29-SEP LMD 29-SEP	26.35
			012.8500.4030 CITY HALL-SEP CITY HALL-SEP	226.43
			042.9510.4030 LMD 15 A-SEP LMD 15 A-SEP	308.63
			012.8500.4030 LMD 07-SEP LMD 07-SEP	471.92
			012.8500.4030 BASELINE MEDIAN-SEP BASELINE MEDIAN-SEP	98.82
			004.8310.4030 STATION #1-SEP STATION #1-SEP	877.87
			029.2100.4030 STATION #1-SEP	125.26
			028.2050.4030 LMD 21-SEP LMD 21-SEP	125.25
			012.8500.4030 STATION #2-SEP	380.66

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85985	10/4/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			STATION #2-SEP	
			028.2050.4030	288.27
			STATION #2-SEP	
			029.2100.4030	288.26
			CITY HALL-SEP	
			CITY HALL-SEP	
			042.9510.4030	35.14
			AURANTIA PARK-SEP	
			AURANTIA PARK-SEP	
			001.6000.4030	2,654.62
			LMD 44-SEP	
			LMD 44-SEP	
			012.8500.4030	1,897.89
			LMD 15 B-SEP	
			LMD 15 B-SEP	
			012.8500.4030	863.67
			STATION #2-SEP	
			STATION #2-SEP	
			028.2050.4030	17.57
			STATION #2-SEP	
			029.2100.4030	17.57
			BASELINE MEDIAN-SEP	
			BASELINE MEDIAN-SEP	
			004.8310.4030	542.38
			LMD 73-SEP	
			LMD 73-SEP	
			012.8500.4030	66.23
			LMD 37-SEP	
			LMD 37-SEP	
			012.8500.4030	418.73
			STATION #3-SEP	
			STATION #3-SEP	
			028.2050.4030	180.02
			STATION #3-SEP	
			029.2100.4030	180.01
			LMD 21 A-SEP	
			LMD 21 A-SEP	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85985	10/4/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			012.8500.4030 STATION #3-SEP STATION #3-SEP		90.47
			028.2050.4030 STATION #3-SEP		37.50
			029.2100.4030 POLICE STATION-SEP POLICE STATION-SEP		37.50
			001.2000.4030 BOULDER MEDIAN-SEP BOULDER MEDIAN-SEP		52.70
			004.8310.4030 POLICE STATION-SEP POLICE STATION-SEP		3,256.78
			001.2000.4030		52.70
				Total :	**16,454.88**
85986	10/4/2022	005450 ESECURITY SOLUTIONS	NETWORK SECURITY SERVICES FIREWALL NETWORK SECURITY SERVICES FIREWALL		
			030.8495.4349		989.00
				Total :	**989.00**
85987	10/4/2022	000090 FEDEX	OVERNIGHT MAIL OVERNIGHT MAIL		
			001.4100.4200 OVERNIGHT MAIL		45.16
			001.4600.4200		114.78
				Total :	**159.94**
85988	10/4/2022	004956 FIDELITY SECURITY	VISION -OCT VISION -OCT		
			001.1160 VISION -OCT		146.53
			004.1160 VISION -OCT		31.77
			006.1160 VISION -OCT		7.61

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85988	10/4/2022	004956 FIDELITY SECURITY	(Continued)		
			010.1160 VISION -OCT		15.21
			012.1160 VISION -OCT		5.18
			016.1160 VISION -OCT		5.18
			024.1160 VISION -OCT		0.41
			041.1160 VISION -OCT		1.64
			042.1160 VISION -OCT		10.36
			070.1160		3.59
				Total :	**227.48**
85989	10/4/2022	004939 GUARDIAN	DENTAL -OCT DENTAL -OCT		
			001.1160 DENTAL -OCT		863.47
			004.1160 DENTAL -OCT		221.93
			006.1160 DENTAL -OCT		14.13
			010.1160 DENTAL -OCT		108.09
			012.1160 DENTAL -OCT		9.62
			016.1160 DENTAL -OCT		9.63
			024.1160 DENTAL -OCT		1.78
			041.1160 DENTAL -OCT		30.27
			042.1160 DENTAL -OCT		19.25
			070.1160		15.73

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85989	10/4/2022	004939 004939 GUARDIAN	(Continued)	Total :	1,293.90
85990	10/4/2022	006126 HCI ENVIRONMENTAL & ENGINEER	HAZ WASTE: LOAD & HAUL		
			HAZ WASTE: LOAD & HAUL		
			004.8310.4570		2,477.08
				Total :	2,477.08
85991	10/4/2022	000292 HDL COREN & CONE	2021-2022 ACFR STAT PACKAGE		
			2021-2022 ACFR STAT PACKAGE		
			001.1700.4510		695.00
				Total :	695.00
85992	10/4/2022	000662 HI WAY SAFETY INC	CITY HALL: SIGN FOR BREAK AREA		
			CITY HALL: SIGN FOR BREAK AREA		
			042.9510.4070		94.33
				Total :	94.33
85993	10/4/2022	000105 HIGHLAND CHAMBER OF COMMERCE	MONTHLY CHAMBER LUNCHEON - SEP		
			MONTHLY LUNCHEON - MORGAN/MORENO		
			001.6020.4330		50.00
			MONTHLY LUNCHEON-FLOREZ/WILSON		
			001.4200.4330		50.00
				Total :	100.00
85994	10/4/2022	006140 HIGHLAND MINI MART	CUP 22-010 APPLICATION WITHDRAWN REFUND		
			CUP 22-010 APPLICATION WITHDRAWN REFUND		
			001.1450.9514		3,735.00
				Total :	3,735.00
85995	10/4/2022	000127 K & L HARDWARE	FS#3 - MAINTENANCE		
			FS#3 - MAINTENANCE		
			028.2050.4203		25.85
			FS#3 - MAINTENANCE		
			029.2100.4203		25.85
			FS#3 - MAINTENANCE		
			FS#3 - MAINTENANCE		
			028.2050.4070		38.01
			FS#3 - MAINTENANCE		
			029.2100.4070		38.01

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
85995	10/4/2022	000127 K & L HARDWARE	(Continued)	
			FS#1 - MAINTENANCE	
			FS#1 - MAINTENANCE	
			028.2050.4070	28.08
			FS#1 - MAINTENANCE	
			029.2100.4070	28.08
			FS#1 - MAINTENANCE	
			FS#1 - MAINTENANCE	
			028.2050.4070	18.73
			FS#1 - MAINTENANCE	
			029.2100.4070	18.72
			FS#2 - MAINTENANCE	
			FS#2 - MAINTENANCE	
			028.2050.4070	33.26
			FS#2 - MAINTENANCE	
			029.2100.4070	33.25
			FS#2 - MAINTENANCE	
			FS#2 - MAINTENANCE	
			028.2050.4070	12.92
			FS#2 - MAINTENANCE	
			029.2100.4070	12.91
			Total :	**313.67**
85996	10/4/2022	001193 LIFE ASSIST, INC.	FS#1-3 PPE SUPPLIES	
			FS#1-3 PPE SUPPLIES	
			030.8495.4349	237.05
			FS#1-3 PPE FOR MED-AIDS	
			FS#1-3 PPE FOR MED-AIDS	
			030.8495.4349	37.17
			Total :	**274.22**
85997	10/4/2022	005164 MIKE ROQUET CONSTRUCTION INC.	ALPHALT R&R TO REPAIR DRAINAGE ISSUE	
			ALPHALT R&R TO REPAIR DRAINAGE ISSUE	
			017.8350.6550	12,120.00
			Total :	**12,120.00**
85998	10/4/2022	000155 NEW YORK LIFE	LIFE - OCT	
			LIFE -OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
85998	10/4/2022	000155 NEW YORK LIFE	(Continued)		
			001.1180 LIFE -OCT		9.75
			004.1180 LIFE -OCT		0.65
			041.1180 LIFE -OCT		1.95
			070.1180		0.65
				Total :	**13.00**
85999	10/4/2022	006138 O'REILLY AUTO PARTS	DRA 22-014 APPLICATION WITHDRAW REFUND DRA 22-014 APPLICATION WITHDRAW REFUND		
			001.1320		9,900.00
				Total :	**9,900.00**
86000	10/4/2022	000598 PR PRINTING	BUS CARDS: RICHARDSON BUS CARDS: RICHARDSON		
			004.8310.4200		52.37
				Total :	**52.37**
86001	10/4/2022	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL - OCT PRINCIPAL -OCT		
			001.1200.3590 PRINCIPAL -OCT		43.34
			001.1450.3590 PRINCIPAL -OCT		63.87
			001.1600.3590 PRINCIPAL -OCT		7.92
			001.1700.3590 PRINCIPAL -OCT		92.46
			001.3200.3590 PRINCIPAL -OCT		32.53
			001.4100.3590 PRINCIPAL -OCT		119.64
			001.4200.3590 PRINCIPAL -OCT		66.12
			001.4500.3590 PRINCIPAL -OCT		47.72

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86001	10/4/2022	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)	
			001.4600.3590 PRINCIPAL -OCT	51.57
			001.6000.3590 PRINCIPAL -OCT	17.44
			001.6010.3590 PRINCIPAL -OCT	17.05
			001.6020.3590 PRINCIPAL -OCT	11.34
			004.8310.3590 PRINCIPAL -OCT	111.09
			006.8400.3590 PRINCIPAL -OCT	30.39
			010.3830.3590 PRINCIPAL -OCT	31.61
			012.8500.3590 PRINCIPAL -OCT	8.60
			016.8540.3590 PRINCIPAL -OCT	8.60
			023.3890.3590 PRINCIPAL -OCT	4.87
			024.8470.3590 PRINCIPAL -OCT	0.90
			041.9500.3590 PRINCIPAL -OCT	13.95
			042.9510.3590 PRINCIPAL -OCT	28.63
			070.7000.3590	29.76
			Total :	**839.40**
86002	10/4/2022	005731 SITEONE LANDSCAPE SUPPLY, LLC	LMD2 & 10: IRRIGATION REPAIR PARTS	
			LMD2 & 10: IRRIGATION REPAIR PARTS 012.8500.4206 SEELEY & CUNNINGHAM PARK: IRRIGATION REP	1,490.23
			SEELEY & CUNNINGHAM PARK: IRRIGATION 016.8540.4206 SEELEY & CUNNINGHAM PARK: IRRIGATION REP	740.37
			SEELEY & CUNNINGHAM PARK: IRRIGATION	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86002	10/4/2022	005731 SITEONE LANDSCAPE SUPPLY, LLC	(Continued)	
			016.8540.4206 COMM PARK: IRRIGATION REPAIR PARTS COMM PARK: IRRIGATION REPAIR PARTS	651.15
			001.6000.4206	1,367.68
			Total :	**4,249.43**
86003	10/4/2022	000204 SOCALGAS	STATION #2-SEP STATION #2-SEP	
			028.2050.4020 STATION #2-SEP	34.28
			029.2100.4020 STATION #3-SEP STATION #3-SEP	34.27
			028.2050.4020 STATION #3-SEP	41.23
			029.2100.4020 CITY HALL-SEP CITY HALL-SEP	41.22
			042.9510.4020 STATION #1-SEP STATION #1-SEP	2.15
			028.2050.4020 STATION #1-SEP	32.12
			029.2100.4020 POLICE-SEP POLICE-SEP	32.12
			001.2000.4020	2,189.13
			Total :	**2,406.52**
86004	10/4/2022	000203 SOUTHERN CALIFORNIA EDISON	SIGNALS-SEP SIGNALS-SEP	
			004.8310.4580 SMART N FINAL SCE FEES-SEP SMART N FINAL SCE FEES-SEP	2,892.21
			013.8510.4011 LMD 70-SEP LMD 70-SEP	28.21

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86004	10/4/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			012.8500.4010 TRAFFIC SIG PALM/CYPRESS-SEP TRAFFIC SIG PALM/CYPRESS-SEP		20.46
			004.8310.4580		61.04
				Total :	**3,001.92**
86005	10/4/2022	000636 STEVEN ENTERPRISES INC	OCE7050 ANNUAL MAINTENANCE AGREEMENT OCE7050 ANNUAL MAINTENANCE AGREEMENT		
			001.3200.4200 MAINTENANCE OCE 7050-SEP MAINTENANCE OCE 7050-SEP		1,486.00
			001.3200.4245		86.72
				Total :	**1,572.72**
86006	10/4/2022	006139 THE GREEN FROG SPORTS BAR	SMALL BUS ASST PROG CSFRF/CLFRF-ARP SMALL BUS ASST PROG CSFRF/CLFRF-ARP		
			030.8495.4349		7,500.00
				Total :	**7,500.00**
86007	10/4/2022	004920 TKE ENGINEERING	STR20002 PM RDA07-JUL STR20002 PM RDA07-JUL		
			010.3830.6550 STR20002 PM DIF LOC-JUL STR20002 PM DIF LOC-JUL		6,759.45
			007.8330.6550 STR20002 PM COSB-JUL STR20002 PM COSB-JUL		3,279.89
			027.8490.6550 STR20002 PM RDA07-AUG STR20002 PM RDA07-AUG		7,025.66
			010.3830.6550 STR20002 PM DIF LOC-AUG STR20002 PM DIF LOC-AUG		118.83
			007.8330.6550 STR20002 PM COSB-AUG STR20002 PM COSB-AUG		57.66
			027.8490.6550		123.51

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86007	10/4/2022	004920 004920 TKE ENGINEERING	(Continued)	Total :	17,365.00
86008	10/4/2022	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-OCT		
			LONG TERM DISABILITY-OCT 001.1180		641.71
			LONG TERM DISABILITY-OCT 004.1180		58.92
			LONG TERM DISABILITY-OCT 006.1180		18.50
			LONG TERM DISABILITY-OCT 010.1180		37.00
			LONG TERM DISABILITY-OCT 041.1180		25.69
			LONG TERM DISABILITY-OCT 070.1180		55.29
				Total :	837.11
86009	10/4/2022	000233 WAXIE SANITARY SUPPLY	FS#1-JANITORIAL SUPPLIES		
			FS#1-JANITORIAL SUPPLIES 028.2050.4055		-21.74
			FS#1-JANITORIAL SUPPLIES 029.2100.4055		-21.73
			PD: JANITORIAL SUPPLIES		
			PD: JANITORIAL SUPPLIES 001.2000.4055		209.64
			FS#3-JANITORIAL SUPPLIES		
			FS#3-JANITORIAL SUPPLIES 028.2050.4055		95.06
			FS#3-JANITORIAL SUPPLIES 029.2100.4055		95.06
				Total :	356.29
86010	10/4/2022	000237 WILLDAN ASSOCIATES	STR20001 DE MSRI-AUG		
			STR20001 DE MSRI-AUG 017.8350.6550		441.00
			STR20003 CE MSRI-AUG		
			STR20003 CE MSRI-AUG 017.8350.6550		283.50

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
86010	10/4/2022	000237	000237 WILLDAN ASSOCIATES	(Continued)	Total :	**724.50**
86011	10/4/2022	001677	YMCA OF THE EAST VALLEY	MONTHLY REIMB - JUL MONTHLY REIMB - JUL 001.6000.4526		14,727.00
				MONTHLY REIMB - AUG MONTHLY REIMB - AUG 001.6000.4526		41,250.00
					Total :	**55,977.00**
86012	10/4/2022	004298	ZOLL MEDICAL CORPORATION	PARAMEDIC SUPPLIES PARAMEDIC SUPPLIES 028.2050.4207		1,998.28
					Total :	**1,998.28**
1002212722	10/4/2022	000004	PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH -OCT PERS HEALTH -OCT 010.1150		1,131.35
				PERS HEALTH -OCT 012.1150		192.96
				PERS HEALTH -OCT 016.1150		192.96
				PERS HEALTH -OCT 041.1150		323.07
				PERS HEALTH -OCT 070.1150		308.37
				PERS HEALTH -OCT 001.1450.3511		69.61
				PERS HEALTH -OCT 041.9500.3515		2,200.00
				PERS HEALTH -OCT 006.1150		501.70
				PERS HEALTH -OCT 001.1150		11,264.36
				PERS HEALTH -OCT 004.1150		1,683.85
					Total :	**17,868.23**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
42	Vouchers for bank code : wfb		Bank total :	252,798.76
42	Vouchers in this report		Total vouchers :	252,798.76

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 2022

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Treasurer's Report for August 2022

RECOMMENDATION: City Council to receive and file the Treasurer's Report for August 2022

FISCAL IMPACT: Cash and Investments:

General Fund	$ 9,157,297.55
Special Revenue Funds	$39,589,859.49
Internal Service Funds	$ 4,503,566.24
Capital Projects Funds	$18,856,509.43
Agency Funds	$ 1,645,728.54
Housing Authority Fund	$ 3,646,510.44
SARDA Funds	$ 3,079,455.94

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

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

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

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

The maximum limit on regular accounts is $65M.

Approved _____ Motion _____ Second _____ Agenda Item No. 4

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

CITY OF HIGHLAND
Treasurer's Report
as of August 31, 2022

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking Account	27,006,669.74

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	1.276%		
General Fund			5,784,104.32	
Special Revenue Funds			17,769,986.00	
Internal Service Funds			4,412,237.00	
Capital Projects Funds			12,884,076.00	
Total City LAIF Funds				40,850,403.32
Housing Authority Fund			3,564,505.83	
Total Housing Authority LAIF Funds				3,564,505.83
Total LAIF Funds				44,414,909.15

1) Maximum limits on accounts are $65M City and $65M Housing Authority.
2) Quarterly interest earnings are deposited directly to accounts.
3) Funds are available within 24 hours or less depending on time of wire.
4) Pooled Money Investment Board Report dated July 2022 is on-line for listing of investments.
5) Market Value is based on the June 30, 2022 applicable percentage of 0.987125414
6) Market Value is $43,843,085.58 ($44,414,909.15 x 0.987125414).

California Asset Management Program (CAMP)	n/a	2.300%		
General Fund			132,523.86	
Special Revenue Funds			1,563,116.00	
Capital Projects Funds			5,733,054.00	
Total CAMP Funds				7,428,693.86
INVESTMENTS: FISCAL AGENT ACCOUNTS				
US Bank Corporate Trust Services (Community Facilities Districts)				
Community Facilities District (CFD) 90-1				
Administrative Expense Fund #128262-011				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	94,439.27	94,439.27
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	3,037.70	3,037.70
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	1,123.55	1,123.55
Community Facilities District (CFD) 2001-1				
Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	357,046.14	357,046.14
Interest Account #217795001				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	-	-
Principal Account #217795002				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	-	-
Administrative Expense Account #217795003				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	13,921.90	13,921.90
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	8,543.80	8,543.80
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	0.49	0.49
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	0.74	0.74
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				478,113.59

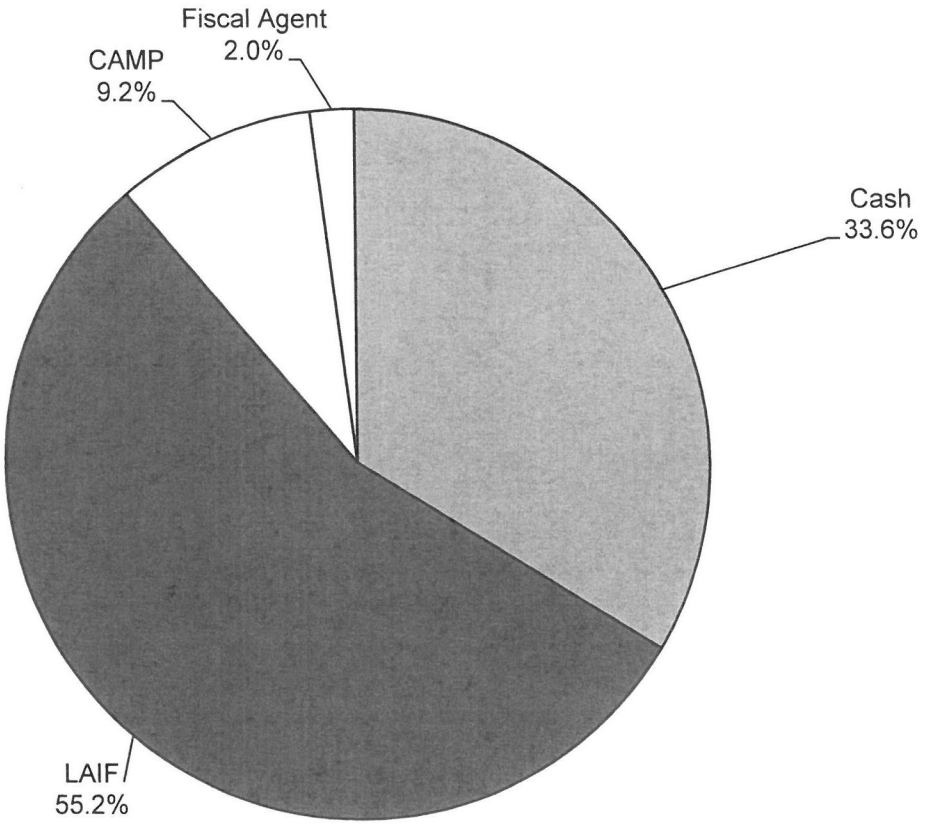
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
US Bank Corporate Trust Services (SARDA)				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.89%	356.20	356.20
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.89%	176,424.30	176,424.30
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.89%	46.07	46.07
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	0.01	0.01
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.89%	958,839.12	958,839.12
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.89%	13,531.95	13,531.95
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.89%	81.47	81.47
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	1.89%	112.17	112.17
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,149,391.29
TOTAL CASH AND INVESTMENTS				**80,478,927.63**

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

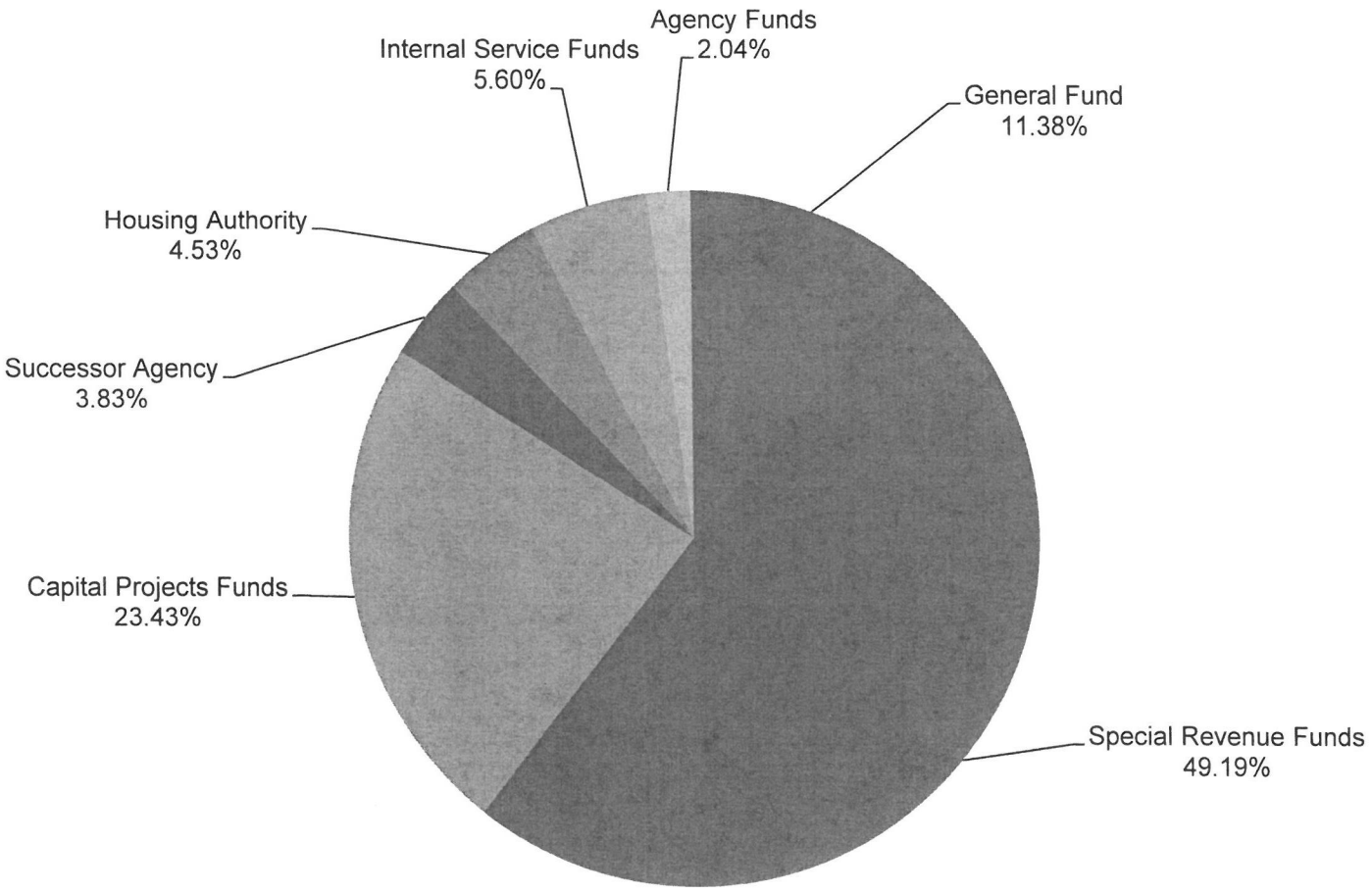
SIGNED:_____
Joseph A. Hughes
CITY MANAGER

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

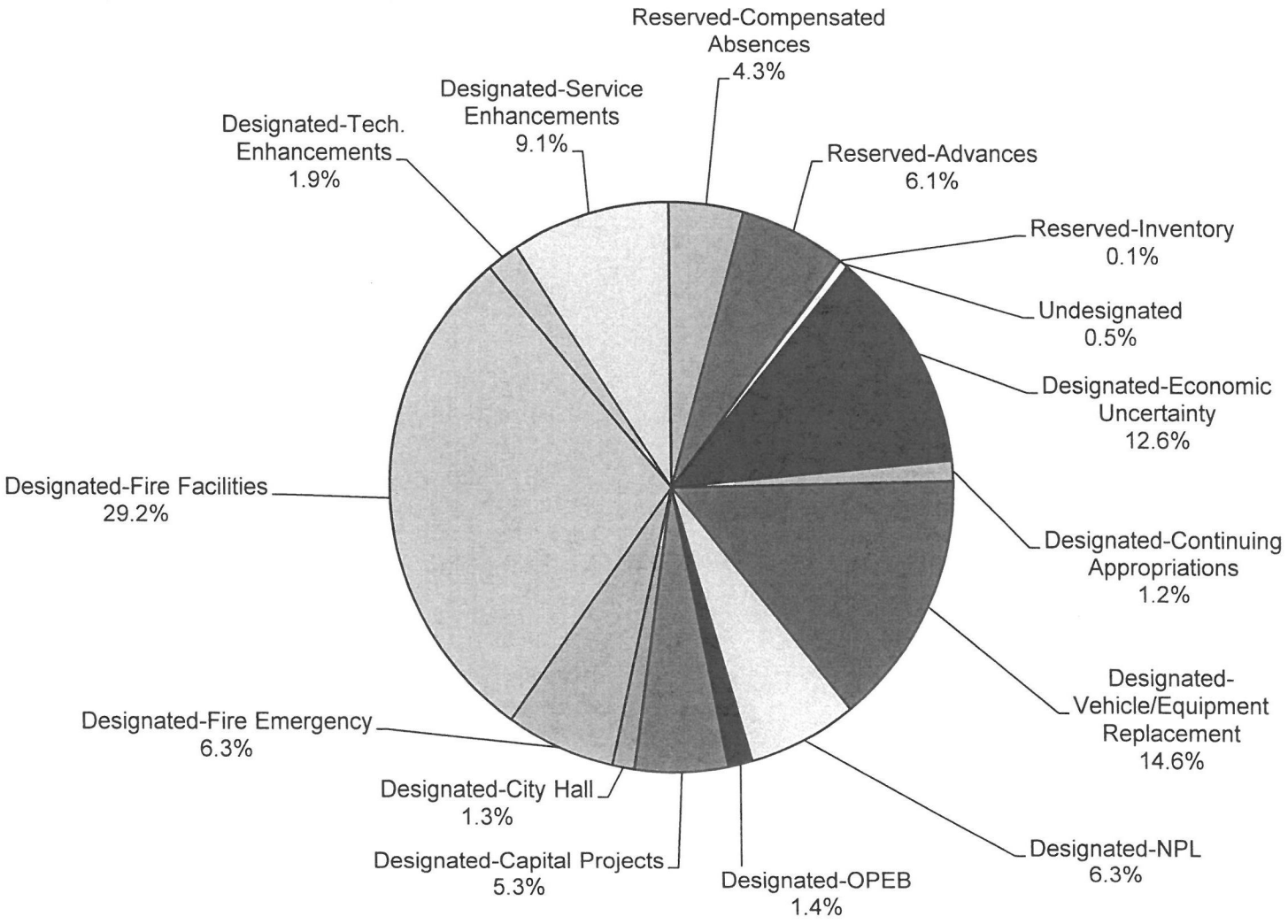
Treasurer's Report



Cash & Investments



General Fund Reserves



STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 2022

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Matt Bennett, Assistant Public Works Director MM.

SUBJECT: Tract 18013; Grant Deed to transfer Ownership of Lot "A"; WQMP Basin, from MV 18013, LLC (Monte Vista Homes) to City of Highland

RECOMMENDATION: That the City Council (1) accept Grant Deed from MV 18013, LLC (Monte Vista Homes), and (2) direct the City Clerk to record the Grant Deed.

FISCAL IMPACT: The water quality treatment basin, located on Lot "A", has been annexed into the assessment district for maintenance of water quality treatment basin and landscaping. The assessment of the 15 lots of Tract 18013 will entirely cover the cost of the landscaping and WQMP basin maintenance located with Lot "A".

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: Tract No. 18013 is a 15-lot subdivision located south of Pacific Street, and east of Victoria Avenue. This tract is being developed by MV 18013, LLC (Monte Vista Homes). The 15-lot subdivision drains to a water quality basin located on Lot "A" within the tract. The water quality treatment basin, located on Lot "A", was annexed into the assessment district for maintenance of water quality treatment BMPS, and landscaping. Upon acceptance of the Tract 18013 drainage and WQMP basin improvements, the assessment of the 15 lots will pay for the maintenance of the WQMP basin.

Attachments: (1) Vicinity Map (2) Copy of Tract Map (3) Grant Deed

L:\Engineering_Backup\03017519 - CUP-16-006-DRA-16-015-TTM-06-002-Tr 18013-SEC Pacific Victoria\Bonds & Agreement\519 Tr 18013 WQMP

Approved _____ Motion _____ Second _____ Agenda Item No. 5

Denied _____ Ayes _____

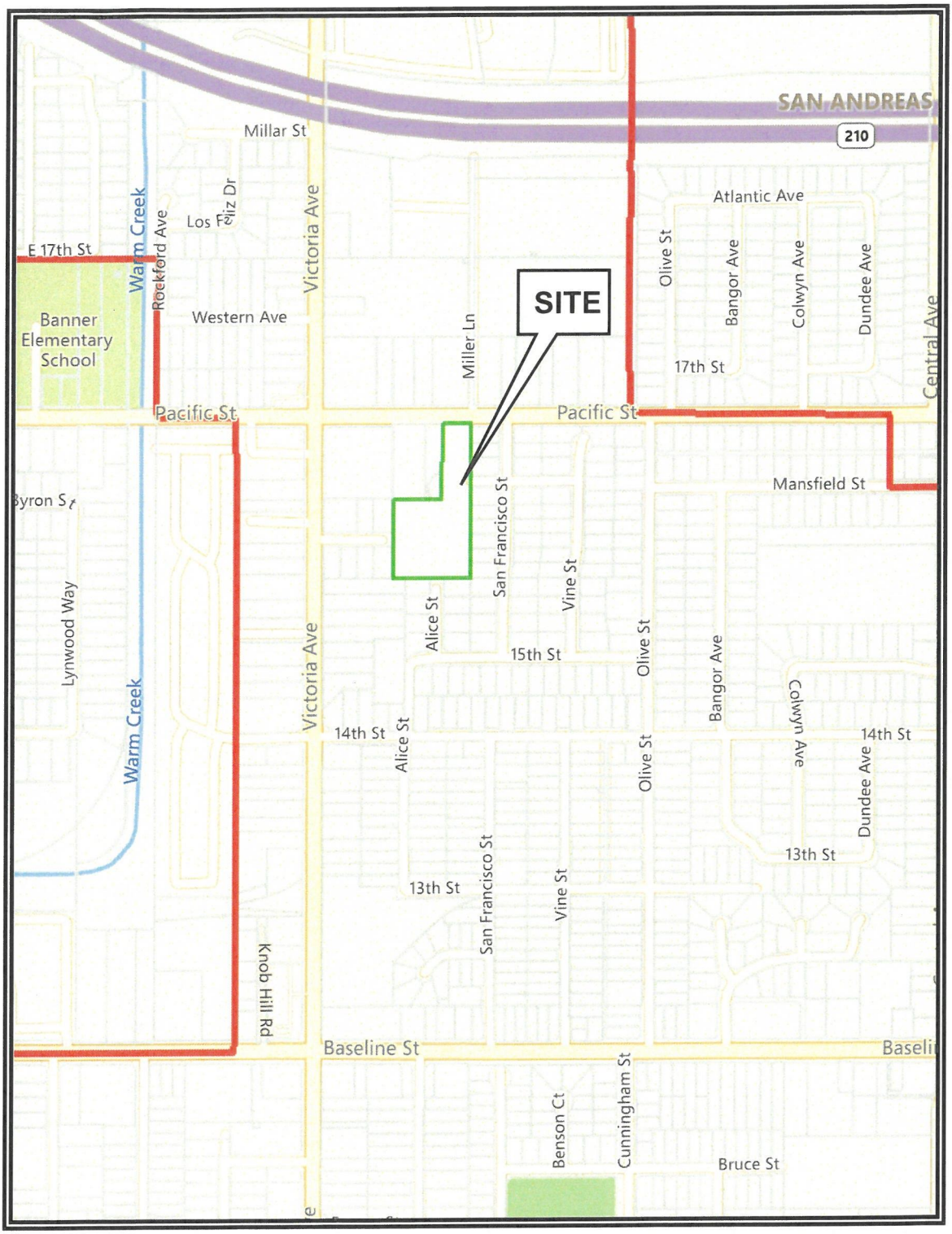
Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager



VICINITY MAP

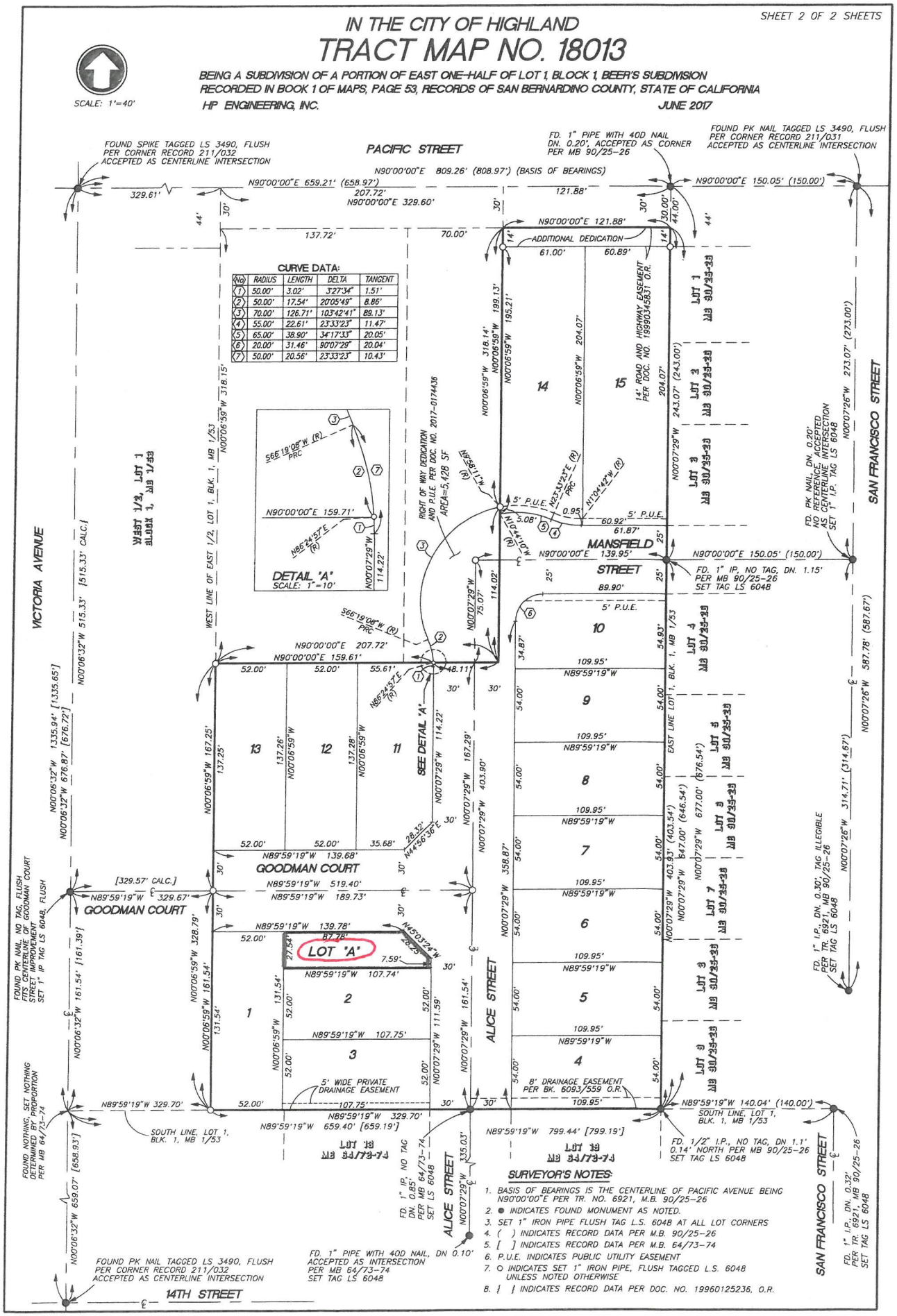
IN THE CITY OF HIGHLAND
TRACT MAP NO. 18013

BEING A SUBDIVISION OF A PORTION OF EAST ONE-HALF OF LOT 1, BLOCK 1, BEER'S SUBDIVISION
RECORDED IN BOOK 1 OF MAPS, PAGE 53, RECORDS OF SAN BERNARDINO COUNTY, STATE OF CALIFORNIA

SCALE: 1"=40'

HP ENGINEERING, INC.

JUNE 2017



NO	RADIUS	LENGTH	DELTA	TANGENT
1	50.00'	3.02'	3°27'34"	1.51'
2	50.00'	17.54'	20°05'49"	8.86'
3	70.00'	126.71'	103°42'41"	89.13'
4	55.00'	22.61'	23°33'23"	11.47'
5	65.00'	38.90'	34°17'33"	20.05'
6	20.00'	31.46'	90°07'29"	20.04'
7	50.00'	20.56'	23°33'23"	10.43'

SURVEYOR'S NOTES:

1. BASIS OF BEARINGS IS THE CENTERLINE OF PACIFIC AVENUE BEING N90°00'00"E PER TR. NO. 6921, M.B. 90/25-26
2. ● INDICATES FOUND MONUMENT AS NOTED.
3. SET 1" IRON PIPE FLUSH TAG L.S. 6048 AT ALL LOT CORNERS
4. ( ) INDICATES RECORD DATA PER M.B. 90/25-26
5. [ ] INDICATES RECORD DATA PER M.B. 64/73-74
6. P.U.E. INDICATES PUBLIC UTILITY EASEMENT
7. ○ INDICATES SET 1" IRON PIPE, FLUSH TAGGED L.S. 6048 UNLESS NOTED OTHERWISE
8. { } INDICATES RECORD DATA PER DOC. NO. 19960125236, O.R.

RECORDING REQUESTED BY:
LISA DEL RIO

WHEN RECORDED MAIL DOCUMENT
AND TAX STATEMENT TO:

CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346

SPACE ABOVE FOR RECORDER'S USE

GRANT DEED

The undersigned grantor declares:

Documentary transfer tax is $ NONE -- no consideration pursuant to California Revenue and Tax Code Sections 11911 and 11922.

( ) computed on full value of property conveyed.
( ) computed on full value less value of liens and encumbrances remaining at time of sale.

MV 18013 LLC, a California limited liability company ("Grantor"),

HEREBY GRANTS TO CITY OF HIGHLAND, a municipal corporation ("Grantee"), the following described property located in the County of San Bernardino, State of California:

Lot A of Tract Map No. 18013, in the City of Highland, County of San Bernardino, State of California, as per Map filed in Book 360, Pages 74 and 75 of Maps, in the Office of the County Recorder of San Bernardino County.

SUBJECT TO the document entitled *Water Quality Management Plan and Stormwater BMP Transfer, Access and Maintenance 1191-351-02, 03 and 04* ("WQMP"), all provisions of which are incorporated herein by reference thereto with the same force and effect as though fully set forth herein at length, and Grantee, by acceptance of this Deed, agrees to be bound by said WQMP recorded February 08, 2022 as Instrument No. 2022-0052014, Official Records.

[signature and notary are on the following page]

MAIL TAX STATEMENT AS DIRECTED ABOVE

"Grantor"

MV 18013 LLC,
a California limited liability company

X_____
by: **Steven W. Landis**
its: Managing Member

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

STATE OF CALIFORNIA)
COUNTY OF San Bernardino) ss.

On September 7, 2022, 202___, before me, Susan Spaniol, Notary Public, personally appeared:

Steven W. Landis,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(SEAL)

SUSAN SPANIOL
Notary Public - California
San Bernardino County
Commission # 2284243
My Comm. Expires Apr 25, 2023

Notary Public

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 2022

FROM: Joseph Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Records Destruction Authorization

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

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

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

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

The following records shall be retained for four years after audit and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for fiscal years 1987/1988-2015/2016.

1. Accounts Payable

staffreports\records destruction staff reports\destroy records 10.11.22 stf rep.doc

Approved _____ Motion _____ Second _____ Agenda Item No. 10

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

D Hughes

City Clerk

City Manager

CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION	Total # of Boxes:
Finance/Accounting	150

DEPARTMENT HEAD APPROVAL:	DESTRUCTION METHOD:
I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit. Department Head Signature 10/3/22 Date	The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard

A. Description of Record(s)	B. Inclusive Dates of Documents
Accounts Payable	Fiscal Years 1987-88 thru 2015-16

APPROVALS:

City Attorney _____ Date _____

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

City Clerk _____ Date _____

C:\MyFiles\WPDATA\Forms\destroy records and disposal form.wpd

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 2022

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Staff reorganization/succession planning in Building Services, City Clerk and Engineering departments.

RECOMMENDATION: That the City Council approve:

1. The staff reorganization including the adding/reclassifying of new positions-see Attachment A for positions and costs; &
2. Resolution No. 2022-____ a Resolution of the City Council of the City of Highland, California, establishing employee salaries; &
3. The City Attorney finalizing the All Covered full-time Information Technology (IT) contract and authorizing the City Manager to execute the contract when final. Attached is the proposed contract-not final.

FISCAL IMPACT: The total fiscal impact of the staff reorganization is approximately $42,217 per fiscal year. There is adequate funding in the budget to cover the costs of these adjustments for FY 2022-2023.

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

BACKGROUND: With the recent resignation of the Administrative Assistant III position in the Administrative Services division, the City was faced with a unique opportunity for succession planning. With estimated retirements of the current Director of Administrative Services and City Clerk in 2024, staff is recommending reclassifying a few positions to help with succession planning for these two positions. If approved, all changes below are proposed to take effect November 1, 2022.

It is proposed to reclassify the current Administrative Assistant III position in Administrative Services to a Deputy City Clerk. The Deputy City Clerk would then be trained to take over for the City Clerk, upon retirement. It is estimated that the cost for this is $50,138 per year. The Deputy City Clerk position would be created through the attached Resolution. The Deputy City Clerk position is intended to be temporary and would be reclassified back to an Administrative Assistant III position once the City Clerk position is filled. Therefore, the additional costs are temporary.

Approved _____	Motion _____	Second _____	Agenda Item No. 7
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
B Hugl			
City Clerk		City Manager	

In the Building Services department, the current full-time Administrative Services Manager whose main function is IT, would like to go part-time, with no benefits. In addition to IT, the Administrative Services Manager also oversees Emergency Operations which includes updating the Emergency Operation Plan, Hazard Mitigation Plan and making sure the Emergency Operation Center is functional. The City already contracts for IT on a part-time basis with All Covered, to cover vacations, days off, etc., for the Administrative Services Manager. Staff is recommending reclassifying the Accounting Supervisor position to Assistant Director of Administrative Services. This position would be created through the attached Resolution. The Asst. Director of Administrative Services position would then assume all non-IT functions from the Administrative Services Manager who would be going part-time. Staff is also recommending that the All Covered part time contract be converted to a full-time contract. The City Attorney is currently reviewing the contract and both the City Attorney and staff are in discussions with All Covered for the last few changes-see Attachment C for the originally proposed contract. Staff is recommending that the City Council give the City Attorney the authority to finalize this contract. There is an estimated overall savings of $7,721 with these changes-see Attachment A.

Engineering is having a difficult time hiring a full-time contract engineer. Staff is recommending that a city position be created (Senior Civil Engineer) to fill this void. A reduction in contract services in the General Fund, General Capital Financing fund, Capital Improvement fund and the Measure I fund would help offset the costs for this additional city position. This position would be created through the attached Resolution. There is an estimated overall savings of $200 with these changes-see Attachment A.

The total impact on Full-Time Equivalents (FTE) for all changes discussed would be 0.5. The newly created Deputy City Clerk position would be taking over for the Administrative Assistant III position (net FTE increase 0.0). The newly created Asst. Director of Administrative Services would be taking over for the Administrative Services Manager who would be going part-time (net FTE decrease 0.5). The newly created Senior Civil Engineer position is a new position (net FTE increase 1.0).

This item was presented to the Finance/Personnel Subcommittee on Monday, October 3, 2022, and the subcommittee recommends approval of the staff reorganization; adopting Resolution No. 2022-____; & approving the full-time All Covered IT contract.

Attachments:
A. Summary of staff reorganization and costs.
B. Resolution No. 2022-____ establishing employee salaries.
C. All Covered full-time contract.

Attachment A

Summary of staff reorganization and costs

Attachment A

Building Services Department

Administrative Services Manager:	
Salary	117,800
Benefits	44,764
	162,564
Asst. Director of Administrative Services:	
Salary	144,500
Benefits	54,910
	199,410
Accounting Supervisor:	
Salary	107,100
Benefits	40,698
	147,798

Summary

Administrative Services Manager (full-time)	(162,564)
Administrative Services Manager (part-time)	50,971
IT Contract with All Covered (full-time)	55,140
IT Contract with All Covered (part-time)	(2,880)
Asst. Director of Administrative Services	199,410
Accounting Supervisor	(147,798)
Net Increase (Decrease)	(7,721)

The recommendation above reduces the full-time position of Administrative Services Manager to part-time with no benefits. It also re-classifies the Supervising Accountant to Asst. Dir. of Administrative Services and converts a part-time IT contract to full-time.

City Clerk Department

Administrative Assistant III:	
Salary	62,800
Benefits	23,864
	86,664
Deputy City Clerk:	
Salary	99,132
Benefits	37,670
	136,802

Summary

Administrative Assistant III	(86,664)
Deputy City Clerk	136,802
Net Increase (Decrease)	50,138

The recommendation above re-classifies the Admin Asst. III to a Deputy City Clerk-then back to an Admin Assistant III.

Engineering Department

Senior Civil Engineer:	
Salary	135,000
Benefits	51,300
	186,300

Summary

Senior Civil Engineer	186,300
Contract Services-General Fund	(50,000)
Contract Services-Eng Projects (Plan Checking)	(22,500)
Contract Services-General Capital Financing	(30,000)
Contract Services-Measure I	(42,000)
Contract Services-Capital Improvements (2007 Bonds)	(8,500)
Revenue (Plan Checking)	(33,500)
Net Increase (Decrease)	(200)

The recommendation above adds the Senior Civil Engineer position-will no longer be contracted. It also reduces Contract Services in several departments to offset the cost.

Total Net Increase (Decrease)	42,217

Attachment B

Resolution No. 2022-____ establishing employee salaries

RESOLUTION NO. 2022-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING EMPLOYEE SALARIES

WHEREAS, the City Council of the City of Highland has determined it is necessary for the efficient operation and management of the City that salary ranges be established for employees; and

WHEREAS, the City Council recognizes that it competes in a market place to obtain qualified personnel to perform and provide municipal service, and that compensation and conditions of employment must be sufficiently attractive to recruit and retain qualified employees.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Highland does hereby resolve to:

1. Add the salary ranges for the following positions effective November 1, 2022.

Position Title	Minimum Monthly	Maximum Monthly
Deputy City Clerk	$6,798	$8,261
Senior Civil Engineer	$9,255	$11,250
Assistant Director of Administrative Services	$9,906	$12,040

PASSED, APPROVED AND ADOPTED this 11th day of October 2022.

_____
Larry McCallon, Mayor

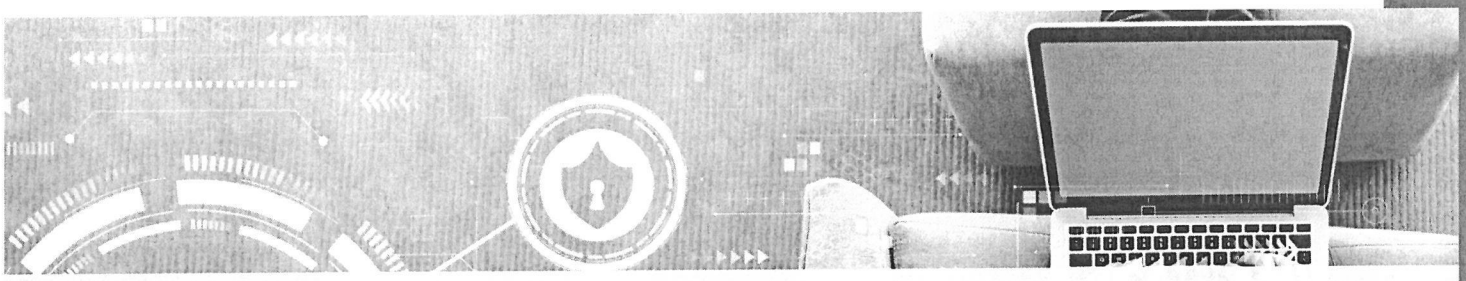
Attest:

_____
Betty Hughes, City Clerk

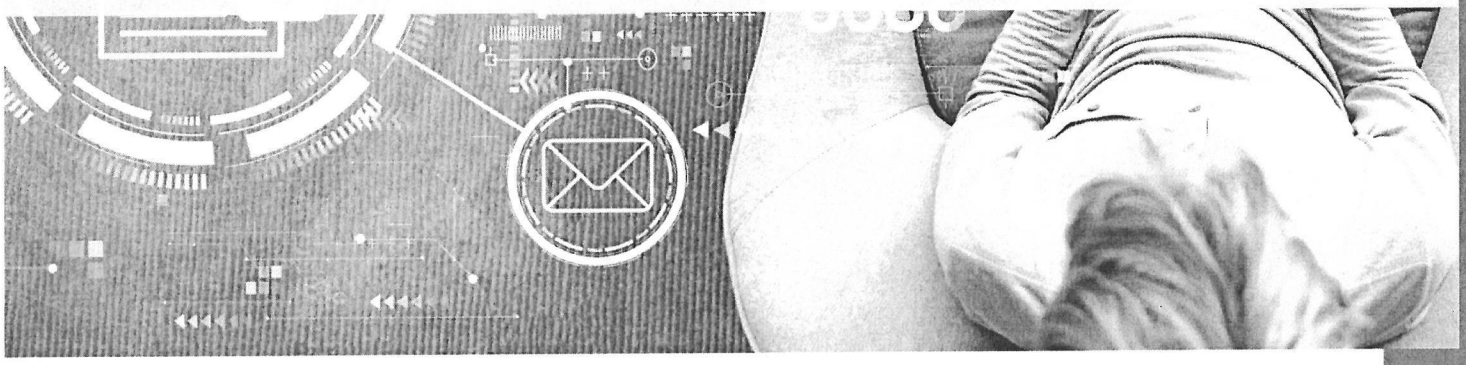
Attachment C

All Covered full-time contract

KONICA MINOLTA | All Covered
IT SERVICES FROM KONICA MINOLTA



All Covered Care
Managed IT Services & Support Proposal



PROPOSAL FOR:

City of Highland ("You", "Client", "Customer")

PRESENTED BY:

Brady Bower
IT Services Consultant
bbower@allcovered.com

July 29, 2022
PROPOSAL REF: 11636195

Konica Minolta Business Solutions U.S.A., Inc.

Proposal and terms subject to credit approval. Pricing valid for 15 days from the date of Proposal.
Confidential - not to be distributed to third parties.

Executive Summary

In today's digital economy, IT infrastructure and digital operations have become your most valuable business asset. Ensuring your business is secure and your workforce is highly productive requires IT service be always on, always available, from everywhere.

All Covered Care ("ACC") is designed to ensure your technology infrastructure is stable, secure, and tuned to your business needs. All Covered's expansive portfolio of services and solutions delivers the right managed IT service plan to optimize your businesses productivity. Whether your IT infrastructure services is on-premises, hybrid or cloud-based, our approach is holistic. Collaboration, user and data security, application and systems accessibility, IT governance, workflow automation and optimization, supporting a hybrid workforce and continual service improvement are the foundations to the All Covered Care suite of solutions. For a full list of offerings, visit www.allcovered.com/it-services.

Our Understanding

Your Company

The City of Highland offers an ideal business and residential location in the Inland Empire of Southern California. With a community of over 55,000, Highland takes great pride in being one of the most desirable communities in which to live in the Inland Empire, with low crime, high safety, and an emphasis on community beautification.

Your Needs

- User Help Desk Support w/ 24 x7 availability
- Windows Computer Management Services
- Server and Network Device Management and Support
- Security Services (e.g. Virus & Malware Protection, Web-content filtering, email protection)
- Security Awareness Training
- Vendor Communication and Escalation (e.g. Software, Telecommunications, Hardware)
- Strategic Partnership and Planning

Our Approach

All Covered Care Engagement Plan

Experience has shown that systematic and automated management of digital infrastructure substantially reduces the frequency and severity of common problems that jeopardize the stability, security, and performance of an organization's IT ecosystem.

All Covered Care delivers a suite of services for the proactive maintenance, early-detection and prevention of the most common business outages. Additionally, the All Covered Care portfolio has a variety of supplemental and advanced services to enhance your foundational care.

All Covered Care includes but is not limited to:

Proactive Management and Support

These services are based on a proven methodology that will assist the IT environment to run smoothly and prevent many problems before they affect computer or network performance.

Monitoring and Remediation

Support initiated by a customer, or All Covered, for services that are included in your Schedule of Services, provides incident response to active issues. The managed environment is monitored 24 hours a day.

End-user Support

All Covered's Helpdesk services address day-to-day end-user challenges and requests, primarily through remote engagement tools and resources.

Transition Process

The transition to All Covered Care services will be coordinated during an introductory kick-off meeting. This will officially begin the start-up phase and a detailed plan will be provided based on the services included in your agreement.

Ongoing Support

The All Covered Customer Success Team will manage your account and associated services; this team will be introduced during the transition process and ensure from the beginning of the partnership and throughout that there is clear communication and exceptional delivery of your services.

Service Definitions

All Covered implements ACC services according to our Statement of Service citations. Detailed descriptions of each service can be found in the link below:

ACC Statement of Services
https://services.allcovered.com/ACC_SoS

The definitions and details contained within these Statement of Services represent a portion of All Covered's Service Catalog. The information contained in each Statement of Service is comprehensive and contains details about all Service Elements within our Managed IT Services. Not all Service Element information in each Statement of Service applies to every client environment. Statement of Services may change over time, as processes and technologies evolve, and the links to each will be updated as that occurs. Clients will be notified if a change is planned to a Service Element that is part of their contracted services.

Customer & System Requirements
https://services.allcovered.com/ACC_Requirements

Services Not Included

Services not defined in this agreement are Out of Scope, such as, but not limited to the following. These services may be available as separately billed projects or via remote billable services:

- New computer or peripheral setup or installation
- Hardware and software installation or upgrades, not performed as part of troubleshooting
- Replacement or remediation of network cabling or onsite environmental issues
- Account administration beyond Active Directory (AD), Microsoft 365 (M365)
- Vendor management beyond hardware RMA activity for managed devices
- Programming and Line of Business application support
- Home or private network troubleshooting
- Audio\visual device support
- Custom reporting

All Covered does not provide hardware repair and recommends customer leverage vendor warranty and repair services.

Schedule of Services for All Covered Care

Effective Date: November 1, 2022

Supported Location: 1: 27215 Base Line, Highland, CA 92346

Unified Management for the following environment:
Computers: 55, including:
- Asset Discovery;
- Virus and Malware Protection;
- Cisco Umbrella Off Net;
- Windows Patching;

Users: 40, including:
- Managed Security Awareness Training;
- Hosted Email Protection users: 40

Client Owned Servers:
- Physical, hosting virtual servers: 4
- Virtual Servers: 5

Servers: HV03, FS01, APP01, DM01, HV1, HV3, HV2, DC02, DC01
Server Management Service:
- Endpoint Security;
- Availability Monitoring;
- Hardware Monitoring;
- Health Monitoring;
- Event Log Monitoring;

Client Owned Network Devices:
- Type 1 & 2 network devices: 1
- Type 3 & 4 network devices: 1

Network Device Management:
- Availability Monitoring;
- Bandwidth Monitoring;
- Device Configuration Backups;
- Hardware Monitoring;
- Health Monitoring;
- Vendor Coordination;

Help Desk and Remote Support
40 Users
Standard Hours for Help Desk and Remote Support are Monday through Friday, 8:00 a.m. to 5:00 p.m. local time, excluding public holidays.
See www.allcovered.com/holidays for a list of public holidays observed by All Covered.
During Standard Help Desk and Remote Support Hours
- Included in Monthly Fee

Outside of Standard Help Desk and Remote Support Hours
- $230 per hour, in 15 minute increments

Escalated Support
Standard Hours for Escalated Support are Monday through Friday, 8:00 a.m. to 6:00 p.m. local time, excluding public holidays.
During Standard Escalated Support Hours
- $175 per hour for covered incidents and $175 per hour for customer requested escalated support. In both cases, 15 minute increments apply, with a minimum two hours, plus round trip travel time.

Outside of Standard Escalated Support Hours
- $230 per hour for covered incidents and $230 per hour for customer requested escalated support. In both cases, 15 minute increments apply, with a minimum two hours, plus round trip travel time.

Labor rates for project work may differ from these rates based on the nature of the work.

Included Services
- Configuration Management Database (CMDB) documentation; Itemized monthly billing; Secure Client Portal;
- Management of escalations to telecommunications and software providers;
- Procurement Services; Assistance with hardware & software purchasing;
- Leasing and Finance Programs available.

Total Monthly Fee of: $4,594
Total One-Time Setup Fee of: $1,190
- All prices are exclusive of any applicable sales or use taxes, and shipping costs.
- Fee assumes that Client equipment is under manufacturer warranty or maintenance contract.
- Additional charges may apply for the recovery of devices from virus infections if Client fails to follow All Covered's reasonable security recommendations.

Additional Fee Details:
- Monthly support fee for each additional Windows Computer: $74
- Monthly support fee for each additional server: $166 + $120 One-time Service Setup Fee
- Monthly support fee for each additional network device (Type 1 & 2): $40 + $40 One-time Service Setup Fee
- Monthly support fee for each additional network device (Type 3 & 4): $70 + $70 One-time Service Setup Fee
- Monthly support fee for each additional application: $80 + $80 One-time Service Setup Fee
- Monthly support fee for each additional storage device: $200 + $200 One-time Service Setup Fee
- Monthly support fee for each additional Hosted Email Protection user: $1
- The support fee for additions may change if the supported environment changes significantly.
- Remote work beyond scope of this Schedule: $175 per hour between 8 a.m. and 5 p.m., local time, Mon-Fri; $230 outside of these hours & on public holidays.

Transition Process

Transition Fee of: $3,404

All Covered will provide transition support services upon Client's execution of this Schedule of Services, as Client's environment is documented, monitoring systems are deployed and Client specific support procedures are put in the place, and said services shall be subject to the Terms and Conditions of Service set forth below.

The transition process includes the following:

- **Presentation of All Covered support procedures including Client Portal training**
- **Preparation of Configuration Management Database (CMDB)**
  - Gaining access to the environment.
  - Network, computer and device inventory.
  - Agreement and expectations around escalation paths and processes.
  - Documenting support windows.
  - Establishing and programming of remote monitoring thresholds.
- **Infrastructure inspection**
  - Information technology assets.
  - Network Security.
- **Set-up**
  - Email spam control and antivirus as required.
  - Installation of any backup devices and remote monitoring agents.

TERMS AND CONDITIONS OF SERVICE

1. Term and Termination: (a) The initial term of this Schedule of Services ("Schedule") shall commence on the Effective Date and terminate after one (1) year ("Initial Term"). This Schedule shall automatically renew for successive terms of one (1) year (each a "Renewal Term") unless either party gives notice of its intent not to renew at least thirty (30) days prior to the expiration of the then-current term. (b) If the Schedule is terminated prior to the end of the Initial Term, or any Renewal Term, due to Client's non-payment of fees or cancellation of services for any reason other than for cause, Client agrees to pay a lump sum termination fee equal to the monthly fee multiplied by the number of months remaining for the term. (c) Either party may terminate this Schedule for cause if the other party fails to cure a material breach of any obligation set forth herein within thirty (30) days of written notice of such breach. Termination is not an exclusive remedy and the exercise by either party of such remedy shall be without prejudice to any other available legal or equitable remedies. Sections 3(b) (Warranty Disclaimer), 4 (Liquidated Damages), 5 (Limitation of Liability), 6 (Confidential and Proprietary Information) and 7-13 (general terms) shall survive any expiration or termination of this Schedule.

2. Fees and Payment: (a) Client agrees to pay all fees specified in this Schedule. Payment terms are net 30 days from date of invoice. All Covered may invoice in advance for any recurring service. Client shall be responsible for all applicable sales taxes, however designated, arising from the services. All Covered may suspend services if Client has failed to pay any undisputed invoice within fifteen (15) days of the due date. Undisputed invoices not paid by the due date may be subject to a monthly service charge which is the lesser of one and one-half percent (1½%) per month or the highest rate allowed by law. (b) All Covered reserves the right to (i) equitably adjust the fees if the supported environment materially changes, such as changes to the number of end users, workstations, servers, supported network elements, warranty or hardware maintenance coverage, or if the level of support required by Client changes; and (ii) increase its fees upon expiration of the Initial Term or any Renewal Term; . All Covered shall provide at least thirty (30) days prior notice of any fee increases or changes to terms. All Covered may also charge Client for the time utilized in the development of quotes for hardware or software not ultimately purchased through All Covered at the then-current hourly rate for contracted clients.

3. Limited Warranty: (a) All Covered warrants for a period of thirty (30) days following delivery (the "Warranty Period") that all services shall be performed in a professional manner in accordance with generally applicable industry standards. All Covered's sole liability (and Client's exclusive remedy) for any warranty claim shall be for All Covered to re-perform any deficient services or, if All Covered is unable to remedy such deficiency within thirty (30) days, to void the invoice for the deficient services. All Covered shall have no obligation with respect to a warranty claim (i) if notified of such claim after the Warranty Period or (ii) if the claim is the result of third-party hardware or software failures, or the actions of Client or a third party. (b) THIS SECTION 3 IS A LIMITED WARRANTY, AND SETS FORTH THE ONLY WARRANTIES MADE BY ALL COVERED. ALL COVERED MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT. ALL SOFTWARE AND HARDWARE PROVIDED OR INSTALLED BY ALL COVERED HEREUNDER ARE SUBJECT EXCLUSIVELY TO THE RESPECTIVE MANUFACTURER'S WARRANTY.

4. COMPENSATION FOR HIRING OTHER PARTY'S EMPLOYEES: During the term of this Schedule and for twelve (12) months thereafter, if either party hires (whether as an employee, independent contractor or otherwise) any employee of the other party (or ex-employee within six (6) months of such employee's termination of employment) who was directly involved in the provision of Services hereunder, the hiring party shall pay to the other party as reasonable compensation for the loss of the employee the sum of Fifty Thousand Dollars ($50,000).

5. LIMITATION OF LIABILITY: (A) NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR INTERRUPTION OF SERVICES, LOSS OF BUSINESS, LOSS OF PROFITS, LOSS OF REVENUE, LOSS OF DATA, OR LOSS OR INCREASED EXPENSE OF USE), WHETHER IN AN ACTION IN CONTRACT, WARRANTY, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), OR STRICT LIABILITY, EVEN IF THE PARTIES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH LIABILITIES. (B) ALL COVERED SHALL NOT BE RESPONSIBLE FOR (I) PROBLEMS THAT OCCUR AS A RESULT OF THE USE OF ANY THIRD-PARTY SOFTWARE OR HARDWARE; OR (II) NETWORK OUTAGES, MALWARE ATTACKS, OR UNAUTHORIZED ACCESS TO NETWORK OR DATA RESULTING FROM CLIENT'S FAILURE TO FOLLOW ALL COVERED'S REASONABLE WRITTEN RECOMMENDATIONS. (C) EXCEPT FOR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, ALL COVERED'S TOTAL AGGREGATE LIABILITY TO CLIENT ARISING OUT OF THIS SCHEDULE, REGARDLESS OF THE LEGAL THEORY UPON WHICH SUCH LIABILITY MAY BE BASED, SHALL NOT EXCEED THE TOTAL PAYMENTS MADE BY CLIENT TO ALL COVERED FOR THE SERVICES IN QUESTION IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE FIRST OCCURRENCE OF THE EVENT GIVING RISE TO SUCH LIABILITY.

6. Confidential and Proprietary Information: (a) Each party agrees that all know-how, business, technical and financial information it obtains (as a "Receiving Party") from the disclosing party (as a "Disclosing Party") constitute the confidential property of the Disclosing Party ("Confidential Information"), provided that it is identified as confidential at the time of disclosure or should be reasonably known by the Receiving Party to be Confidential Information due to the nature of the information disclosed and the circumstances surrounding the disclosure. Except as may be necessary to perform its obligations under this Schedule, the Receiving Party will hold in confidence and not use or disclose any of the Disclosing Party's Confidential Information. The Receiving Party's nondisclosure obligation shall not apply to information that: (i) was known to it prior to receipt of the Confidential Information; (ii) is publicly available; (iii) is rightfully obtained by the Receiving Party from a third party; (iv) is independently developed by employees of the Receiving Party; or (v) is required to be disclosed pursuant to a regulation, law or court order. (b) Any templates, schematics, processes or technical documentation provided by All Covered shall be deemed Confidential Information and proprietary information of All Covered without any marking or further designation. Client may use such information solely for its own internal business purposes. All Covered shall retain all rights to the aforementioned, which shall be returned to All Covered upon termination of the applicable Schedule. (c) All Covered shall maintain the confidentiality of protected health information in its possession or under its control in accordance with the Health Insurance Portability and Accountability Act of 1996, as amended by the Health Information Technology for Economic and Clinical Health Act.

7. Third-Party Pass-Through Provisions: (i) All Covered may pass through to Client any fee increases or other terms mandated by third-party licensors whose products or services are directly licensed to Client by All Covered. Such increases or terms may be effective immediately. (ii) If Client terminates a third-party software license subscription or moves to a different service provider before the end of the license term, Client

shall still be obligated to pay all license fees to All Covered through the end of the license term. (iii) Where service fees are based in part on Client's usage of a product or service, the usage is measured by the third-party licensor and used by All Covered to generate Client's monthly invoice. The invoice amount may therefore change from month to month based on Client's usage. Microsoft Azure costs are incurred as soon as Azure resources are allocated and will be billed to the customer at that time, including Azure resources in place during project to migrate the customer to or implement the Azure solution. (iv) All applicable service level agreements ("SLA") provided by the third-party licensor will be passed-through to Client. In some cases there may be a delay between the time when an SLA credit is earned and when the credit is fully processed. (v) Microsoft may release new services or products directly to customers or advertise the availability of such services or products prior to making them available to All Covered for resale to Client. All Covered shall not be responsible for any disruption to Client's business operations arising out of any delays in the release of such services or products.

8. Independent Contractor: All Covered and Client shall at all times be independent contractors. There is no relationship of partnership, joint venture, employment, franchise or agency created hereby between the parties. Neither party shall have the power to bind the other or incur obligations on the other party's behalf without the other party's prior written consent.

9. Assignment: This Schedule may not be assigned by either party without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed; provided, however, that All Covered may retain qualified third-party subcontractors to provide some of the services set forth in the Schedule without Client's prior consent. No consent shall be required where an assignment is made (i) pursuant to a merger or change of control or (ii) to an assignee of all or substantially all of the party's assets. Any purported assignment in violation of this section shall be void.

10. Disputes; Governing Law; Arbitration; Attorney's Fees: New Jersey law, without regard to its conflict of laws principles, shall govern and enforce this Schedule. Any legal action between the parties arising out of or related to this Schedule shall be adjudicated by binding arbitration by JAMS, Inc. in Bergen County, New Jersey in accordance with its Expedited Arbitration Procedures. The prevailing party in any such action shall be entitled to an award of reasonable attorney's fees and costs in addition to any other award or recovery to which such party may be entitled. No legal action, regardless of form, may be brought by either party against the other more than one (1) year after the cause of action has arisen.

11. Complete Understanding; Modification: This Schedule, as well as any applicable terms of service posted at www.allcovered.com/terms, shall constitute the full and complete understanding and agreement between Client and All Covered and supersedes all prior or contemporaneous negotiations, discussions or agreements, whether written or oral, between the parties regarding the subject matter contained herein. Any waiver, modification or amendment of any provision of this Schedule shall be effective only if in writing and signed by both parties.

12. Waiver and Severability: Waiver or failure by either party to exercise in any respect any right or obligation provided for in this Schedule shall not be deemed a waiver of any further right or obligation hereunder. If any provision of this Schedule is found by a court of competent jurisdiction to be unenforceable for any reason, the remainder of the Schedule shall continue in full force and effect.

13. Force Majeure: Neither party shall be liable to the other for any delay or failure to perform any obligation under this Schedule, except for a failure to pay fees, if the delay or failure is due to unforeseen events which are beyond the reasonable control of such party, such as strikes, blockade, war, terrorism, riots, natural disasters, power outages, and/or refusal of license by the government, insofar as such an event prevents or delays the affected party from fulfilling its obligations and such party is not able to prevent or remove the force majeure at reasonable cost.

14. Notices: Any notice or communication required or permitted to be given under this Schedule shall be in writing and addressed to All Covered, Attn. Legal Counsel, 1051 E. Hillsdale Blvd., Suite 510, Foster City, CA 94404 and shall be deemed given: (i) upon receipt if by personal delivery; (ii) by electronic mail to primary point of contact; or (iii) upon receipt if sent by certified U.S. mail (return receipt requested); or (iv) one day after it is sent if by next day delivery by a major commercial delivery service.

15. Counterparts: This Schedule may be executed in any number of counterparts and each fully executed counterpart shall be deemed an original. The parties agree (a) that facsimile or electronic signature shall be accepted as original signatures; and (b) that the Schedule, or any document created pursuant to the Schedule, may be maintained in an electronic document storage and retrieval system, a copy of which shall be considered an original. In any legal proceeding relating to the Schedule, the parties waive their right to raise any defense based on the execution of the Schedule in counterparts or the delivery of such executed counterparts by copy, facsimile, or electronic delivery.

By executing this Schedule of Services, Client agrees to purchase the services designated above subject to the preceding Terms and Conditions of Service.

Client: City of Highland
Signature:

Name:
Title:
Date:

All Covered, a division of Konica Minolta Business Solutions U.S.A., Inc.
Signature:

Name:
Title:
Date:

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 2022

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Alondra Muñoz, Engineering Technician II

SUBJECT: Agreement with County of San Bernardino for Pavement Rehabilitation of Pumalo Street and other Roads (Project str22001)

RECOMMENDATION: It is recommended that the City Council approve:

1. Agreement with County of San Bernardino for Pavement Rehabilitation of Pumalo Street and other Roads (Project str22001).
2. Authorize the City Manager to execute the agreement.

FISCAL IMPACT: Funding sources for this Agreement consists of:

County of San Bernardino	$1,995,600
City of Highland	400,400
	$2,396,000

City of Highland's share of the project cost will come out of the City Measure I Local Pass-Through Funds that are primarily used for pavement management projects.

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

BACKGROUND: On February 22, 2022, the City Council agreed to participate in the joint pavement rehabilitation for Pacific Street. The segment of Pacific Street between Del Rosa Drive and Sterling Avenue is shared between the City (south half) and County (north half).

The proposed Agreement covers 9 roadway segments of pavement rehabilitation within the jurisdictions of Highland (1) and County (8). The roadway segment list and project cost estimates are shown on Exhibits A and B, respectively in the Agreement. The City's estimated project cost share is $400,400. The County will serve as lead agency, and be responsible for design, construction,

Approved _____ Motion _____ Second _____ Agenda Item No. 8

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hugl

City Clerk

City Manager

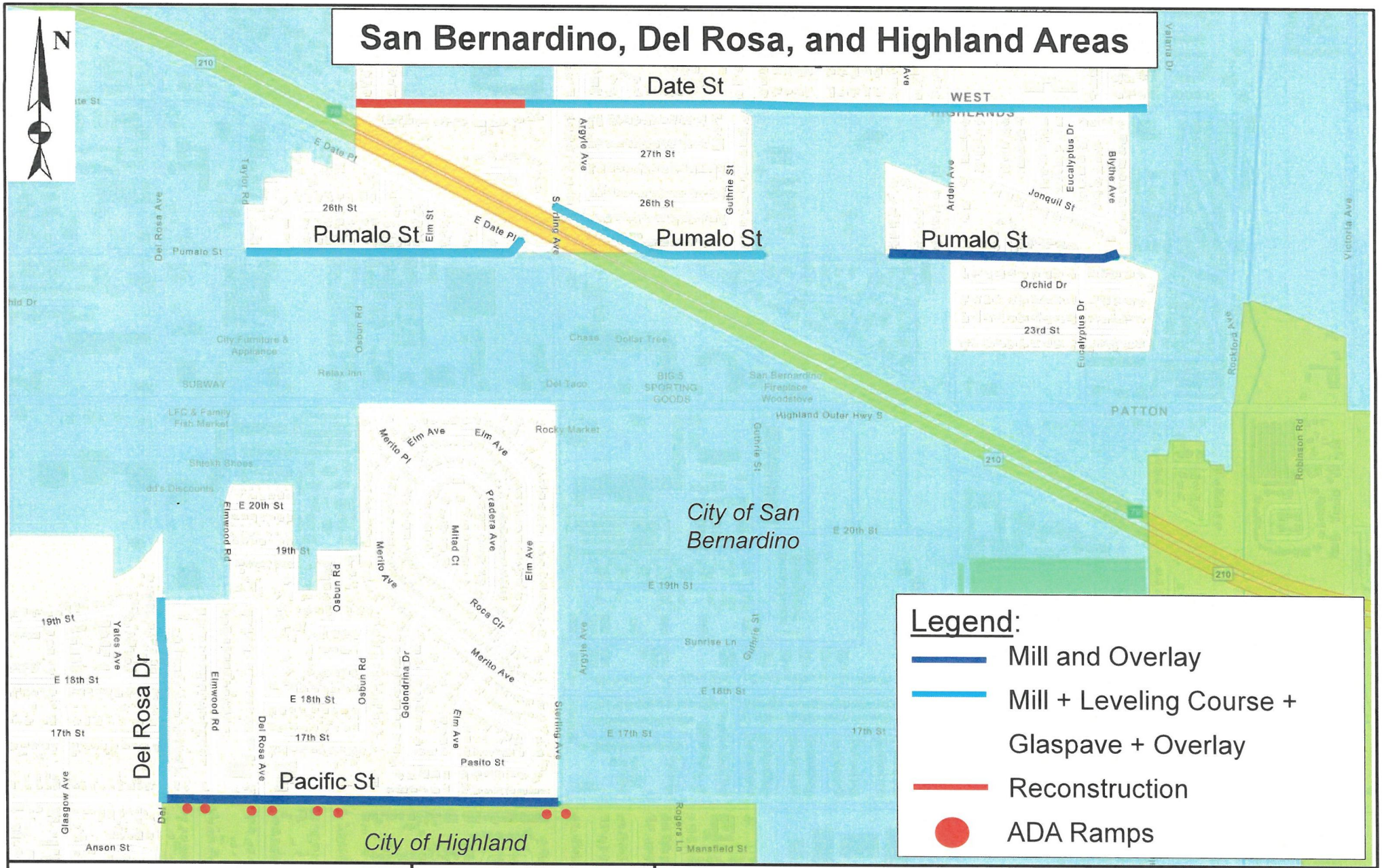
construction management and project administration.

The Agreement has been prepared to formalize each agency's responsibility relative to implementation and project funding. The Agreement has also been reviewed and approved by the City Attorney.

The Agreement is scheduled for approval by the County Board of Supervisors on October 4, 2022. Staff recommends approval of the Agreement by the Highland Council.

Attachments: Location Map
Agreement

M:\PUBWRK\str22001 Pacific Street -Del Rosa Dr to Sterling Ave Pavement Rehab\City Council Staff Report 10-11-22.doc



COUNTY OF SAN BERNARDINO
DEPARTMENT OF PUBLIC WORKS
DISTRICT 3
YARD 5
WO TBD

SAN BERNARDINO COUNTY

LOCATION MAP

PUMALO STREET AND OTHER ROADS

Various Roads/Various Limits
Reconstruction, Mill and Overlay, GlasPave, Leveling Course

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

SAN BERNARDINO COUNTY

Contract Number

_____

SAP Number

_____

Public Works

Department Contract Representative	Arlene Chun, M.S., P.E., Engineering Manager
Telephone Number	(909) 387-8165
Project	Pumalo Street and Other Roads
Contractor	City of Highland
Contractor Representative	Carlos Zamano, Public Works Director/City Engineer
Telephone Number	(909) 864-6861, ext. 254
Contract Term	Expiration May 30, 2027
Original Contract Amount	$400,400
Amendment Amount	$0
Total Contract Amount	$400,400
Cost Center	6650002000 34H15187

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the San Bernardino County (COUNTY) and the City of Highland (CITY) (COUNTY and CITY are also each referred to herein as "Party" and collectively referred to herein as "Parties") desire to cooperate and jointly participate in the pavement improvement and Americans with Disabilities Act (ADA) curb ramp project on Pumalo Street and Other Roads located in the Highland area (hereinafter referred to as "PROJECT"); and,

WHEREAS, the road list and the ADA curb ramp list for the PROJECT are shown in Exhibit "A", which is attached hereto and incorporated herein by this reference; and,

WHEREAS, the PROJECT is located in the unincorporated area of the COUNTY and the incorporated area of the CITY; and,

WHEREAS, California Streets and Highways Code sections 1685 and 1803 authorize CITY to contract with COUNTY for the maintenance, construction, or repair of CITY streets and roads, if the legislative body of CITY determines that it is necessary for the more efficient maintenance, construction, or repair of its streets and roads; and,

WHEREAS, the legislative body of CITY determines that it is necessary for the more efficient maintenance, construction, or repair of its streets and roads to contract with COUNTY for the PROJECT; and,

WHEREAS, the total PROJECT cost is estimated to be $2,396,000; and,

WHEREAS, COUNTY's share of PROJECT cost is estimated to be $1,995,600, and the CITY's share of PROJECT cost is estimated to be $400,400, as more particularly set forth in Exhibit "B", which is attached hereto and incorporated herein by this reference; and,

WHEREAS, the above-described costs are proportioned based on the work to be performed in each Party's jurisdiction; and,

WHEREAS, PROJECT costs will be funded with COUNTY's Senate Bill 1 Road Maintenance and Rehabilitation Account funds and Discretionary General Funds, and CITY's local funds; and,

WHEREAS, the California Department of Resources Recycling and Recovery (CalRecycle) provides a Rubberized Pavement Grant Program to promote the use of rubberized asphalt concrete for pavement rehabilitation; and,

WHEREAS, COUNTY and CITY intend to jointly apply for the CalRecycle grant funds for FY 2022-23 Cycle 15 to fund a portion of the PROJECT, subject to the Board of Supervisors and City Council approval. CalRecycle applications are due October 12, 2022. The non-lead agency in the rubberized pavement grant is required to provide either a Resolution or a Letter of Authorization from the City Manager to CalRecylce by November 9, 2022; and,

WHEREAS, CITY desires to include the roadway segments of 5th Street from Tippecanoe Avenue to Del Rosa Drive and Greenspot Road from Boulder Avenue to Plunge Creek Bridge in the CalRecycle rubberized pavement grant regional application and COUNTY agrees to the inclusion of these roadway segments in the CalRecycle application; and,

WHEREAS, in the event funds are awarded under a CalRecycle grant, grant funds will reduce the Parties' proportional funding shares as set forth in paragraph 3.15 below; and,

WHEREAS, COUNTY and CITY desire to set forth the responsibilities and obligations of each as they pertain to such participation, and to the design, construction, and funding of the proposed PROJECT.

NOW, THEREFORE, IT IS MUTUALLY AGREED as follows:

1.0 COUNTY AGREES TO:

1.1 Act as the lead agency in the preparation and submission of the CalRecycle grant application and, in the event of securing grant funds for the PROJECT, be responsible for submission of the required documentation.

1.2 Act as the Lead Agency in the preliminary engineering, design, survey, California Environmental Quality Act (CEQA) review and compliance (Public Resources Code section 21000 et seq.), utility relocation work, construction, construction engineering, and inspection of the PROJECT.

1.3 If required for the PROJECT, at its own cost, design and perform all right-of-way acquisition related work inside the unincorporated COUNTY jurisdiction that is determined to be necessary for the PROJECT. Right-of-way acquisition related work includes, but is not limited to, right-of-way document preparation (legal description and plat), appraisal, acquisition, temporary construction easements, utility easements, utility relocations, site clearance activities, plant/tree/fence/wall removal and relocation/replacement, legal negotiations, eminent domain proceedings, property settlements, and all right-of-way capital costs (actual cost of right-of-way).

1.4 Provide plans and specifications for the PROJECT for CITY's review and approval pursuant to paragraph 2.2 below. Design of ADA compliaint curb ramps shall be within existing public right-of-way to the extent possible. COUNTY shall notify the CITY during the design phase if right-of-way will be necessary for construction of curb ramps.

1.5 Construct the PROJECT by contract in accordance with the plans and specifications of COUNTY, as reviewed and approved by CITY pursuant to paragraphs 1.4 and 2.2.

1.6 Arrange for relocation of all utilities which interfere with construction of the PROJECT within the entire PROJECT limits, subject to paragraph 3.9 below.

1.7 Obtain a no-cost permit from the CITY for work to be performed within the CITY's right-of-way.

1.8 Advertise, award, and administer the construction of the PROJECT, in accordance with the provisions of the California Public Contract Code applicable to counties.

1.9 Require its contractor to maintain and to comply throughout the term of any contract awarded by COUNTY with the insurance requirements described in County Policy Numbers 11-07 and 11-07SP.

1.10 Provide adequate inspection of all items of work performed under the construction contract(s) with COUNTY's contractors or subcontractors for the PROJECT and maintain adequate records of inspection and materials testing for review by CITY. COUNTY shall provide copies of any records of inspection and materials testing to CITY within ten (10) days of COUNTY's receipt of written demand from CITY for such records. This shall be included as a PROJECT cost.

1.11 After bid opening for the PROJECT and prior to award of the construction contract, submit to the CITY an invoice for the estimated CITY share of the PROJECT's construction cost based on the COUNTY/CITY percentage share determined from the bid result.

1.12 Upon PROJECT completion, calculate actual COUNTY/CITY project share percentages based on the final contract work and cost, which shall include any changes made within the COUNTY and/or CITY jurisdiction, as provided in this Agreement.

1.13 Based on the COUNTY percentage calculated pursuant to paragraph 1.11, pay its share of the actual PROJECT costs. The actual PROJECT costs shall include the cost of PROJECT preliminary engineering, design, survey, CEQA compliance, utility relocation work, construction, construction engineering, inspection, and COUNTY overhead costs. COUNTY's share of PROJECT costs is estimated to be $1,995,600 and shall not exceed $2,494,500 (25% increase over the COUNTY's PROJECT cost estimate) absent a written amendment to this Agreement pursuant to paragraph 3.18.

1.14 Submit to the CITY an itemized accounting of actual project costs incurred by the COUNTY and, if said costs exceed the amount paid by CITY pursuant to paragraphs 1.11 and 2.6, an invoice for the remainder of the CITY's share of the actual project costs, up to the amount set forth in paragraph 2.7, as provided herein. Said invoice shall set forth all actual PROJECT costs incurred by COUNTY, together with adequate documentation of said expenditures and a copy of the overall CITY/COUNTY percentage share calculation spreadsheet. If the actual PROJECT costs incurred by COUNTY are less than the amount paid by CITY pursuant to paragraphs 1.11 and 2.6, then COUNTY shall refund CITY the difference within thirty (30) days after issuance of the itemized accounting.

1.15 COUNTY agrees that any contract that it enters into pertaining to design or construction of the PROJECT shall require the contractor to maintain insurance policy or policies that contain, or shall be endorsed to contain, the following provisions:

A. General liability policies shall provide or be endorsed to provide: -(i) that the City, its officials, agents and employees ("Indemnitees") shall be additional insureds; and (ii) a waiver of subrogation in favor of additional insureds. This provision shall also apply to any excess/umbrella liability policies.

B. A severability of interests provision must apply for all additional insureds ensuring that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

C. The coverage shall contain no special limitations on the scope of protection afforded to the Indemnitees.

D. For any claims related to Project, Contractor's insurance coverage shall be primary insurance as respects the Indemnitees. Any insurance or self-insurance maintained by the Indemnitees shall be excess of Contractor's insurance and shall not contribute with it.

E. The limits of insurance may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of

each Indemnitee before the Indemnitee's own insurance or self-insurance shall be called upon to protect it as a named insured.

F. Any failure to comply with reporting or other provisions of the policy, including breaches of warranties, shall not affect coverage provided to the Indemnitees.

G. Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

H. The policy shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, or reduced in coverage or in limits except after 30 calendar days (10 calendar days in the event of non-payment of premium) prior written notice by certified mail, return receipt requested, has been given to City.

I. Insurance is to be placed with insurers authorized to conduct business in the State of California with a minimum current A.M. Best's rating of no less than A:X, unless waived by City's Community Development Director or a duly authorized designee (the "Contract Administrator"). An exception to this standard will be made for the State Compensation Insurance Fund when not specifically rated.

J. Any deductibles or self-insured retentions must be declared to and approved by the Contract Administrator. At the option of the Contract Administrator, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Indemnitees, or Contractor shall provide a financial guarantee satisfactory to the Contract Administrator guaranteeing payment of losses and related investigations, claim administration and defense expenses.

K. The workers' compensation insurer agrees to waive all rights of subrogation against City for injuries to employees of Contractor resulting from work for City.

2.0 CITY AGREES TO:

2.1 Assist COUNTY in the preparation of the CalRecycle grant application.

2.2 Review, approve, and provide comments, if necessary, for the PROJECT's plans and specifications provided by the COUNTY for PROJECT work to be performed in the CITY's jurisdiction.

2.3 If required for the PROJECT, at its own cost and not included in this PROJECT cost, perform all right-of-way acquisition related work inside the CITY's jurisdiction that is determined to be necessary for the PROJECT. Right-of-way acquisition related work includes, but is not limited to, right-of-way document preparation (legal description and plat), appraisal, acquisition, temporary construction easements, utility easements, utility relocations, site clearance activities, plant/tree/fence/wall removal and relocation/replacement, legal negotiations, eminent domain proceedings, property settlements, and all right-of-way capital costs (actual cost of right-of-way).

2.4 Provide a no-cost permit to the COUNTY for its work in the CITY's right-of-way.

2.5 Provide a qualified CITY representative who has the authority to discuss and resolve Project issues; and the authority to inspect PROJECT construction site upon notification by COUNTY via email and/or telephone that an inspection is needed within the CITY's limits.

2.6 Within thirty (30) days after receipt of the invoice from the COUNTY pursuant to paragraph 1.11 above, pay to the COUNTY the invoiced amount.

2.7 Within thirty (30) days after receipt of the itemized accounting and invoice from the COUNTY pursuant to paragraph 1.14 above, pay to the COUNTY the remainder of CITY's share of the actual PROJECT costs based on the CITY percentage calculated pursuant to paragraph 1.14. The PROJECT costs shall include the cost of PROJECT preliminary engineering, design, survey, CEQA review and compliance, utility relocation work, construction, construction engineering, inspection and COUNTY overhead costs. CITY's share of PROJECT costs is estimated to be $400,400 and shall not exceed $500,500 (25% increase over the PROJECT cost estimate) absent a written approval from the CITY's designated representative.

3.0 IT IS MUTUALLY AGREED:

3.1 Except for activities that are impossible to perform during the construction phase of PROJECT, before, during and after CITY's and COUNTY's acceptance of each individual completed project, the COUNTY shall be responsible for performing any and all work (including, but not limited to, maintenance) for the COUNTY maintained highways in the PROJECT limits that are within the

COUNTY unincorporated area, and the CITY shall be responsible for performing any and all work (including, but not limited to, maintenance) for City streets in the PROJECT limits that are in the CITY incorporated area.

3.2 COUNTY agrees to indemnify and hold harmless the CITY and its officers, employees, agents, and volunteers from any and all claims, actions or losses, damages, and/or liability resulting from COUNTY's negligent acts or omissions which arise from COUNTY's performance of its obligations under this Agreement.

3.3 CITY agrees to indemnify, defend (with counsel approved by COUNTY) and hold harmless COUNTY and its officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability resulting from CITY's negligent acts or omissions which arise from CITY's performance of its obligations under this Agreement.

3.4 In the event the COUNTY and/or the CITY is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under the Agreement, the COUNTY and/or CITY shall indemnify the other to the extent of its comparative fault.

3.5 In the event of litigation arising from this Agreement, each Party to the Agreement shall bear its own costs, including attorney(s) fees. This paragraph shall not apply to the costs or attorney(s) fees relative to paragraphs 3.2, 3.3, and 3.4.

3.6 COUNTY and CITY are authorized self-insured public entities for purposes of Professional Liability, Automobile Liability, General Liability and Worker's Compensation, and warrant that through their respective programs of self-insurance they have adequate coverage or resources to protect against liabilities arising out of COUNTY and CITY's performance of the terms, conditions or obligations of this Agreement.

3.7 The Parties acknowledge that actual PROJECT costs may ultimately exceed current estimates of PROJECT costs. Any additional PROJECT costs (including, but not limited to, additional PROJECT costs caused by an increase in engineering cost, higher bid prices, change orders, or arising from unforeseen site conditions, including utility relocation (but not from requested additional work by the COUNTY or CITY, which is addressed in paragraph 3.8 below) over the estimated total of the PROJECT's cost of $2,396,000 (which is the sum of $1,995,600 from COUNTY and $400,400 from CITY) shall be borne by each Party based upon where the work is required (i.e. whether the work is required in the COUNTY's or CITY's jurisdiction) up to the amounts set forth in paragraphs 1.13 and 2.7.

3.8 If either COUNTY or CITY requests additional work that is beyond the scope of the original PROJECT, and not considered by all Parties to be a necessary part of the PROJECT, said work, if approved by both Parties pursuant to paragraph 3.18 will be paid solely by the Party requesting the work.

3.9 In the case wherein one of the Parties owns a utility that needs to be relocated for the PROJECT and that Party does not have prior rights for that utility, it will be the sole responsibility of that Party to relocate the utility at that Party's cost. This shall not be included as a PROJECT cost. In the case that a utility relocation is determined to be a PROJECT cost based on that utility having prior rights, the relocation of the utility will be included as a PROJECT cost for which the COUNTY and CITY will be responsible for funding for work located within their respective boundaries.

3.10 As design progresses, if it is found by COUNTY's Director of Public Works, or the Director's designee, that a cost overrun of over 25% of the estimated total PROJECT cost will occur, COUNTY shall provide CITY notice of this fact and COUNTY and CITY shall endeavor to agree upon an alternative course of action, including amending the cost estimates. If, after thirty (30) days of COUNTY notice, an alternative course of action is not mutually agreed upon in writing between the COUNTY and CITY, this Agreement shall be deemed to be terminated by mutual consent.

3.11 COUNTY shall notify CITY of the bids received and the amounts thereof. In the event that either Party intends to cancel this Agreement based upon the bids or amount thereof, said Party shall notify the other Party at a reasonable time prior to the awarding of a contract to construct the PROJECT to avoid any detrimental reliance by either Party, contractor or potential contractor.

3.12 If, after opening bids for the PROJECT, it is found that the responsive and responsible low bid amount is 25% or less over the PROJECT's construction cost shown in Exhibit B, COUNTY may award the contract.

3.13 If, upon opening of bids, it is found that the responsive and responsible low bid amount is over 25% more than the PROJECT's construction cost shown in Exhibit B or the Amended Exhibit B pursuant to paragraph 3.10 of the Agreement, COUNTY shall not award the contract unless: 1) COUNTY receives written permission from the CITY's City Engineer or designee, to proceed with the award; and 2) COUNTY's Board of Supervisors approves the award of the construction contract. If the above-described conditions are not met, COUNTY and CITY shall endeavor to agree upon an alternative course of action, including re-bidding of the PROJECT. If, after sixty (60) days of the bid opening, an alternative course of action is not mutually agreed upon in writing, this Agreement shall be deemed to be terminated by mutual consent.

3.14 If change orders are required during the course of the PROJECT that are within the not-to-exceed CITY share of $500,500, said change orders must be approved and signed by the CITY, and returned to COUNTY by fax or email within two (2) working days. The CITY shall not unreasonably withhold approval of change orders. If a CITY disapproved or modified change order is later found to be a cost of the PROJECT, then the CITY shall be responsible for any costs, awards, judgments or settlements associated with the disapproved or modified change order.

3.15 In the event funds are awarded to COUNTY and CITY from the CalRecycle grant program, each Party's contribution shall be reduced proportionally according to the percentage amount of rubberized asphalt used in each jurisdiction.

3.16 This Agreement may be cancelled upon thirty (30) days advance written notice of either Party, provided however, that neither Party may cancel this Agreement after COUNTY awards a contract to construct. In the event of cancellation as provided herein, including termination pursuant to paragraphs 3.10, 3.11 and 3.13 above, all PROJECT expenses incurred prior to the effective date of cancellation/termination shall be paid by the Parties in the same proportion to their contribution for the PROJECT. The Parties recognize and agree that the provisions governing utility relocation and construction are dependent upon the Parties first satisfying CEQA. As provided in this paragraph, the Agreement may be cancelled with or without cause, before, during and after CEQA review/approval.

3.17 Except as provided in paragraphs 3.16 and 3.25, and except for the Parties' operation, maintenance and indemnification obligations contained herein which shall survive termination, this Agreement shall terminate upon completion of the PROJECT and payment of final billing by the CITY for its share of the PROJECT costs or refund by COUNTY pursuant to paragraph 1.14.

3.18 This Agreement contains the entire agreement of the Parties with respect to subject matter hereof, and supersedes all prior negotiations, understandings or agreements. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.19 This Agreement shall be governed by the laws of the State of California. Any action or proceeding between CITY and COUNTY concerning the interpretation or enforcement of this Agreement, or which arises out of or is in any way connected with this Agreement or the PROJECT, shall be instituted and tried in the appropriate state court, located in San Bernardino County, California.

3.20 Time is of the essence for each and every provision of this Agreement.

3.21 Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed COUNTY workdays. The captions of the various articles and paragraphs are for convenience and ease or reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.22 No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.23 If a court of competent jurisdiction declares any portion of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions shall continue in full force and effect, unless the purpose of this Agreement is frustrated.

3.24 This Agreement may be signed in counterparts, each of which shall constitute an original.

3.25 This Agreement will be effective on the date signed and approved by both Parties and shall terminate upon satisfaction of the terms identified in paragraph 3.17 or May 30, 2027 (whichever occurs first).

3.26 All notices, approvals, consents, or other documents required or permitted under this Agreement shall be in writing and, except as otherwise provided herein, shall be effective upon personal delivery or three calendar days after deposit in the United States mail, certified, with first class postage, fully prepaid, addressed as follows:

CITY:
City of Highland
27215 Base Line
Highland, CA 92346
Attn: Public Works/Engineering Department

COUNTY:
San Bernardino County
Department of Public Works
825 E. Third Street, Room 143
San Bernardino, CA 92415-0835
Attn: Transportation Planning Division

3.27 The Recitals are incorporated into the body of this Agreement.

THIS AGREEMENT shall inure to the benefit of and be binding upon the successors and assigns of both Parties.

IN WITNESS WHEREOF, the Parties to these presents have hereunto set their hands.

SIGNATURES ON THE FOLLOWING PAGE:

SAN BERNARDINO COUNTY

►

Curt Hagman, Chairman, Board of Supervisors

Dated: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____
Deputy

CITY OF HIGHLAND

By ► _____
(Authorized signature - sign in blue ink)

Name Joseph A. Hughes
(Print or type name of person signing contract)

Title City Manager
(Print or Type)

Dated: _____

Address 27215 Base Line, Highland CA 92346

FOR COUNTY USE ONLY

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
►	►	►
Aaron Gest, Deputy County Counsel	Andy Silao, P.E., Engineering Manager	Brendon Biggs, Director
Date _____	Date _____	Date _____

EXHIBIT A

FOR SAN BERNARDINO COUNTY/CITY OF HIGHLAND PAVEMENT IMPROVEMENT AND ADA CURB RAMP UPDATE PROJECT IN THE HIGHLAND AREA

PUMALO STREET AND OTHER ROADS

Road Name	Road Limits	County Length	City Length	Total Length	Scope of work
DATE STREET	0.03Mi W, MERITO AVE TO 0.03Mi W, STERLING AVE	0.14	0.00	0.14	Reconstruction
DATE STREET	0.03Mi W, STERLING AVE TO 0.25Mi E, ARDEN AVE	0.64	0.00	0.64	Mill and Overlay, GlasPave 25, Leveling Course
DEL ROSA DRIVE	PACIFIC ST TO DEL ROSA AVE	0.24	0.00	0.24	Mill and Overlay, GlasPave 50, Leveling Course
PACIFIC STREET	DEL ROSA DR TO STERLING AVE	0.28	0.21	0.49	Mill and Overlay
PUMALO STREET	0.06 Mi W, CHIQUITA LN TO DATE PLACE	0.18	0.00	0.18	Mill and Overlay, GlasPave 50, Leveling Course
PUMALO STREET	STERLING AVE TO 0.04Mi SE, GUTHRIE ST	0.21	0.00	0.21	Mill and Overlay, GlasPave 50, Leveling Course
PUMALO STREET	0.02Mi W, ORANGE KNOLL AVE TO ARDEN AVE	0.04	0.00	0.04	Mill and Overlay
PUMALO STREET	ARDEN AVE TO 0.07Mi E, EUCALYPTUS DR	0.23	0.00	0.23	Mill and Overlay
	Total Project Miles:	**1.96**	**0.21**	**2.17**	

Curb Ramp List
(City Jurisdiction)

Ramp Location	Cross Street	Ramp Location
PACIFIC STREET	DEL ROSA AVENUE	SW
PACIFIC STREET	DEL ROSA AVENUE	SE
PACIFIC STREET	ELMWOOD ROAD	NW
PACIFIC STREET	ELMWOOD ROAD	NE
PACIFIC STREET	OSBUN ROAD	SW
PACIFIC STREET	OSBUN ROAD	SE
STERLING AVENUE	PACIFIC STREET	SW
STERLING AVENUE	PACIFIC STREET	SE

Exhibit B

ESTIMATE OF PROJECT COSTS
FOR SAN BERNARDINO COUNTY/CITY OF HIGHLAND
PAVEMENT IMPROVEMENT AND ADA CURB RAMP UPDATE PROJECT
IN THE HIGHLAND AREA

PUMALO STREET AND OTHER ROADS

Pumalo Street and Other Roads	Amount	County Share	City Share
Construction (including contingencies)	$2,217,000	$1,846,500	$370,500
All Other Costs Such as Preliminary Engineering, Design, Environmental Clearance, Construction Engineering, etc.	$ 179,000	$ 149,100	$ 29,900
Project Total	**$2,396,000**	**$1,995,600**	**$400,400**

STAFF REPORT
TO THE CITY COUNCIL

DATE: October 11, 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: Adopt and Approve the Local Roadway Safety Plan

RECOMMENDATION: It is recommended that the City Council adopt Resolution No. 2022-__ approving the City of Highland Local Roadway Safety Plan (LRSP).

FISCAL IMPACT: The cost of the LRSP preparation was paid through a $72,000 HSIP grant from Caltrans with $8,000 matching funds from the City.

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

BACKGROUND: On January 2020, the City received grant approval from California Department of Transportation (Caltrans) to develop a Local Road Safety Plan (LRSP) for the City. The LRSP is used as a framework for developing and prioritizing safety projects and programs in the City. The City retained professional engineering services from KOA Corporation (KOA) to perform the analysis and preparation of the LRSP. The project team has completed the final LRSP and the result and recommendations are being provided to City Council.

Crash Analysis:

The general crash patterns identified were categorized and reviewed to determine systemic patterns. A total of 1,719 crashes were recorded from 2015 to 2020. The following summarizes the collision patterns within the City:

- Most common collision types were broadside, rear end, and sideswipe.
- Bicycle – and pedestrian-related crashes accounted for approximately six percent of total collisions and 44% of fatal or severe injury collisions.
- Broadsides related to automobile right-of-way violations is one of the major collision patterns.

Approved _____	Motion _____	Second _____	Agenda Item No. 9
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hugl
City Clerk

City Manager

The safety emphasis areas for the LRSP to focus on were identified as:

- Young and Old Road Users
- Broadside Collisions
- Pedestrians
- Speeding and Rear End collisions
- Driving or Bicycling Under the Influence

General Recommendations:

Based of the data and the emphasis areas identified, the following safety countermeasures and programs are being recommended:

- Upgrading signal heads from 8" to 12" bulbs.
- Adding nearside signals at existing signalized intersections.
- Adding time to red clearance intervals at signalized intersections.
- Adding bike facilities to roadway segments.
- Engineering countermeasures on a location-by-locations basis.
- State and federal grant programs to promote education, encouragement, and enforcement.

Twelve intersections were chosen for potential counter measure implementation:

1. Base Line and Sterling Avenue (Signalized)
2. Victoria Avenue and 9th Street (Signalized)
3. Highland Avenue and Victoria Avenue (Signalized)
4. Del Rosa Drive and 5th street (Signalized)
5. Victoria Avenue and Pacific Street (Signalized)
6. Base Line and Golondrina Drive
7. 6th street and Victoria Avenue
8. Del Rosa Avenue and Pacific Street
9. Base Line and Cole Avenue
10. 9th Street and Palm Avenue
11. Base Line and Victoria Avenue (Signalized)
12. Church Street and Glenheather Dr/Love St

Intersections are not numbered in any particular order; numbering is only used as a means to reference the intersections within the report.

The completion of the LRSP provides the initial framework and understanding of crash patterns within the City to help direct and inform staff of future traffic safety efforts. Traffic safety contributes to roadway system reliability and traffic safety improvements to help relieve congestion. The LRSP provides opportunities for traffic safety grant funding as most grant funding programs now require agencies to have an adopted LRSP to be eligible. City staff will be seeking grant funding opportunities in the future from the following grant programs, the Active Transportation Program (ATP) and the Highway Safety Improvement Program (HSIP). The final LRSP is attached for review.

Attachments: Local Road Safety Plan
Resolution – Local Road Safety Plan

RESOLUTION NO. 2022- ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND APPROVING AND ADOPTING THE LOCAL ROAD SAFETY PLAN

THE CITY COUNCIL OF THE CITY OF HIGHLAND HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, Federal regulations require each State has a Strategic Highway Safety Plan (SHSP). An SHSP is a statewide data-driven traffic safety plan that coordinates the efforts of a wide range of organizations to reduce traffic accident fatalities and serious injuries on all public roads; and

WHEREAS, the SHSP is used as a statewide approach for improving roadway safety, A Local Road Safety Plan (LRSP) can be a means for providing local and rural road owners with an opportunity to address unique highway safety needs in their jurisdictions while contributing to the success of the SHSP; and

WHEREAS, a Local Road Safety Plan (LRSP) provides a framework to identify, analyze, and prioritize roadway safety improvements on local and rural roads; and

WHEREAS, the LRSP will promote safety for all road users in the City of Highland; and

WHEREAS, the LRSP will be required for an agency to be eligible to apply for future federal-aid Highway Safety Improvement Program (HSIP) calls for projects; and

WHEREAS, the City is desirous of applying for HSIP grant funding in the future to design and construct roadway safety improvement projects in the City.

NOW, THEREFORE, BE IT RESOLVED the City Council hereby approves and adopts the Local Road Safety Plan (LRSP).

PASSED, APPROVED AND ADOPTED this 11th day of October, 2022.

_____
Larry McCallon
Mayor

_____
Betty Hughes, MMC
City Clerk

City of Highland
LOCAL ROADWAY SAFETY PLAN

SEPTEMBER 2022

Prepared for:
City of Highland
Department of Public Works
27215 Base Line St
Highland, CA 92346

Prepared By:

2141 W Orangewood Ave
Orange, CA 92868
T: 714.573.0317 | F: 714.573.9584
www.koacorp.com

JC03078

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APPENDIX

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Appendix D – Systemic Countermeasure Map
Appendix E – Safety Project Cost Estimation
Appendix F – Collision Reduction Benefits Table

1.0 EXECUTIVE SUMARY

The California Department of Transportation (Caltrans) established a program for cities to prepare a Local Roadway Safety Plan (LRSP) to identify safety needs and recommend projects to address these needs. This document serves as the LRSP for the City of Highland.

Overview

An LRSP analyzes collision data, assesses infrastructure deficiencies through an inventory of roadway system elements, and identifies roadway safety solutions on a citywide basis. The LRSP was created by the State to help local agencies develop safety projects that can be submitted for funding by the Highway Safety Improvement Program (HSIP). HSIP Cycle 11, and subsequent cycles, will require an LRSP or equivalent plans such as a Vision Zero Plan or System Safety Analysis Report (SSAR).

This report has been prepared per Caltrans LRSP guidelines and the *Caltrans Local Roadway Safety Manual* (LRSM) version 1.6 dated June 2022. The general content of this LRSP report follows this outline:

- Crash data source and analysis techniques
- Crash data analysis results and highest occurring crash types
- High-risk corridor and intersection analysis and safety countermeasures
- Cost estimates of recommended improvements
- Prioritization of projects based on cost-benefit ratio and effectiveness of safety improvement
- Strategies for safety project implementation
- Traffic safety enforcement size analysis based on Office of Traffic Safety (OTS) data

The LRSP fulfills the following purposes:

- Identify the highest occurring collision types and the roadway characteristics contributing to the collisions.
- Identify high-risk corridors and intersections.
- Propose safety countermeasures to address the safety issues.
- Prioritize safety improvement projects based on benefit/cost ratio and other considerations.

Prominent Collision Pattern

Five years of collision records were utilized from July 2015 to June 2020, adhering to the maximum period permitted by the HSIP for a safety infrastructure project application for federal funding. The collisions were categorized by severity, collision type, Primary Collision Factor (PCF), involved parties, lighting conditions, and facility type (signalized intersections, non-signalized intersections, and mid-block locations). A total of 1,719 crashes were recorded from July 2015 to June 2020. The following summarizes the collision patterns within the City:

- Most common collision types were broadside, rear end, and sideswipe.
- Bicycle- and pedestrian-related crashes accounted for approximately six percent of total collisions and 44% of fatal or severe injury collisions.
- Broadsides related to automobile right-of-way violations is one of the major collision patterns.

Safety Measures

The following transportation safety emphasis areas were identified based on the collision data analysis:

- Young and Old Road Users
- Broadside Collisions
- Pedestrians
- Speeding and Rear End Collisions
- Driving or Bicycling Under the Influence

The LRSP recommends engineering and non-engineering countermeasures which help to address the identified emphasis areas derived from the collision analysis. Concerns and recommended improvements were discussed with a representative from the San Bernardino County Sheriff's Department.

Some of the engineering countermeasures recommended for multiple locations in the City include:

- Upgrading signal heads from 8" to 12" bulbs
- Adding nearside signals at existing signalized intersections.
- Adding time to red clearance intervals at signalized intersections
- Adding bike facilities to roadway segments

Additionally, engineering analysis recommended other safety countermeasures to address high collision locations on a location-by-location basis. Funding for engineering countermeasures listed in the LRSP are available from the Highway Safety Improvement Program (HSIP).

In addition to the infrastructure improvements mentioned above, non-engineering safety measures address traffic safety concerns through education, encouragement, and enforcement. Several state and federal grant programs offer funds for non-engineering roadway safety projects, as shown below:

- Advanced Transportation and Congestion Management Technologies Deployment Program
- Active Transportation Program
- Sustainable Communities Grant Program
- Office of Traffic Safety Grants

2.0 INTRODUCTION

KOA Corporation (KOA) has been retained by the City of Highland to develop the Local Roadway Safety Plan (LRSP). Traditionally, agencies have selected safety projects based on historical crash records, focusing on sites with a concentration of recent severe collisions. By contrast, the LRSP shares a similar framework with the California Statewide Strategic Highway Safety Plan (SHSP), which focuses on engineering and non-engineering solutions to roadway safety issues. The LRSP identifies the most common collision categories across a roadway network to target projects that address the factors associated with those categories. By focusing on causal factors rather than collisions, the LRSP allows agencies to assess risks before a collision occurs. Systemic improvements target broader geography than the traditional spot location improvements. The systemic project selection favors the broad implementation of cost-effective countermeasures.

2.1 FOUR E'S OF SAFETY

The LRSP not only focuses on engineering improvements to mitigate crashes. The LRSP is also addresses other safety improvements in other areas such as enforcement, education, and emergency services. According to the SHSP 2020-2024, two-thirds of all crashes are the result of aggressive driving. Male drivers are more likely to be at fault in aggressive driving-related crashes regardless of age. Making roadways safer requires the Four E's to be involved (Engineering, Enforcement, Education, and Emergency Services). Working together with the Four E's at the city level will help make city roads safer.

2.2 PURPOSE OF THE LRSP

The LRSP systematically identifies and analyzes safety problems and recommends safety improvements. Preparing the LRSP facilitates collaboration through the development of partnerships between Highland and stakeholders, which includes the city's Police Department. The results of the LRSP are summarized with a prioritized list of improvements and actions. The LRSP offers a proactive approach to addressing roadway safety needs in Highland.

2.3 CITY OF HIGHLAND

Highland is a city in San Bernardino County. According to the 2010 census, Highland had a population of 53,104; the US Census estimated the 2019 population at 55,417.

Based on the Statewide Integrated Traffic Records System (SWITRS) database, between July 2015 and June 2020 there were 1,719 collisions in Highland, of which 50 collisions resulted in fatal and severe injuries. **Figure 2.1** illustrates a map of the collisions citywide, while **Figure 2.2** shows a heat map of these collisions.

Figure 2.1: Highland Citywide Collision Map (July 2015- June 2020)

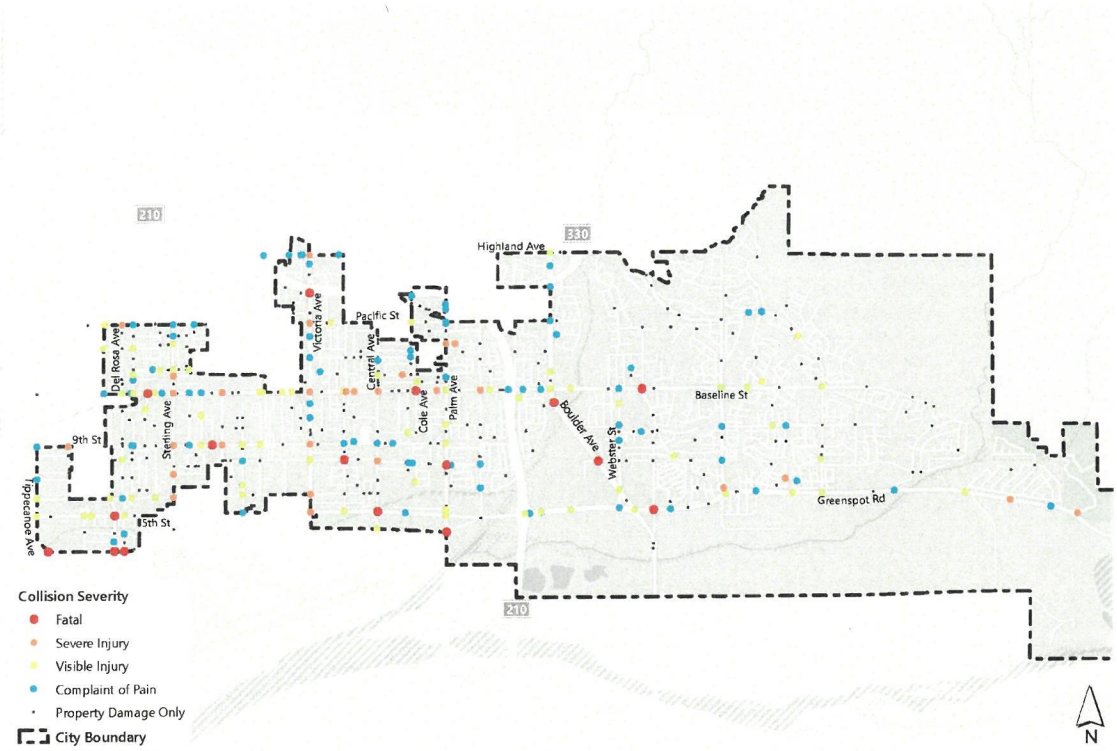
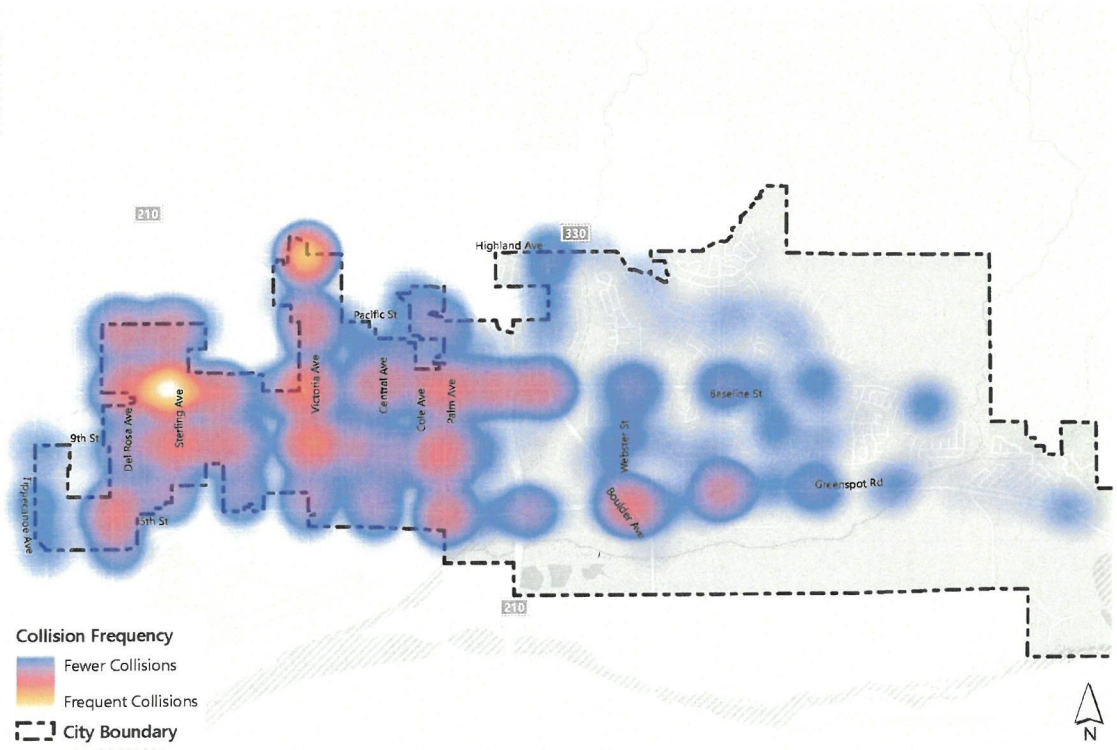


Figure 2.2: Highland Citywide Collision Heat Map (July 2015- June 2020)



2.4 LRSP OVERVIEW

The LRSP project includes six primary tasks. The following sections include a brief description of the tasks associated with this project, with a more detailed description of each task in subsequent sections of this document.

2.4.1 Data Collection

A comprehensive Geographic Information Systems (GIS) project database was developed by utilizing the following data, which was provided by Highland:

- Five-years (7/1/2015 to 6/30/2020) of collision data collected via the SWITRS collision database
- Location of signalized intersections
- Roadway classifications
- Speed limits

2.4.2 Safety Data Analysis

Following collection of data, the collision data was analyzed for the City of Highland. Collisions were compared to the safety emphasis areas as defined in the California SHSP. The safety data analysis is summarized in Section 4 of this document. The transportation emphasis areas are identified based on the collision data analysis and are discussed in Section 5 of this document.

2.4.3 Identify Safety Measures

In coordination with city staff, a list of engineering-related safety countermeasures and non-engineering safety measures were developed for use as recommendations in this LRSP. These countermeasures are discussed in Section 6 and Section 7 of this document.

2.4.4 Develop Safety Projects and Cost Estimation

Roadways and intersections were ranked based on the collision frequency. The top locations of interest will be investigated for further evaluation and potential safety improvements. The improvements include signal hardware improvements, signal timing adjustments, and bikeway-related features. Planning-level cost estimation are provided for each safety project. The list of safety projects are prioritized based on the following considerations:

- Benefit/Cost Ratio (for engineering solutions only)
- Funding availability for engineering and non-engineering programs
- Other factors recommended by city staff

The safety projects and cost estimates are discussed in Section 8 of this document.

3.0 METHODOLOGY

3.1 COLLISION DATA SOURCES

Data on citywide collision trends between July 1, 2015 and June 30, 2020 was derived from the California Highway Patrol's Statewide Integrated Traffic Records System (SWITRS) database. The California Office of Traffic Safety Rankings (OTS) contributed collision data for the year 2018 for Highland and 106 cities in California with a similar population.

3.1.1 SWITRS

The California Highway Patrol's SWITRS collects and processes data on collisions throughout the state of California. The online SWITRS application provides geographically- and temporally-targeted collision reports in an electronic format. SWITRS data was used to evaluate collisions in the City of Highland between 2015 and 2020, both in aggregate and classified by control type (signalized, non-signalized, and mid-block locations).

3.1.2 OTS

The OTS Rankings compare traffic safety statistics among cities in the state of California with similar populations. The statistics focus on the victims killed and injured in collisions. Cities can use these comparisons to see the areas in which they underperform. In the OTS Collision Ranking system, Highland belongs to Group C, which contains 105 cities with a population between 50,001 and 100,000. Currently, the OTS website only has data available for the year 2019.

3.2 STAKEHOLDER OUTREACH

In addition to using analytical methods to identify locations for treatments and make recommendations, the LRSP also focuses on partnerships with the community to give input into this process and provide feedback on areas that the LRSP should focus on. Stakeholders are contacted after completing the collision analysis but before selecting emphasis areas or specific infrastructure improvements or programs. Stakeholder are asked to provide feedback about traffic safety issues they have observed through their work and possible approaches to resolving these issues.

For the Highland LRSP, feedback was provided by the San Bernardino County Sherriff's Department. The meeting was held on February 16, 2022. Items discussed include the following:

- Roadway segments with a history of speeding
- Intersections of concern and reasons for concern
- Pedestrian activity hubs
- Experience with newer traffic control devices such as Flashing Yellow Arrow (FYA) and Rectangular Rapid Flashing Beacons (RRFB)
- Enforcement strategies such as pedestrian crosswalk sting operations, speed trailers, and DUI checkpoints
- Collision report policy
- Ideas for improving traffic safety

- Traffic safety awareness and educational campaigns

Some of the discussion items that contributed most to the projects and programs recommended in the LRSP included:

- Notice of speeding on Base Line from Victoria Avenue to McKinley Avenue and Palm Avenue from 9th Street to Base Line
- Notice of concerns related to traffic movement at Victoria Avenue & Highland Avenue and 9th Street & Palm Avenue
- Notice that jaywalking is common on Base Line
- City is open to Rectangular Rapid Flashing Beacons (RRFBs) and roundabouts
- Currently receives an OTS grant for pedestrian string operations and DUI checkpoints
- Held a bicycle clinic regularly before COVID and maintains a social media account

3.3 IDENTIFYING LOCATIONS FOR ENGINEERING COUNTERMEASURES

Crash data analysis for this LRSP was conducted using collision data from the SWITRS collision database. The collision records include a variety of information about each collision, including the location, date, time of the day, crash type, crash severity, primary violation category, transportation mode of the involved parties, and movement of the involved parties prior to the collision. Per California state law, motor vehicle collisions must be reported when vehicle or property damage exceeds $1,000, or when any of the parties suffer an injury or fatality. Collisions with no injured parties or little property damage might not be reported and, therefore, are not included in the collision database.

Caltrans' *Local Roadway Safety, A Manual for California's Local Road Owners*, Version 1.6, April 2022 (LRSM) encourages a pro-active rather than reactive approach to safety issue identification. Traditionally, agencies using a reactive approach have located and implemented safety projects solely based on recent crashes, specific crash concentrations, or safety issues raised by stakeholders. A pro-active approach is preferred, according to the LRSM, because with traditional methods, "crash concentrations and crash trends may be missed if local agencies rely exclusively on these identifiers for their roadway safety effort." A pro-active approach would identify safety improvements by analyzing the safety of the entire roadway network. For this document, the process for identifying candidate locations for safety improvements considers any one of the following three factors:

- An extensive crash history at high-collision frequency locations providing insight into which roadway characteristics are associated with certain types of crashes
- Professional engineering judgment regarding the availability of feasible engineering countermeasures to fix the safety issues
- Applicability of the engineering countermeasures at other locations with roadway characteristics associated with similar types of crashes regardless of their crash history

The LRSM guidelines require analyzing at least three to five years of the most recent crash data. Five years-worth of collision data from July 2015 to June 2020 was reviewed for the Highland LRSP. Five years of crash data usage adheres to the maximum threshold permitted by the Highway Safety Improvement Program (HSIP) for a safety infrastructure project application for federal funding.

3.3.1 Ranking Function

A candidate intersection or roadway segment for safety improvements does not necessarily need to demonstrate a history of high or severe collisions to be considered for further evaluation. However, locations with high numbers of collisions are often good starting points for safety analysis due to the rich information provided by the collision history. Three ranking methods were utilized to identify high collision frequency intersections and roadway segments: Average Crash Frequency, Crash Rate, and Equivalent Property Damage Only (EPDO) scores. A brief description of each of the methods is provided in the following sections.

3.3.2 Average Crash Frequency

Average Crash Frequency is the most basic method for assessing collision incidence. The analysis tallies the numbers of collisions at each location in the roadway network, both in aggregate and by a category of interest (e.g. level of severity, collision type, and others). The analysis then ranks intersections or roadway segments based on the collisions' frequency.

3.3.3 Crash Rate

The Crash Rate method goes a step beyond average crash frequency, normalizing facilities' crash frequency by the amount of vehicle traffic or travel. This method divides the number of collisions (or collisions in a particular category) by the quantity of Million Entering Vehicles (for intersections) or 100 Million Vehicle Miles Traveled (for roadway segments). While the Crash Rate method accounts for differences in facilities' length and traffic volume, it may instead unduly favor low-volume and low-collision roadways where countermeasures produce the lowest net benefit for travelers.

3.3.4 EPDO Scores

Equivalent Property Damage Only (EPDO) scores assign weighting factors to crashes by severity relative to property damage only (PDO) collisions. The weight generally reflects an order of magnitude difference between the cost of fatal/severe injury crashes and non-severe injury collisions. The weights by crash severity come from the 2022 Local Roadway Safety Manual.

- Fatal and Severe Injury at signalized intersections – $1,787,000
- Fatal and Severe Injury at non-signalized intersections – $2,843,000
- Fatal and Severe Injury at Roadway – $2,461,000
- Other Visible Injury – $159,900
- Compliant of Pain – $90,900
- PDO – $14,900

EPDO scores are useful for a benefit-to-cost analysis as collision costs can be translated into measurable benefits from installing improvements that reduce the collisions in question. However, EPDO scores may place undue weight on the injury outcomes of previous collisions rather than overall trends suggested by collision patterns regardless of injury outcome. Furthermore, a location's EPDO score could be inflated by a fatal or severe collision caused by DUI.

3.4 PROPOSING ENGINEERING COUNTERMEASURES

After ranking the intersections and roadway segments, the following steps were used to propose engineering countermeasures:

- Make citywide collision maps for dominant collision types such as rear-end collisions, broadside collisions, bicycle and pedestrian collisions, and collisions due to unsafe speed. Identify high-risk locations by collision type.
- Review crash details (party involved, movement before the crash, primary collision factor, violation code, time of the day, and others) at high-risk locations. Obtain detailed police reports from the City and review for all the fatal and severe injury collisions.
- Manually create collision diagrams for high-risk locations. Review field conditions through physical site visits in the City. Assess the nature of prevalent crash types with respect to the intersection's control type, geometrical features, and signal phasing/timing.
- Review current conditions and recent historical conditions via Google Map Street View, whenever necessary, to check whether any geometry, signal, or signage changes have been made in the past few years.
- Evaluate and screen countermeasures from the LRSM or Crash Modification Factor (CMF) Clearinghouse (http://www.cmfclearinghouse.org/), a searchable database that can be easily queried to identify CMFs and Crash Reduction Factors (CRFs).
- Identify intersections/roadway segments that do not have a demonstrated crash history but resemble other locations with documented crash history and risk factors. Once identified, these locations can be analyzed through the steps mentioned above.

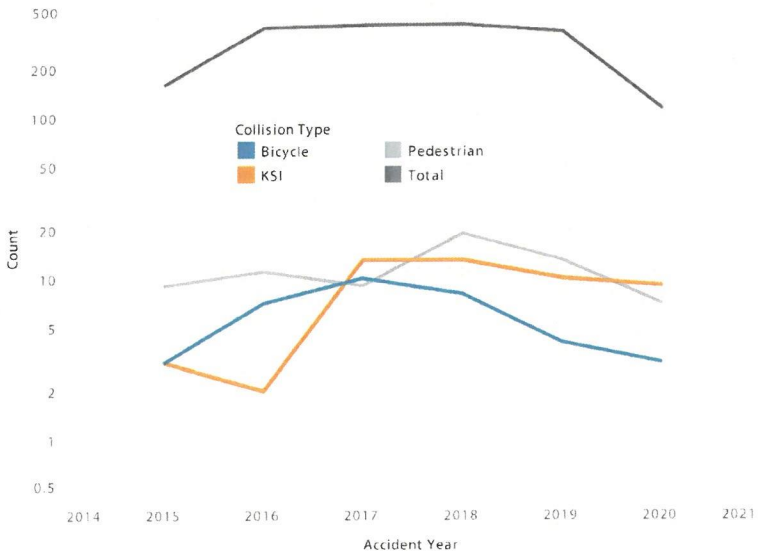
4.0 SYSTEMIC SAFETY ANALYSIS – COLLISION TREND AND PATTERNS

4.1 TOTAL COLLISIONS AND KSI COLLISIONS

The collision trend analysis draws from the five years of data obtained from the SWITRS database. From 2015 to 2020, a total of 1,719 collisions occurred on Highland's roadways, excluding the Interstate 210 (I-210) Freeway. Of these, 50 resulted in fatal or severe injuries. **Figure 4.1** highlights the annual number of collisions per year over the 5-year period (note: 2015 contains data for only July-December. 2020 contains data for only January through June). Collision totals remained relatively consistent year over year. However, the number of KSI collisions nearly quadrupled from 2016 to 2017, remaining relatively consistent during the years following.

Over the 5-year period, bicyclist-involved collisions peaked in 2017 and have since experienced a steady decline in yearly totals. Similarly, pedestrian-involved collisions peaked in 2018 and have since experienced a steady decline in yearly totals. Pedestrian-involved collisions greatly exceeded bicyclist-involved collisions in all years except 2017.

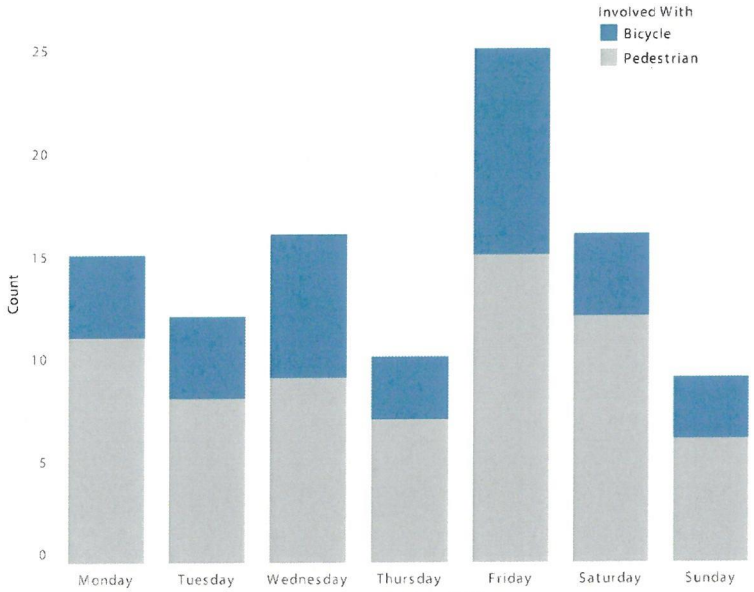
Figure 4.1: Collision by Year



Source: SWITRS, 2015-2020, City of Highland

Figure 4.2 illustrates bicyclist- and pedestrian-involved collision frequency by day of the week. While the total number of collisions varies little across different days, pedestrian and bicycle collisions show noticeable day-to-day variation. The number of daily bicyclist-involved collisions peak on Wednesday and Friday, and significantly decrease on weekend days. The number of daily pedestrian-involved collisions peak on Friday and Saturday, reflecting elevated levels of outdoor activity on late week and weekend days.

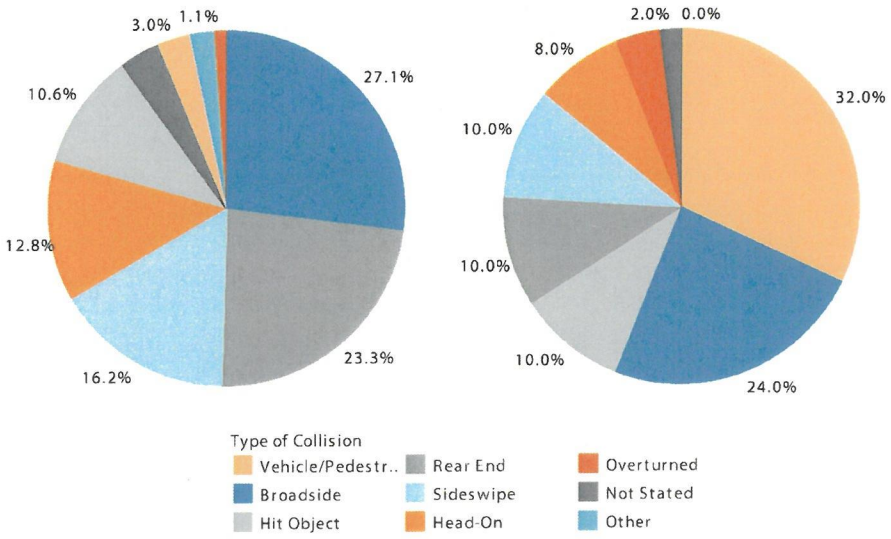
Figure 4.2: Bicyclist- and Pedestrian-Involved Collisions by Day of the Week



Source: SWITRS, 2015-2020

Figure 4.3 breaks down total collisions and KSI collisions by collision type. Broadside collisions accounted for more than a quarter of all collisions, holding the largest share of citywide collision types. Rear end and sideswipe collisions accounted for the second- and third-largest shares of total collisions. Vehicle/Pedestrian collisions accounted for nearly one of every three KSI collisions. Historically, Vehicle/Pedestrian collision types are the most likely to result in a severe injury or fatality. Broadside collisions accounted for the second-largest share of KSI collisions, followed by hit object, rear end, and sideswipe collision types.

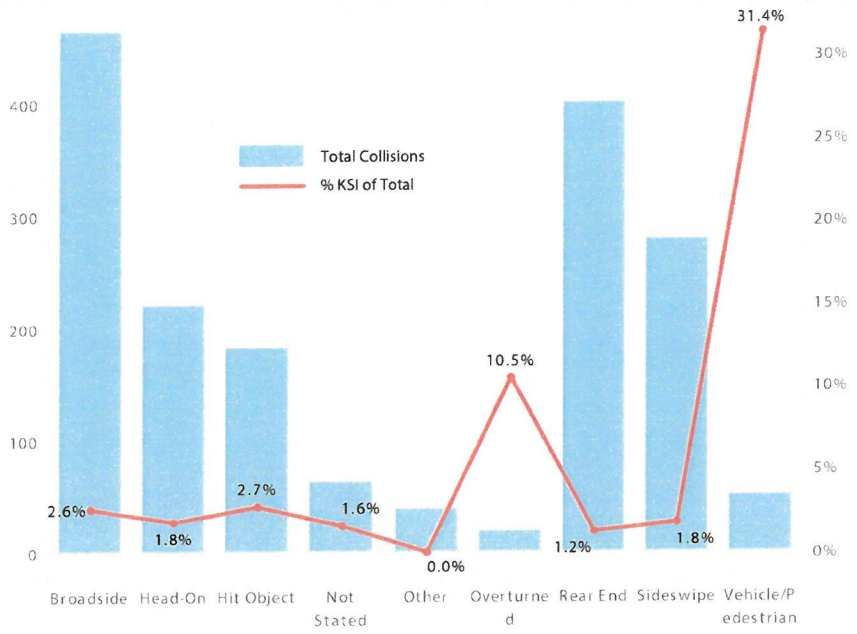
Figure 4.3: Type of Collisions, Total Collisions vs. KSI Collisions



Source: SWITRS, 2015-2020, City of Highland

Figure 4.4 more clearly illustrates the increased severity of vehicle-pedestrian collisions. Nearly one-third of vehicle-pedestrian collisions were KSI collisions, despite the vehicle-pedestrian collision category comprising the seventh-smallest share of total collisions in Highland. By contrast, 2.6% of broadside collisions, 1.2% of rear end collisions, and 1.8% of sideswipe collisions resulted in a severe injury or fatality.

Figure 4.4: Type of Collisions with KSI Percentage



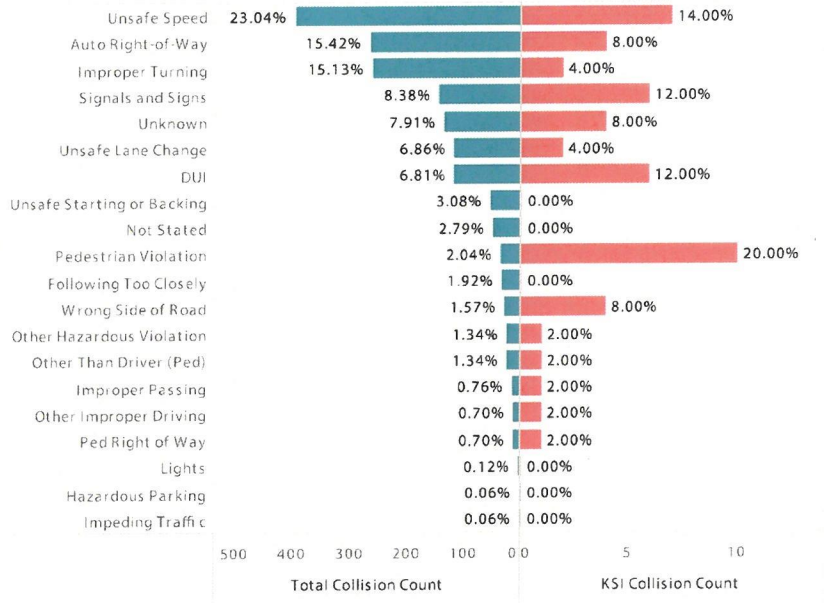
Source: SWITRS, 2015-2020, City of Highland

Figure 4.5 summarizes the Primary Collision Factor (PCF) for all collisions and KSI collisions over the past five years. PCF is the leading cause of the collision based on the opinion of the officer who conducted the investigation.

Among all collisions, unsafe speed (23%), automobile right-of-way (15.4%), improper turning (15.1%), and signals and signs (8.4%) were the top four primary collision factors. For KSI collisions, the top four PCF categories were pedestrian violation (20%), driving or bicycling under the influence/DUI (12%), unsafe speed (14%), and signals and signs (12%). The inclusion of the pedestrian violation category reflects the prevalence of vehicle-pedestrian collisions among fatal or severe injury collisions. The pedestrian violation is often defined as a pedestrian violating the opposing party's right-of-way.

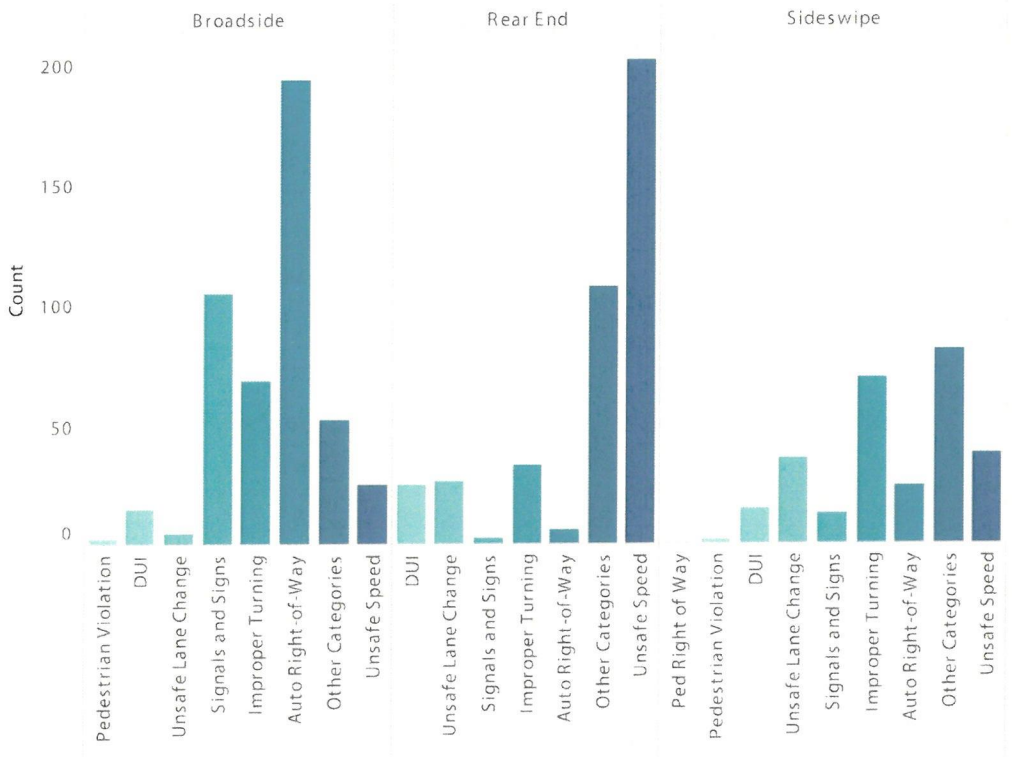
Figure 4.6 illustrates how the most-frequently-occurring PCFs correlate with the most significant collision types. Automobile right-of-way violations are the primary cause of most broadside collisions. Unsafe travel speeds account for the majority of rear-end collisions. And improper turning is the most common PCF for sideswipe collisions.

Figure 4.5: Collisions by Primary Collision Factor (PCF)



Source: SWITRS, 2015-2020, City of Highland

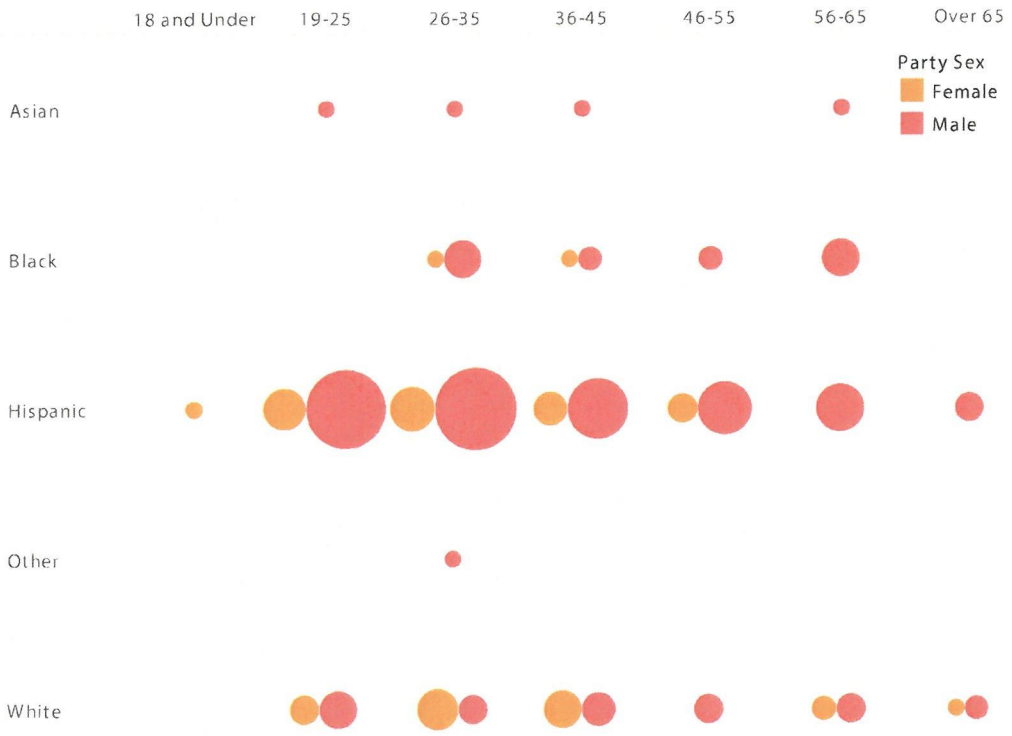
Figure 4.6: Primary Collision Factors for Top 3 Collision Types



Source: SWITRS, 2015-2020, City of Highland

Driving or bicycling under the influence of drugs or alcohol (DUI) is the sixth-most-frequent PCF violation category for collisions in Highland (excluding "Unknown"). Since DUI collisions stem from driving behavior rather than roadway design factors, addressing these collisions requires an in-depth assessment of driver demographics. **Figure 4.7** breaks down DUI collisions by the age, race, and sex of the at-fault party. The chart shows that Hispanic males between the ages of 19 and 35 are most frequently found to be at fault.

Figure 4.7: At-Fault Parties in DUI Collisions by Race, Sex, and Age

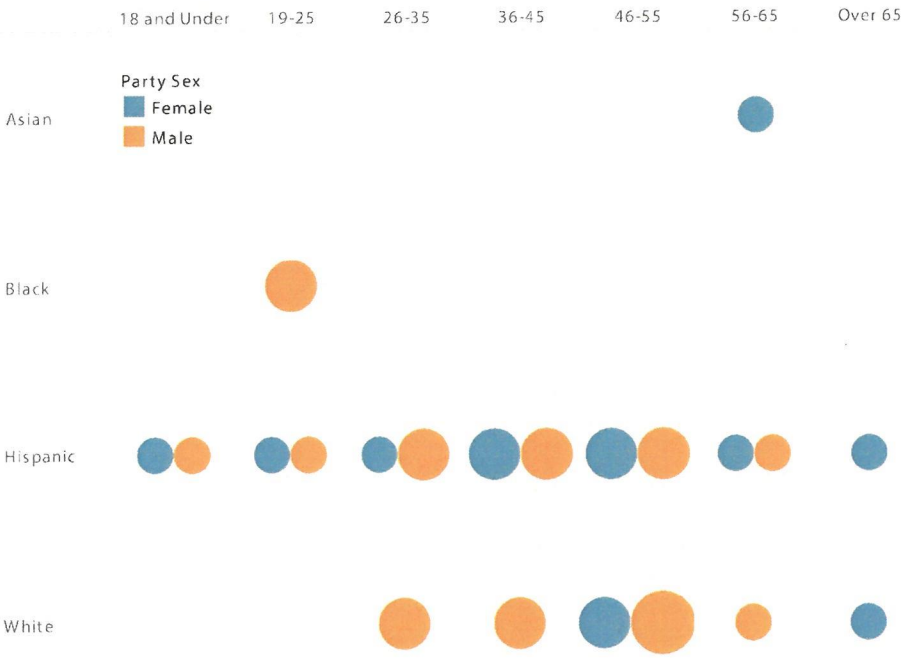


Source: SWITRS, 2015-2020, City of Highland

Since pedestrian- and bicyclist-involved collisions tend to affect marginalized populations (who lack access to an automobile[1]), KOA also evaluated demographic information for the not-at-fault pedestrian and bicyclist parties in pedestrian- and bicyclist-involved collisions. As **Figure 4.8** shows, Hispanic males and females between the ages of 25 and 55 comprised the largest share of not-at-fault pedestrian and bicyclist parties.

[1] Kimbel-Sannit, Aren, Derek Hall, Lindsay Walker, and Kailey Broussard. "Pedestrians Die Every 90 Minutes in the U.S., and Low-Income Areas Are Hurt Most." Los Angeles Times, September 16, 2019, sec. World & Nation. https://www.latimes.com/world-nation/story/2019-09-15/pedestrian-daths-are-on-the-rise.

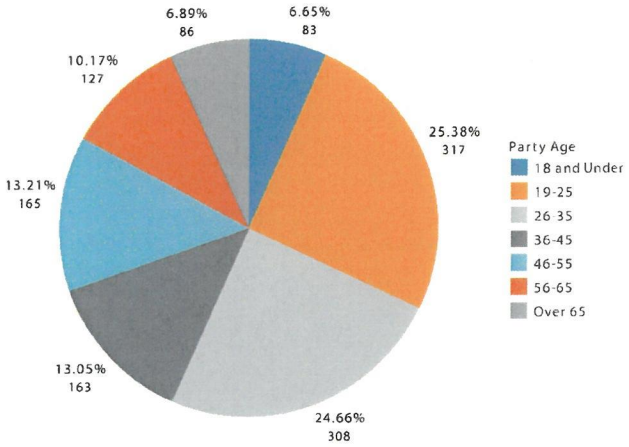
Figure 4.8: Pedestrian Collisions At-Fault vs. As Victim



Source: SWITRS, 2015-2020, City of Highland

Finally, **Figure 4.9** classifies the at-fault collision parties in Highland by age group. The chart shows a quite clear-cut pattern: the younger the age group (above age 18), the higher the share of at-fault drivers and vice-versa. Drivers between the ages of 19 and 25 accounted for approximately one in four collisions (25%). Additionally, drivers between the ages of 19 and 35 accounted for half of collisions (50%).

Figure 4.9: At-Fault Collision Parties by Age Group



4.2 COLLISIONS BY FACILITY TYPE

Collision patterns by facility type were analyzed (intersections vs. mid-block locations) using SWITRS data from mid-2015 to mid-2020. This analysis helped determine the effect of access control and intersection geometry on collision frequency. The analysis classifies collisions by facility type as follows:

- Collisions that occurred within 250 feet of signalized intersections are considered signalized intersection collisions;
- Collisions that occurred within 150 feet of non-signalized intersections are considered non-signalized intersection collisions; and
- Collisions that occur more than 250 feet away from any signalized intersection and more than 150 feet away from any non-signalized intersection are classified as mid-block collisions.

Table 4.1 shows the total number of collisions associated with each type of facility. 40% of all collisions occurred at signalized intersections, 40% occurred at non-signalized intersections, and 19% occurred at mid-block locations. Pedestrian-involved collisions followed a similar pattern with 38% of collisions occurring at signalized intersections, 40% occurring at non-signalized intersections, and 22% occurring at mid-block locations. Over half of bicyclist-involved collisions occurred at non-signalized intersections.

Table 4.1: Collisions by Facility Type

Collision Grouping	Signalized Intersection		Non-Signalized Intersection		Midblock Locations		Grand Total	
	Collisions	%	Collisions	%	Collisions	%	Collisions	%
Total Number of Collisions	696	40%	695	40%	328	19%	1,719	100%
Bicycle Collisions	11	31%	19	54%	5	14%	35	100%
Pedestrian Collisions	26	38%	27	40%	15	22%	68	100%

Source: SWITRS, 2015-2020, City of Highland

Table 4.2 shows how the collision type varies by location. Broadside collisions comprise the largest share of collisions at signalized and non-signalized intersections (32% and 28%, respectively). At mid-block locations, rear-end collisions (26%) are most prevalent, while sideswipe and broadside collisions comprise the second- and third-largest categories (18% and 15%, respectively). Sideswipe and rear-end collisions also amounted to the second-largest share of collisions at non-signalized intersections.

Table 4.2: Collision Types by Facility Type

Collision Type	Signalized Intersections		Non-Signalized Intersections		Midblock		Grand Total	
	Collisions	%	Collisions	%	Collisions	%	Collisions	%
Broadside	219	31.5%	196	28.2%	50	15.2%	465	27.1%
Head-On	78	11.2%	93	13.4%	49	14.9%	220	12.8%
Hit Object	52	7.5%	84	12.1%	47	14.3%	183	10.6%
Not Stated	31	4.5%	25	3.6%	7	2.1%	63	3.7%
Other	13	1.9%	15	2.2%	10	3.0%	38	2.2%
Overturned	5	0.7%	5	0.7%	9	2.7%	19	1.1%
Rear End	187	26.9%	128	18.4%	86	26.2%	401	23.3%
Sideswipe	92	13.2%	128	18.4%	59	18.0%	279	16.2%
Vehicle/Pedestrian	19	2.7%	21	3.0%	11	3.4%	51	3.0%
Total	696	100%	695	100%	328	100%	1719	100%

Source: SWITRS, 2015-2020, City of Highland

Table 4.3 shows the relationship between street lighting conditions and facility type. At all location types, most collisions occurred in daylight (with the proportion ranging from 49.7% at mid-block locations to 57.6% percent at signalized intersections). Most collisions that occurred in the dark were in the presence of functioning streetlights. Only 3% of all collisions occurred in the dark where no streetlights exist, a figure ranging from 1.4% at signalized intersections to 6.7% at mid-block locations.

Table 4.3: Street Lighting by Facility Type

Collision Type	Signalized Intersections		Non-Signalized Intersections		Midblock		Grand Total	
	Collisions	%	Collisions	%	Collisions	%	Collisions	%
Daylight	401	57.6%	382	55.0%	163	49.7%	946	55.0%
Dark - Street Lights	241	34.6%	234	33.7%	119	36.3%	594	34.6%
Dark - No Street Lights	10	1.4%	20	2.9%	22	6.7%	52	3.0%
Not Stated	10	1.4%	10	1.4%	6	1.8%	26	1.5%
Dusk - Dawn	31	4.5%	46	6.6%	16	4.9%	93	5.4%
Dark - Street Lights Not Functioning	3	0.4%	3	0.4%	2	0.6%	8	0.5%
Total	696	100%	695	100%	328	100%	1719	100%

Source: SWITRS, 2015-2020, City of Highland

Table 4.4 tabulates the PCFs by facility type. At signalized and non-signalized intersections, automobile right-of-way, improper turning and unsafe speed comprised the three largest PCF categories. At mid-block locations, unsafe speed, improper turning, and unsafe lane change comprised the three largest PCF categories.

Table 4.4: Primary Collision Factor by Facility Type

Collision Type	Signalized Intersections		Non-Signalized Intersections		Midblock		Grand Total	
	Collisions	%	Collisions	%	Collisions	%	Collisions	%
Unsafe Speed	175	25.1%	136	19.6%	85	25.9%	396	23.0%
Improper Turning	100	14.4%	105	15.1%	55	16.8%	260	15.1%
Automobile Right of Way	108	15.5%	134	19.3%	23	7.0%	265	15.4%
Unknown	49	7.0%	47	6.8%	40	12.2%	136	7.9%
Unsafe Starting or Backing	13	1.9%	25	3.6%	15	4.6%	53	3.1%
Traffic Signals and Signs	95	13.6%	46	6.6%	3	0.9%	144	8.4%
Unsafe Lane Change	29	4.2%	52	7.5%	37	11.3%	118	6.9%
Improper Passing	3	0.4%	7	1.0%	3	0.9%	13	0.8%
Other Hazardous Violation	7	1.0%	10	1.4%	6	1.8%	23	1.3%
Not Stated	17	2.4%	22	3.2%	9	2.7%	48	2.8%
Pedestrian Violation	15	2.2%	12	1.7%	8	2.4%	35	2.0%
Driving or Bicycling Under the Influence of Alcohol or Drug	37	5.3%	50	7.2%	30	9.1%	117	6.8%
Other Improper Driving	4	0.6%	8	1.2%	0	0.0%	12	0.7%
Other Than Driver (or Pedestrian)	7	1.0%	10	1.4%	6	1.8%	23	1.3%
Pedestrian Right of Way	5	0.7%	7	1.0%	0	0.0%	12	0.7%
Following Too Closely	21	3.0%	9	1.3%	3	0.9%	33	1.9%
Lights	0	0.0%	2	0.3%	0	0.0%	2	0.1%
Wrong Side of Road	11	1.6%	11	1.6%	5	1.5%	27	1.6%
Impeding Traffic	0	0.0%	1	0.1%	0	0.0%	1	0.1%
Hazardous Parking	0	0.0%	1	0.1%	0	0.0%	1	0.1%
Total	696	100%	695	100%	328	100%	1719	100%

Source: SWITRS, 2015-2020, City of Highland

As mentioned earlier, broadside collisions were the most-frequently-occurring collision types in Highland. Automobile right-of-way violations were the pre-eminent Primary Collision Factor (PCF) in broadside collisions. **Table 4.5** breaks down broadside collisions with an automobile right-of-way PCF by facility type. Approximately 42% of broadside collisions from mid-2015 to mid-2020 resulted from automobile right-of-way violations. The percentage of broadside collisions caused by automobile right-of-way violations ranged from 32% at signalized intersections to 54% at non-signalized intersections. Automobile right-of-way conflicts are particularly prevalent at locations lacking signal control.

Table 4.5: Broadside Collisions by Facility Type

Facility Type	Broadside Collisions	Broadside Collisions due to Automobile ROW	% Broadside Collisions due to Automobile ROW
Signalized Intersections	219	70	32.0%
Non-Signalized Intersections	196	106	54.1%
Mid-block Locations	50	17	34.0%
Total	465	193	41.5%

Source: SWITRS, 2015-2020, City of Highland

Rear-end collisions were also a prevalent collision type. Typically, rear-end collisions are a result of a motorists traveling at unsafe speeds. **Table 4.6** tabulates rear-end collisions resulting from unsafe travel speeds by facility type. Rear-end collisions resulting from unsafe travel speeds ranged from 36% at mid-block locations to 32% at signalized intersections.

Table 4.6: Rear-End Collisions by Facility Type

Facility Type	Rear-end Collisions	Rear-end Collisions due to Automobile ROW	% Rear-end Collisions due to Automobile ROW
Signalized Intersections	187	115	61.5%
Non-Signalized Intersections	128	55	43.0%
Mid-block Locations	86	31	36.0%
Total	401	201	50.1%

Source: SWITRS, 2015-2020, City of Highland

4.3 HIGHLAND VS. SAN BERNARDINO COUNTY

KOA extracted SWITRS data for the entire County of San Bernardino using the same 5-year period from mid-2015 to mid-2020 to compare the characteristics of injury and fatality collisions for the City of Highland with those for all of San Bernardino County. As shown in **Table 4.7**, from mid-2015 to mid-2020, Highland experienced 1,719 collisions. As the City had an estimated 55,049 residents in 2019, this amounted to 6,245 collisions per one million residents per year. 142,563 collisions occurred in San Bernardino County during the same period, making for a rate of 13,079 collisions per one million residents per year. Thus, Highland had a significantly lower collision rate than the county average.

Highland had a slightly lower percentage of KSI collisions (2.9% vs. 3.5%). Both bicyclist- and pedestrian-involved collision percentages were nearly double countywide percentages (2.0% and 4.0%, respectively).

Table 4.7: Total Collision Comparison, Highland vs. San Bernardino County

Total Collisions	City of Highland	San Bernardino County
Population (2019 estimates)	55,049	2,180,085
Total Collisions	1,719	142,563
Collision/1,000,000/Year	6,245	13,079
Fatal and Severe Collisions (KSI)	50	4,961
KSI %	*2.9%*	*3.5%*
Pedestrian Collisions	68	2,973
Pedestrian %	*4.0%*	*2.1%*
Bicycle Collisions	35	1,673
Bicycle %	*2.0%*	*1.2%*

Source: SWITRS, 2015-2020

Table 4.8 focuses on the KSI collisions in Highland and San Bernardino County from mid-2015 to mid-2020. Highland had a significantly lower rate of KSI collisions per million residents per year than San Bernardino County (182 vs. 455). Among KSI collisions, Highland had a slightly higher percentage of fatalities (34% vs. 28%) and a slightly lower percentage of severe injuries (66% vs. 72% for the County) than the County as a whole. In comparison to the County, pedestrian collisions comprised nearly double the proportion of KSI collisions in Highland (36% vs. 17% for the County), while bicycle collisions comprised nearly triple the proportion (8% vs. 3% for the County).

Table 4.8: KSI Collision Comparison, Highland vs. San Bernardino County

KSI Collisions	City of Highland	San Bernardino County
Population (2019 estimates)	55,049	2,180,085
Fatal and Severe Collisions (KSI)	50	4,961
KSI Collision/1,000,000/Year	182	455
Fatal	17	1,368
Fatal %	*34.0%*	*27.6%*
Severe Injury	33	3,593
Severe Injury %	*66.0%*	*72.4%*
Pedestrian	18	829
Pedestrian %	*36.0%*	*16.7%*
Bicyclist	4	147
Bicyclist %	*8.0%*	*3.0%*

Source: SWITRS, 2015-2020

Table 4.9 breaks down the SWITRS data by collision type for Highland and San Bernardino County. In Highland, broadside collisions accounted for the largest proportion of collisions, while rear-end collisions comprised the largest proportion of collisions across the County as a whole. Overall, collision type proportions for the City of Highland are quite similar to that of the County.

Table 4.9: Collision Type Comparison, Highland vs. San Bernardino County

Collision Type	City of Highland	San Bernardino County
Broadside	27%	19%
Head-On	13%	5%
Hit Object	11%	17%
Other	2%	1%
Overturned	1%	3%
Rear End	23%	34%
Sideswipe	16%	18%
Vehicle/Pedestrian	3%	2%
Not Stated	4%	1%
Total %	100%	100%

Source: SWITRS, 2015-2020

Table 4.10 compares PCFs for the City and the County. As with collision type, the ranking of PCF categories in Highland aligns with that for San Bernardino County. In both geographies, unsafe speed, automobile right-of-way, and improper turning comprise the top three PCF categories.

Table 4.10: PCF Comparison, Highland vs. San Bernardino County

Primary Collision Factor	City of Highland	San Bernardino County
Unsafe Speed	23.7%	34.3%
Automobile ROW	15.9%	11.0%
Improper Turning	15.6%	19.5%
Following Too Closely	2.0%	0.8%
Traffic Signals & Signs	8.6%	6.2%
Driving or Bicycling Under the Inf.	7.0%	7.2%
Unsafe Lane Change	7.1%	7.5%
Wrong Side of Road	1.6%	2.0%
Unknown	8.1%	2.7%
Other Than Driver	1.4%	2.3%
Improper Passing	0.8%	1.0%
Pedestrian Violation	2.1%	1.0%
Unsafe Starting or Backing	3.2%	2.5%
Other Hazardous Violation	1.4%	0.7%
Other Improper Driving	0.7%	0.5%
Pedestrian ROW	0.7%	0.5%
Hazardous Parking	0.1%	0.1%
Other Equipment	0.0%	0.1%
Brakes	0.0%	0.0%
Lights	0.1%	0.0%
Not Stated	0.0%	0.0%
Pedestrian Under the Inf.	0.0%	0.0%

Primary Collision Factor	City of Highland	San Bernardino County
Impeding Traffic	0.1%	0.1%
Fell Asleep	0.0%	0.0%
Total %	100.0%	100.0%

Source: SWITRS, 2015-2019

4.4 HIGHLAND VS. CITIES OF SIMILAR SIZES

In the State of California's OTS Collision Ranking system, Highland falls under Group C. This group consists of 105 cities in the state of California with a population between 50,001 and 100,000. **Table 4.11** shows the City's 2019 collisions ranking among the cities in Group C (1 being the highest or worst and 102 being the lowest or best). The City's traffic safety performance raises concern in several areas:

- The City ranked 70th for killed or injured pedestrians over 65 years of age
- The City ranked 41st for injury and fatality collisions with alcohol involved
- The City ranked 71st for total collision fatalities and injuries
- The City ranked 21st for nighttime (the period between 9:00 pm and 2:59 am) injury and fatality collisions
- The City ranked 39th for injury and fatality collisions with a driver between the ages of 21 and 34 who had been drinking
- The City ranked 93rd for injury or fatality collisions involving bicyclists
- The City ranked 37th for composite collisions (which aggregated the had been drinking 21-34, had been drinking under 21, alcohol involved, hit and run, nighttime and speed collision categories)

Table 4.11: 2018 OTS Rankings, Highland

Type of Crash	Victims Kill and Injured	OTS Ranking
Total Fatal and Injury	162	71/105
Alcohol Involved	23	41/105
Had Been Drinking Driver < 21	0	61/105
Had Been Drinking Driver 21 – 34	5	39/105
Motorcycles	3	87/105
Pedestrians	13	56/105
Pedestrians < 15	2	50/105
Pedestrians 65+	1	70/105
Bicyclists	3	93/105
Bicyclists < 15	1	58/105
Composite	97	37/105
Type of Crash	**Fatal and Injury Crashes**	**OTS Ranking**
Speed Related	26	65/105
Nighttime (9:00pm-2:59am)	27	21/105
Hit and Run	16	35/105
Type of Arrests	**Arrests**	**OTS Ranking**
DUI Arrests	63	22/105

Source: OTS, 2019, City of Highland

5.0 TRANSPORTATION SAFETY EMPHASIS AREAS

Transportation safety emphasis areas provide a strategic framework for developing and implementing the Local Roadway Safety Plan (LRSP). The emphasis areas provide the City of Highland the areas to focus on when developing projects and programs based on the LRSP. The implementation of the emphasis areas should directly relate to the goals, policies, and strategies of the LRSP.

Based on the collision data analysis conducted for the City of Highland, KOA identified the following transportation safety emphasis areas:

- Young Road Users
- Broadside Collisions
- Pedestrians
- Unsafe Speeding/Rear-ends
- Driving or Bicycling Under the Influence

5.1 YOUNG AND OLD ROAD USERS

Young drivers are more likely to be involved in a collision due to insufficient experience operating a motor vehicle when they are first licensed. Furthermore, young drivers tend to engage in risky driving behaviors, including speeding and distracted driving. The 5-year SWITRS data shows that drivers between the ages of 19 and 25 were responsible for more than a quarter of collisions in Highland. Young Hispanic male drivers were the demographic most frequently deemed responsible for DUI collisions. The California OTS ranked Highland 39th among peer cities for accidents involving drivers between 21 and 34 years old who had been drinking.

Thus, the first Transportation Safety Emphasis Area targets young road users, encompassing programs that promote safe practices among young motorists, pedestrians, and bicyclists.

5.2 BROADSIDE COLLISIONS

According to the SWITRS dataset, broadsides are the most common type of collision in Highland, accounting for nearly a quarter of both total and KSI collisions during the 5-year period. Most broadside collisions occur within intersections, with automobile right-of-way and traffic signal and sign violations being the two most common PCFs. Thus, intersection improvements that reduce vehicle conflicts may lessen the prevalence of broadside collisions.

5.3 PEDESTRIANS

Pedestrians are among the most vulnerable roadway users. Pedestrian commuters in suburban communities are often too young or too old to drive or lack the means to purchase a car. Broad streets, narrow sidewalks, and limited crossing facilities make walking not only uncomfortable but unsafe. While pedestrian-involved collisions comprised only 4% of total collisions in Highland, they accounted for 36% of KSI collisions. In the 2019 OTS Rankings, Highland ranked 56th among peer cities for the number of killed or injured pedestrians.

5.4 SPEEDING AND REAR ENDING COLLISIONS

Rear-ends constituted the second-most-frequent collision type in. Unsafe travel speeds was the leading PCF for rear-end collisions in Highland. In aggregate, unsafe speed was the most-frequent PCF in Highland over the 5-year period, accounting for 24% of total collisions and 25% of collisions at signalized intersections. Although San Bernardino County experienced a higher proportion of rear-end and unsafe speed collisions, both collision types and factors weighed heavily in Highland.

5.5 DRIVING OR BICYCLING UNDER THE INFLUENCE

Driving under the Influence (DUI) is the sixth-largest PCF in Highland, responsible for nearly 7% of all collisions over the 5-year period. Additionally, DUI collisions accounted for the third-largest PCF for KSI collisions (12%). The 2019 OTS Rankings gave Highland standard ranks for several DUI-related statistics, including injury/fatality collisions involving alcohol (41st), injury/fatality collisions with a 21-34-year-old driver who had been drinking (39th) and driver younger than 21 who had been drinking (61st).

6.0 ENGINEERING COUNTERMEASURES

The recommended Engineering Countermeasures (improvements to enhance transportation safety) address the emphasis areas described in the chapter above. Five years of collision data from July 2015 to June 2020 were utilized to conduct a more in-depth review of the collision data. The recommended countermeasures for an identified candidate location are based on the following factors:

- Collision severity
- Lighting condition
- Collision involved parties (motor vehicles, pedestrians, bicyclists, etc.)
- Type of collision
- Primary collision factor

Caltrans developed the Systemic Safety Analysis Report Program (SSARP) guidelines in consultation with the California Local Highway Safety Improvement Program (HSIP) Advisory Committee. As such, it is logical to utilize the tools for identifying potential countermeasures for candidate locations that are also used in the development of an HSIP application. The *Local Roadway Safety Manual* (LRSM) was developed by Caltrans to support the HSIP call-for-projects and provides lists of potential countermeasures that are deemed acceptable for implementation with federal-aid funding awarded through the HSIP. Countermeasures in the LRSM are categorized by facility type, including signalized intersection, non-signalized intersection, and roadway segments. The majority of, if not all, proposed countermeasures will be selected from the lists in the LRSM.

Identifying and analyzing the patterns in the crash data along with field observations allow for the most appropriate countermeasure to be selected to effectively address safety problems. When applied correctly, countermeasures and their corresponding Crash Reduction Factors (CRFs) can help the City identify the expected safety impacts of installing a combination of countermeasures to reduce crashes and injuries.

The goal for the countermeasure selection process is to identify and implement various combinations of countermeasures to achieve the highest possible benefits. Countermeasures play important roles in the calculation of Benefit/Cost Ratios (BCR). The effectiveness of a countermeasure and how well it can maximize the BCR depend on the CRFs, expected life, and systemic approach opportunity.

Table 6.1 includes a list of safety countermeasures that were applied to in this plan. They were selected from the LRSM. The table provides information on the countermeasure number in the LRSM, a brief description, applicability to type of crash, the Crash Reduction Factor (CRF) used in the Caltrans local HSIP program associated with the countermeasure, the project life or length of time the measure will be effective, the maximum federal reimbursement ratio, and the degree that the countermeasure can be part of a systemic approach. For crash type applicability, "P&B" means the countermeasure applies to pedestrian and bicycle crashes.

This general process is followed for identifying candidate locations and potential countermeasures with small differences in execution for intersections and roadway segments. The following sections will

elaborate further on the processes for analyzing the focus facilities and selecting potential countermeasures. Safety countermeasures are not proposed for all the top-ranked locations. Professional judgment and coordination with City engineers was applied to determine whether appropriate countermeasures could be proposed to reduce high-risk situations.

Table 6.1: Safety Countermeasures Applied to Highland LRSP

No.	Countermeasure Name	Crash Type	CRF	Expected Life (Years)	Federal Funding Eligibility
S02	Improve Signal Hardware: Lenses, Back-Plates, Mounting, Size, and Number	All	15%	10	100%
S03	Improve signal timing	All	15%	10	50%
S06	Install left-turn lanes	All	55%*	20	90%
NS01	Add lighting	Night	40%	20	100%
NS03	Install signal	All	30%	20	90%
NS04	Convert intersection to roundabout	All	Varies	20	100%
NS07	Upgrade intersection pavement markings	All	25%	10	100%
NS09	Install flashing beacons as advance warning	All	30%	10	100%
NS18	Install left-turn lane	All	35%*	20	90%
R32PB	Install bike lanes	P&B	35%	20	90%

**CRF for installing left-turn lanes depends on location, crash reduction from this CM is anticipated to be higher at signalized intersections*
Source: Local Roadway Safety Manual, Version 1.5 April 2020

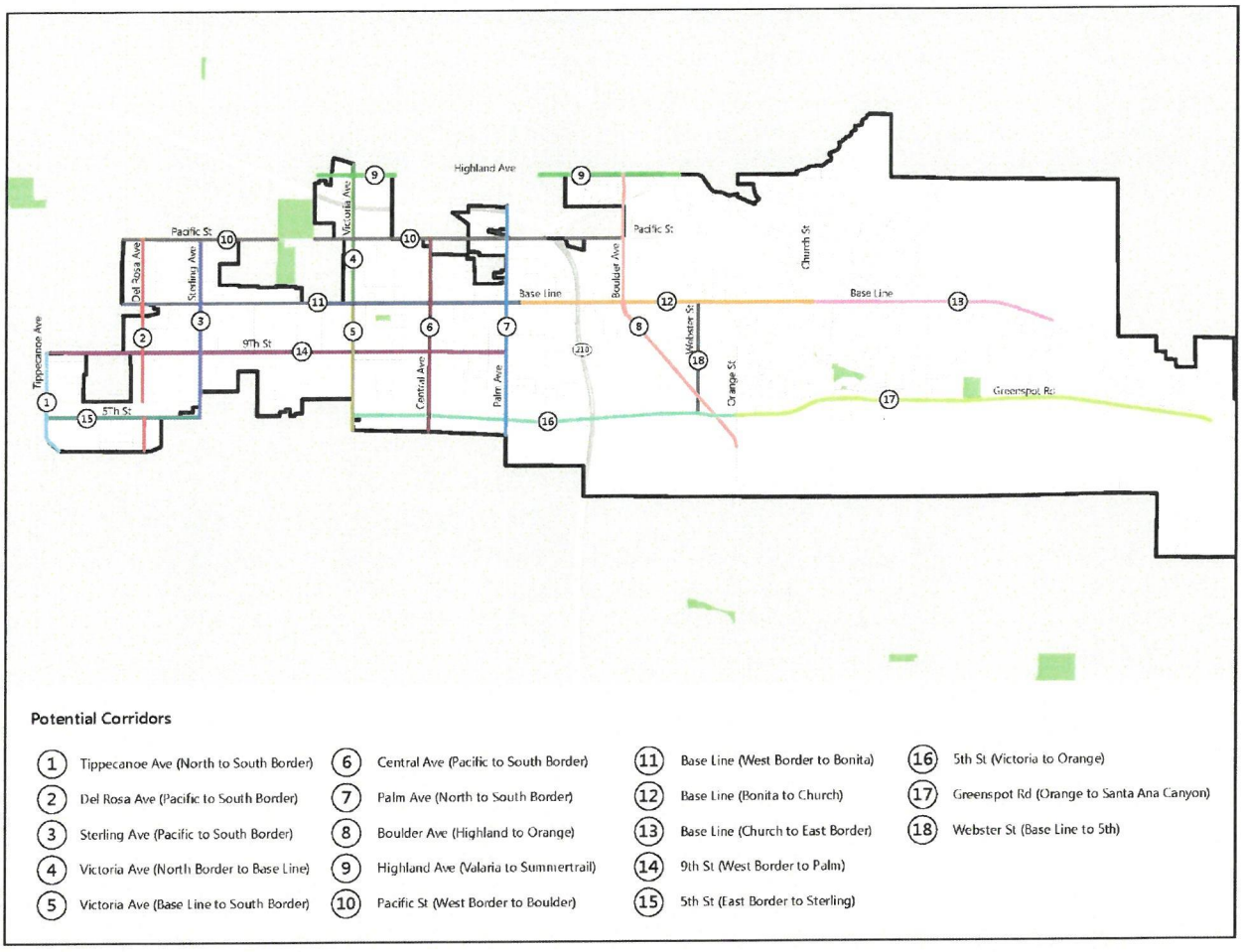
The countermeasure numbers (far left column) in **Table 6.1** represent the ID number for the types of improvements that are eligible for HSIP funding. Throughout this document, countermeasures eligible for HSIP funding will have the ID number, and those that are not eligible will not have an ID number.

6.1 IIDENTIFY PROJECT LOCATIONS

6.1.1 Identified Roadway Segment

According to the City's Circulation Element of the General Plan, all roadways within the City were classified into the following categories: Modified Primary Arterial, Primary Arterial, Major Highway, Secondary Highway, Special Secondary Highway, Collector Street, and Special Collector Street. KOA has defined a total of 18 roadway segments that include all categories in the City. The definition of the roadway segments was primarily based on major barriers such as freeways and rail tracks, major cross streets, roadway configuration, and land use. The roadway segment map is provided in **Figure 6.1**.

Figure 6.1: Roadway Segment Map



Each corridor segment was analyzed based on the total number of collisions, the number of non-intersection collisions, and collision severity. The following two ranking methods were used to rank the roadway segments:

- Collision frequency
- Collision rate
- Equivalent Property Damage Only (EPDO)

The completed roadway ranking tables are provided in Appendix A. The 24-hour traffic counts conducted by the City are provided in Appendix B. The collision diagrams for the selected roadway segments are provided in Appendix C.

Ranking is a quantitative method used to evaluate a particular corridor segment and compare with various other segments. It is ultimately just a tool to streamline the crash analysis and selection process for candidate locations. High ranking segments shown at the top of the list are not necessarily ideal candidates for potential improvements and selecting locations to further review requires discernment.

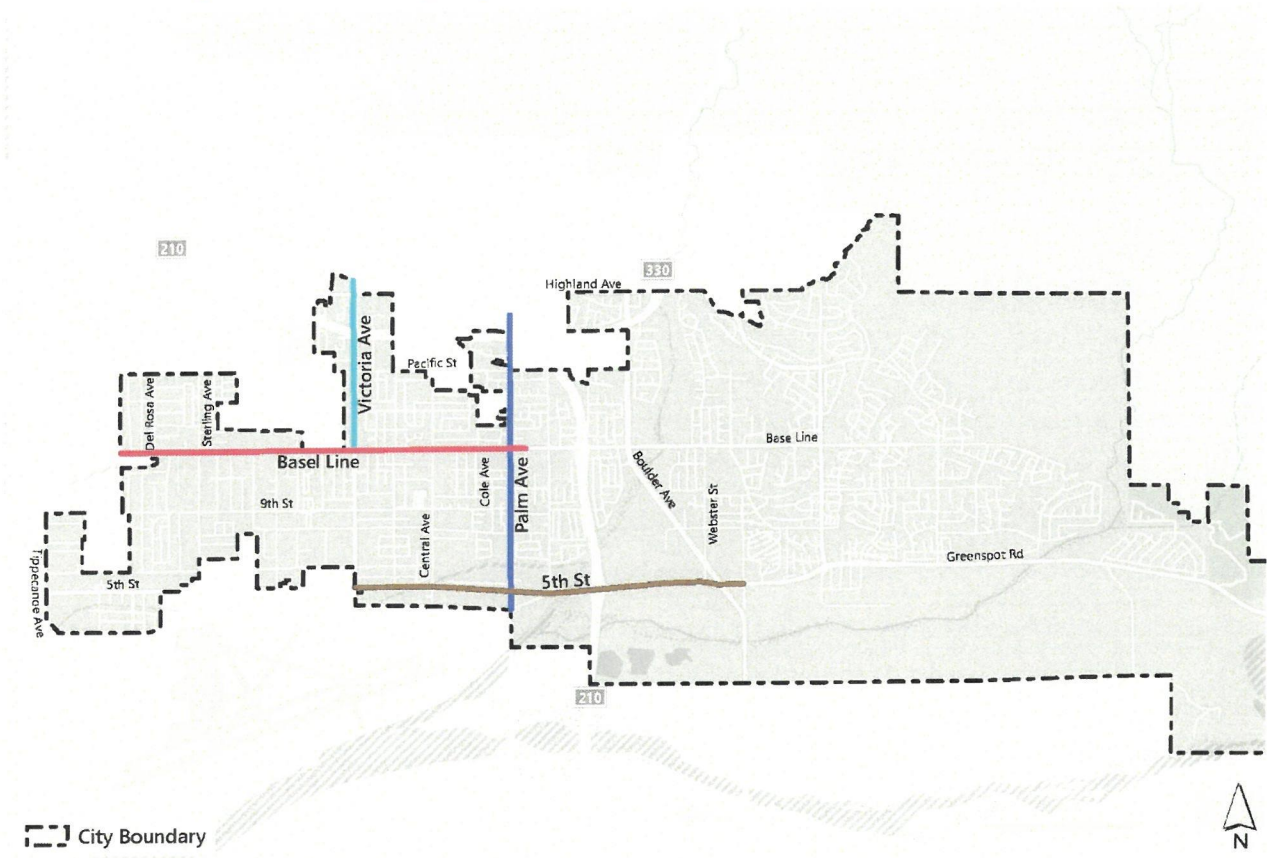
After ranking the roadway segments, the next step is to view the various collision data that is included for each roadway segment. This process requires that all high collision segments in the City are reviewed to determine patterns or trends in crashes, with the objective of searching for segments with unusual crash rates and characteristics. For each high-ranking segment, the crash types, parties involved, primary collision factors, and the rate of fatal and severe injury crashes are analyzed and compared with the roadway's geometrical and traffic conditions. Segments are selected that have the greatest potential for the development of systemic treatments and potential for positive safety impacts.

Based on the above criteria, four roadway segments were selected for analysis and recommendations are provided for roadway improvements. Again, numbering is only used as a reference, not an order of priority:

1. Victoria Avenue from North Border to Base Line
2. Palm Avenue from North Border to South Border
3. 5th Street/Greenspot Road from Victoria Avenue to Orange Street
4. Base Line from West Border to Bonita Drive

The locations of the four roadway segments are shown in **Figure 6.2**.

Figure 6.2: Roadway Segments with Proposed Safety Countermeasures



After a roadway segment is selected for review, the following steps are taken for each segment to develop countermeasures:

- Prepare collision diagrams.
- Review field conditions to identify roadway characteristics that might contribute to the collisions. Assess the nature of prevalent crash types with respect to the roadway segment's vertical/horizontal alignment, median type, lane width, shoulder, signing and striping, speed limit, and others.
- Take photos to document various features of the roadway segments including geometry and striping, medians, curbs, sidewalks, driveways, signage, pavement markings, and others.
- Review via Google Maps whenever necessary to check whether any geometry, striping or signage changes have been made in the past few years.
- Collect feedback from stakeholders on any issues that have been observed on the segment.
- Evaluate and screen countermeasures from LRSM or Crash Modification Factor (CMF) Clearinghouse (http://www.cmfclearinghouse.org/), a searchable database that can be easily queried to identify CMFs and Crash Reduction Factors (CRFs), which can be derived from the CMFs.
- Identify candidate roadway segments that do not have a demonstrated crash history but resemble other segments with documented crash history and risk factors. Once identified, the roadway segment is subjected to analysis through the aforementioned steps.

6.1.2 Identified Intersections

All intersections of City-owned public streets were reviewed based on the Crash Frequency method and the Equivalent Property Damage Only (EPDO) method. The following summarizes the procedure taken for recommending potential countermeasures at the selected intersections.

- Summarize collision data by intersection and rank by crash frequency and EPDO
- Select a list of candidate intersections for field visit and prepare collision diagrams
- Review field conditions through physical site visits in the City. Identify roadway characteristics that might contribute to the collisions. Assess the nature of prevalent crash types with respect to the intersection's control type, geometrical features, and signal phasing/timing.
- Take photos to document various features of the intersections including geometry and striping, access control, crosswalk, signage, pavement markings, and traffic signal controls.
- Review via Google Maps whenever necessary to check whether any geometry, striping or signage changes have been made in the past few years.
- Evaluate and screen countermeasures from LRSM or Crash Modification Factor (CMF) Clearinghouse (http://www.cmfclearinghouse.org/), a searchable database that can be easily queried to identify CMFs and Crash Reduction Factors (CRFs), which can be derived from the CMFs.
- Identify intersections that do not have a demonstrated crash history but resemble other intersections with documented crash history and risk factors.

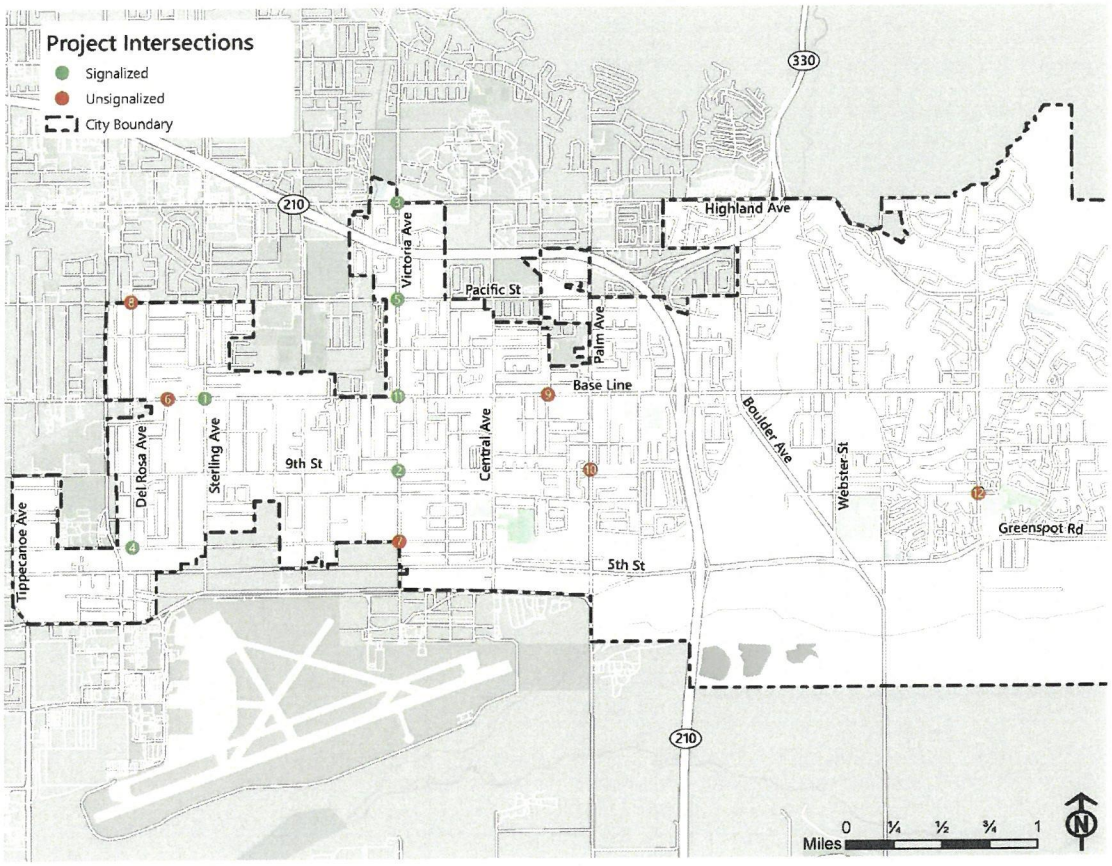
Twelve intersections were chosen for potential countermeasure implementation:

1. Base Line and Sterling Avenue (Signalized)
2. Victoria Avenue and 9th Street (Signalized)
3. Highland Avenue and Victoria Avenue (Signalized)[2]
4. Del Rosa Drive and 5th Street (Signalized)
5. Victoria Avenue and Pacific Street (Signalized)
6. Base Line and Golondrina Drive
7. 6th Street and Victoria Avenue[3]
8. Del Rosa Avenue and Pacific Street[4]
9. Base Line and Cole Avenue
10. 9th Street and Palm Avenue
11. Base Line and Victoria Avenue (signalized)
12. Church Street and Glenheather Dr/Love St

Intersections are not numbered in any particular order; numbering is only used as a means to reference the intersections throughout the report. The location of the twelve intersections is shown in Figure 3.1.

[2] *Shared Intersection: 75% in the City of Highland and 25% in the City of San Bernardino*
[3] *Shared Intersection: 75% in the City of Highland and 25% in the City of San Bernardino*
[4] *Shared Intersection: 50% in the City of Highland and 50% in the County of San Bernardino*

Figure 6.3: Proposed Roadway Segment Countermeasures



The intersection rankings by Crash Frequency and EPDO scores are provided in Appendix A. Traffic counts provided by the City are provided in Appendix B. The collision diagrams for the selected intersections are provided in Appendix C.

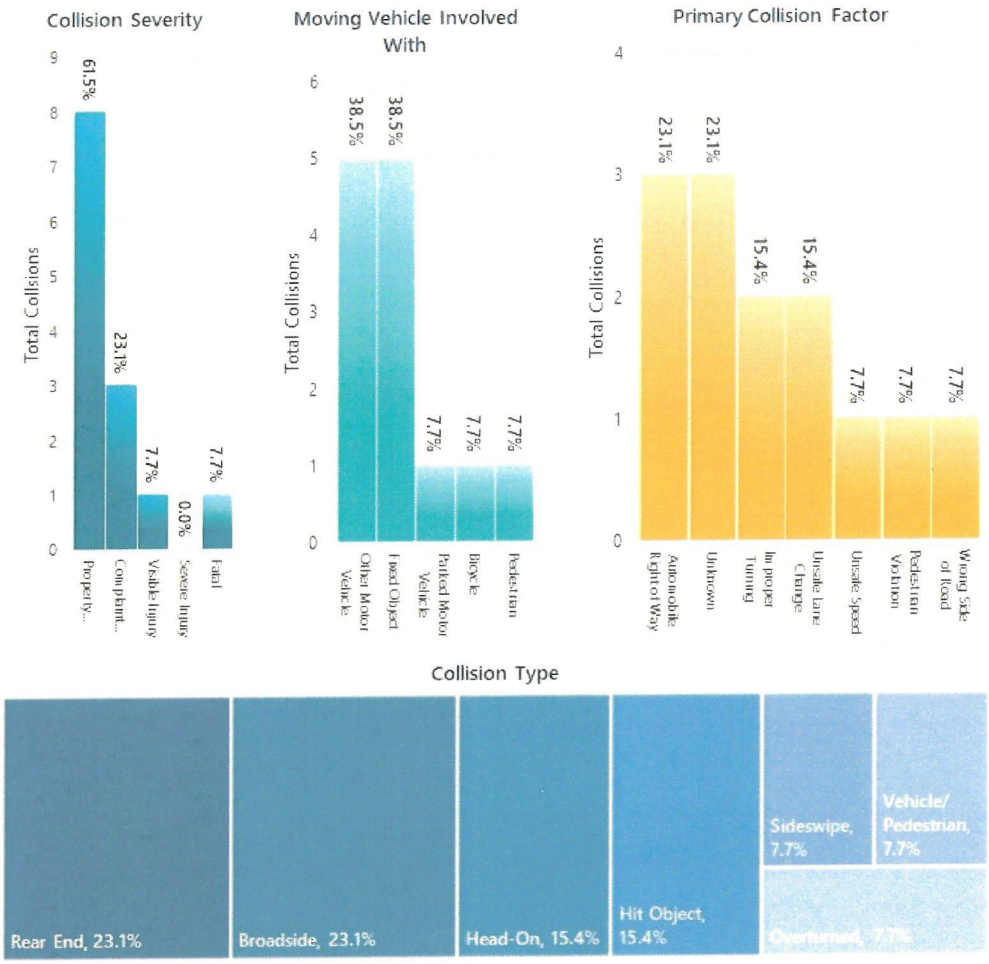
6.2 ROADWAY SEGMENT RECOMMENDATIONS

6.2.1 Victoria Avenue

The segment on Victoria Avenue from the north border of Highland (Highland Avenue) to Base Line is approximately one mile long. The roadway width is approximately 65 feet with a posted speed limit of 40 mph. Victoria Avenue has two lanes in each direction with a two-way left-turn lane in the center, and bike lanes on each side. The segment includes a total of four signalized intersections.

A total of 13 collisions occurred on this segment from July 2015 to June 2020, ranking 8th by collision frequency and 6th by EPDO score. More than half of the collisions occurred at night. Broadside and rear end were the most common collision types (3 collisions each), followed by head-on and hit object collision types (2 collisions each). 3 collisions (23%) were caused by automobile right-of-way related violations, while 2 (15%) were caused by an unsafe lane change. There was one fatality caused by a pedestrian violation, occurring south of Millar Street. Collision statistics for this roadway segment are shown in **Figure 6.4**.

Figure 6.4: Collision Statistics – Victoria Avenue



The following countermeasure is recommended:

- S2: Update all signals along the corridor to have retroreflective backing plates.

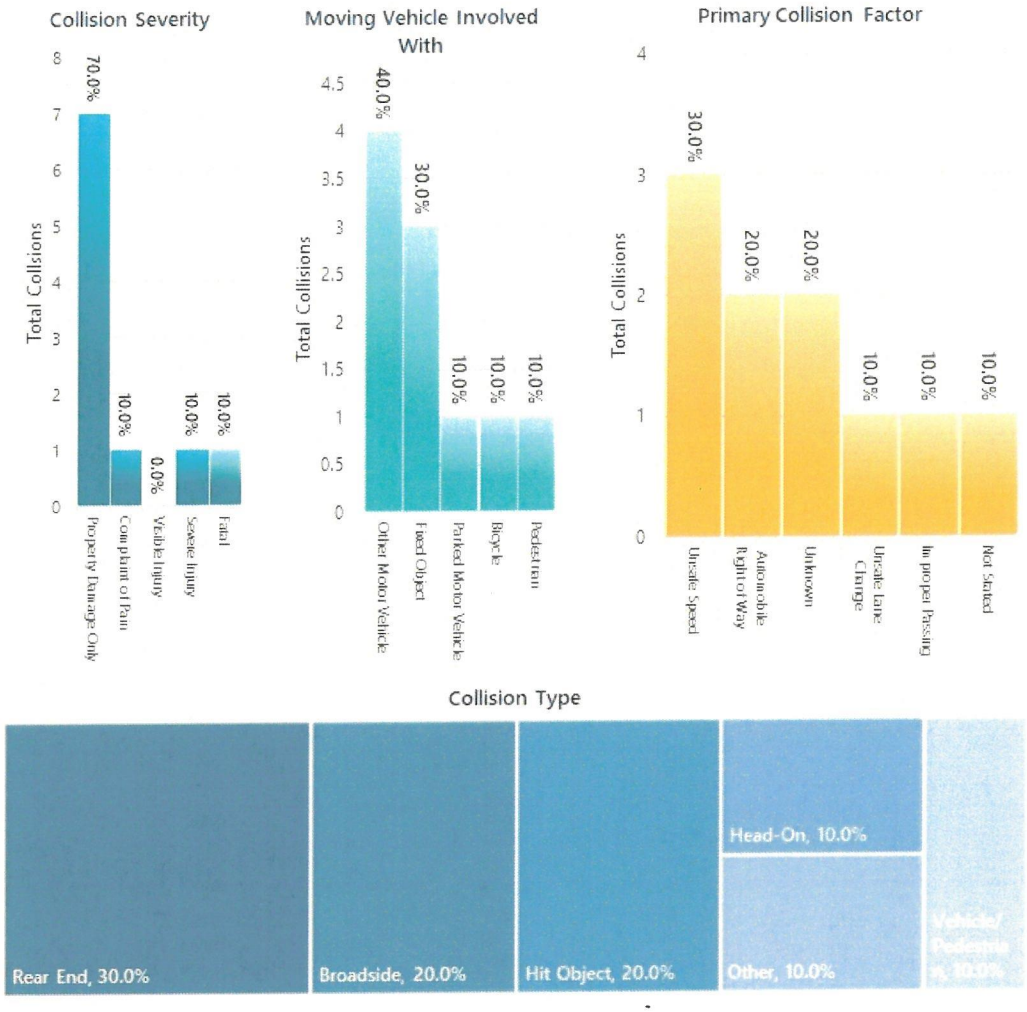
The countermeasure is part of a broader citywide upgrade of signals recommended by this LRSP. The map of all locations is shown in Appendix D.

6.2.2 Palm Avenue

This segment on Palm Avenue from north border (north of Atlantic Avenue) to south border (south of 3rd Street) is approximately two miles long. North of Base Line, Palm Avenue has one lane in each direction (except for a short segment from Villa Avenue to Base Line, which has two southbound through lanes). South of Base Line, Palm Avenue has two lanes in each direction, with a two-way left-turn lane and bike lanes. The roadway width ranges from 30 feet (narrowest segment north of Base Line) to 75 feet (general condition south of Base Line). This segment includes a total of three signalized intersections.

A total of 10 collisions occurred on this segment from July 2015 to June 2020, ranking 9th by collision frequency and 2nd by EPDO score. Three (30%) collisions took place at night. Rear end was the most common collision type (30%) followed by broadside and hit object (20% each). Two collisions (20%) were caused by unsafe speed, and two collisions (20%) were caused by automobile right-of-way related violations. A fatality was caused by the improper passing of a bicycle by a motorist, occurring south of 3rd Street at the south end of the segment. A severe injury with a pedestrian was caused by unsafe speed of the motor vehicle and occurred south of Fisher Street. Collision statistics for this roadway segment are shown in **Figure 6.5**.

Figure 6.5: Collision Statistics – Palm Avenue



The city noted that speeding is a frequent issue on this street, particularly from Base Line to 9th Street. They also have made several recent installations to the corridor, including the signal on Palm Avenue & Cypress Street, and a parking bulbout north of Base Line. The City is considering roundabouts north of Base Line.

The project team noticed different issues during the review of the corridor north of Base Line from south of Base Line. North of Base Line, the project team identified several intersections which, while smaller in traffic volume, could be improved through minor improvements to intersection geometry and design. South of Base Line, the project team noticed that current bicycle lanes would be very likely perceived as unsafe due to a lack of buffer from high-speed, high-volume vehicle traffic on this corridor. As a result, the traffic calming influence of these bike lanes is relatively ineffective.

The following countermeasures are recommended along this roadway segment.

- R32PB: Add northbound bike lane from the south approach to 3rd Street to 5th Street (where bike lane currently terminates).
- S2: Add retroreflective backing plates to all signals located along this corridor.

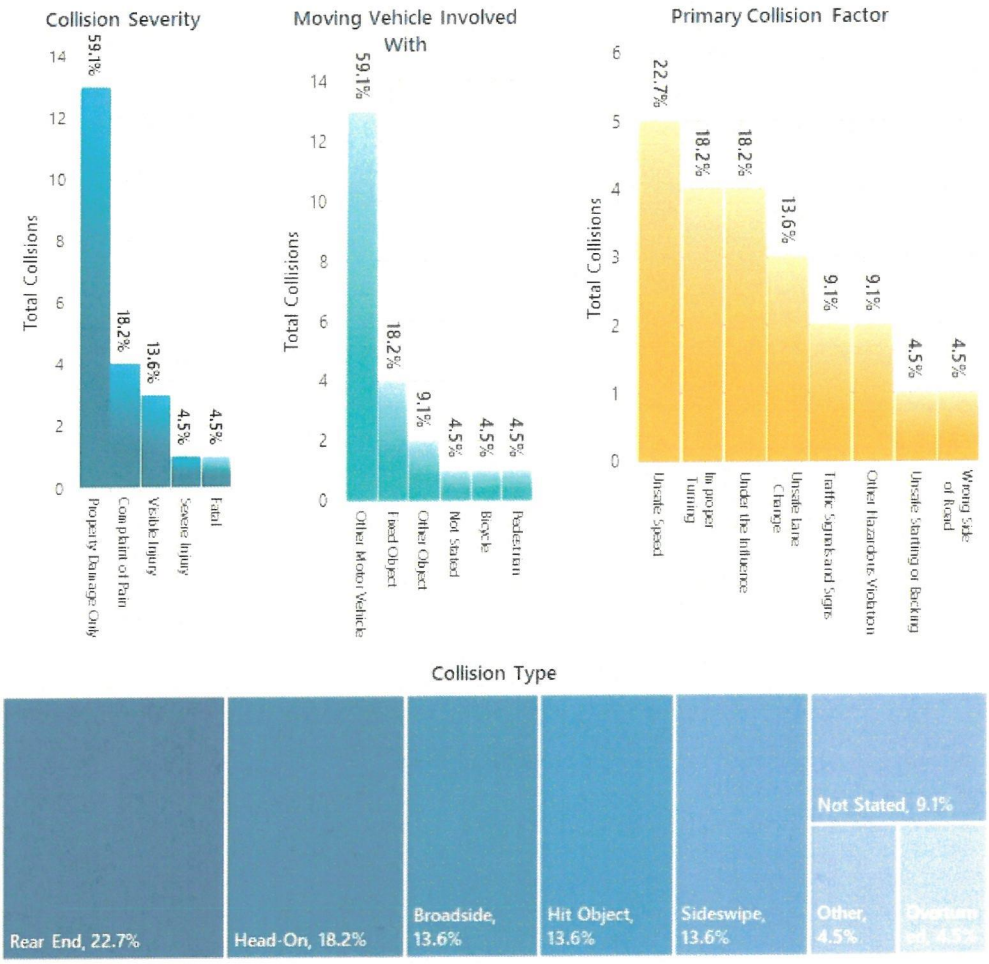
The second countermeasure (retroreflective backing plates) is part of a broader citywide upgrade of signals recommended by this LRSP. The map of all locations is shown in Appendix D.

6.2.3 5TH Street/Greenspot Road

This segment of 5th Street/Greenspot Road is approximately two and a half miles long. The segment is known as 5th Street west of the SR-210, and as Greenspot Road east of the SR-210. The roadway width ranges from 65 feet to 110 feet with a posted speed limit of 45 mph. West of SR-210, the segment has two travel lanes in each direction, a two-way left-turn lane, and bike lanes. East of the SR-210 to Boulder Avenue, the segment has three travel lanes in each direction, with a landscaped median in the center and bike lanes. East of Boulder Avenue, the segment returns to two lanes in each direction with a two-way left-turn lane and bike lanes. This segment includes nine signalized intersections.

A total of 22 collisions occurred on this segment from July 2015 to June 2020, ranking 2nd by collision frequency and 1st by EPDO score. Only 5 collisions (23%) occurred at night. The most common collision types were rear end collisions followed by head-on collisions. The most common primary collision factors were unsafe speed, improper turning, and driving under the influence. A severe injury was caused by a sideswipe due to a motorist traveling on the wrong side of the road, and fatality was caused by a head-on due to unsafe speed, both occurring on 5th Street between Central Avenue and Palm Avenue. Collision statistics for the roadway segment are shown in **Figure 6.6.**

Figure 6.6: Collision Statistics – 5th Street/Greenspot Road



The City noted that Greenspot Road is a frequent location for speeding and road races east of the SR-210. During field review, the project team noticed differences on the roadway segment west of the SR-210 from east of the SR-210. West of the SR-210, the project team noticed that current bicycle lanes would be very likely perceived as unsafe due to a lack of buffer from high-speed, high-volume vehicle traffic on this corridor. As a result, the traffic calming influence of these bike lanes is relatively ineffective. East of the SR-210, traffic behavior is generally good, however, there are some issues with medians that have been installed proactively to provide turn lanes in anticipation of future development.

The following countermeasures are recommended:

- S2: Add retroreflective backing plates to all signals located along this corridor.

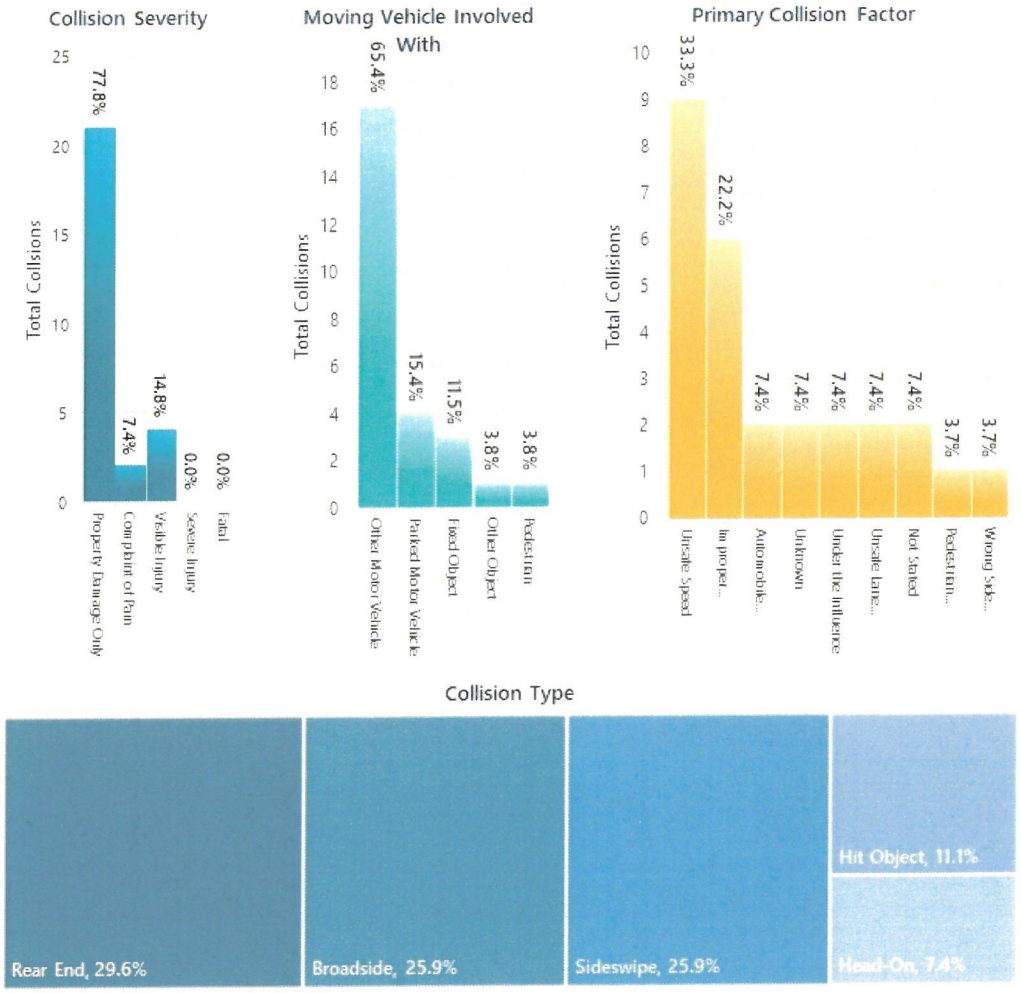
The countermeasure is part of a broader citywide upgrade of signals recommended by this LRSP. The map of all locations is shown in Appendix D.

6.2.4 Base Line

The segment of Base Line from the west border of Highland (Del Rosa Drive) to Bonita Drive is approximately 2.6 miles long. The corridor ranges in width from 65 feet to 80 feet (generally 65-70 feet west of Palm Avenue) and the speed limit is 40 mph. The segment has two travel lanes in each direction with a two-way left-turn lane and bike lanes. Approaching Palm Avenue from both directions, a landscaped median is present instead of a two-way left-turn lane. The segment includes a total of eight signalized intersections.

A total of 27 collisions occurred on this segment from July 2015 to June 202, ranking 1st by total collisions and 7th by EPDO score. Thirteen collisions (48%) occurred at night. The most common collision type was rear end followed by a tie between broadside and sideswipe collisions. Nine collisions (33%) were the result of unsafe speed, while 6 collisions (22%) were the result of improper turning. There were no fatalities or severe injuries on this segment. Collision statistics for the roadway segment are shown in **Figure 6.7**.

Figure 6.7: Collision Statistics – Base Line



The following countermeasure is recommended along this corridor:

- S2: Add retroreflective backing plates to all signals located along this corridor.

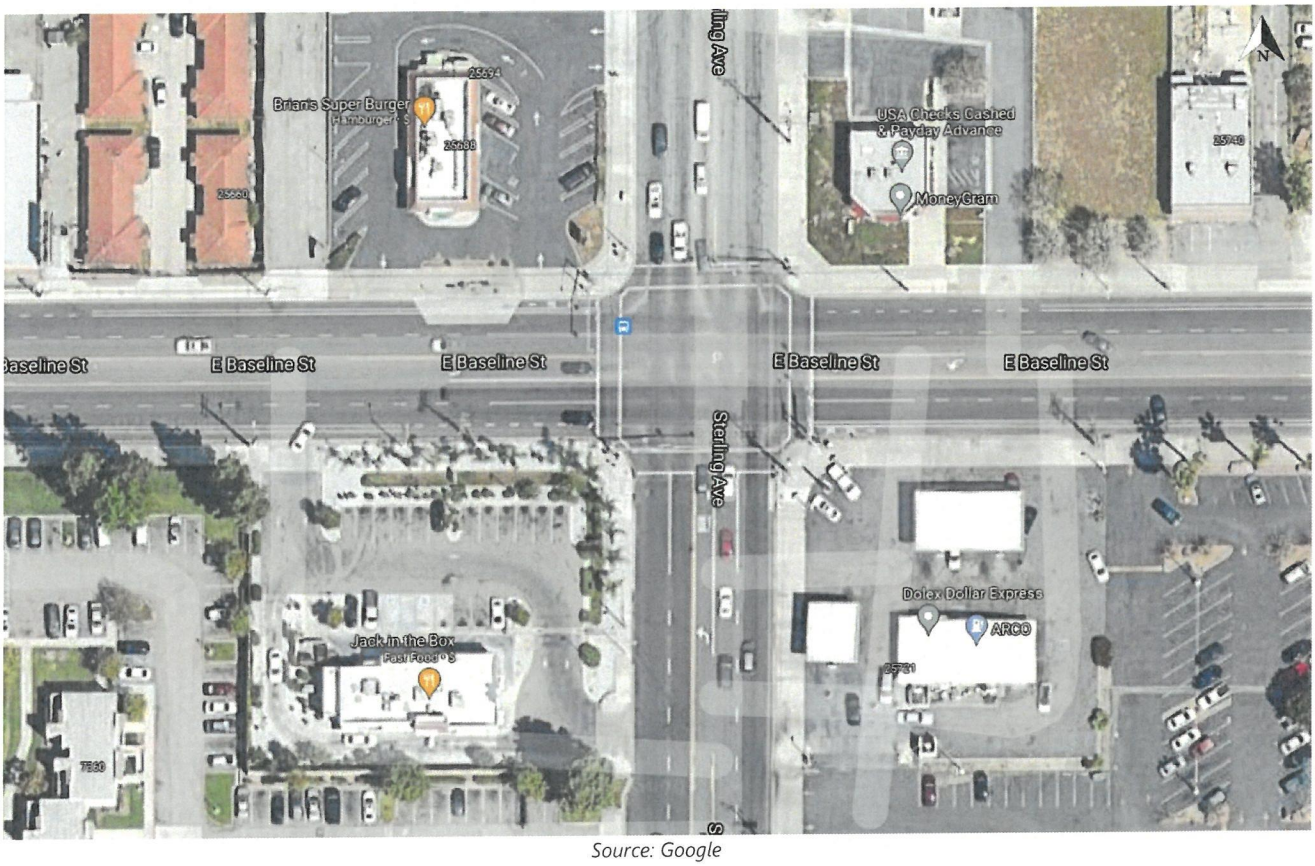
The countermeasure is part of a broader citywide upgrade of signals recommended by this LRSP. The map of all locations is shown in Appendix D.

6.4 IINTERSECTION RECOMMENDATIONS

6.4.1 Base Line and Sterling Avenue

As shown in **Figure 6.8**, all legs of Base Line and Sterling Avenue provide two lanes in each direction with a left-turn lane at the signalized intersection. There are no right-turn pockets provided. The eastbound and westbound movements on Base Line have a bike lane in each direction, and on-street parking is not allowed on either direction. Both Base Line and Sterling Avenue have a speed limit of 40 mph. ADA ramps and standard crosswalks exist on all legs of the intersection. Commercial uses exist along the intersection with a gas station at the southeast corner and restaurants at the northwest and southwest corners.

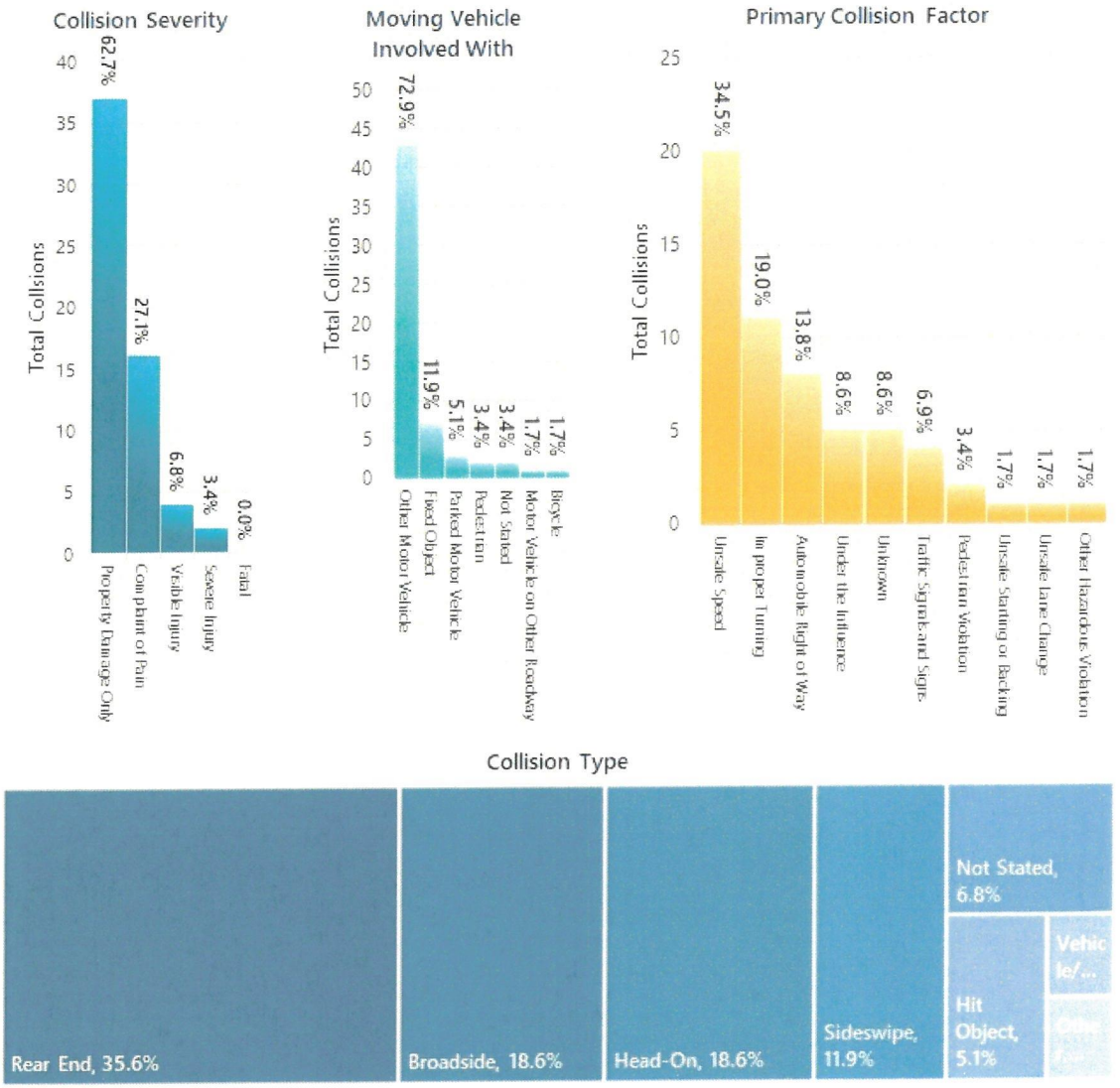
Figure 6.8 An Aerial View of the Intersection of Base Line and Sterling Avenue



Source: Google

A total of 59 collisions occurred at the intersection of Base Line and Sterling Avenue between July 2015 and June 2020. The intersection ranks 2nd by total collision frequency and 1st by the EPDO score method. The top collision types consist of rear-end (21), head-on (11), and broadside (11). The most common primary collision factors were unsafe speed (20), improper turning (11), and automobile right of way (8). A total of 40 collisions occurred during daylight conditions and 16 collisions occurred at this intersection took place under the dark – with streetlights condition. In total 2 collisions were involved with a pedestrian and 1 collision with a bicyclist. Collision statistics for this intersection are shown in **Figure 6.9.**

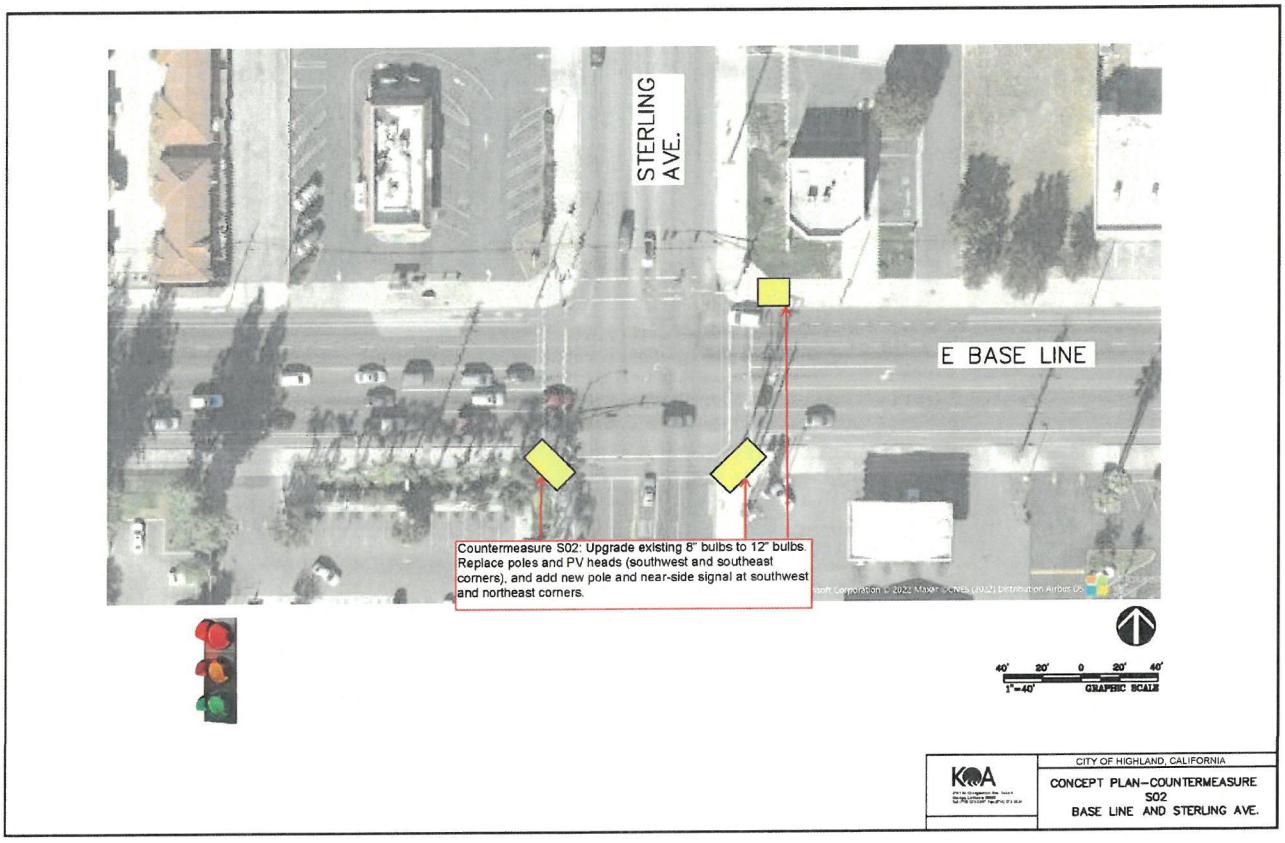
Figure 6.9 Collision Statistics – Base Line & Sterling Avenue



The following safety countermeasures are recommended at this location, and are shown in **Figure 6.10**:

- S02: Upgrade 8" lenses to 12" lenses. Replace poles and PV heads at the southwest and northeast corners, add new poles and nearside signals for the eastbound and westbound approaches. Add retroreflective backing plates.
- NI: Wrong-way bicycle campaign to address improper bicycling activity at this location.
- NI: Pedestrian safety campaign to address unsafe pedestrian behavior at this location.

Figure 6.10 Recommended Improvements – Base Line & Sterling Avenue



6.4.2 Victoria Avenue & 9th Street

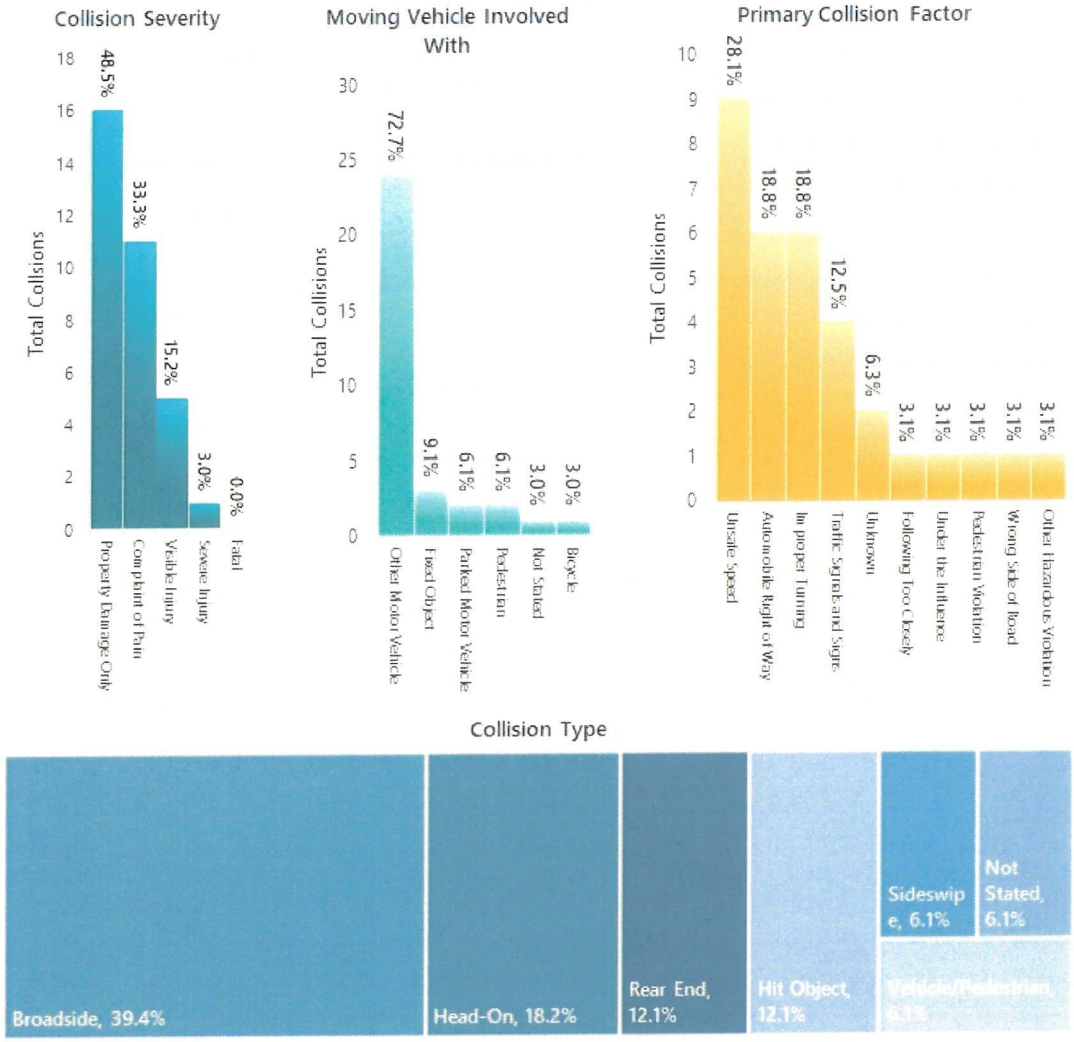
As shown in **Figure 6.11**, Victoria Avenue provides two lanes in each direction with left-turn lanes. 9th Street provides a single lane in each direction with left-turn lanes at the signalized intersection. There is a single right-turn pocket at the eastbound approach on 9th Street. There are bike lanes on 9th Street and on-street parking is allowed on 9th Street. There is also a Class III bike route on Victoria Avenue north of 9th Street. Victoria Avenue has a speed limit of 45 mph and 9th Street has a speed limit of 40 mph. ADA ramps and standard crosswalks exist on all legs of the intersection. Residential uses exist on the southwest and southeast corners of the intersection. An auto repair shop exists on the northwest corner and commercial uses in the form of a small shopping center exists on the northeast corner.

Figure 6.11 An Aerial View of the Intersection of Victoria Avenue and 9th Street

Source: Google

A total of 33 collisions occurred at the intersection of Victoria Avenue and 9th Street between July 2015 and June 2020. The intersection ranks 4th by total collision frequency and 6th by the EPDO score method. The top collision types consist of broadside (13), head-on (6), and hit object (4). The most common primary collision factors were unsafe speed (9), improper turning (6), and automobile right of way (6). A total of 19 collisions occurred during daylight conditions and 12 collisions occurred at this intersection took place under the dark – with streetlights condition. In total 2 collisions were involved with a pedestrian and 1 collision with a bicyclist. Collision statistics for this intersection are shown in **Figure 6.12**.

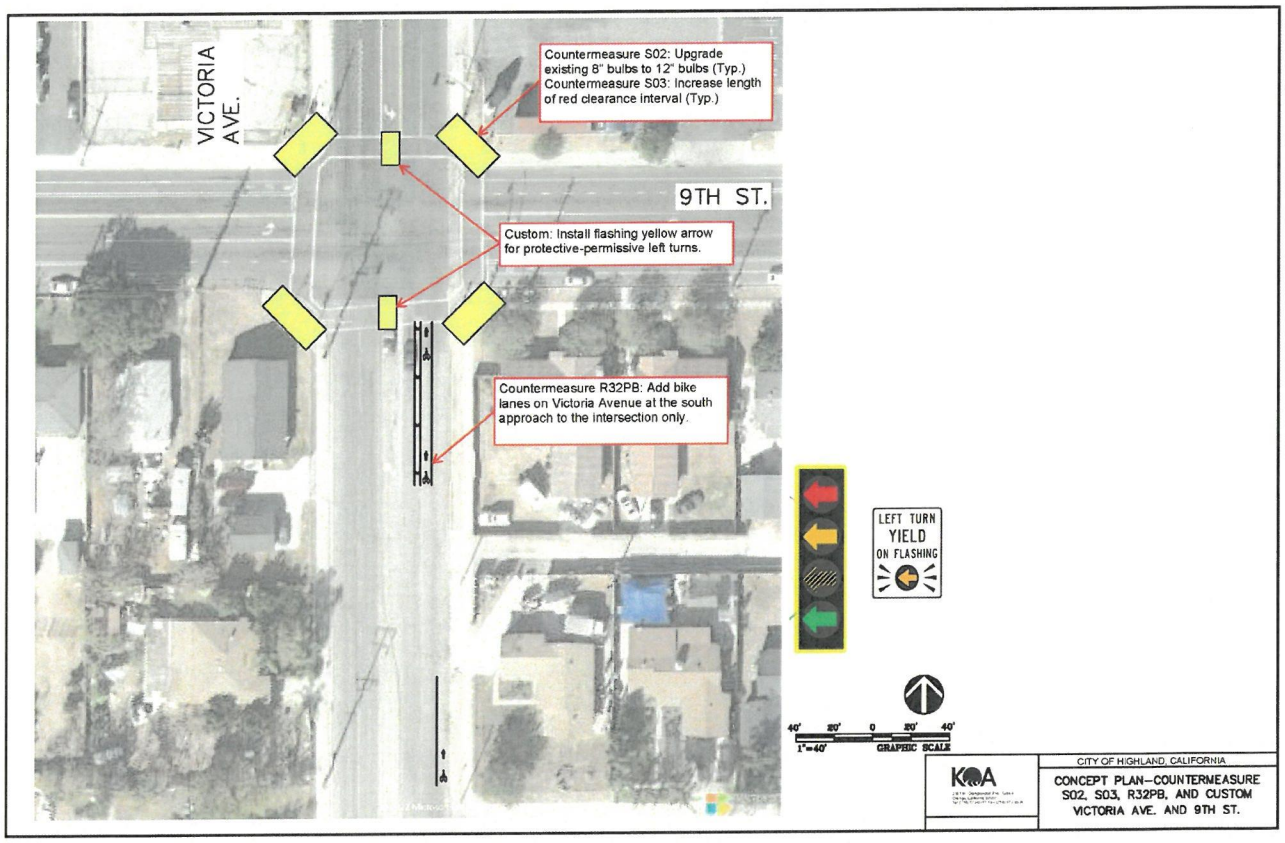
Figure 6.12 Collision Statistics – Victoria Avenue & 9th Street



The following safety countermeasures are recommended at this location, and are shown in **Figure 6.13**:

- S02: Upgrade 8" lenses to 12" lenses. Add retroreflective backing plates.
- S03: Increase red clearance interval.
- R32PB: Add bike lanes on Victoria Avenue south of 9th Street
- Evaluate flashing yellow arrow for protective-permissive left turns.

Figure 6.13 Recommended Improvements – Victoria Avenue & 9th Street



6.4.3 Highland Avenue & Victoria Avenue

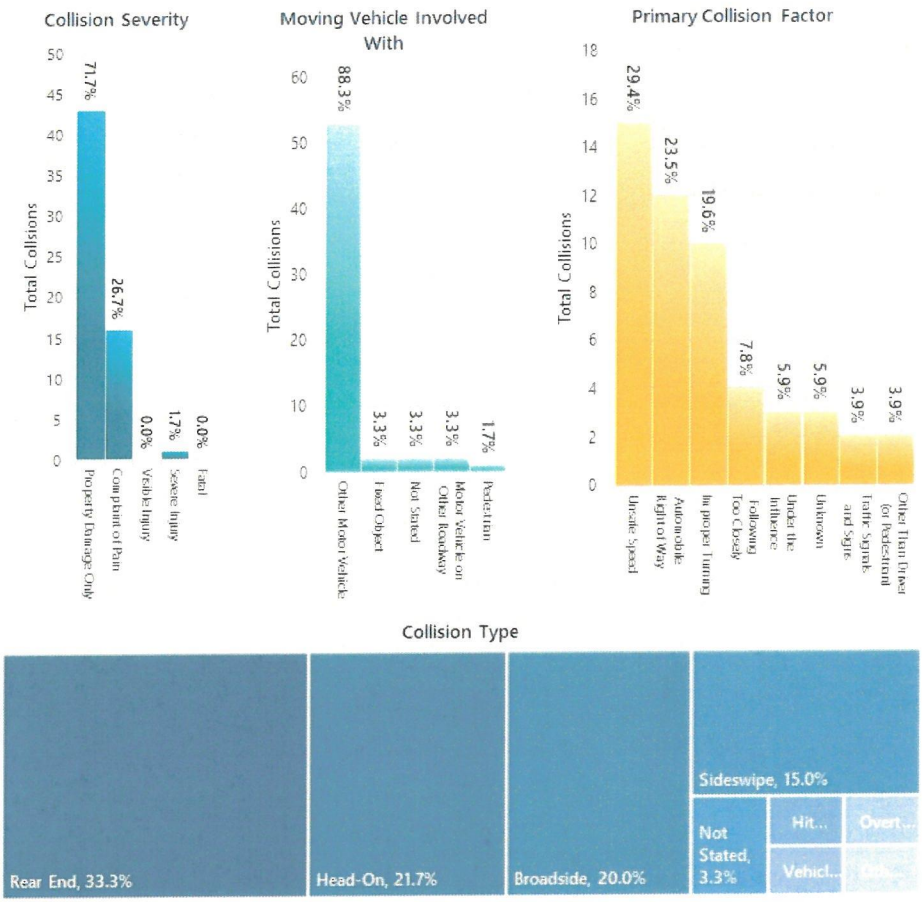
As shown in **Figure 6.14**, Highland Avenue provides two lanes in each direction with two left-turn pockets on the eastbound approach and one left-turn pocket on the westbound approach. Victoria Avenue provides two lanes in each direction with one left-turn pocket in each direction and one right-turn pocket at the southbound approach. A bike lane is provided along both directions of Victoria Avenue, south of Highland Avenue. ADA ramps and a standard crosswalk are provided for pedestrians to cross in all directions. The speed limit is 45 mph on Victoria Avenue and 40 mph on Highland Avenue. Commercial uses exist on all corners of the intersection. There are gas stations located on the northwest and southeast corners and a shopping mall also on the southeast corner. There is a parking lot on the northeast corner and a vacant parcel on the southwest corner.

Figure 6.14 An Aerial View of the Intersection of Highland Avenue and Victoria Avenue

Source: Google

A total of 60 collisions occurred at the intersection of Highland Avenue and Victoria Avenue between July 2015 and June 2020. The intersection ranks 1st by total collision frequency and 5th by the EPDO score method. The top collision types consist of rear-end (20), head-on (13), and broadside (12). The most common primary collision factors were unsafe speed (15), automobile right of way (12), and improper turning (10). A total of 23 collisions occurred during daylight conditions and 35 collisions occurred under the dark – with streetlights condition. In total 3 collisions were involving a pedestrian and 0 collisions with a bicyclist. Most collisions, especially those involving an injury, occurred in the afternoon and evening hours. Collision statistics for the intersection are shown in **Figure 6.15**.

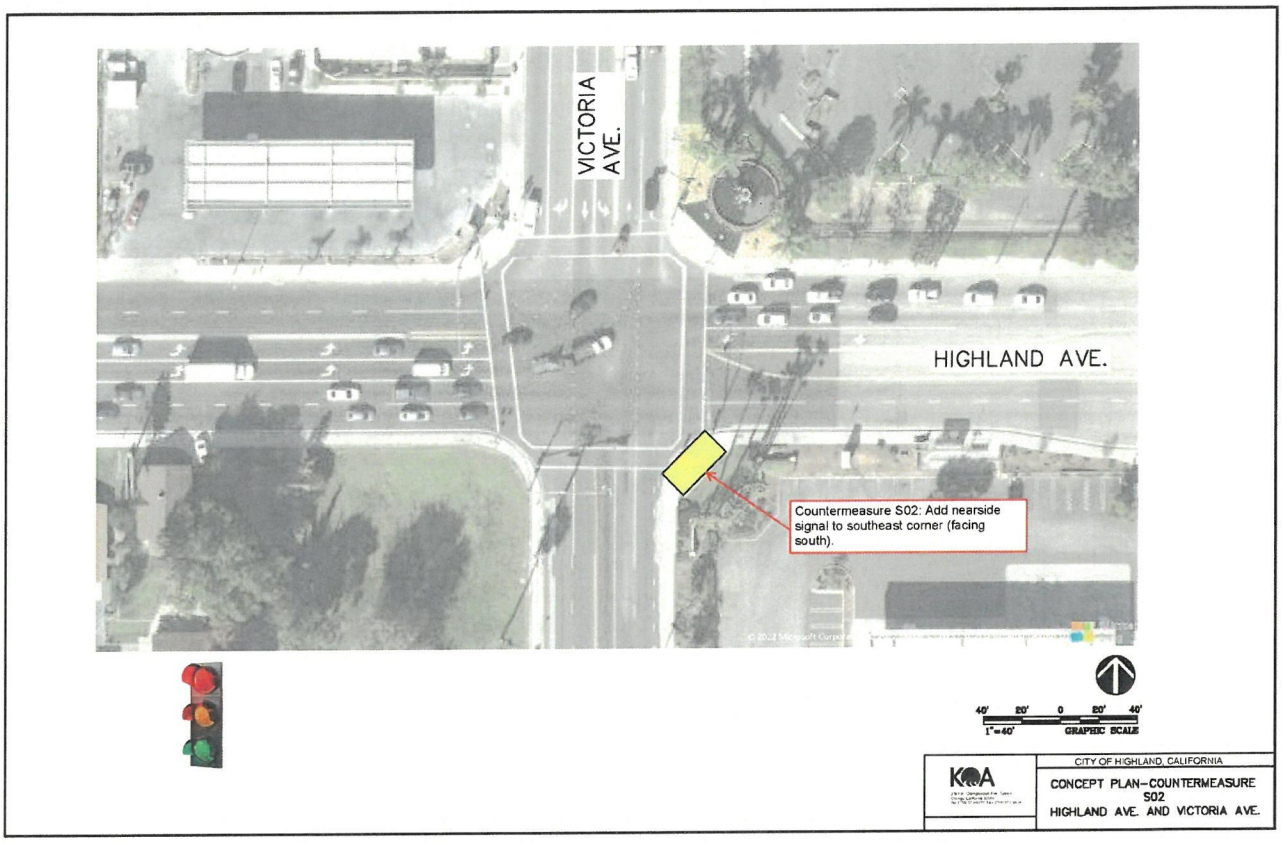
Figure 6.15 Collision Statistics – Highland Avenue & Victoria Avenue



The following safety countermeasures are recommended at this location, and are shown in **Figure 6.16**:

- S02: Add nearside signal to southeast corner (facing south) for northbound approach. Add retroreflective backing plates.

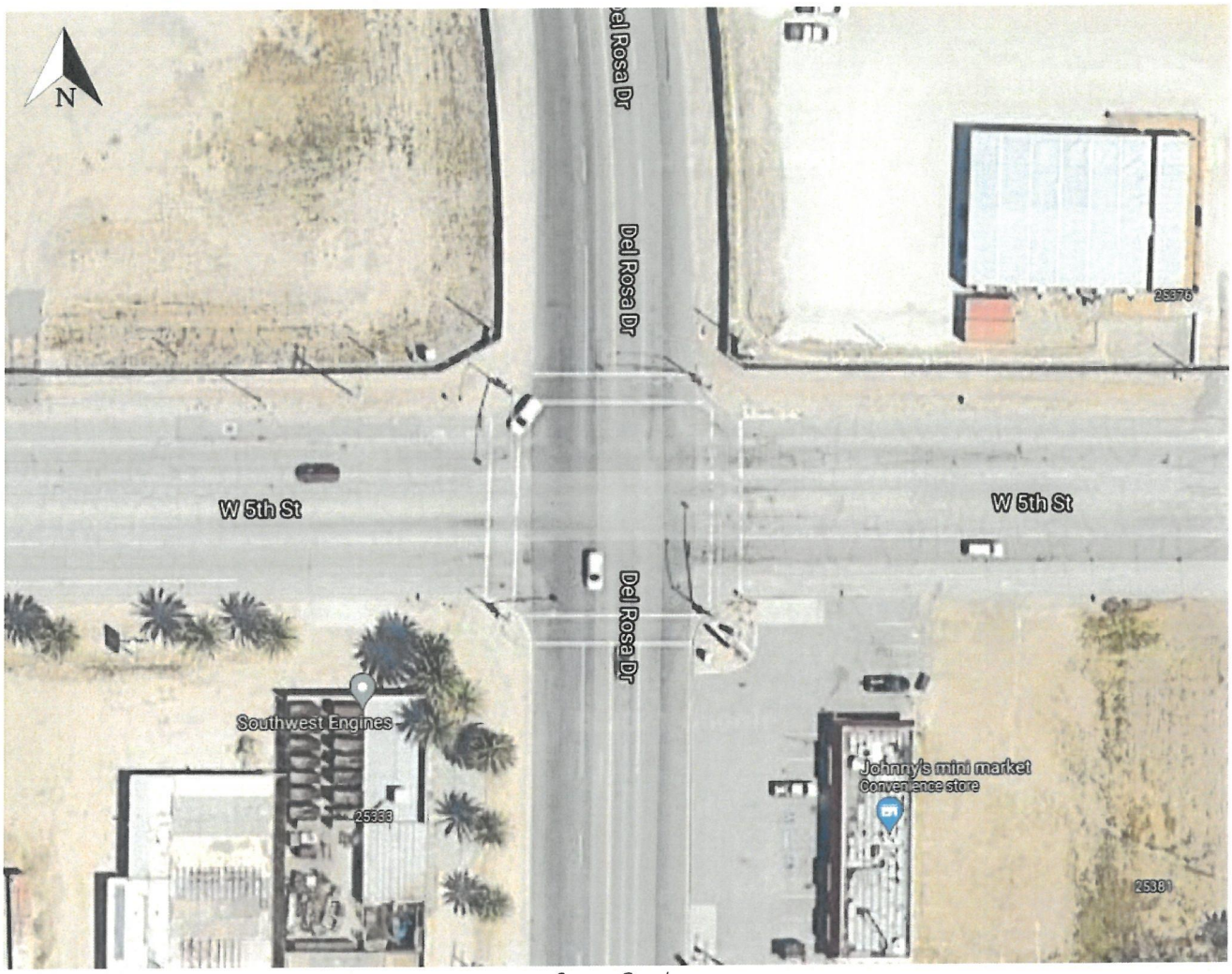
Figure 6.16 Recommended Improvements – Highland Avenue & Victoria Avenue



6.4.4 Del Rosa Drive & 5th Street

As shown in **Figure 6.17**, Del Rosa Drive and 5th Street provide two lanes in each direction. There are no left-turn or right-turn pockets at this intersection. A bike lane is provided along both directions of 5th Street and on-street parking is not allowed on either direction. Standard crosswalks are provided for pedestrians to cross in all directions, but ADA ramps are not provided. The speed limit is 40 mph on Del Rosa Drive and 45 mph on 5th Street. Business park uses are on all corners of the intersection. There are no existing uses north of the intersection but currently being developed. There is a low-density commercial facility with small businesses located on the southeast corner and an auto shop on the southwest corner.

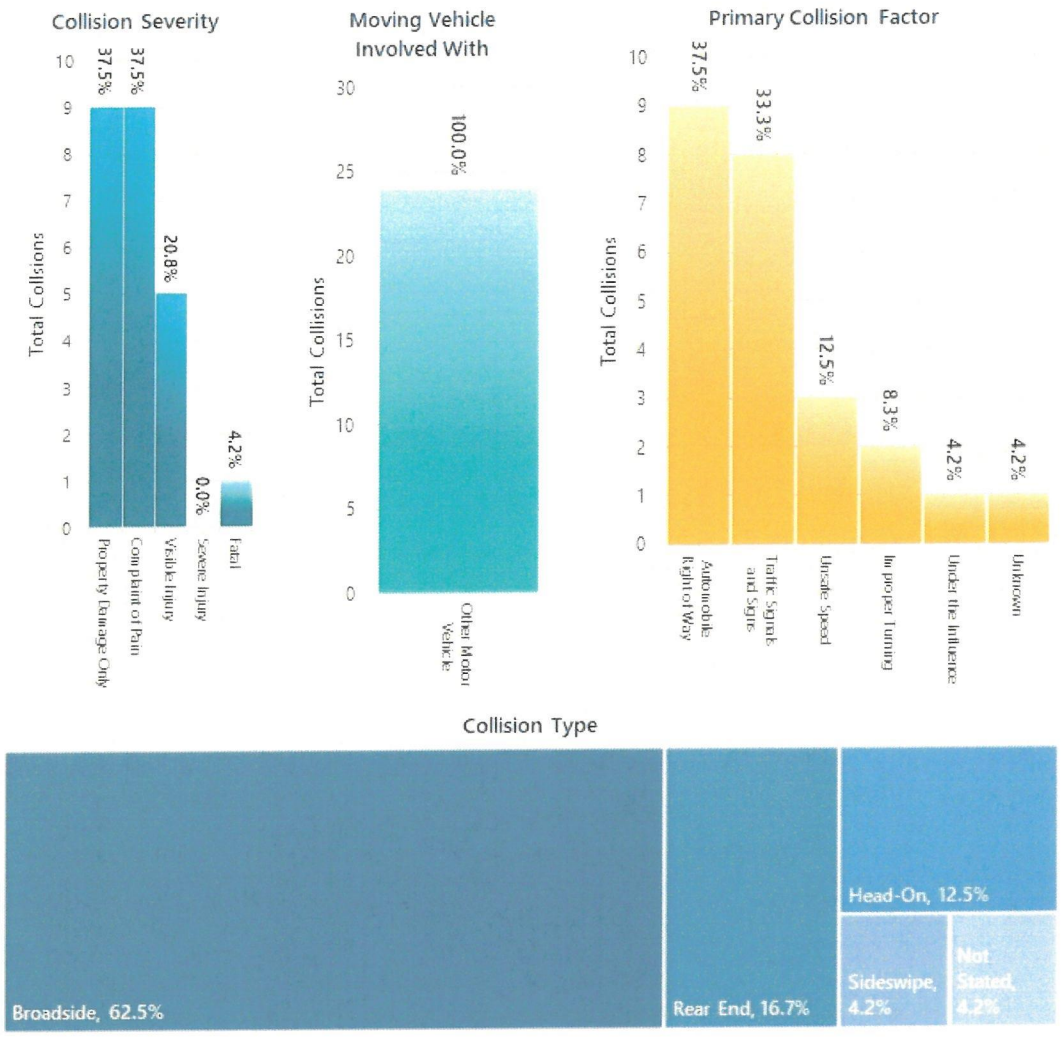
Figure 6.17 An Aerial View of the Intersection of Del Rosa Drive and 5th Street



Source: Google

A total of 24 collisions occurred at the intersection of Del Rosa Drive and 5th Street between July 2015 and June 2020. The intersection ranks 10th by total collision frequency and 11th by the EPDO score method. The top collision types consist of broadside (15), rear end (4), and head-on (3). The most common primary collision factors were automobile right of way (9), traffic signals and signs (10), and unsafe speed (3). A total of 16 collisions occurred during daylight conditions and 7 collisions occurred under the dark – with streetlights condition. There are no collisions involving pedestrians or bicyclists. Collision statistics for this intersection are shown in **Figure 6.18**.

Figure 6.18 Collision Statistics – Del Rosa Drive & 5th Street

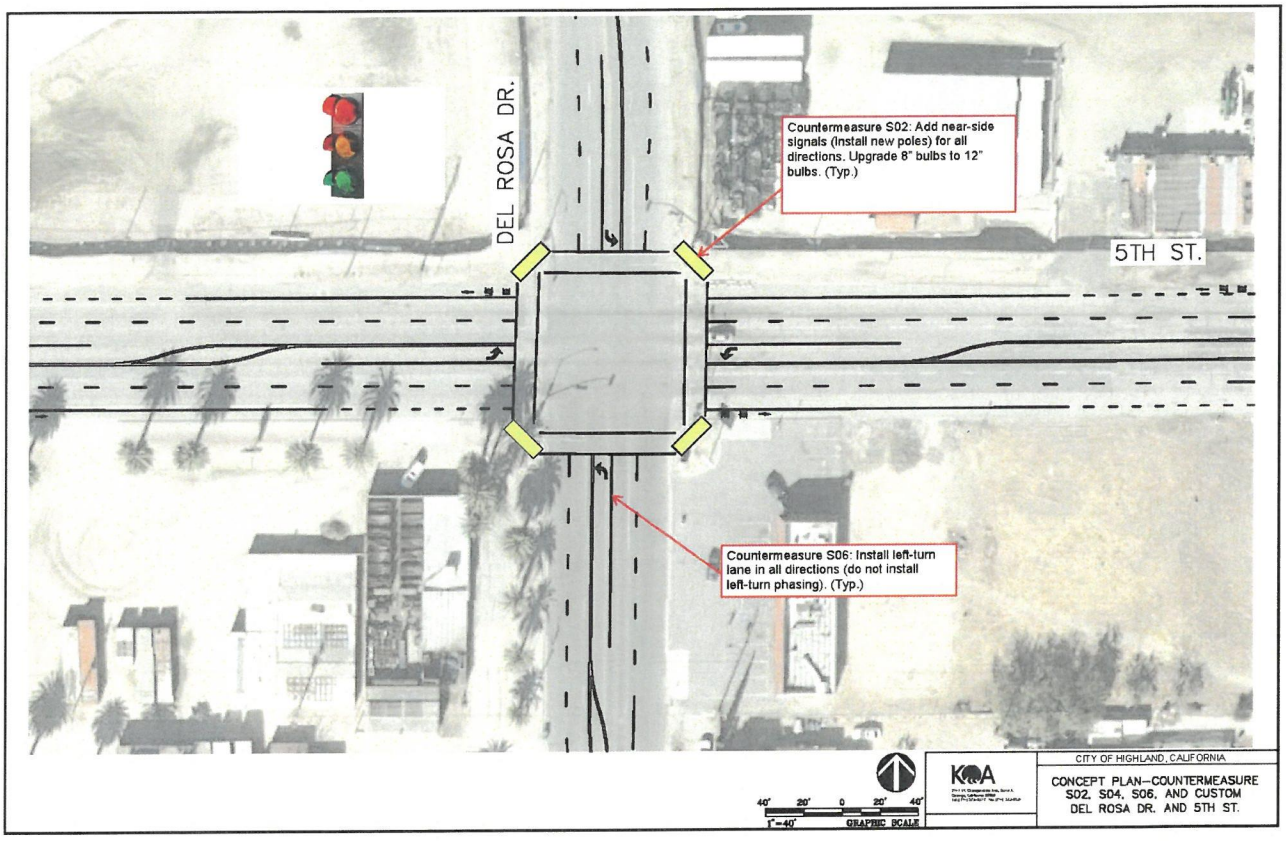


The following safety countermeasures could be considered in this intersection and are shown in **Figure 6.19**.

The following safety countermeasures are recommended at this location:

- S02: Add near-side signals (install new poles) for all directions. Upgrade 8" lenses to 12" lenses. Add retroreflective backing plates.
- S06: Install left-turn lane in all directions (do not install left-turn phasing).
- Add ADA compliant curb ramps on all corners.

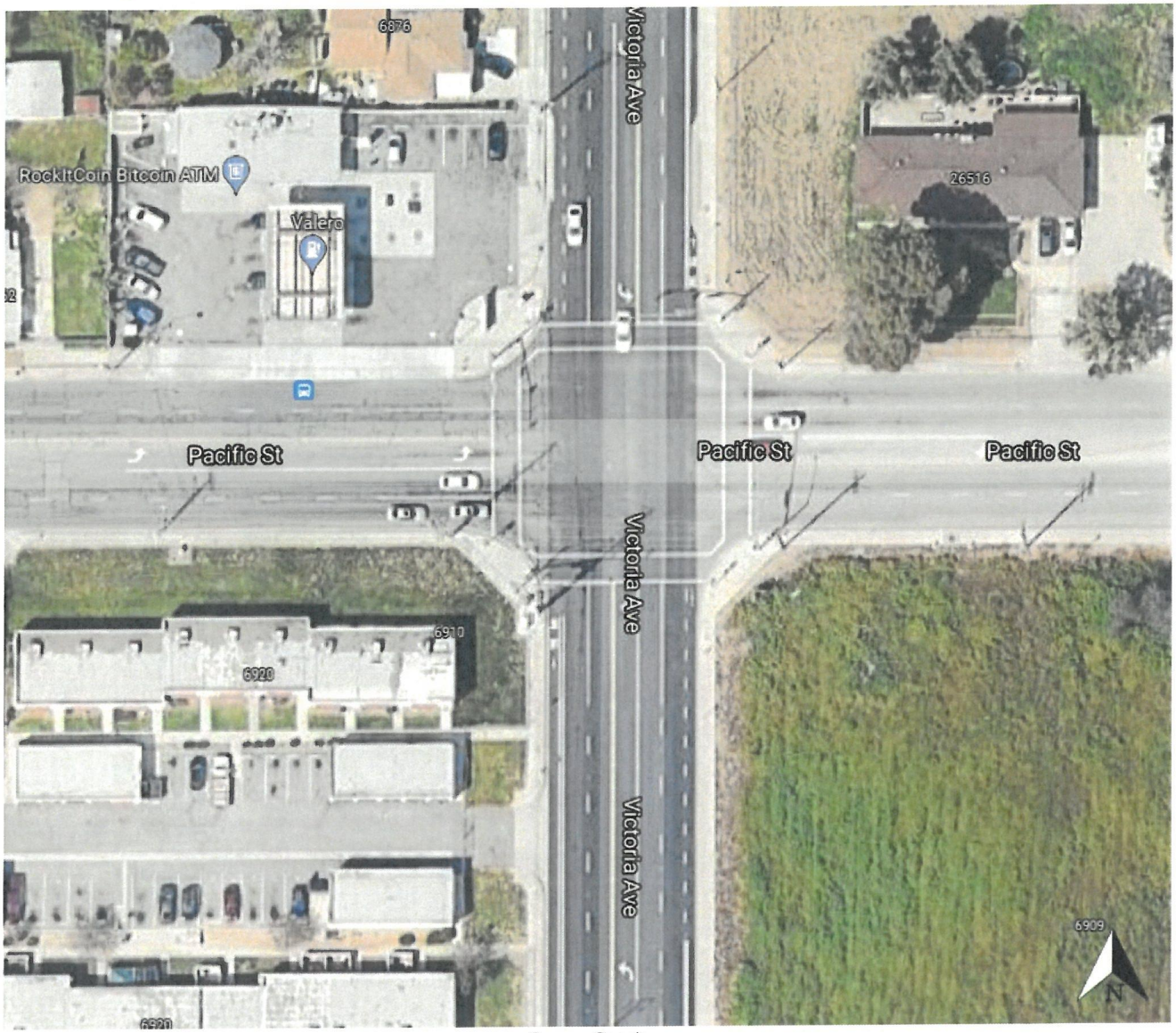
Figure 6.19 Recommended Improvements – Del Rosa Drive & 5th Street



6.4.5 Victoria Avenue & Pacific Street

As shown in **Figure 6.20**, all directions of Victoria Avenue and Pacific Street have two lanes in each direction with a left-turn lane at the signalized intersection. There are no right-turn pockets. Bike lanes are provided in the northbound and southbound directions on Victoria Street. Both Victoria Avenue and Pacific Street have a speed limit of 40mph. ADA ramps and standard crosswalks exist on all legs of the intersection. There are residential uses on the southwest corner, a gas station on the northwest corner, residential on the northeast corner, and vacant property on the southeast corner. The signal is operating freely without coordination.

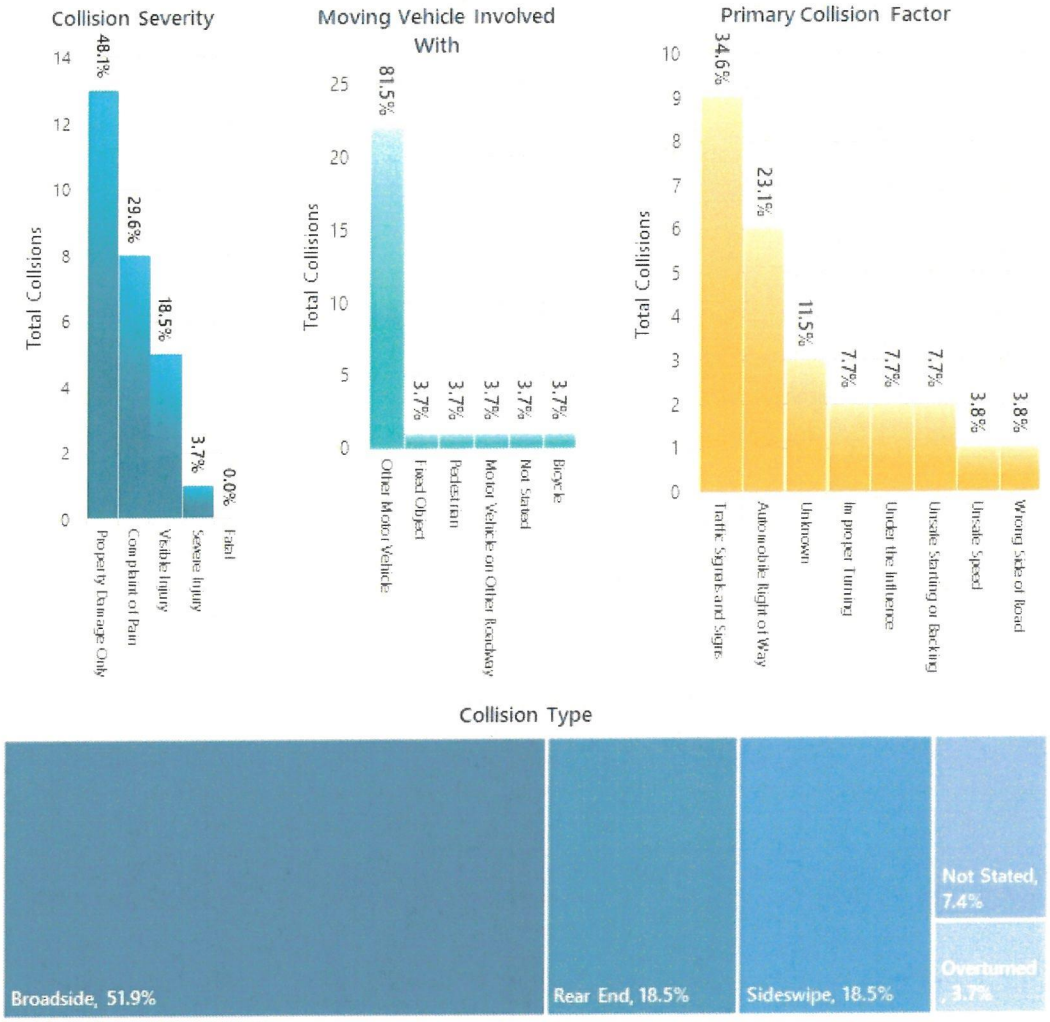
Figure 6.20 An Aerial View of the Intersection of Victoria Avenue and Pacific Street



Source: Google

A total of 27 collisions occurred at the intersection of Victoria Avenue and Pacific Street between July 2015 and June 2020. The intersection ranks 8th by total collision frequency and 12th by the EPDO score method. The top collision types consist of broadside (14), rear end (5), and sideswipe (5). The most common primary collision factors were traffic signals and signs (9), and automobile right of way (6). A total of 19 collisions occurred during daylight conditions and 6 collisions occurred at this intersection took place under the dark – with streetlights condition. In total 1 collision was involved with a pedestrian and 2 collisions with a bicyclist. Collision statistics for the intersection are shown in **Figure 6.21**.

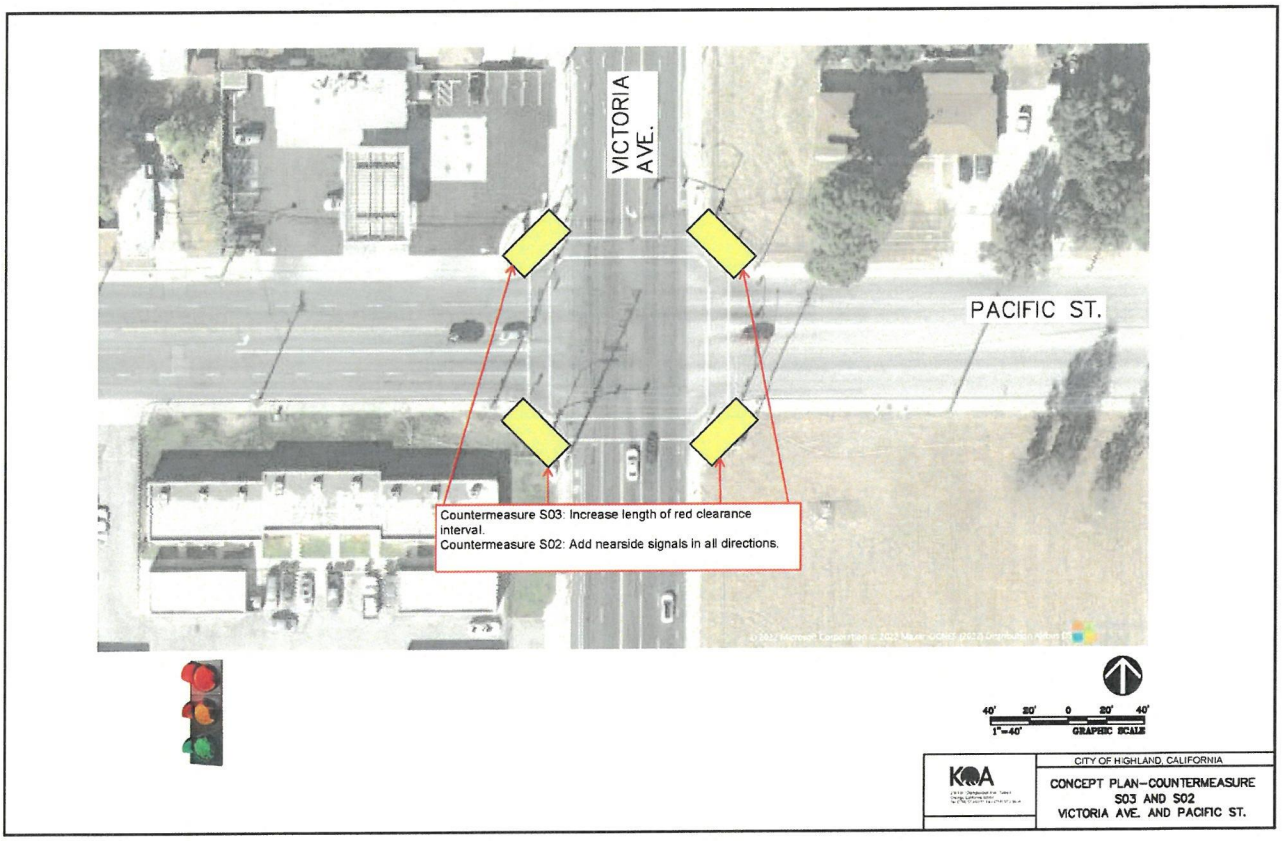
Figure 6.21 Collision Statistics – Victoria Avenue & Pacific Street



The following safety countermeasures could be considered in this intersection and are shown in **Figure 6.22**.

- S03: add time to red clearance intervals.
- S02: Add nearside signals in all directions. Add retroreflective backing plates.

Figure 6.22 Recommended Improvements – Victoria Avenue & Pacific Street



6.4.6 Base Line & Golondrina Drive

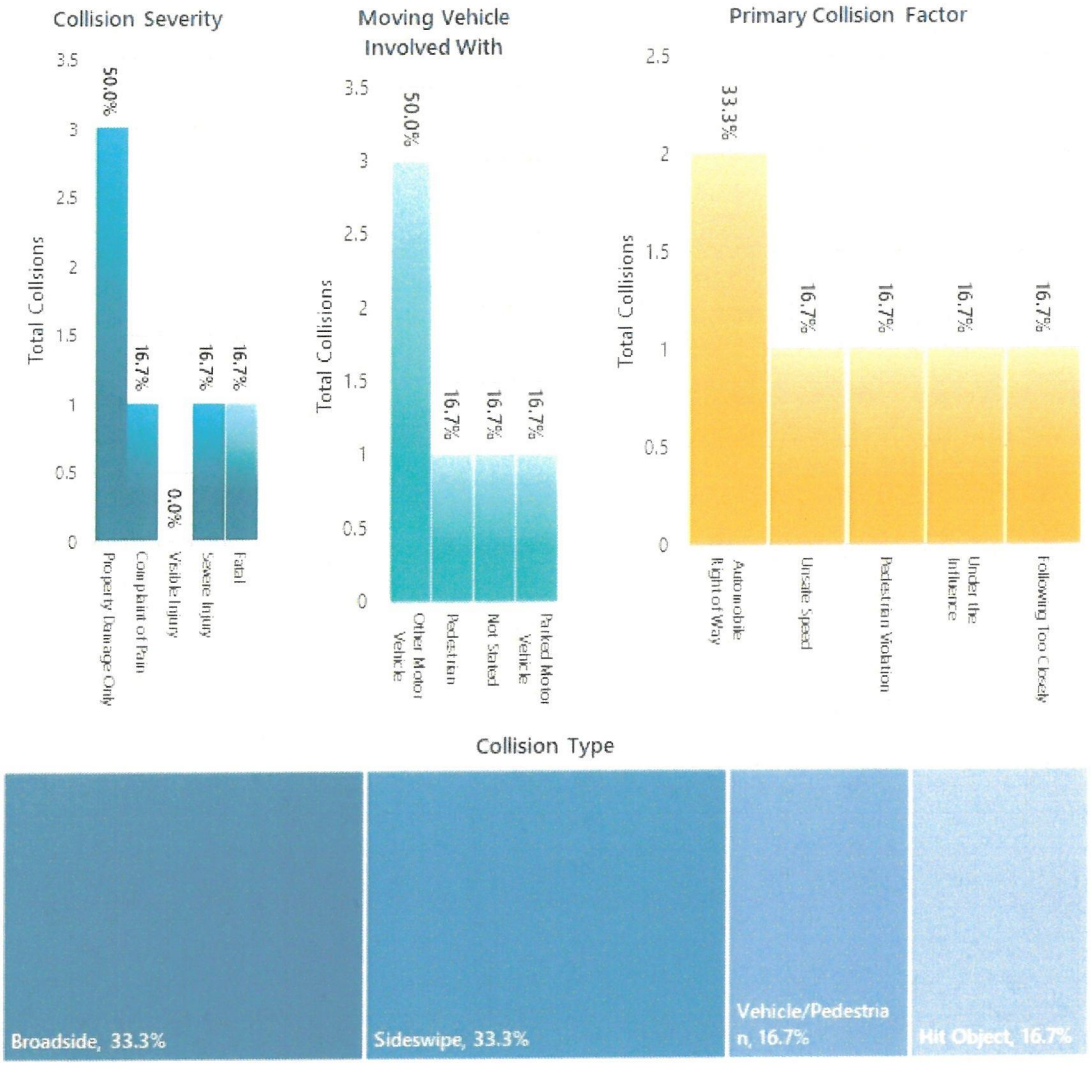
As shown in **Figure 6.23**, Base Line has two lanes in each direction with a center two-way left-turn median while Golondrina Drive has one-lane in each direction. The intersection is stop-controlled on Golondrina Drive. The speed limit is 40 mph on Base Line is 25 mph on Golondrina Drive. Warm Creek runs along northwest of the intersection. Commercial uses exist on north and southeast corners while residential uses exist south of the intersection. There is an existing streetlight at southeast corner on a wood post. There is no development on the northwest and southwest corners.

Figure 6.23 An Aerial View of the Intersection of Base Line and Golondrina Drive

Source: Google

A total of 5 collisions occurred at the intersection of Base Line and Golondrina Drive between July 2015 and June 2020. The intersection ranks 61st by total collision frequency and 2nd by the EPDO score method. The top collision types consist of broadside (2), vehicle/pedestrian (1), sideswipe (1), and hit object (1). The most common primary collision factors were automobile right of way (2), and split evenly at one each between DUI, following too closely, pedestrian violation and unsafe speed. A total of 2 collisions occurred during daylight conditions and 2 collisions occurred at this intersection which took place under the dark – with streetlights condition. In total 1 collision was involved with a pedestrian and 0 collisions with a bicyclist. Collision statistics for the intersection are shown in **Figure 6.24**.

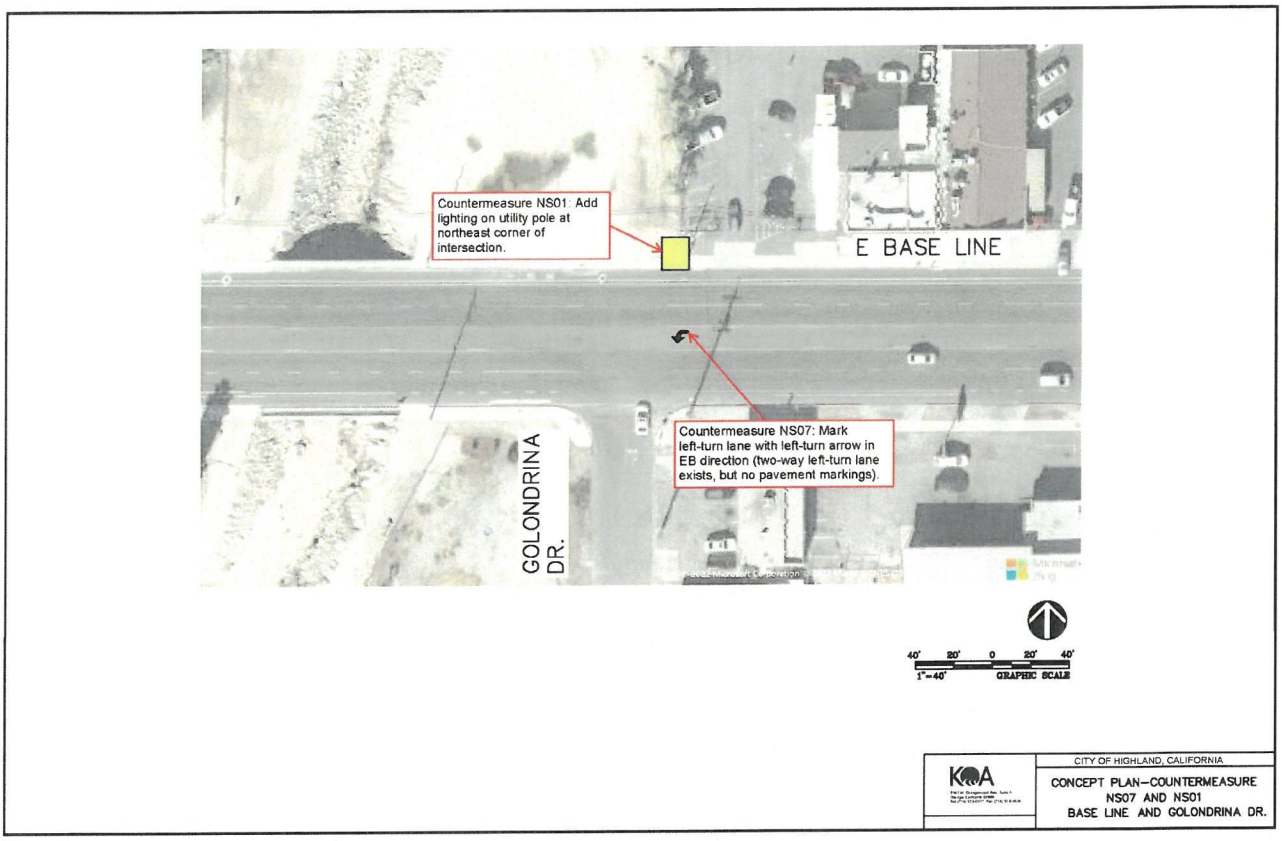
Figure 6.24 Collision Statistics – Base Line & Golondrina Drive



The following safety countermeasures that could be considered in this intersection are shown in **Figure 6.25**.

- NS07: Mark left-turn lane in eastbound and westbound direction (two-way left-turn lane exists, but no pavement arrow markings)
- NS01: Add intersection lighting on utility pole at northeast corner of intersection

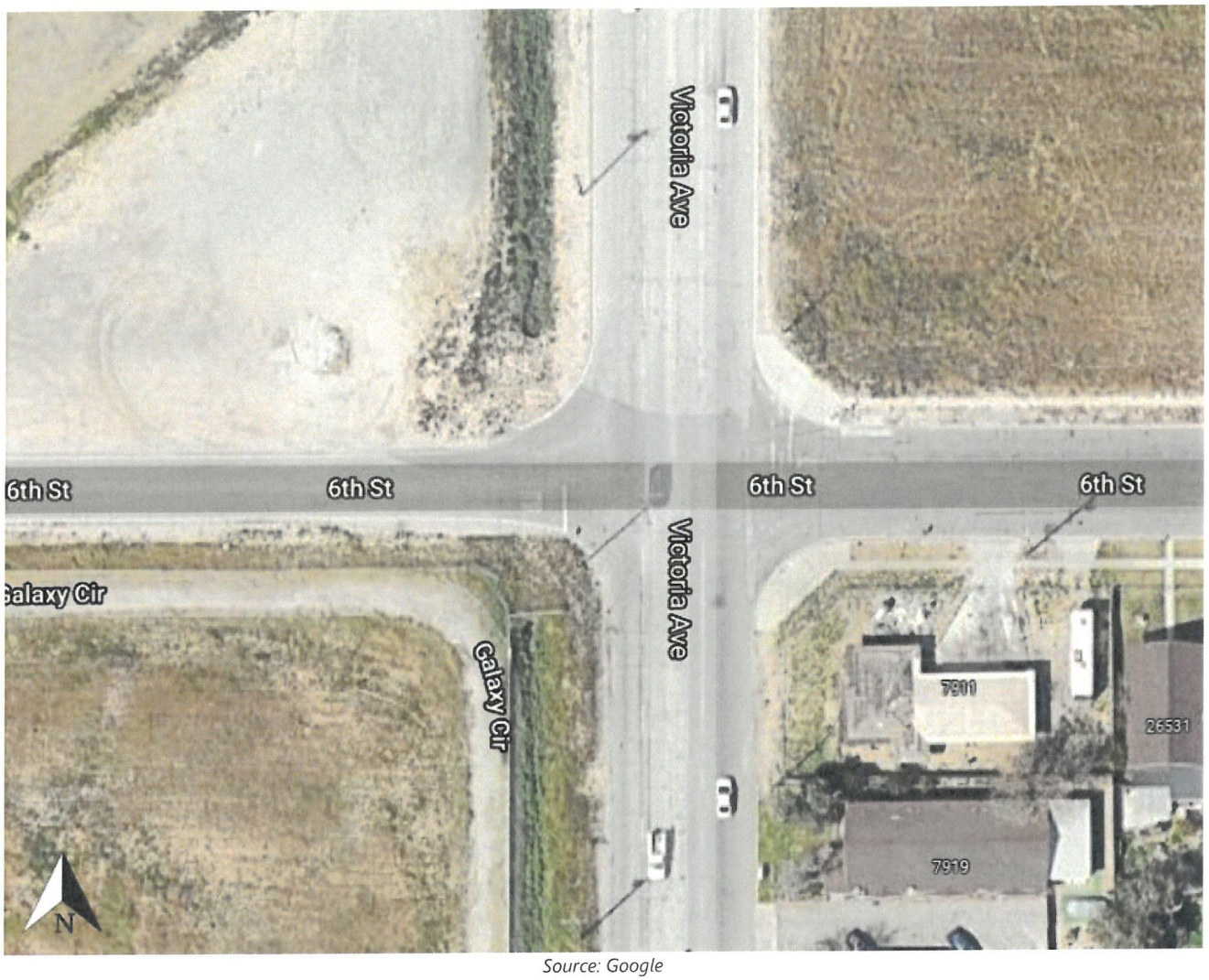
Figure 6.25 Recommended Improvements – Base Line & Golondrina Drive



6.4.7 6th Street & Victoria Avenue

As shown in **Figure 6.26**, 6th Street has one lane in each direction while Victoria Avenue has two lanes in each direction. The intersection is stop-controlled on 6th Street. The speed limit is 25 mph on 6th Street and 45 mph on Victoria Avenue. The southwest corner is outside of the City of Highland's boundary. The northwest, northeast, and southeast corners are business park zoning with no developments on the northwest, northeast and residential housing on the southeast corner.

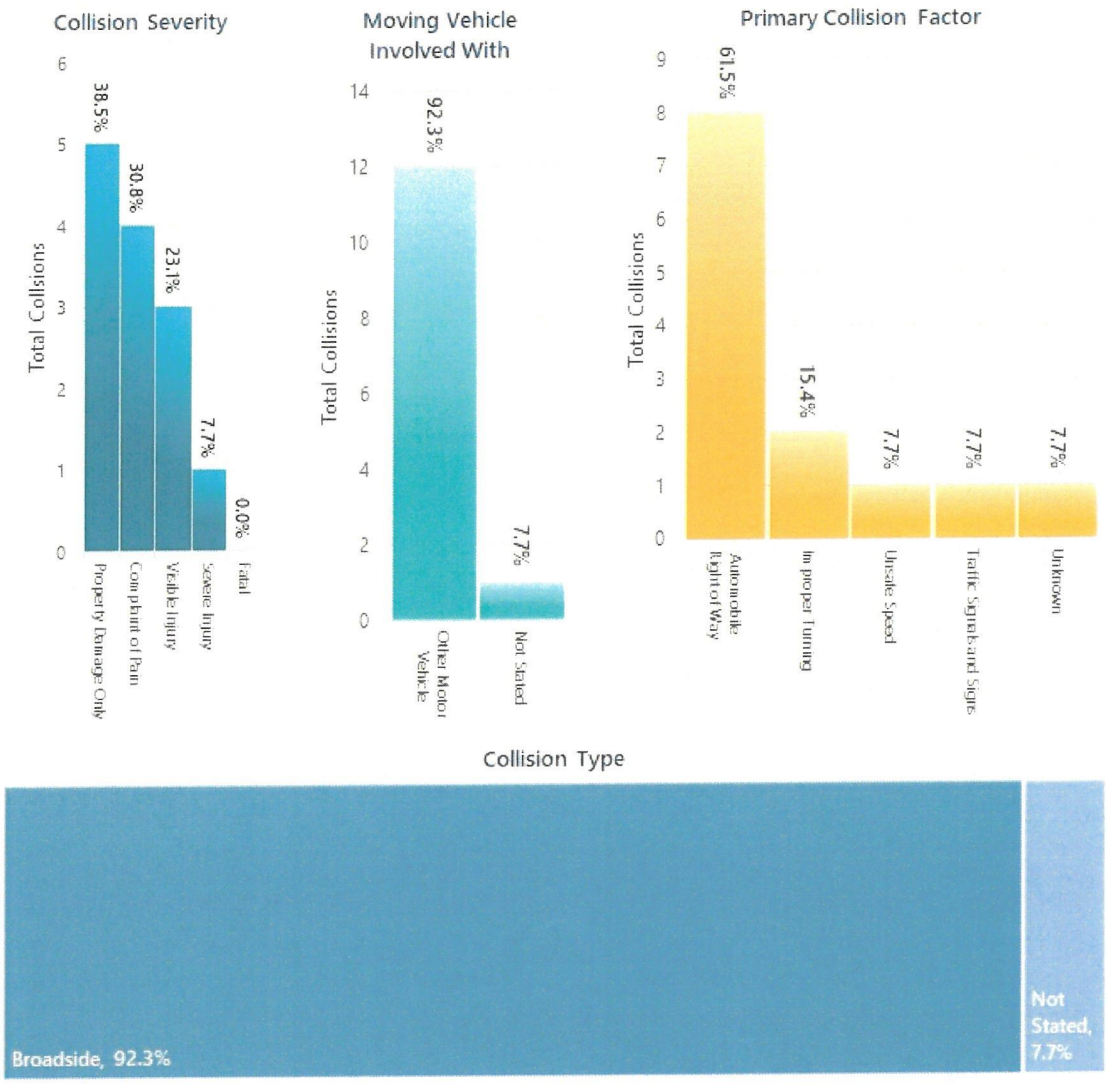
Figure 6.26 An Aerial View of the Intersection of 6th Street and Victoria Avenue



Source: Google

A total of 13 collisions occurred at the intersection of 6th Street and Victoria Avenue between July 2015 and June 2020. The intersection ranks 20th by total collision frequency and 8th by the EPDO score method. All the recorded collision types are broadside (12) besides 1 non stated collision. The most common primary collision factors were automobile right of way (8), and improper turning (2). A total of 7 collisions occurred during daylight conditions and 3 collisions occurred at this intersection that took place under the dark without streetlights condition. There were no collisions involving pedestrians or bicyclists. Collision statistics for the intersection are shown in **Figure 6.27**.

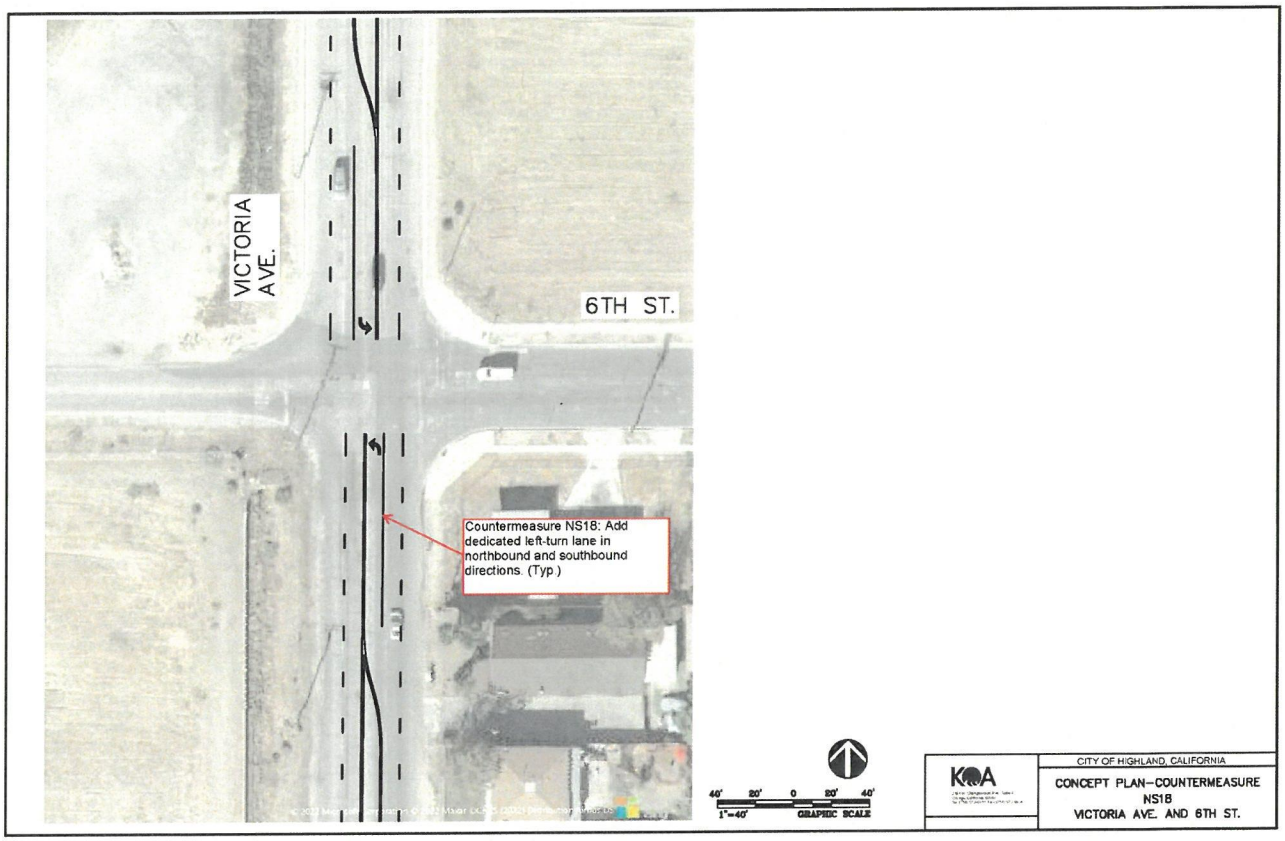
Figure 6.27 Collision Statistics – 6th Street & Victoria Avenue



The following safety countermeasure that could be considered in this intersection is shown in **Figure 6.28**.

- NS18: add dedicated left-turn lane in northbound and southbound directions.

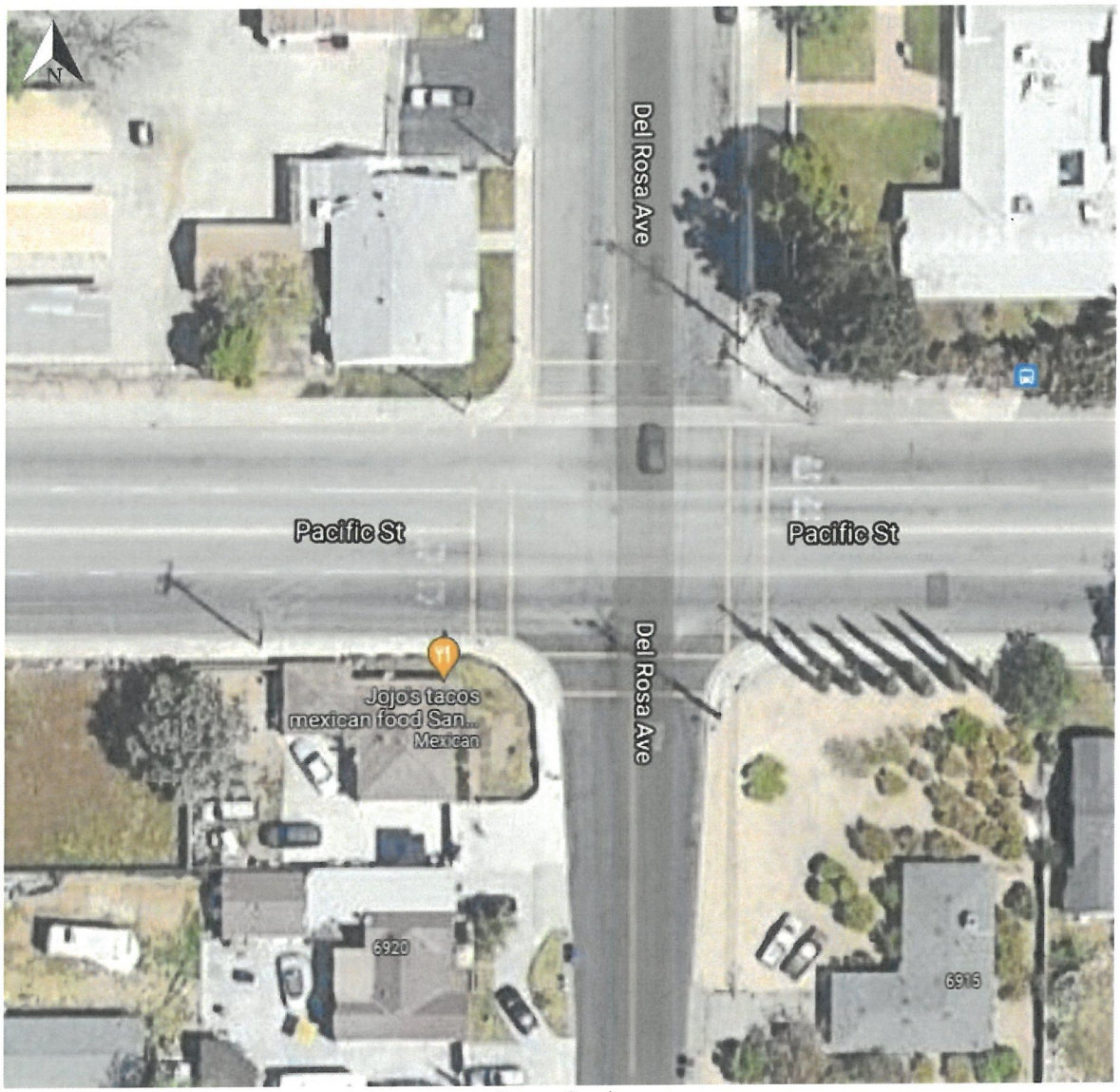
Figure 6.28 Recommended Improvements – 6th Street & Victoria Avenue



6.4.8 Del Rosa Avenue & Pacific Street

As shown in **Figure 6.29**, Del Rosa Avenue has one lane in each direction while Pacific Street has two lanes in each direction. The intersection is four-way stop-controlled. The speed limit is 35 mph on Del Rosa Avenue and 40 mph on Pacific Street. Pacific Street borders the north boundary of the City of Highland. Single-family residential zoning exists south of the intersection while an elementary school is on the northwest corner and a church is on the northeast corner.

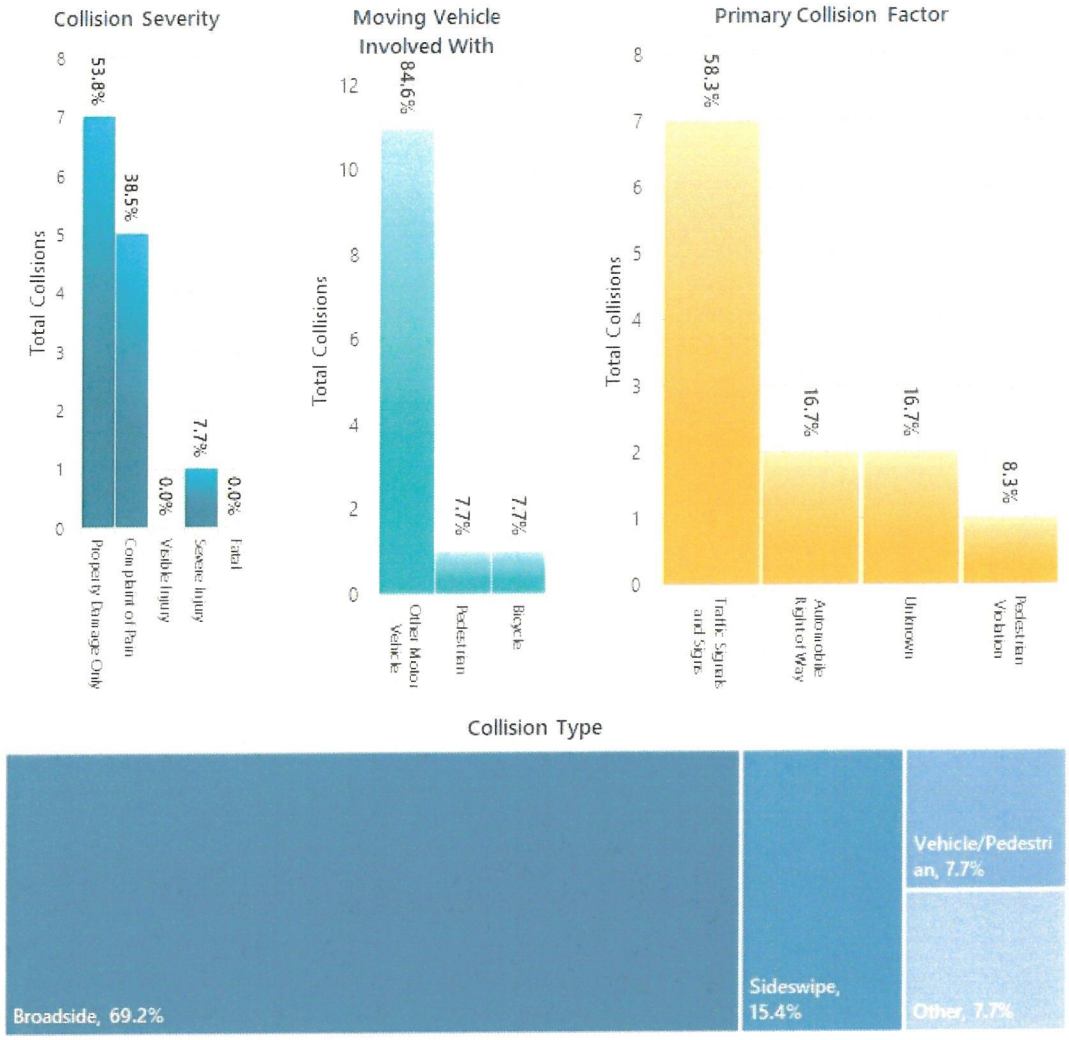
Figure 6.29 An Aerial View of the Intersection of Del Rosa Avenue and Pacific Street



Source: Google

A total of 13 collisions occurred at the intersection of Del Rosa Avenue and Pacific Street between July 2015 and June 2020. The intersection ranks 20th by total collision frequency and 13th by the EPDO score method. The top collision types consist of broadside (9), and sideswipe (2). The most common primary collision factors were traffic signals and signs (7), and automobile right of way (2). A total of 5 collisions occurred during daylight conditions and 5 collisions occurred at this intersection which took place under the dark – with streetlights condition. In total 1 collision was involved with a pedestrian and 1 collision with a bicyclist. Collision statistics for the intersection are shown in **Figure 6.30**.

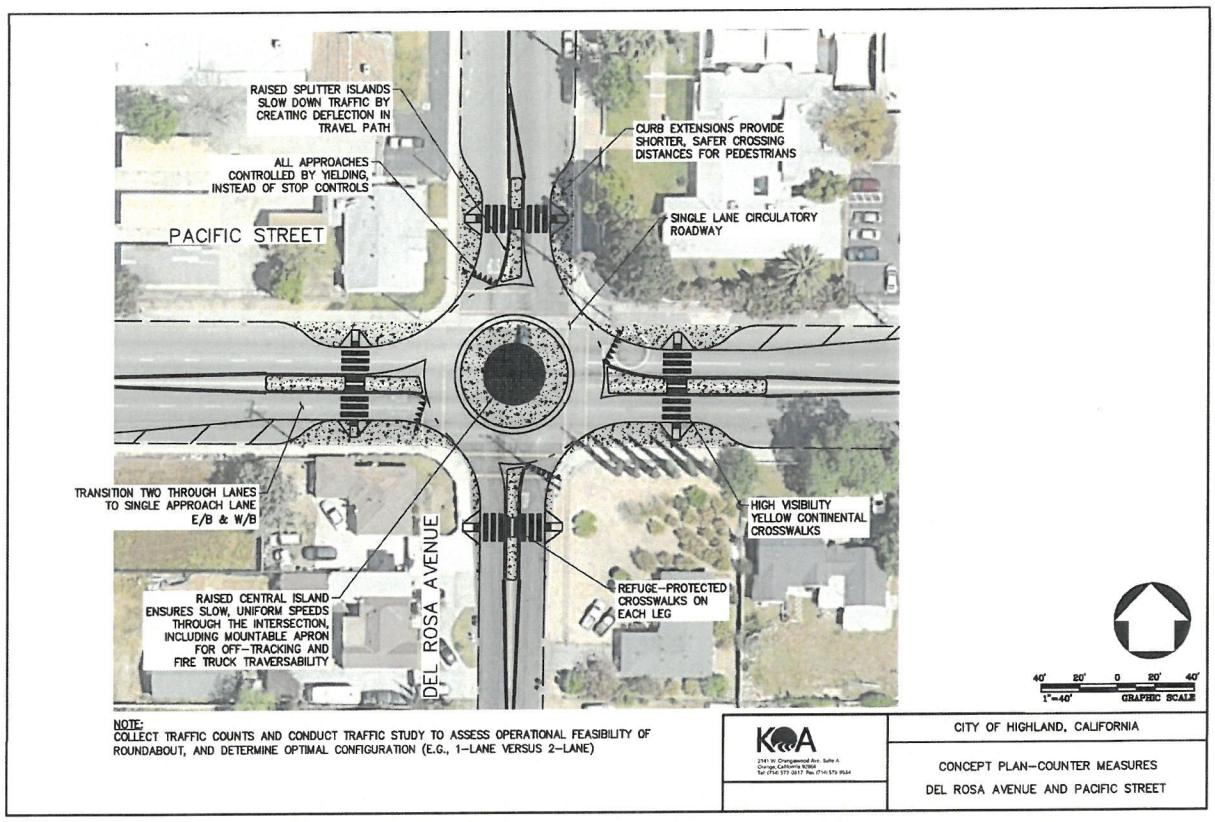
Figure 6.30 Collision Statistics – Del Rosa Avenue & Pacific Street



The following safety countermeasure could be considered in this intersection and are shown in **Figure 6.31**.

- NS04 – Convert intersection into roundabout (from all-way stop)

Figure 6.31 Recommended Improvements – Del Rosa Avenue & Pacific Street



6.4.9 Base Line & Cole Avenue

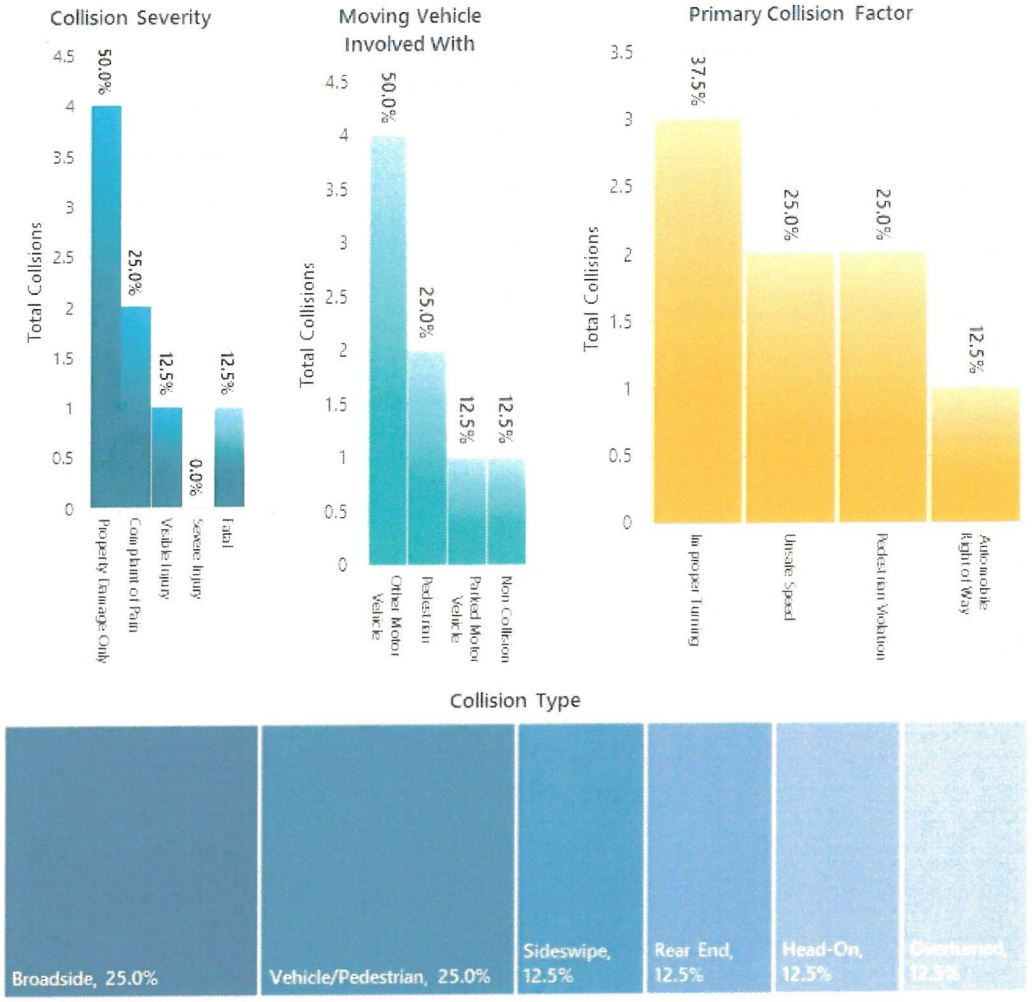
As shown in **Figure 6.32**, Base Line has two lanes in each direction with a two-way left-turn median while Cole Avenue has one lane in each direction. The intersection is stop-controlled on Cole Avenue. The east leg has a yellow ladder crosswalk with in-pavement lights and a bike lane exists on both sides of Base Line. The speed limit is 25mph on Base Line and Cole Avenue as the intersection is about 800 feet from Cole Elementary School. Mixed-used zoning is at the northwest, northeast, and southeast corners while residential zoning is at the southwest corner. There is a carwash at the northwest corner, liquor store at the northeast corner, restaurants at the southeast corner, and residential houses at the southwest corner.

Figure 6.32 An Aerial View of the Intersection of Base Line and Cole Avenue

Source: Google

A total of 6 collisions occurred at the intersection of Base Line and Cole Avenue between July 2015 and June 2020. The intersection ranks 48th by total collision frequency and 15th by the EPDO score method. The top collision types consist of broadside (2), vehicle/pedestrian (2), overturned (1), and rear end (1). The most common primary collision factors were improper turning (3), pedestrian violation (2), and unsafe speed (2). A total of 4 collisions occurred during the daylight conditions and 2 collisions occurred at this intersection took place under the dark – with streetlights condition. In total 2 collisions were involved with a pedestrian and 0 collision with a bicyclist. Collision statistics for the intersection are shown in **Figure 6.33**.

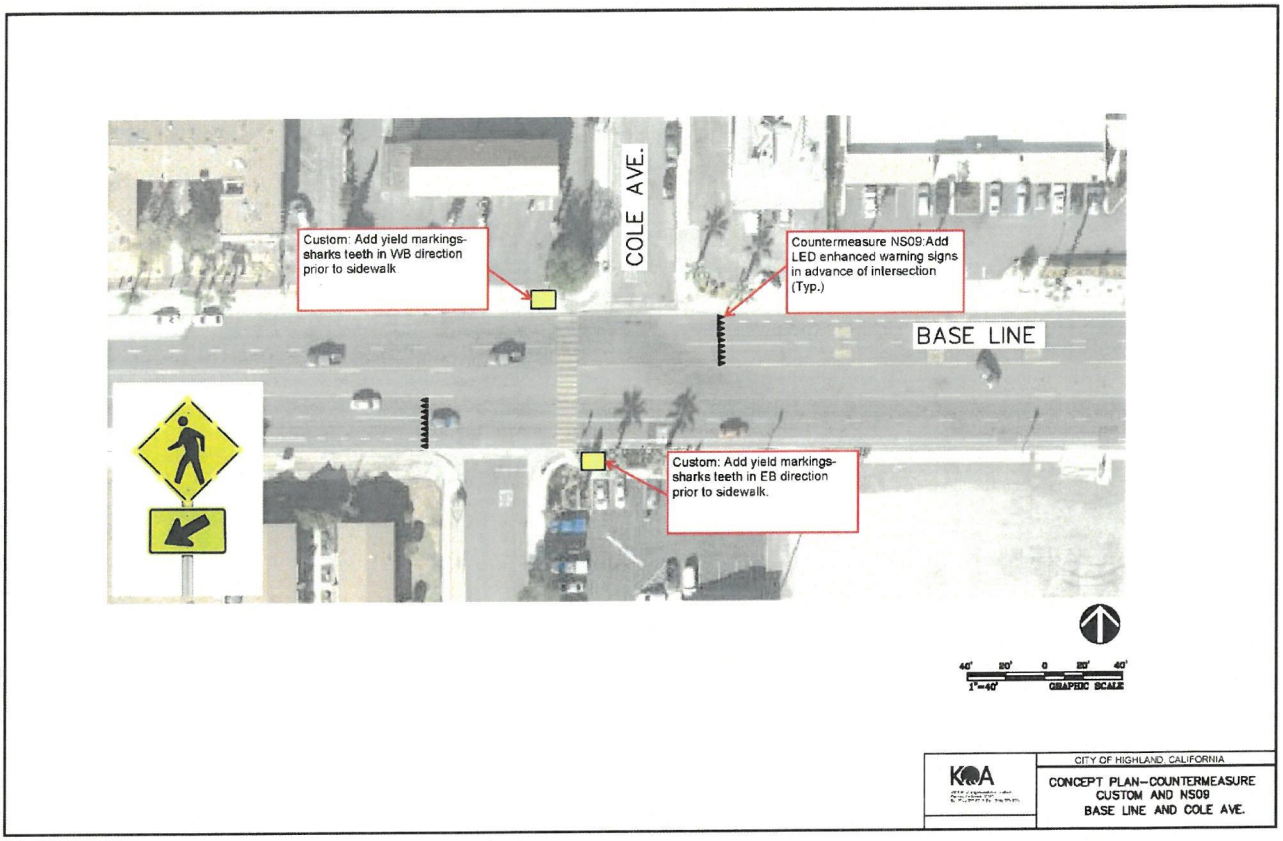
Figure 6.33 Collision Statistics – Base Line & Cole Avenue



KOA recommends the following safety countermeasures at this location, which are shown in **Figure 6.34**:

- Add yield markings- "shark's teeth" at the eastbound and westbound approaches to the crossing.
- NS09: Add LED enhanced warning signs or advance beacons

Figure 6.34 Recommended Improvements – Base Line & Cole Avenue



6.4.10 9th Street & Palm Avenue

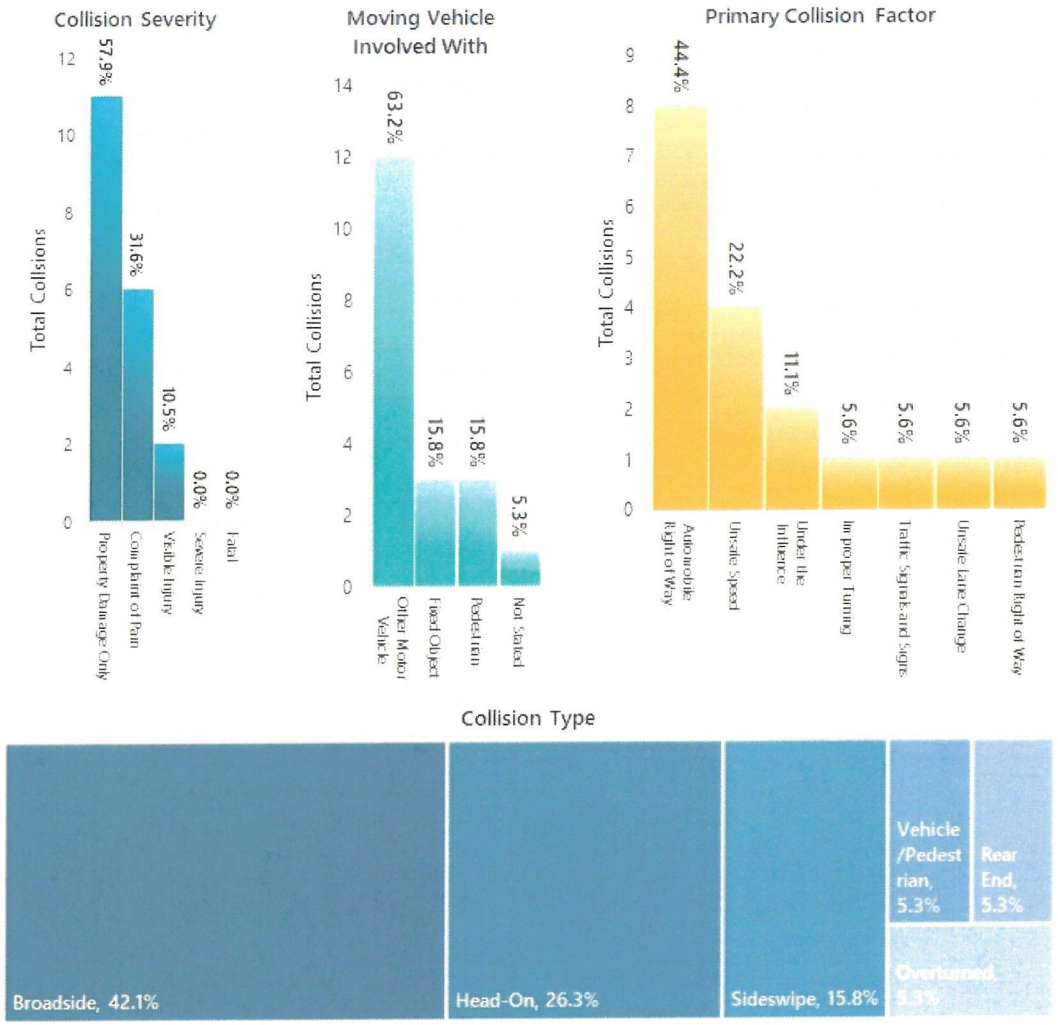
As shown in **Figure 6.35**, 9th Street has a single lane in each direction with no left-turn lanes and terminates at the intersection with Pam Avenue. Palm Avenue has two lanes in each direction with a left-turn lane on the northbound movement. The T-intersection is one-way stop-controlled with the control on the eastbound approach. There is a single right-turn pocket going eastbound on 9th Street. There are bike lanes on all legs and on-street parking is not allowed. 9th Street has a speed limit of 40 mph and Palm Avenue has a speed limit of 45 mph. ADA ramps exist on the northwest and southwest corners. There are no standard crosswalks at the intersection. Residential zoning exists on all corners of the intersection. The southeast corner is a vacant residential lot.

Figure 6.35 An Aerial View of the Intersection of 9th Street and Palm Avenue

Source: Google

A total of 18 collisions occurred at the intersection of 9th Street and Palm Avenue between July 2015 and June 2020. The intersection ranks 16th by total collision frequency and 38th by the EPDO score method. The top collision types consist of broadside (8), sideswipe (3), rear end (1), and vehicle/pedestrian (1). The most common primary collision factors were automobile right of way (8), unsafe speed (4), and DUI (2). A total of 13 collisions occurred during daylight conditions and 5 collisions occurred at this intersection took place under the dark – with streetlights condition. In total 2 collisions were involved with a pedestrian and 0 collision with a bicyclist. Collision statistics for the intersection are shown in **Figure 6.36**.

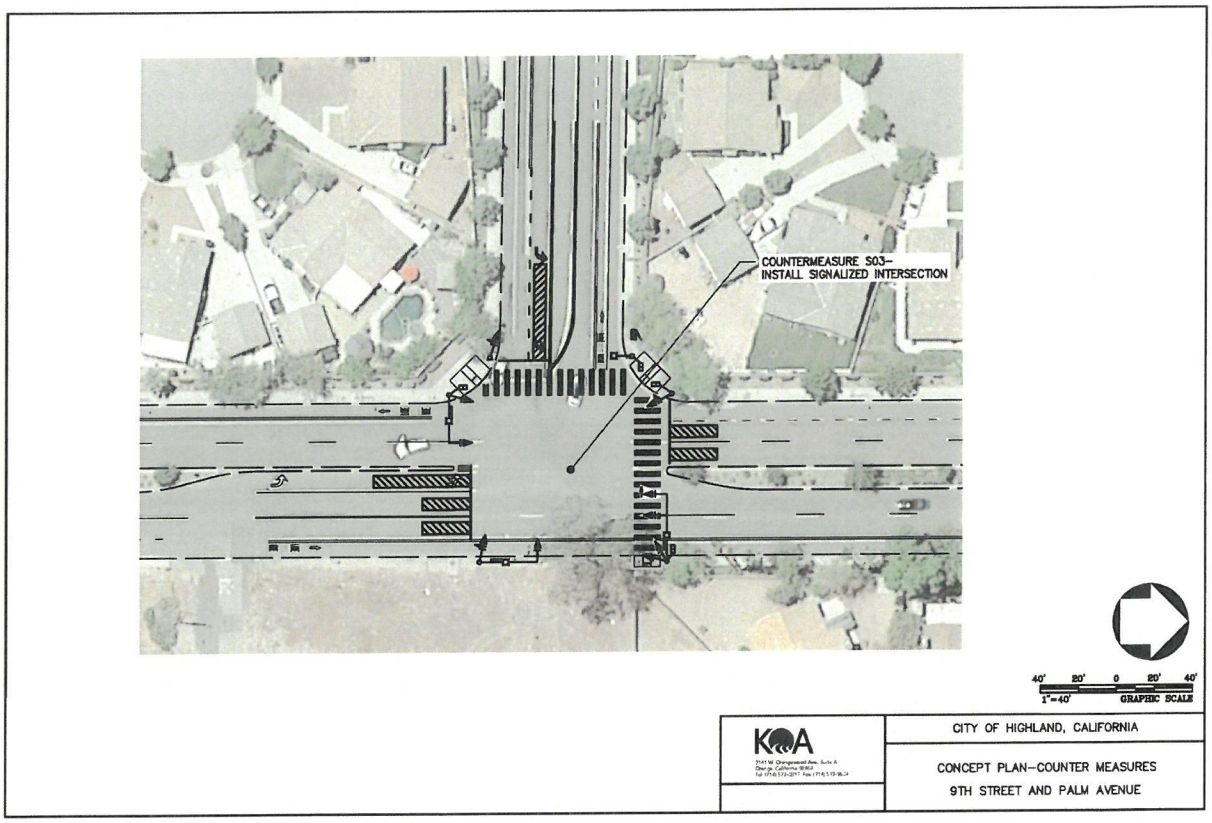
Figure 6.36 Collision Statistics – 9th Street & Palm Avenue



The following safety countermeasure could be considered in this intersection and is shown in **Figure 6.37**:

- NS03: Install signal at this intersection

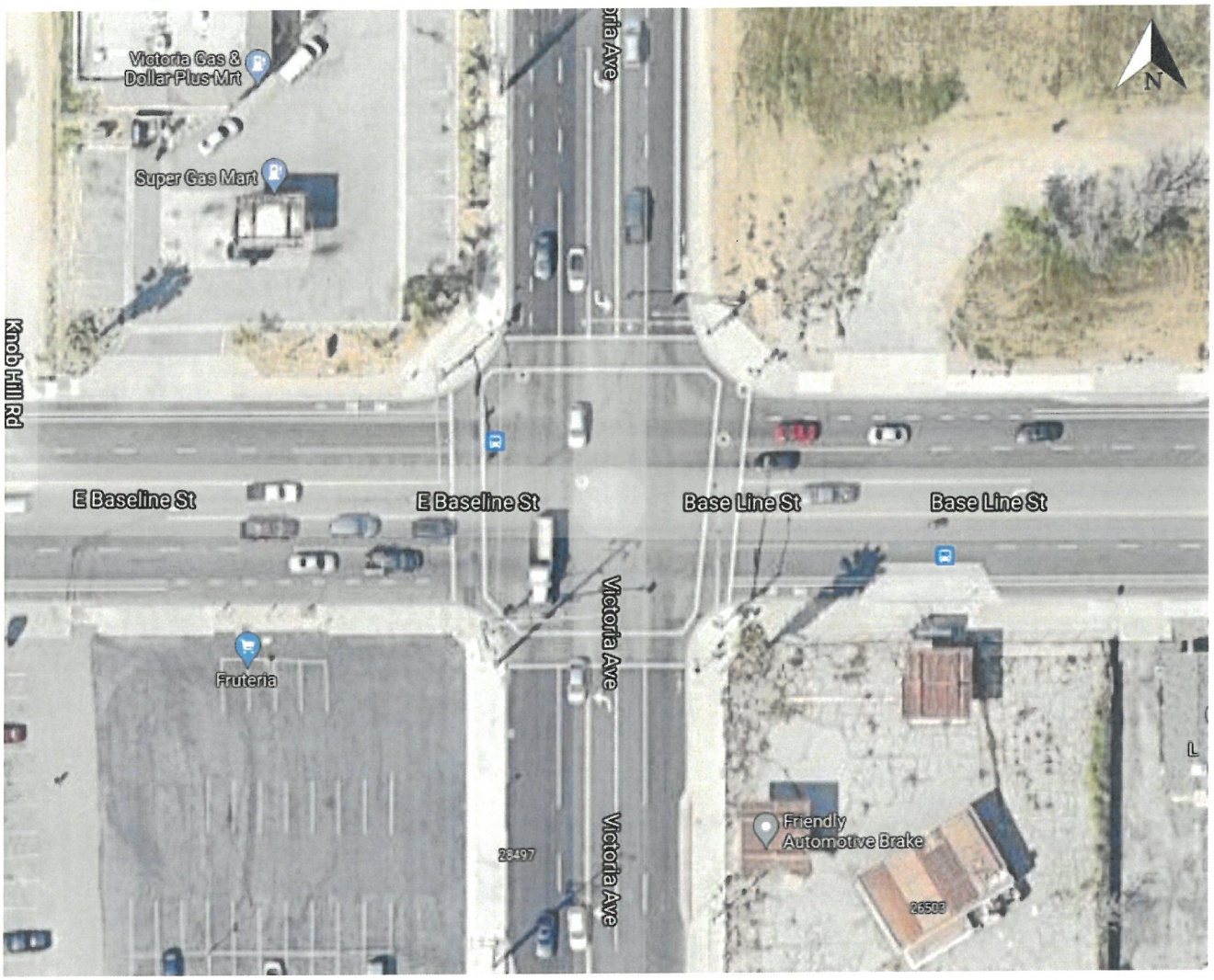
Figure 6.37 Recommended Improvements – 9th Street & Palm Avenue



6.4.11 Base Line & Victoria Avenue

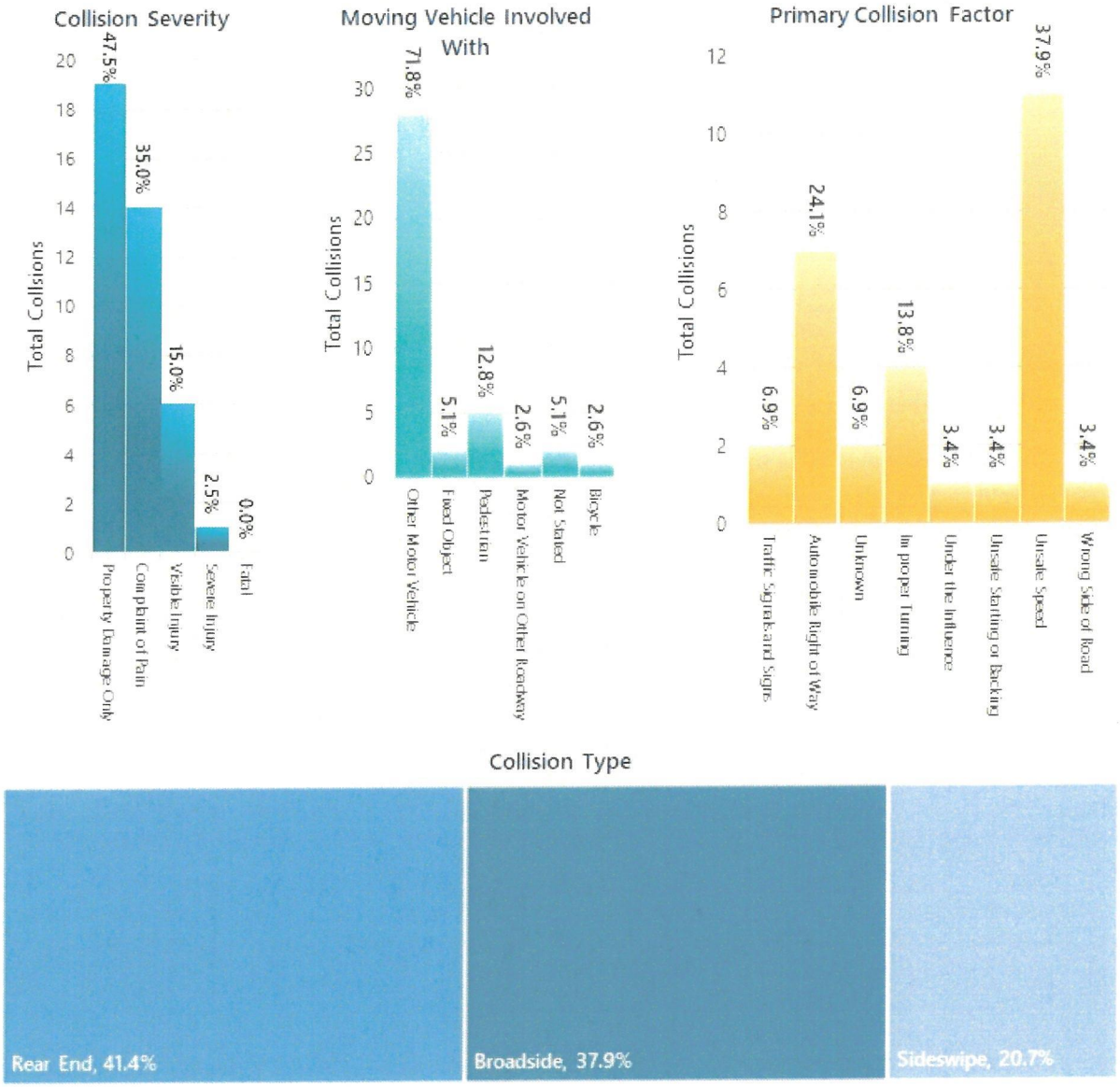
As shown in Figure **6.38**, all legs of Base Line and Victoria Avenue have two lanes in each direction with a left-turn lane at the signalized intersection. There are no right-turn pockets. The eastbound and westbound movements on Base Line have a bike lane in each direction, and on-street parking is not allowed on either direction. Both Base Line and Victoria Avenue have a speed limit of 40 mph. ADA ramps and standard crosswalks exist on all legs of the intersection. Mixed use zoning exists north of the intersection and commercial zoning exists south of the intersection.

Figure 6.38 An Aerial View of the Intersection of Base Line and Victoria Avenue



A total of 59 collisions occurred at the intersection of Base Line and Victoria Avenue between July 2015 and June 2020. The intersection ranks 3rd by total collision frequency and 3rd by the EPDO score method. The top collision types consist of rear-end (12), broadside (11), and sideswipe (6). The most common primary collision factors were unsafe speed (11), automobile right of way (7), and pedestrian violation (5). A total of 22 collisions occurred during the daylight conditions and 17 collisions occurred at this intersection took place under the dark – with streetlights condition. In total 5 collisions involved a pedestrian, and 1 collision involved a bicyclist. Collision statistics for the intersection are shown in **Figure 6.39**.

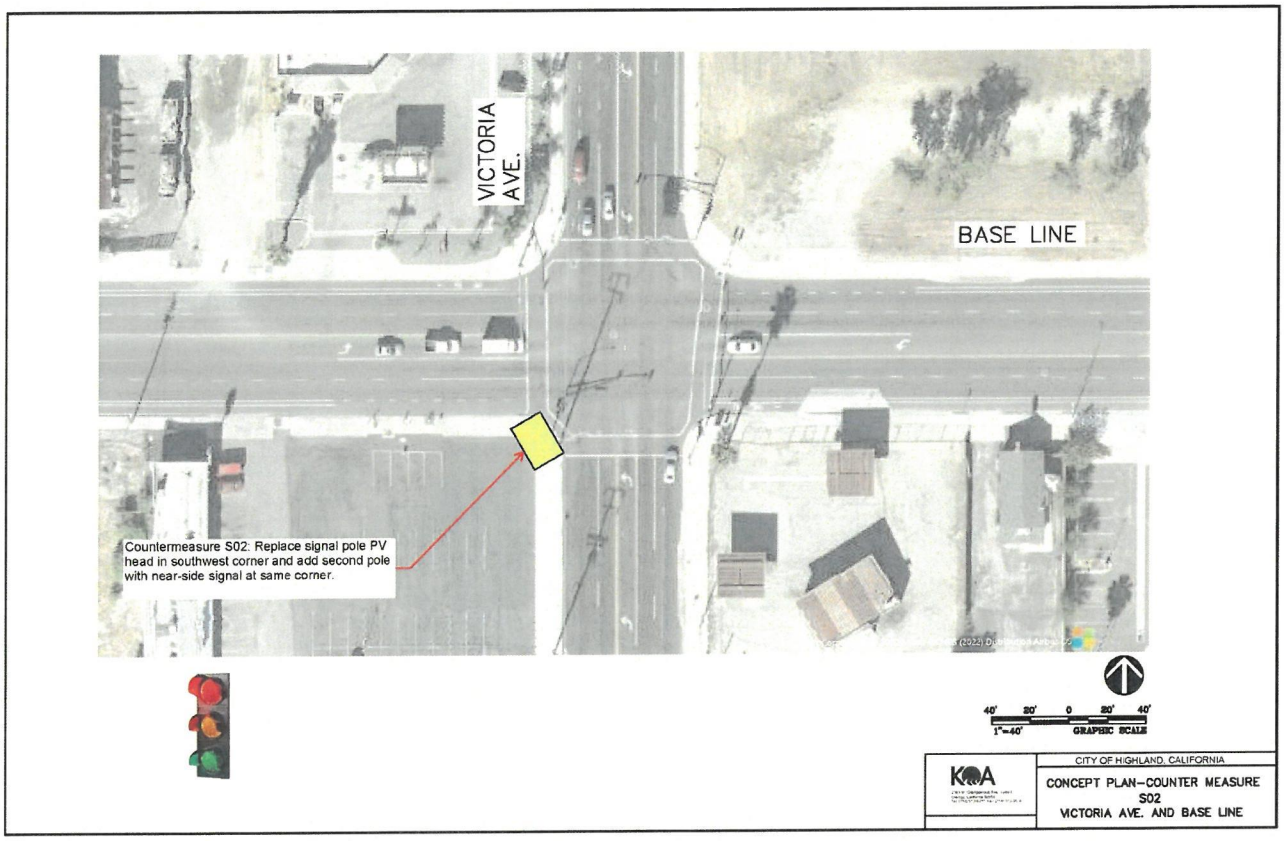
Figure 6.39 Collision Statistics – Base Line and Victoria Avenue



KOA recommends the following safety countermeasures at this location, which is shown in **Figure 6.40**:

- S02: Replace signal pole PV head in southwest corner and add second pole with near-side signal.

Figure 6.40 Recommended Improvements – Base Line and Victoria Avenue



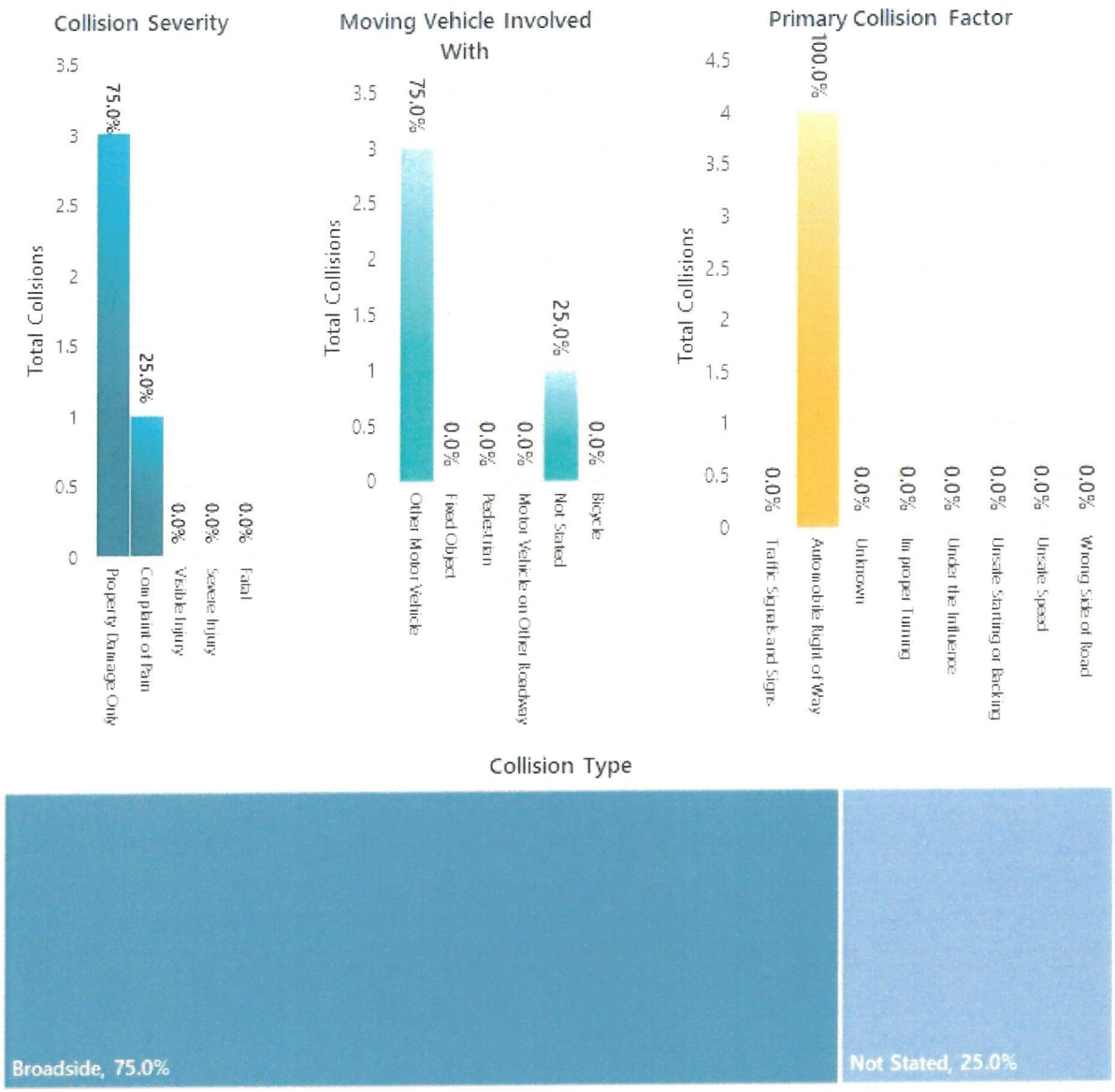
6.4.12 Church Street & Glenheather Drive/Love Street

As shown in Figure **6.41**, Church Street has two lanes in each direction with a left-turn lane at the non-signalized intersection, while Glenheather Drive/Love Street has one lane in each direction. There are no turn pockets. The northbound and southbound movements on Church Street have a bike lane in each direction. On-street parking is not allowed on Church Street but is allowed on both sides of the street on Glenheather Drive/Love Street. Both Church Street and Glenheather Drive/Love Street have a speed limit of 25 mph. School-striped standard crosswalks exist on the west and south legs of the intersection. The intersection is in a residential area and is just northwest of Arroyo Verde Elementary School.

Figure 6.41 An Aerial View of the Intersection of Church Street and Glenheather Drive/Love Street

A total of 4 collisions occurred at the intersection of Church Street and Glenheather Drive/Love Street between July 2015 and June 2020. The intersection ranks 73rd by total collision frequency and 112th by the EPDO score method. Broadside was the most common collision type representing 3 of the 4 collisions. All 4 collisions took place in daylight conditions. All four collisions only involved motor vehicles and were due to a violation of automobile right of way. Collision statistics for the intersection are shown in **Figure 6.42**.

Figure 6.42 Collision Statistics – Church Street and Glenheather Drive/Love Street



KOA recommends the following safety countermeasure at this location, which is shown in **Figure 6.43**:

- NS03: Install signal at this location if warrants are met.

7.0 NON-ENGINEERING SAFETY MEASURES

This section presents the non-infrastructure solutions to Highland roadway safety needs. The programs are intended to promote safe behavior in each plan's identified transportation safety emphasis areas through education, law enforcement, and encouragement.

7.1 YOUNG DRIVERS

The collision analysis revealed that drivers under the age of 25 were at fault for more than a quarter of the collisions in Highland. Younger drivers' relative lack of experience and judgment[5] makes them more likely to engage in risky behaviors, such as speeding or distracted driving. In Highland, 95.5 percent of households own at least one vehicle, and motorists may be more inclined to acquire licenses at an earlier age due to few other transportation options in the City. Therefore, educating young drivers on the importance of safe driving practices is a key pillar of the City's LRSP.

Youth drunk driving is a problem worth examining on its own. The collision data indicated that drivers under 25 were associated with 23 percent of DUI collisions in Highland. Drivers younger than 21, the minimum legal drinking age in California, were associated with 9 percent of DUI collisions. The City may consider implementing programs warning youth about the dangers of drinking and driving.

The following safety (non-engineering) programs or program elements can be considered to address young drivers' safety risks.

7.1.1 Education

- Incentivize teens to attend the Start Smart Program[6] at the local Highland California Highway Patrol (CHP) office.
- The Redlands Unified School District can consider incorporating Every 15 Minutes[7] into the curriculum. The Every 15 Minutes program is a two-day program focusing on high school juniors and seniors. The program challenges them to think about drinking, driving, personal safety, the responsibility of making decisions, and the impact their decisions have on their family, friends, and community. The Every 15 Minutes program is funded through the California Office of Traffic Safety, and the California Highway Patrol provides mini-grants to schools to implement the Every 15 Minutes program.

7.1.2 Enforcement

- Monitor local liquor stores and bars suspected of selling alcohol to minors.
- Set up police checkpoints at night to enforce DUI and California's Graduated Licensing Law. The Graduated Licensing Law prohibits children under age 18 from driving with someone under the age of 21 between 11 pm and 5 am without an adult (25 years or older) supervising.
- Provide training to sheriffs for finding DUIs and other driving behaviors

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[5] *Johnson, "Why Is 18 the Age of Adulthood If the Brain Can Take 30 Years to Mature?" https://bigthink.com/mind-brain/adult-brain*

[6] *Start Smart Program, https://www.chp.ca.gov/programs-services/programs/youth-programs/start-smart-driving-smart-to-stay-safe*

[7] *https://www.chp.ca.gov/programs-services/programs/youth-programs/every-15-minutes*

7.1.3 Funding Sources

Table 7.1 presents potential funding sources for programs addressing safety challenges faced by young drivers.

Table 7.1: Young Driver Program Funding Sources

DESCRIPTION	RESPONSIBLE AGENCY	FUNDING SOURCE
EDUCATION		
Incentivize attendance of the Start Smart Program.	San Bernardino County Sheriff's Department, California Highway Patrol, Redlands Unified School District	OTS Grants
Expand Healthy Fontana's offerings to address drinking and driving.	San Bernardino County Sheriff's Department, Redlands Unified School District	OTS Grants
Establish the stage an interactive simulation program for high school students – Every 15 Minutes. The interactive simulation program aims to challenge high school juniors and seniors about drinking, driving, and mature decision-making.	Redlands Unified School District	OTS Grants
ENFORCEMENT		
Monitor local liquor stores and bars suspected of selling alcohol to minors.	City of Highland, San Bernardino County Sheriff's Department	OTS Grants
Set up police checkpoints at night to enforce California's Graduated Licensing Law.	San Bernardino County Sheriff's Department	OTS Grants

7.2 REAR-ENDS AND SPEEDING

Speeding contributes significantly to crash frequency and severity. For instance, a car hitting a pedestrian is eight times more likely to kill that pedestrian when moving at 40 miles per hour than when moving at 20 miles per hour. In the local context, speeding is the most common primary collision factor and the most frequent cause of rear-end crashes. Driving at unsafe speeds caused 50 percent of total rear-end crashes that occurred in Highland.

The following safety (non-engineering) programs or program elements can be considered to address rear ends and speeding-related crashes.

7.2.1 Education

- Create a social media campaign

7.2.2 Enforcement

- Install radar speed feedback signs at periodic intervals along arterials with reported speeding. These technologies display passing drivers' travel speed below a sign with the posted speed limit, thus showing whether drivers are traveling over the speed limit[8] [9].
- Deploy police officers equipped with radar or lidar technology at strategic locations to ticket speeding drivers.

7.2.3 Funding Sources

Table 7.2 presents potential funding sources for the programs addressing Rear-ends and Speeding.

Table 7.2: Rear-end and Speeding Program Funding Sources

DESCRIPTION	RESPONSIBLE AGENCY	FUNDING SOURCE
EDUCATION		
Create a social media campaign.	City of Highland	OTS Grants
ENFORCEMENT		
Install Active Speed Monitors or Speed Trailers at periodic intervals along arterials with reported speeding.	San Bernardino County Sheriff's Department	OTS Grants, Advanced Transportation and Congestion Management Technologies Deployment Program
Deploy police officers equipped with radar or lidar technology at strategic locations to ticket speeding drivers.	San Bernardino County Sheriff's Department	OTS Grants

Note: May be able to obtain for free in exchange for providing Waze with city data

7.3 PEDESTRIANS AND BICYCLISTS

Collisions with pedestrians and bicycles are responsible for 44% of deaths related to collisions in Highland. While the severity of some crashes can be reduced through changing roadway design or by better educating motorists about their behavior, measures to improve the safety awareness of pedestrians and bicyclists can also help.

The following safety (non-engineering) programs or program elements can be considered to address pedestrian and bicycle crashes:

7.3.1 Education

- Support adult bicycle rider skills classes, such as those offered by the League of American Bicyclists.
- Offer student pedestrian and bicycle traffic safety education in schools. Lessons related to walking can include the danger of walking with distractions, while bicycle lessons can include helmet and bicycle fit, hand signals, and riding safely with traffic.

[8] SRTS Guide: Active Speed Monitors. (2015, July). http://guide.saferoutesinfo.org/enforcement/active_speed_monitor.cfm
[9] *SRTS Guide: Speed Trailers.* (2015, July). http://guide.saferoutesinfo.org/enforcement/speed_trailer.cfm

- Promote a billboard or social media campaign to "walk and bike smart" and ride in the same direction as traffic.

7.3.2 Enforcement

- Offer diversion classes for bicycle riders who have been cited for traffic violations. These classes would help bicyclists learn about rights and responsibilities.
- Offer free bicycle helmets or lights and schools or community centers.

7.3.3 Funding Sources

Table 7.3 presents potential funding sources for the programs addressing pedestrian and bicycle collisions.

Table 7.3: Pedestrian and Bicycle Program Funding Sources

DESCRIPTION	RESPONSIBLE AGENCY	FUNDING SOURCE
EDUCATION		
Support adult bicycle rider skills classes.	City of Highland, League of American Bicyclists	OTS Grants
Offer student pedestrian and bicycle traffic safety education.	Redlands Unified School District	OTS Grants
Promote a billboard or social media campaign.	City of Highland	OTS Grants
ENFORCEMENT		
Offer diversion classes for bicycle riders	City of Highland, San Bernardino County Sheriff's Department	OTS Grants
Offer free bike helmets or lights.	City of Highland	OTS Grants

7.4 EMERGENCY VEHICLES

A total of 10 collisions were related to an emergency vehicle in Highland from 2015 to 2020. The City has contracted with the San Bernardino County Fire Protection District to provide all fire and emergency medical service needs.

Emergency Vehicle Preemption (EVP) systems allow emergency vehicles to interrupt a normal signal cycle in order to proceed through the intersection more quickly and under safer conditions. An EVP system may assist emergency vehicles traveling through traffic prone areas when responding to an emergency call. Implementation of the EVP system citywide may improve the emergency response team's response time.

8.0 SAFETY PROJECTS

This section provides the project scope, collision reduction benefits calculation, cost estimation, and Benefit to Cost (B/C) ratio analysis. This section also discusses and summarizes the project prioritization for the HSIP application.

8.1 PPROJECT SCOPES AND BENEFIT CALCULATIONS

The development of project scopes involves identifying one or more specific countermeasures at potential locations for safety improvements. Expected benefits are derived by applying the proposed countermeasures and corresponding Crash Reduction Factors (CRFs) to the expected crashes. This involves:

- Identifying the current number of crashes without treatment
- Applying CRFs by type and severity
- Applying a benefit value by crash severity
- Calculating the annual collision reduction benefits and multiplying by the project life in years

Caltrans has established some key requirements and procedures for its calls-for-projects to allow agencies maximum flexibility in combining countermeasures and locations into a single project while ensuring all projects can be consistently ranked on a statewide basis. These include:

- Only a maximum of three individual countermeasures can be utilized in the B/C ratio for a project.
- For a countermeasure to be utilized in the B/C ratio calculations, it must represent a minimum of 15 percent of the project's total construction cost. This is intended to ensure that minor and insignificant project elements are not misrepresented to the agency's major safety effort.

An engineer determining the benefits of newly installed infrastructure first determines the number of collisions with the potential to be prevented by the improvement. The engineer then applies the CRF, which gives the rough percentage of crashes that would be prevented. The next step in estimating the overall benefit of a proposed improvement project is multiplying the expected reduction in crashes by a generally accepted value for the "cost" of crashes. The expected "benefit" value for a project is the expected "reduction in costs" value from reducing future crashes. The source for the costs by collision severity level was taken from Appendix D of the Caltrans Local Roadway Safety Manual:

- Fatal - $8,112,200
- Severe Injury - $437,100
- Other Visible Injury - $159,900
- Complaint of Pain - $90,900
- Property Damage Only - $14,900

The final step in calculating the total safety project benefits is to divide the benefits by the number of years the collision data was collected (five years for this project) and multiply this value by the project life in years.

For this LRSP, instead of calculating project benefits manually, project benefits were derived from entering collision data directly into the HSIP Analyzer tool. The tool auto-calculates project collision reduction benefits based on the method discussed above, and reduces benefits calculated if more than one project is included due to cumulative effects.

The safety project scopes are listed in **Table 8.1**, including the applicable countermeasure category for each improvement and benefits calculated according to the method above.

Table 8.1: Safety Project Scopes

Project 1: Base Line and Sterling Avenue

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
S02	Upgrade signal hardware	Upgrade 8" bulbs to 12" bulbs. Replace poles and PV heads in southwest and northeast corners, add new pole and near-side signal. Add retroreflective backing plates	All	15%	10	59

Project 2: Victoria Avenue and 9th Street

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
S02	Upgrade signal hardware	Upgrade 8" bulbs to 12" bulbs. Add retroreflective backing plates.	All	15%	10	33
S03	Modify traffic signal timing	Increase red clearance interval.	All	15%	10	33
R32PB	Install bike lanes	Add bike lanes on Victoria Avenue (south of 9th Street)	P&B	35%	20	3
CUSTOM	Upgrade signal hardware	Evaluate flashing yellow arrow for protective-permissive left turns.	N/A	N/A	N/A	N/A

Project 3: Highland Avenue & Victoria Avenue

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
S02	Upgrade signal hardware	Add nearside signal to southeast corner (facing south). Add retroreflective backing plates.	All	15%	10	60

Project 4: Del Rosa Drive and 5th Street

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
S02	Upgrade signal hardware	Add near-side signals (install new poles) for all directions. Upgrade 8" bulbs to 12" bulbs. Add retroreflective backing plates.	All	15%	10	24
S06	Install new left-turn lane	Install left-turn lane in all directions (do not install left-turn phasing).	All	55%	20	9
CUSTOM	Add ADA ramps	Add ADA compliant curb ramps on all corners.	NA	N/A	N/A	N/A

Project 5: Victoria Avenue and Pacific Street

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
S02	Upgrade signal hardware	Add nearside signals in all directions. Add retroreflective backing plates.	All	15%	10	27
S03	Modify traffic signal timing	Add time to red clearance intervals.	All	15%	10	27

Project 6: Base Line and Golondrina Drive

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
NS01	Add intersection lighting	Add intersection lighting.	Night	40%	20	3
NS07	Install pavement markings	Mark left-turn lane (two-way left-turn lane exists, but no pavement markings).	All	35%	20	2

Project 7: 6th Street and Victoria Avenue

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
NS18	Add left-turn lane	Add dedicated left-turn lane in northbound and southbound directions.	All	35%	20	4

Project 8: Del Rosa Avenue and Pacific Street

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
NS04	Install roundabout	Convert intersection into roundabout (from all-way stop)	All	Varies	20	13

Project 9: Base Line and Cole Avenue

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
NS09	Install advance beacons	Add LED enhanced warning signs or advance beacons	All	30%	10	6
CUSTOM	Add yield markings	Add yield markings- sharks teeth.	N/A	N/A	N/A	N/A

Project 10: 9th Street and Palm Avenue

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
NS03	Install signal	Install signal at this intersection	All	30%	20	18

Project 11: Base Line and Victoria Avenue

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
S02	Upgrade signal hardware	Replace signal pole PV head in southwest corner and add second pole with near-side signal at same corner. Add retroreflective backing plates.	All	15%	10	40

Project 12: Church Street and Glenheather Drive/Love Street

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
NS03	Install signal	Install signal at this intersection	All	30%	20	4

Project 13: Palm Avenue from S/O 3rd Street to 5th Street

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
R32PB	Install bike lanes	Add NB bike lane from NB (south) approach to 3rd Street to 5th Street (WB approach)	P&B	35%	20	1

Project 14: Citywide Retroreflective Backing Plates

CM #	Countermeasure Names	Description	Collision Type	CRF	Project Life (Years)	No. of Preventable Collisions
S02	Add retroreflective backing plates	Add NB bike lane from NB (south) approach to 3rd Street to 5th Street (WB approach)	All	15%	10	503

8.2 COST ESTIMATE

Planning-level cost estimates were developed for each countermeasure. Cost estimates were prepared based on recent bid tabulations and estimates of current construction costs consisting of unit-based cost estimates and contingencies. The costs include construction costs and include engineering and administrative costs. A contingency is added to the construction cost of each project depending on the complexity of the scope. The engineering and administration cost is assumed to be 25 percent of the total construction cost, including the contingency. The cost estimates are included in Appendix E.

8.3 BENEFIT/COST RATIO

A Benefit/Cost Ratio (BCR) is the ratio of a project's benefits relative to its costs, and both are expressed in monetary terms. The BCR is calculated by taking a project's overall benefit and dividing it by the overall project cost. Projects with a higher BCR mean greater benefits relative to costs, while a lower BCR means fewer benefits than costs.

Based on Caltrans's need for a fair, data-driven, statewide project selection process for HSIP call-for-projects, the benefit and cost calculations were completed using the same process shown in the HSIP Analyzer to calculate the B/C ratio of the project. The B/C ratios were used to identify the projects with high cost-effectiveness that may have a greater chance of receiving federal funding in Caltrans call-for-projects. **Table 8.2** summarizes the B/C ratio proposed safety projects located at specific intersections and segments. The benefit/cost ratio is calculated according to the HSIP Analyzer from the HSIP grant application. **Table 8.3** summarizes the locations of the proposed citywide retroreflective backing plates project. The detail of the safety project summary table is provided in Appendix D.

Table 8.2: Benefits/Cost Ratio Analysis by Safety Project

ID	Location	CM #	Countermeasure Names	Collision Benefits	Cost ($) Estimation	Benefit/Cost Ratio (BCR)	HSIP Max Share	HSIP Amount	Local Amount
1	Base Line & Sterling Avenue	S02	Upgrade signal hardware	$1,865,790	$27,916	66.84	90%	$25,124.40	$2,792
2	Victoria Avenue & 9th Street	S02	Upgrade signal hardware	$1,147,440	$21,641	53.02	90%	$19,476.90	$2,164
		S03	Modify traffic signal timing	$1,147,440	$7,847	146.23	50%	$3,923.50	$3,924
		R32PB	Install bike lanes	$468,580	$8,620	54.36	90%	$7,758.00	$862
3	Highland Avenue & Victoria Avenue	S02	Upgrade signal hardware	$1,164,630	$6,904	168.69	90%	$6,213.60	$690
4	Del Rosa Drive & 5th Street	S02	Upgrade signal hardware	$1,061,610	$44,540	23.83	90%	$40,086.00	$4,454
		S06	Install new left-turn lane	$1,753,620	$14,883	117.83	90%	$13,394.70	$1,488
5	Victoria Avenue & Pacific Street	S03	Modify traffic signal timing	$1,052,220	$7,847	134.09	50%	$3,923.50	$3,924
		S02	Upgrade signal hardware	$1,052,220	$12,222	86.09	90%	$10,999.80	$1,222
6	Base Line & Golondrina Drive	NS07	Install pavement markings	$1,466,950	$1,638	895.57	90%	$1,474.20	$164
		NS01	Add intersection lighting	$9,243,040	$1,271	7272.26	90%	$1,143.90	$127
7	6th Street & Victoria Avenue	NS18	Add left-turn lane	$4,448,780	$9,786	454.61	90%	$8,807.40	$979

ID	Location	CM #	Countermeasure Names	Collision Benefits	Cost ($) Estimation	Benefit/Cost Ratio (BCR)	HSIP Max Share	HSIP Amount	Local Amount
8	Del Rosa Avenue & Pacific Street	NS04	Install roundabout	$4,082,160	$407,692	10.01	90%	$366,922.80	$40,769
9	Base Line & Cole Avenue	NS09	Install advance beacons	$1,841,700	$23,528	78.28	90%	$21,175.20	$2,353
10	9th Street & Palm Avenue	NS03	Install signal	$1,217,040	$271,170	4.49	90%	$244,053.00	$27,117
11	Base Line & Victoria Avenue	S02	Upgrade signal hardware	$1,290,630	$13,876	93.01	90%	$12,488.40	$1,388
12	Church Street & Glenheather Dr/Love St	NS03	Install signal	$162,720	$314,204	0.52	90%	$282,783.60	$31,420
S2	Palm Avenue from Atlantic Avenue to 3rd Street	R32PB	Install bike lanes	$3,445,400	$9,943	346.52	90%	$8,948.70	$994

Table 8.3: Benefits/Cost Ratio Analysis by Proposed Retroreflective Backing Plate Location

CM #	Countermeasure Names	Location	Collision Benefits	Cost ($) Estimation	Benefit/Cost Ratio (BCR)	HSIP Max Share	HSIP Amount	Local Amount
S02	Add retroreflective backing plates	Base Line & Sterling Avenue	$1,865,790	$3,000	621.93	90%	$2,700	$300
		Base Line & Victoria Avenue	$1,290,630	$3,000	430.21	90%	$2,700	$300
		Highland Avenue & Victoria Avenue	$1,164,630	$3,200	363.95	90%	$2,880	$320
		Victoria Avenue & 9th Street	$1,147,440	$1,800	637.47	90%	$1,620	$180
		Del Rosa Drive & 5th Street	$1,061,610	$1,800	589.78	90%	$1,620	$180
		Victoria Avenue & Pacific Street	$1,052,220	$3,000	350.74	90%	$2,700	$300
		Base Line & McKinley Avenue	$992,760	$1,500	661.84	90%	$1,350	$150
		Palm Ave & Cypress St	$856,140	$2,100	407.69	90%	$1,890	$210
		Victoria Avenue & 5th Street	$738,300	$1,800	410.17	90%	$1,620	$180
		Base Line & Central Avenue	$682,860	$2,100	325.17	90%	$1,890	$210
		Greenspot Road & Orange Street	$612,990	$2,100	291.90	90%	$1,890	$210
		Base Line & Cunningham Street/Olive Street	$593,010	$2,700	219.63	90%	$2,430	$270

CM #	Countermeasure Names	Location	Collision Benefits	Cost ($) Estimation	Benefit/Cost Ratio (BCR)	HSIP Max Share	HSIP Amount	Local Amount
		Base Line & Palm Avenue	$326,160	$2,400	135.90	90%	$2,160	$240
		Boulder Avenue & Greenspot Road	$283,110	$2,850	99.34	90%	$2,565	$285
		Church Street & Greenspot Road	$269,700	$2,250	119.87	90%	$2,025	$225
		Palm Avenue & 5th Street	$255,390	$3,000	85.13	90%	$2,700	$300
		Base Line & Del Rosa Avenue	$237,960	$2,000	118.98	90%	$1,800	$200
		5th Street & 210 NB ramps	$102,060	$1,650	61.85	90%	$1,485	$165
		Central Avenue & 5th Street	$99,240	$1,950	50.89	90%	$1,755	$195
		Greenspot Road & Lowes Center	$88,650	$3,100	28.60	90%	$2,790	$310
		Victoria Avenue & 14th Street	$63,030	$2,700	23.34	90%	$2,430	$270
		Palm Avenue & 3rd Street	$40,680	$3,000	13.56	90%	$2,700	$300
		Church Avenue & 5th Street	$35,760	$1,800	19.87	90%	$1,620	$180
		5th Street & 210 SB ramps	$13,410	$1,500	8.94	90%	$1,350	$150
		Base Line & Del Rosa Drive	$4,470	$2,400	1.86	90%	$2,160	$240
		TOTAL	$13,878,000	$58,700	236.42	90%	$52,830	$5,870

8.4 PROJECT PRIORITIZATION

A prioritized list of safety projects for the HSIP application was identified. The B/C ratios may be used as a guide to identify the projects with high cost-effectiveness that have the greatest chance of receiving federal funding in Caltrans call-for-projects.

BCR is not the only guide to prioritize and implement a countermeasure. The safety project list will be used as a reference on which safety project to implement first. The implementation timeline will be dependent on the City's goals and funding eligibility. The City may choose to move forward with any of these safety projects in any order, depending on funding availability. If the applications are approved for funding, these projects should not be applied for future HSIP cycles. If the safety projects are not funded by the HSIP Cycle 11, then those projects could be considered for reapplying for funding in future cycles.

Because HSIP grants are competitive, it is typically appropriate to apply only for projects with an estimated BCR considered high. According to the HSIP grant application guidelines, a safety project needs to be at least $100,000 and a minimum of 3.5 BCR to submit an HSIP Cycle 10 application.

Taking the HSIP application into consideration, **Table 8.4** summarizes the BCR analysis for the safety project. The safety projects are categorized by countermeasure ID and are prioritized by BCR. The City may use the list from **Table 8.4** to determine which will be implemented based on the City's goals and funding availability.

Table 8.4: Priority Ranking of Safety Projects

CM #	Countermeasure Names	Location	CRF	Project Life (Years)	No. of Collisions	Collision Costs	Collision Benefits	Cost ($) Estimate	BCR
NS01	Install lighting	Base Line & Golondrina Drive	40%	20	3	$5,776,900	$9,243,040	$1,271	7272.26
NS07	Install pavement marking	Base Line & Golondrina Drive	25%	10	2	$2,933,900	$1,466,950	$1,638	895.57
NS18	Add left-turn lane	6th Street & Victoria Avenue	35%	20	4	$3,177,700	$4,448,780	$9,786	454.61
R32PB	Install bike lanes	Palm from 3rd Street to 5th Street	35%	20	1	$2,461,000	$3,445,400	$9,943	346.52
S02	Upgrade signal hardware	Highland Avenue & Victoria Avenue	15%	10	60	$3,882,100	$1,164,630	$6,904	168.69
S03	Improve signal operation	Victoria Avenue & 9th Street	15%	10	33	$3,824,800	$1,147,440	$7,847	146.23
S03	Improve signal operation	Victoria Avenue & Pacific Street	15%	10	27	$3,507,400	$1,052,220	$7,847	134.09
S06	Install new left-turn lane	Del Rosa Drive & 5th Street	55%	20	9	$797,100	$1,753,620	$14,883	117.83
S02	Upgrade signal hardware	Base Line & Victoria Avenue	15%	10	40	$4,302,100	$1,290,630	$13,876	93.01
S02	Upgrade signal hardware	Victoria Avenue & Pacific Street	15%	10	27	$3,507,400	$1,052,220	$12,222	86.09
NS09	Install advance beacons	Base Line & Cole Avenue	30%	10	6	$3,069,500	$1,841,700	$23,528	78.28
S02	Upgrade signal hardware	Base Line & Sterling Avenue	15%	10	59	$6,219,300	$1,865,790	$27,916	66.84
R32PB	Install bike lanes	Victoria Avenue & 9th Street	35%	20	3	$334,700	$468,580	$8,620	54.36
S02	Upgrade signal hardware	Victoria Avenue & 9th Street	15%	10	33	$3,824,800	$1,147,440	$21,641	53.02

CM #	Countermeasure Names	Location	CRF	Project Life (Years)	No. of Collisions	Collision Costs	Collision Benefits	Cost ($) Estimate	BCR
S02	Upgrade signal hardware	Del Rosa Drive & 5th Street	15%	10	24	$3,538,700	$1,061,610	$44,540	23.83
NS04	Install roundabout	Del Rosa Avenue & Pacific Street	30%	20	13	$3,401,800	$4,082,160	$407,692	10.01
NS03	Install signal	9th Street & Palm Avenue	30%	20	18	$1,014,200	$1,217,040	$271,170	4.49
NS03	Install signal	Church Street & Glenheather Drive/Love Street	30%	20	4	$135,600	$162,720	$314,204	0.52

The average BCR of HSIP 9 selected projects is 17.7. depending on the minimum reimbursement amount and BCR of HSIP Cycle 11, the City can either select the eligible individual projects or group projects as a systemic improvement, as shown in **Table 8.4**, for the HSIP funding application. The City may also determine which project to be prioritized based on available funding sources, public support, and other factors.

8.5 FUNDING SOURCES

Several state and federal grant programs offer to fund non-engineering roadway safety projects. The California Department of Transportation's (Caltrans) Active Transportation Program (ATP) encourages bicycle and pedestrian use in the state by funding programs that increase bike or pedestrian mode share or improve bicycle or pedestrian safety. Caltrans also administers the Sustainable Communities Grant Program, which awards grants to municipal projects that reduce greenhouse gas emissions and support Multi-modal transportation. The Sustainable Communities Program prioritizes projects that solicit stakeholder and community engagement and support state policies like the 2040 California Transportation Plan. The California Office of Traffic Safety awards grants for projects addressing any one or more of ten priority areas, including Driving Under the Influence, Distracted Driving, Pedestrian and Bicycle Safety, Police Enforcement, Safety Data Collection, and Marketing/Publicity Campaigns.

At the federal level, the Advanced Transportation and Congestion Management Technologies Deployment Program funds technology to promote safety and efficiency in the transportation system. The Highway Safety Improvement Program (HSIP) funds roadway improvements on any public roadway. **Table 8.5** provides a list of eligible programs and the funding sources for related to transportation safety.

Table 8.5: Transportation Safety Funding Sources Summary

Agency	Source	Eligible Programs	Areas Addressed
Federal Highway Administration (FHWA)	Highway Safety Improvement Program (HSIP)	Any work on public roads, bikeways and pedestrian paths/trails. For the most part, only engineering projects are eligible, but the FAST act permits funding for data collection by law enforcement[1,2].	Data Collection
Federal Highway Administration (FHWA)	Advanced Transportation and Congestion Management Technologies Deployment Program	Funds advanced transportation and congestion management technologies to improve safety, efficiency and performance. Examples of funded project types include advanced traveler information systems and data collection and analysis efforts[3].	Digital Enforcement; Technology Partnerships

Agency	Source	Eligible Programs	Areas Addressed
California Department of Transportation (Caltrans)	Active Transportation Program (ATP)	Local government projects that improve the safety or increase the mode share of bicycling and walking. Additional program objectives include reducing emissions and enhancing public health[4].	Bicycle and Pedestrian Education and Enforcement
California Department of Transportation (Caltrans)	Sustainable Communities Grant Program	The program awards "Competitive Grants" to local governments. These grants prioritize projects that reduce Greenhouse Gas Emissions, support multi-modal transportation, involve stakeholder/ community engagement and support related plans like the California Transportation Plan and California Complete Streets Framework[5].	Active Transportation
			Speed and Education
California Office of Traffic Safety	Office of Traffic Safety (OTS) Grants	Programs should address one of ten priority areas (six relevant ones listed to the right). Grant recipients should expect to wait up to 90 days before being reimbursed/funded and should be able to provide traffic safety data to justify funded programs[6].	Driving under the Influence of Drugs/Alcohol (DUI)
			Distracted Driving
			Ped/Bike Safety
			Police Enforcement
			Roadway Safety and Data Collection
			Social Media/Marketing

Sources:

1. *Highway Safety Improvement Program Guidelines, April 2016*
2. *Highway safety improvement program, Pub. L. No. 148, 23 US Code (2015). https://www.law.cornell.edu/uscode/text/23/148.*
3. *Advanced Transportation and Congestion Management Technologies Deployment. February 2016. https://www.fhwa.dot.gov/fastact/factsheets/advtranscongmgmtfs.cfm.*
4. *2021 Active Transportation Program Guidelines. March 25, 2020. Resolution G-20-31.*
5. *California Department of Transportation. Sustainable Transportation Planning Grant Program. December 2019.*
6. *California Office of Traffic Safety Grant Manual for Federal Fiscal Year 2020. December 2019.*

APPENDIX A – INTERSECTION AND ROADWAY SEGMENT RANKING

						Severity							Collision Type								Lighting						Ranks				
ID	Corridor Name	Corridor Bounds	B/C Ratio (x10,000)	Total Collisions	Length (ft)	Fatal	Severe Injury	Visible Injury	Complaint of Pain	PDO	Number Killed	Number Injured	Overturned	Hit Object	Not Stated	Broadside	Head-On	Rear End	Other	Sideswipe	Vehicle/ Pedestrian	Dusk - Dawn	Dark - Street Lights	Not Stated	Daylight	Dark - No Street Lights	Dark - Street Lights Not Functioning	EPDO Score	Rank Total Collisions	Rank EPDO	Col/500ft	EPDO/500ft
4	Victoria Ave	North Border to Baseline	268.14	13	5775	1	0	1	3	8	1	6	1	2	0	3	2	3	0	1	1	0	7	0	6	0	0	268.14	8	6	1.13	23.21
7	Palm Ave	North to South Border	455.4	10	10009	1	1	0	1	7	1	2	0	2	0	2	1	3	1	0	1	0	2	0	7	1	0	455.4	9	2	0.50	22.75
16	5th St	Victoria to Orange	530.34	22	13254	1	1	3	4	13	1	11	1	3	2	3	4	5	1	3	0	2	5	1	14	0	0	530.34	2	1	0.83	20.01
3	Sterling Ave	Pacific to South Border	291.79	16	7378	0	1	2	4	9	0	9	0	4	0	1	3	5	0	2	1	3	5	0	8	0	0	291.79	5	4	1.08	19.77
8	Boulder Ave	Highland to Orange	268.96	9	13121	1	0	2	2	4	1	5	2	0	0	2	0	2	0	2	1	0	3	0	5	1	0	268.96	11	5	0.34	10.25
14	9th St	West Border to Palm	316.15	20	15806	1	0	4	3	12	1	12	1	1	1	3	3	4	0	6	1	0	8	0	10	1	1	316.15	3	3	0.63	10.00
11	Base Line	West Border to Bonita	101.03	27	13765	0	0	4	2	21	0	12	0	3	0	7	2	8	0	7	0	1	13	0	13	0	0	101.03	1	7	0.98	3.67
12	Base Line	Bonita to Church	57.12	18	10048	0	0	1	3	14	0	4	0	1	0	7	2	5	1	2	0	0	5	0	13	0	0	57.12	4	9	0.90	2.84
17	Greenspot Rd	Orange to Santa Ana Canyon	61.84	16	16922	0	0	0	6	10	0	6	0	6	0	1	5	2	1	1	0	1	7	0	7	1	0	61.84	5	8	0.48	1.86
18	Webster St	Baseline to 5th	15.56	2	4623	0	0	1	0	1	0	1	0	0	0	2	0	0	0	0	0	0	0	1	1	0	0	15.56	14	14	0.22	1.68
6	Central Ave	Pacific to South Border	22.32	2	8011	0	0	1	1	0	0	3	0	0	0	0	1	0	0	1	0	0	1	0	1	0	0	22.32	14	11	0.12	1.39
2	Del Rosa Ave	Pacific to South Border	19.95	15	8074	0	0	0	0	15	0	0	1	3	1	0	1	7	0	2	0	0	5	2	5	3	0	19.95	7	12	0.93	1.24
10	Pacific St	West Border to Boulder	32.96	10	15193	0	0	1	1	8	0	2	0	2	1	0	0	7	0	0	0	0	7	0	2	1	0	32.96	9	10	0.33	1.08
13	Base Line	Church to Tuolumne	16.89	3	8409	0	0	1	0	2	0	1	0	2	0	0	0	1	0	0	0	1	1	0	1	0	0	16.89	13	13	0.18	1.00
9	Highland Ave	Valaria to Summertrail	13.41	5	7006	0	0	0	1	4	0	2	0	0	0	2	2	1	0	0	0	1	0	0	4	0	0	13.41	12	15	0.36	0.96
5	Victoria Ave	Baseline to South Border	2.66	2	5281	0	0	0	0	2	0	0	1	0	0	1	0	0	0	0	0	0	0	0	2	0	0	2.66	14	16	0.19	0.25
15	5th St	East Border to Sterling	1.33	1	5240	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	1.33	17	17	0.10	0.13
1	Tippecanoe Ave	North to South Border	0	0	4226	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	18	0.00	0.00

APPENDIX B – TRAFFIC COUNTS

City of Highland ~ Average Daily Traffic - 6th St.

Street Name	Segment		Direction	ADT	Total ADT	Date	Data Source / File
	From	To					
6th St.	Entering Cunningham	Exiting Cunningham	EB	617	1097	08/05/04	Counts Unlimited
			WB	480			
9th St	W/O Palm Ave.	Palm Ave.	EB	2604	2604	11/29/16	Counts Unlimited
			WB	0			

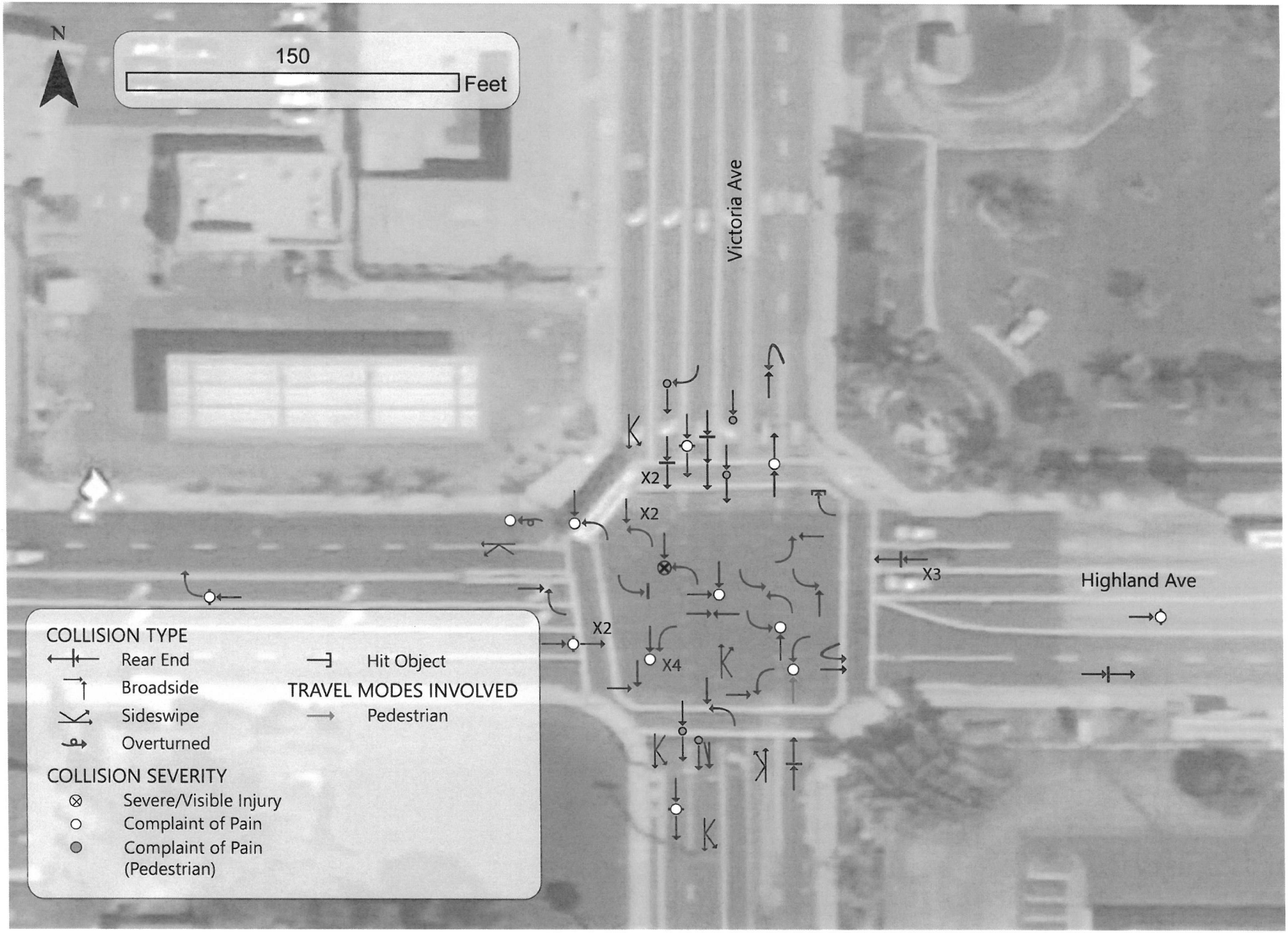
City of Highland ~ Average Daily Traffic - N/S Streets

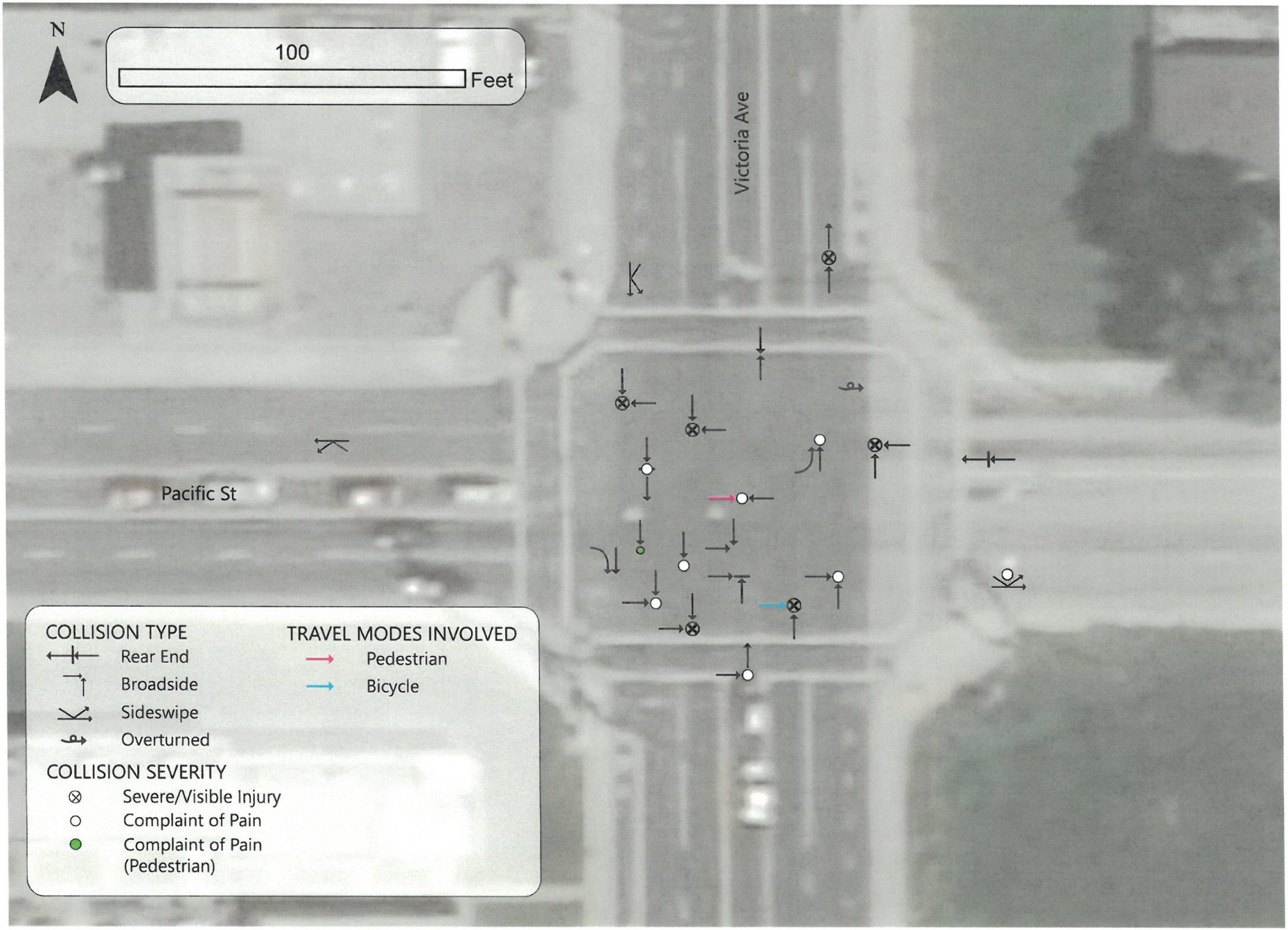
Street Name	Segment		Direction	ADT	Total ADT	Date	Data Source / File
	From	To					
Victoria Ave.	S. Side of Highland Ave.	Enter Intersection	NB	7665	**20544**	02/19/05	Counts Unlimited
	N. Side of Highland Ave.	Enter Intersection	SB	12879			
Victoria Ave.	Enter 14th St.	Exit 14th St.	NB	5914	**12163**	01/05/05	Counts Unlimited
			SB	6249			
Cunningham St.	Enter 6th St.	Exit 6th St.	NB	541	**1041**	08/05/04	Counts Unlimited
			SB	500			
Cunningham St.	The South Side of Base Line	Entering the "Tee" Intersection (N. Bnd.)	NB	580	**580**	01/21/03	Counts Unlimited
			SB	0			
Central Ave.	6th St.	Royce Ln.	NB	785	**1574**	05/11/00	Counts Unlimited
			SB	789			
Central Ave.	Cypress St.	9th St.	NB	945	**1782**	05/11/00	Counts Unlimited
			SB	837			
Alabama St.	South City Limits	3rd St.	NB	1136	**2276**	05/11/05	Counts Unlimited
			SB	1140			
Palm Ave.	0.25 Miles s/o 3rd St.	Fisher St.	NB	3496	**7264**	03/01/05	Counts Unlimited
			SB	3768			
Palm Ave.	3rd St.	5th St.	NB	4133	**7054**	05/11/05	Counts Unlimited
			SB	2921			
Palm Ave.	Fisher St.	Pacific St.	NB	4427	**8746**	03/01/05	Counts Unlimited
			SB	4319			
Palm Ave.	Foster St.	Fisher St.	NB	5180	**9715**	12/21/04	Counts Unlimited
			SB	4535			
Palm Ave.	Entering 9th St.	Entering 9th St.	NB	7063	**13048**	11/29/16	Counts Unlimited
			SB	5985			

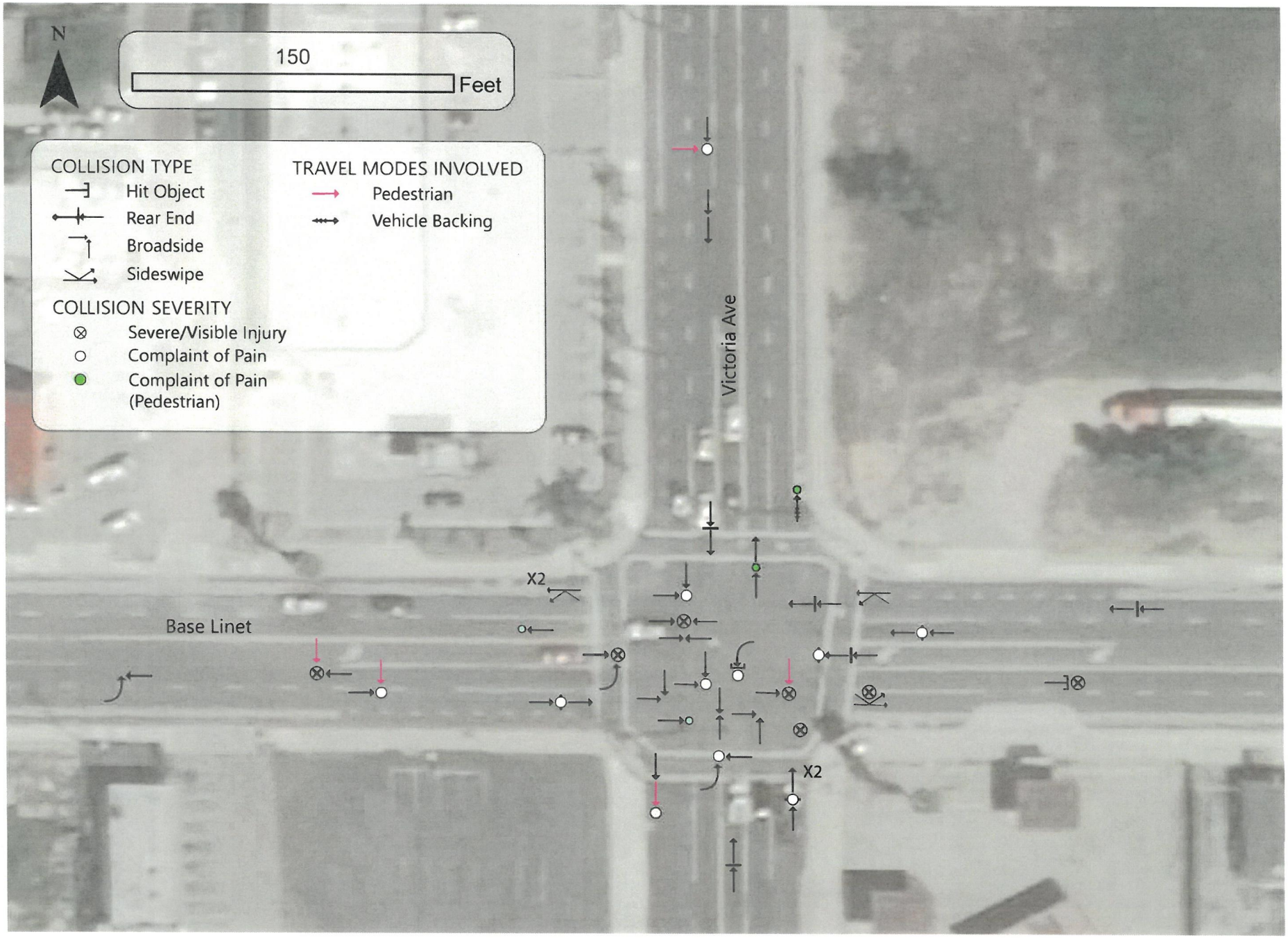
APPENDIX C – COLLISION

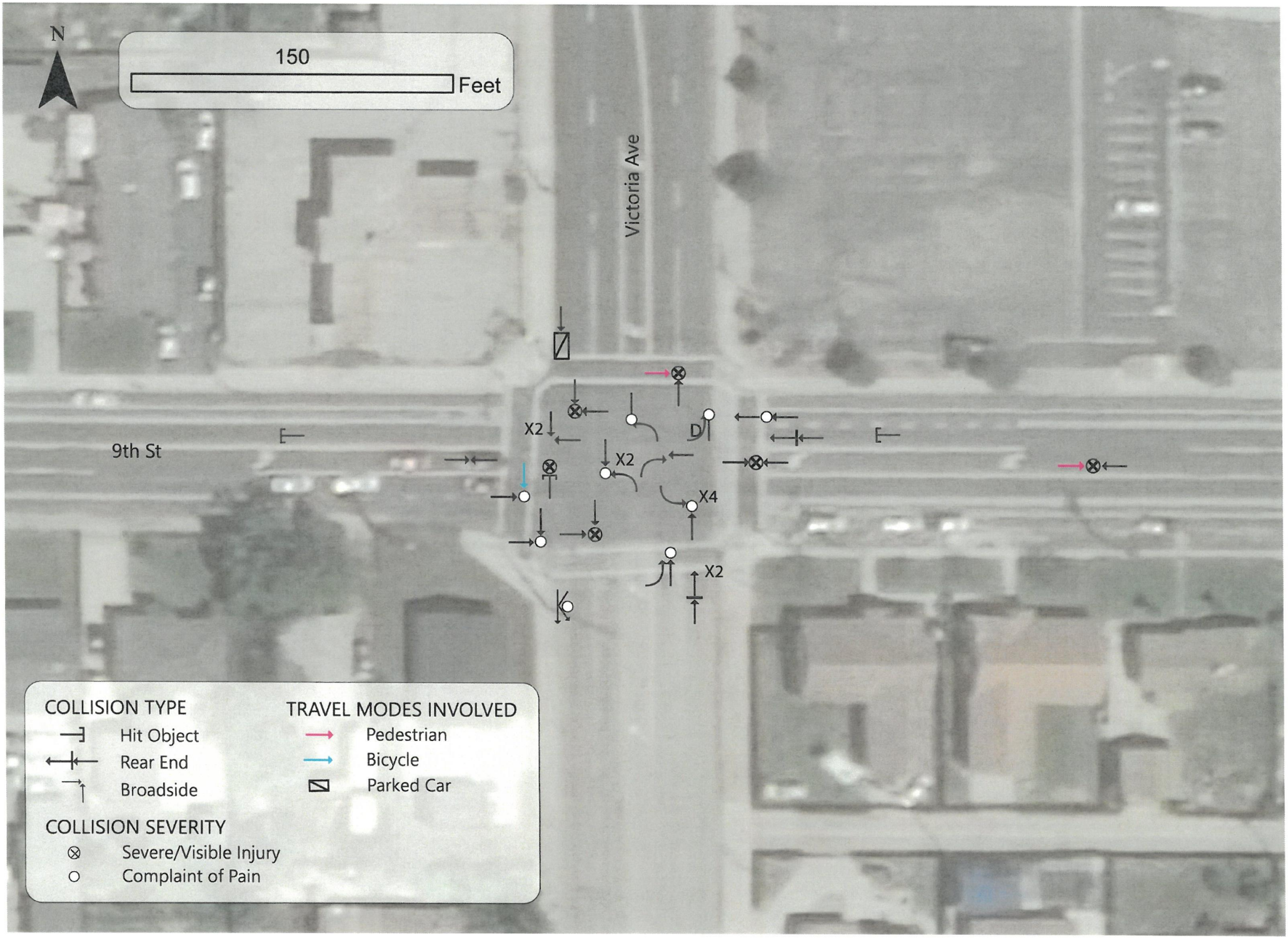
N
100
Feet
9th St
Palm Ave
COLLISION TYPE
Rear End
Broadside
Overturned
COLLISION SEVERITY
Severe/Visible Injury
Complaint of Pain
TRAVEL MODES INVOLVED
Pedestrian

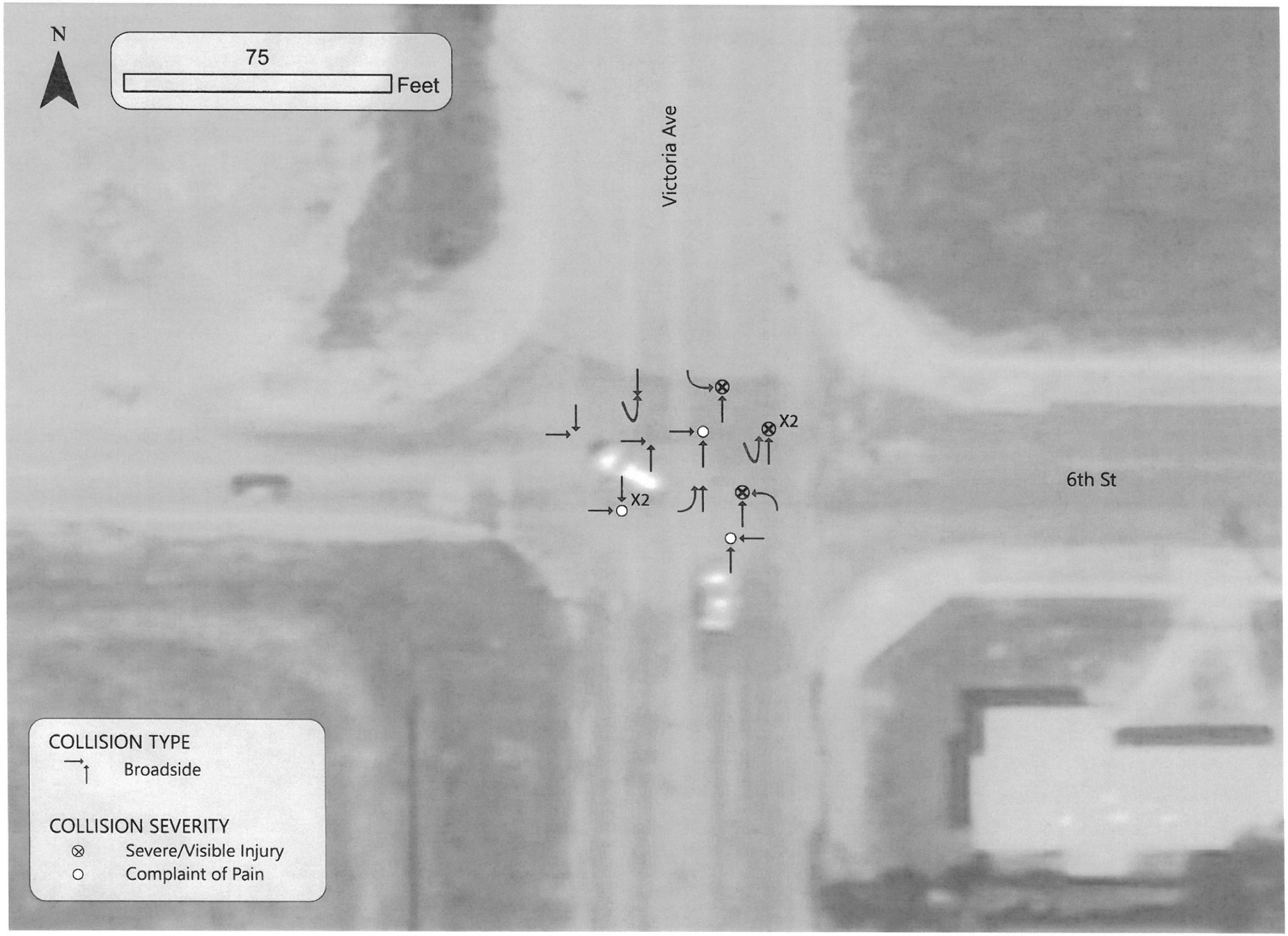
N
75
Feet
Cole Ave
Base Line
COLLISION TYPE
Rear End
Broadside
Overturned
COLLISION SEVERITY
Fatal
Complaint of Pain
Complaint of Pain (Pedestrian)
TRAVEL MODES INVOLVED
Pedestrian

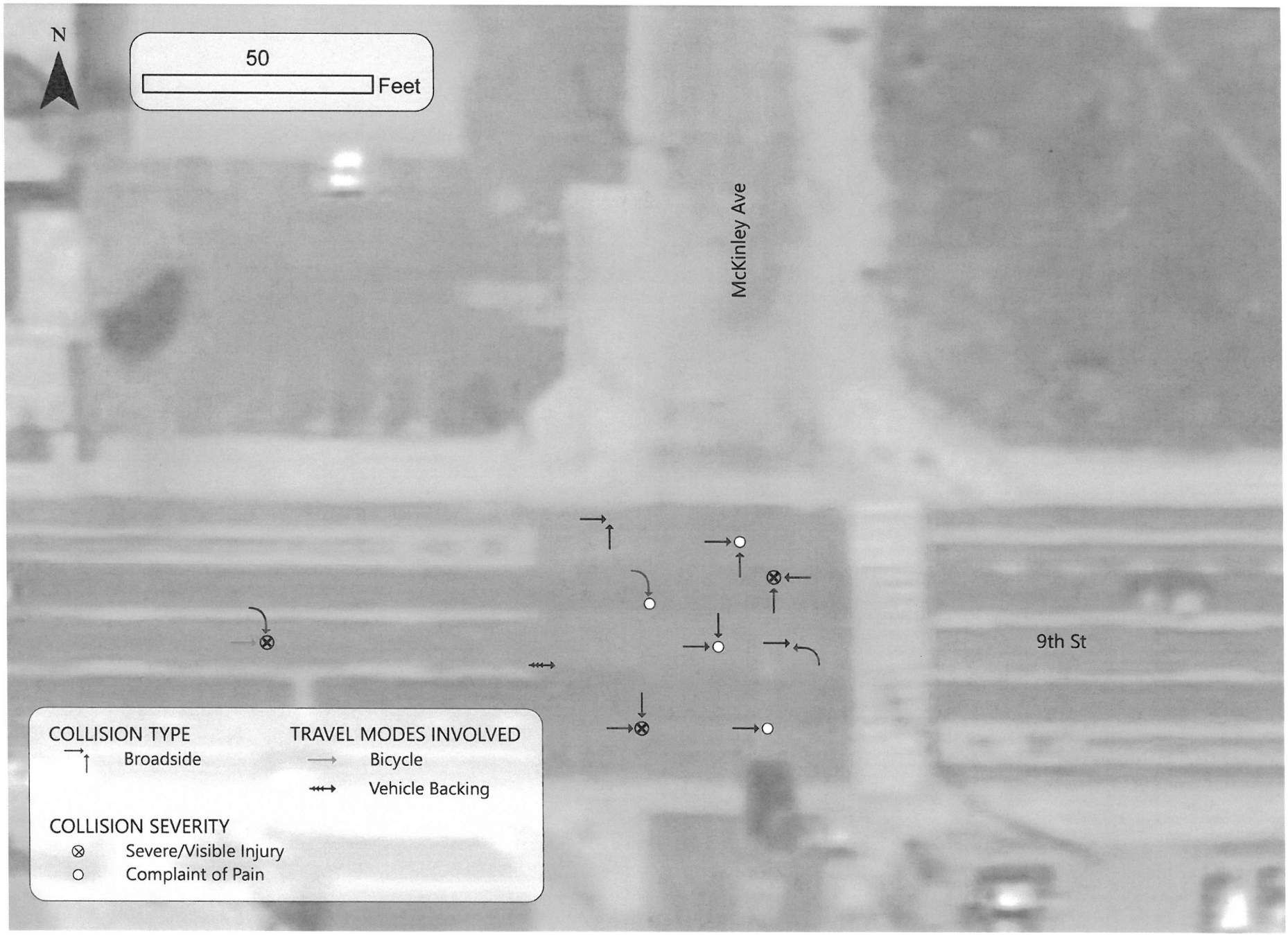

N
150
Feet
Victoria Ave
Highland Ave
X2
X2
X2
X3
X4
COLLISION TYPE
Rear End
Broadside
Sideswipe
Overturned
Hit Object
TRAVEL MODES INVOLVED
Pedestrian
COLLISION SEVERITY
Severe/Visible Injury
Complaint of Pain
Complaint of Pain (Pedestrian)

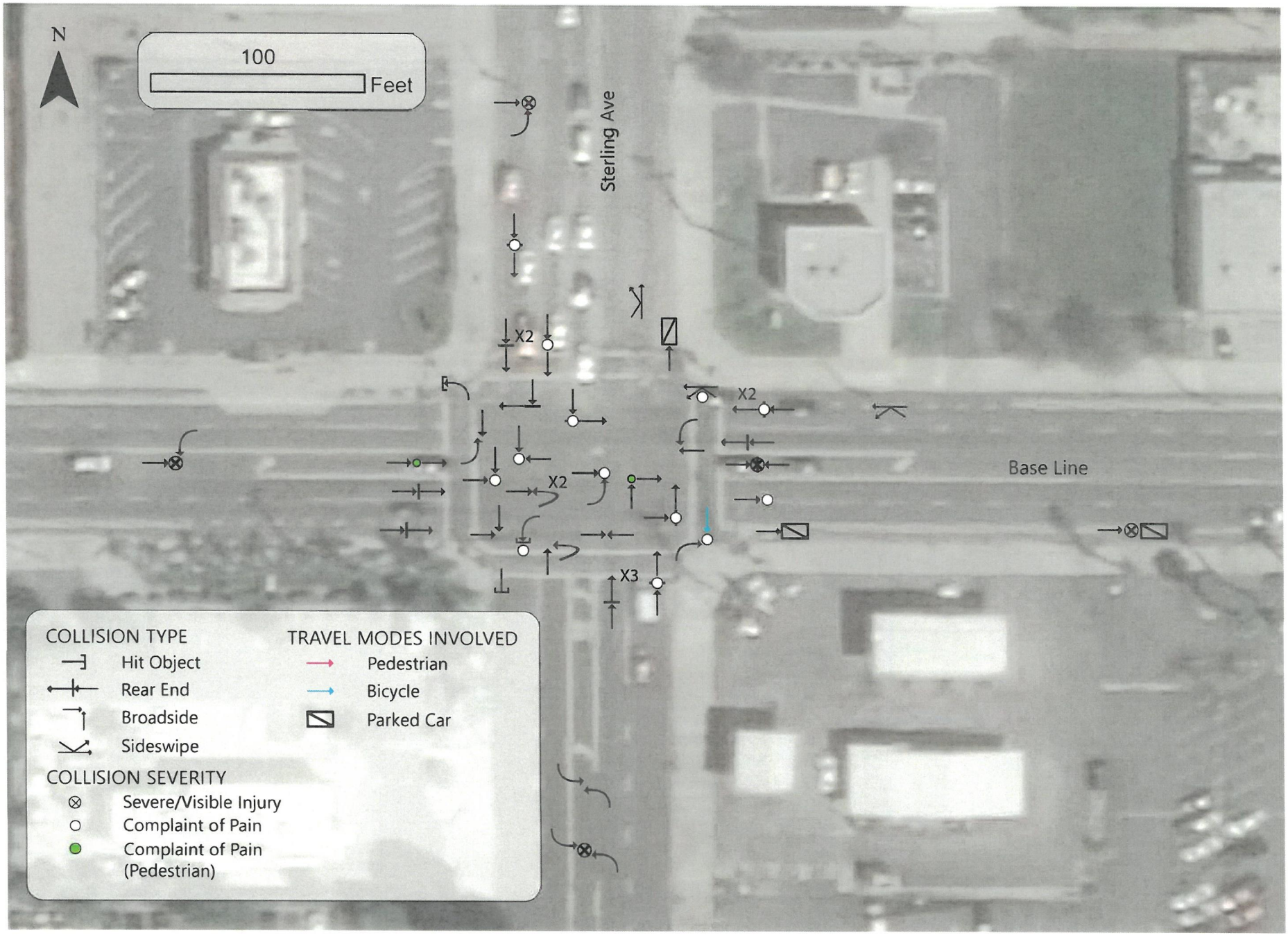

N
100
Feet
Victoria Ave
Pacific St
COLLISION TYPE
Rear End
Broadside
Sideswipe
Overturned
COLLISION SEVERITY
Severe/Visible Injury
Complaint of Pain
Complaint of Pain (Pedestrian)
TRAVEL MODES INVOLVED
Pedestrian
Bicycle

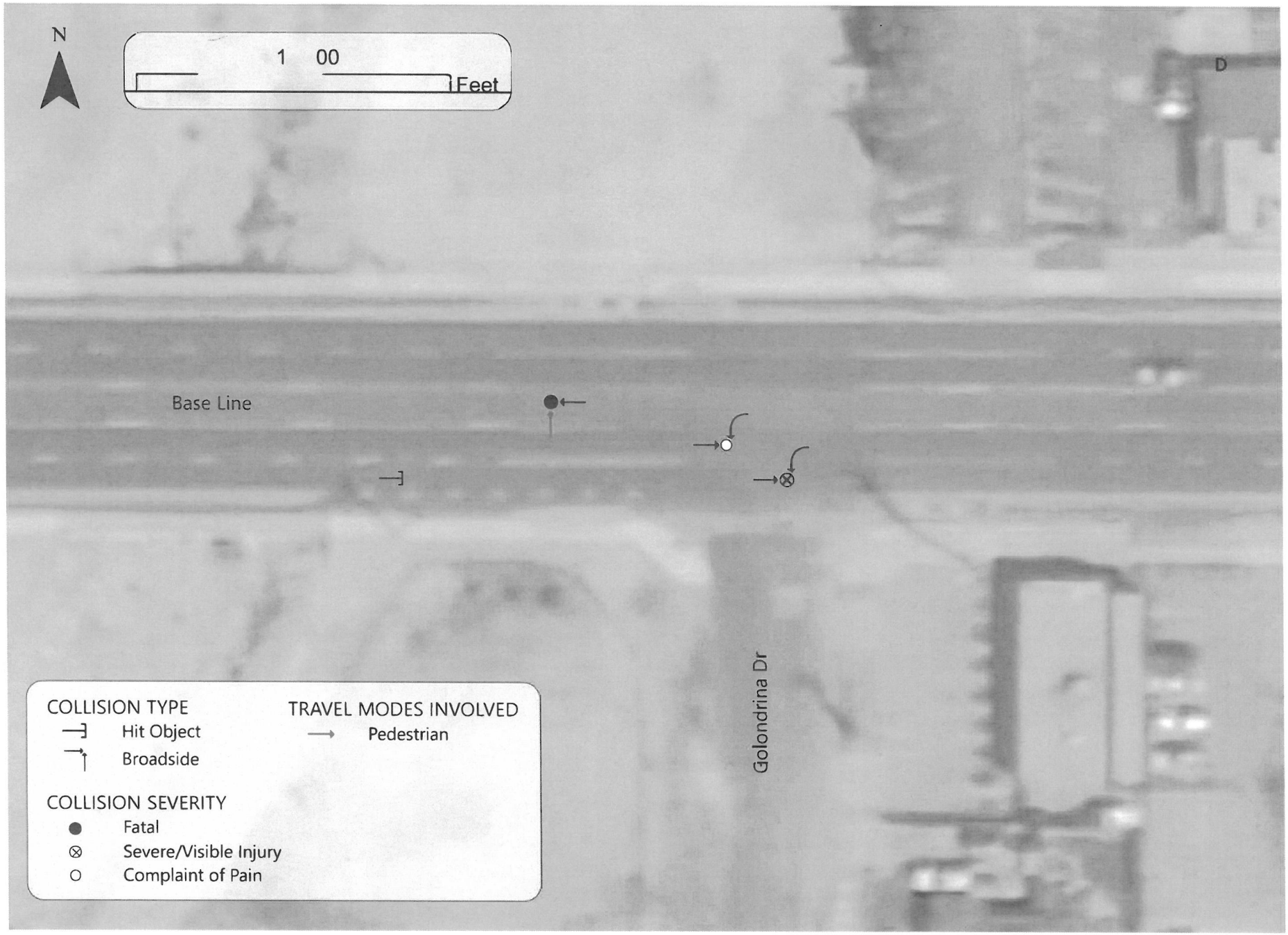

N
150
Feet
COLLISION TYPE
Hit Object
Rear End
Broadside
Sideswipe
COLLISION SEVERITY
Severe/Visible Injury
Complaint of Pain
Complaint of Pain (Pedestrian)
TRAVEL MODES INVOLVED
Pedestrian
Vehicle Backing
Victoria Ave
Base Linet
X2
X2

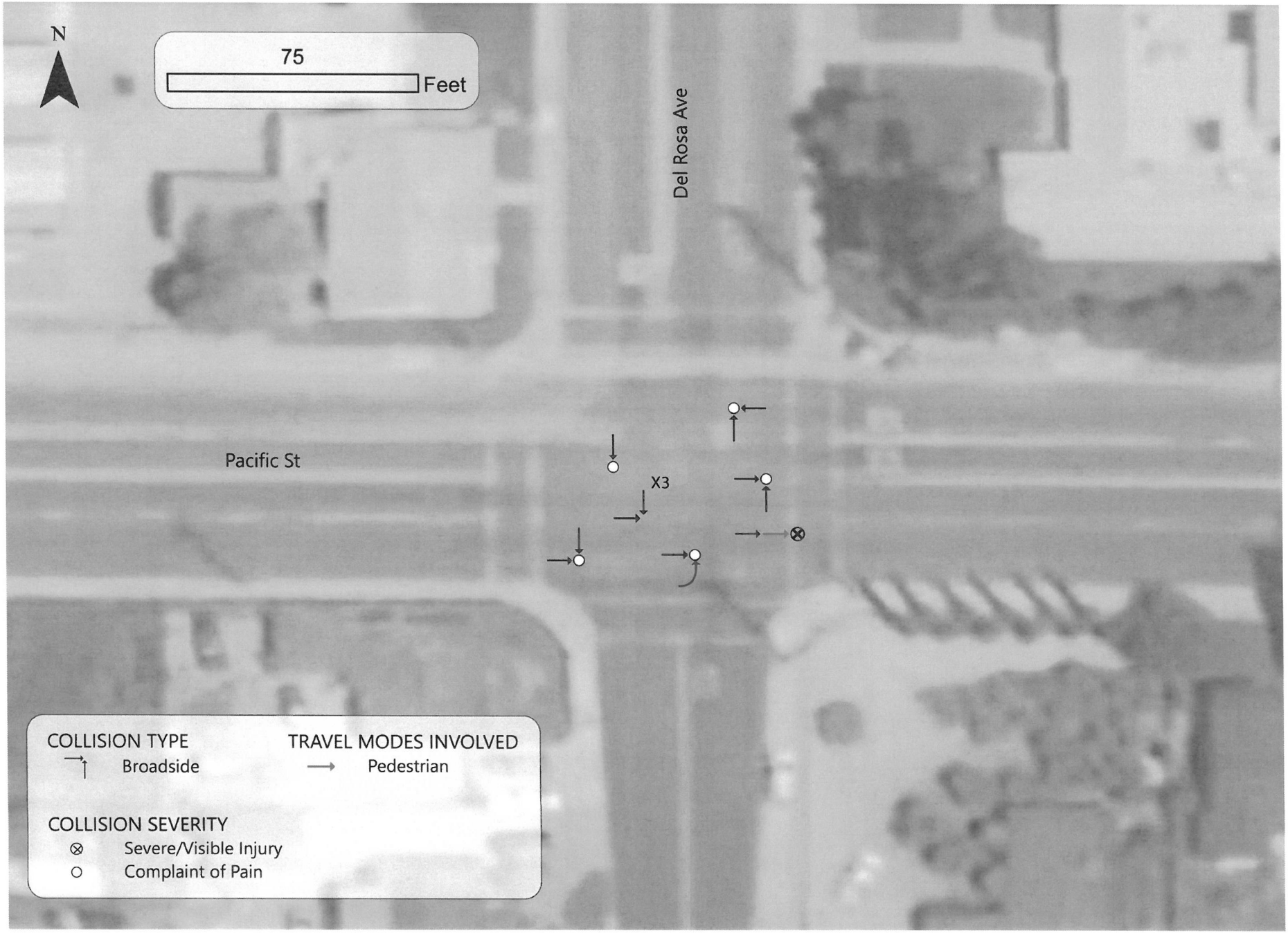

N
150
Feet
Victoria Ave
9th St
X2
X2
D
X4
X2
COLLISION TYPE
Hit Object
Rear End
Broadside
TRAVEL MODES INVOLVED
Pedestrian
Bicycle
Parked Car
COLLISION SEVERITY
Severe/Visible Injury
Complaint of Pain

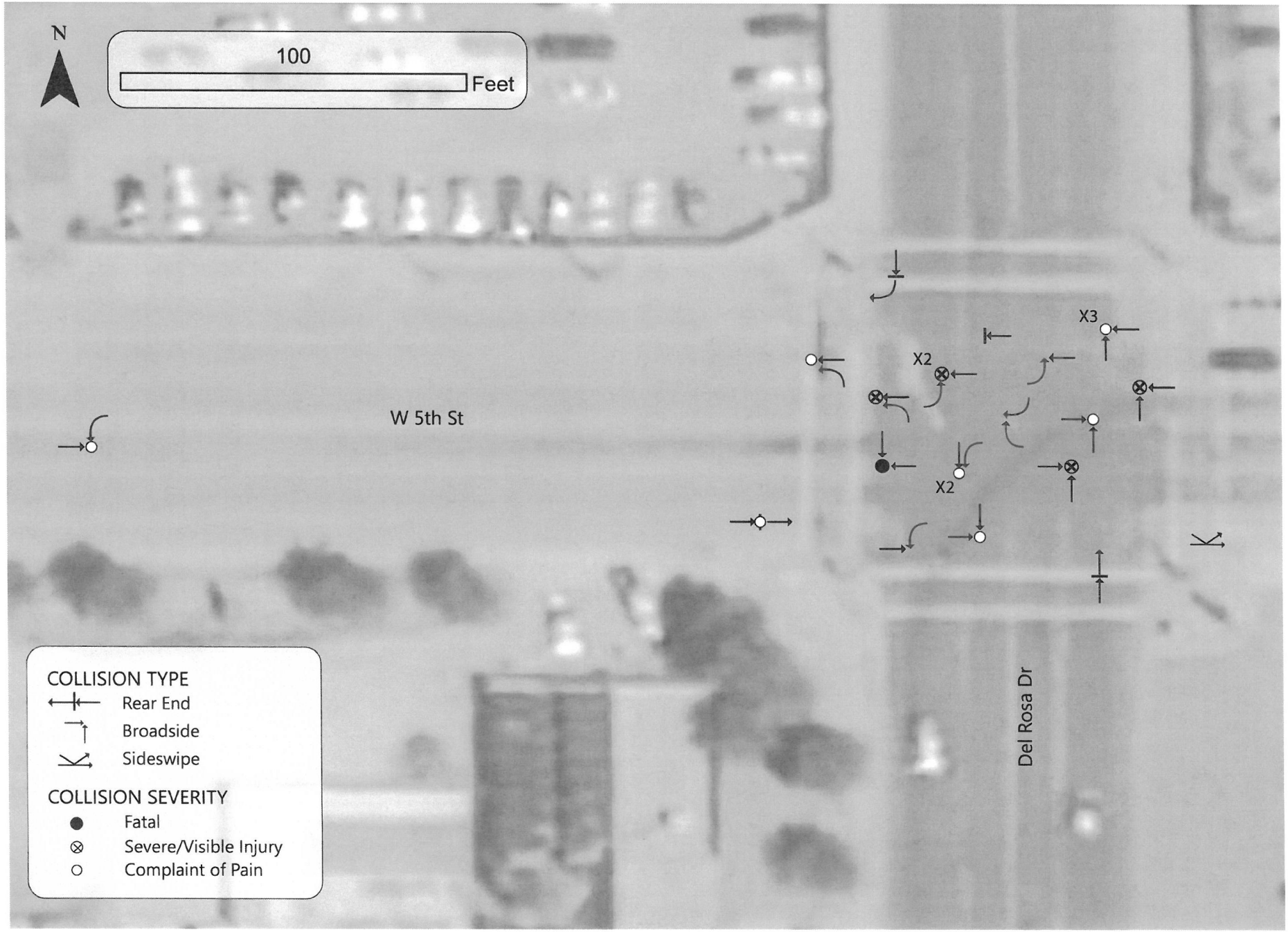

N
75
Feet
Victoria Ave
6th St
X2
X2
COLLISION TYPE
Broadside
COLLISION SEVERITY
Severe/Visible Injury
Complaint of Pain


N
50
Feet
McKinley Ave
9th St
COLLISION TYPE
Broadside
TRAVEL MODES INVOLVED
Bicycle
Vehicle Backing
COLLISION SEVERITY
Severe/Visible Injury
Complaint of Pain

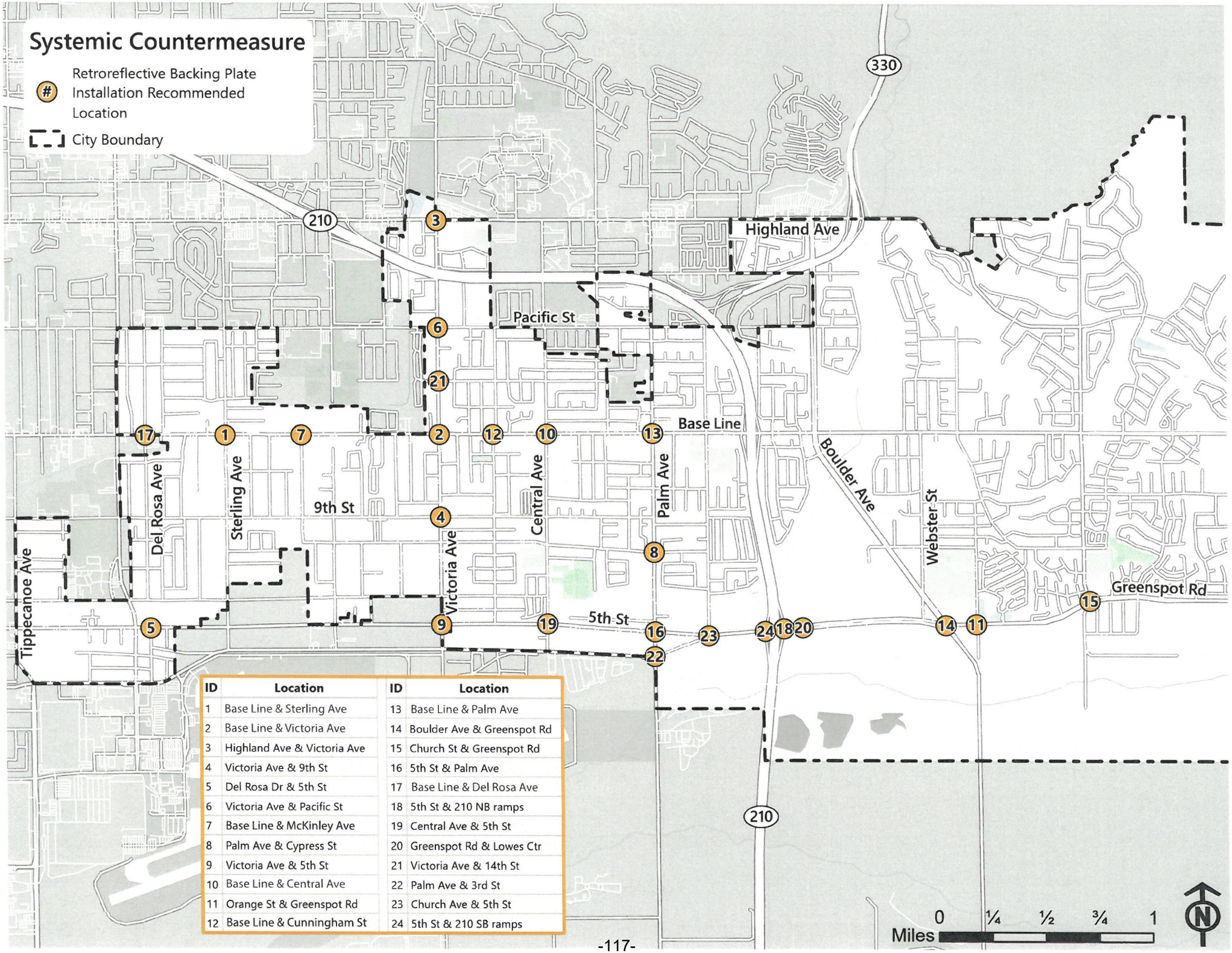

N
100
Feet
Sterling Ave
Base Line
X2
X2
X2
X3
COLLISION TYPE
Hit Object
Rear End
Broadside
Sideswipe
COLLISION SEVERITY
Severe/Visible Injury
Complaint of Pain
Complaint of Pain (Pedestrian)
TRAVEL MODES INVOLVED
Pedestrian
Bicycle
Parked Car


N
1 00
Feet
D
Base Line
Golondrina Dr
COLLISION TYPE
Hit Object
Broadside
TRAVEL MODES INVOLVED
Pedestrian
COLLISION SEVERITY
Fatal
Severe/Visible Injury
Complaint of Pain


N
75
Feet
Del Rosa Ave
Pacific St
X3
COLLISION TYPE
Broadside
TRAVEL MODES INVOLVED
Pedestrian
COLLISION SEVERITY
Severe/Visible Injury
Complaint of Pain


N
100
Feet
W 5th St
Del Rosa Dr
X3
X2
X2
COLLISION TYPE
Rear End
Broadside
Sideswipe
COLLISION SEVERITY
Fatal
Severe/Visible Injury
Complaint of Pain

APPENDIX D – SYSTEMIC COUNTERMEASURE MAP



ID	Location	ID	Location
1	Base Line & Sterling Ave	13	Base Line & Palm Ave
2	Base Line & Victoria Ave	14	Boulder Ave & Greenspot Rd
3	Highland Ave & Victoria Ave	15	Church St & Greenspot Rd
4	Victoria Ave & 9th St	16	5th St & Palm Ave
5	Del Rosa Dr & 5th St	17	Base Line & Del Rosa Ave
6	Victoria Ave & Pacific St	18	5th St & 210 NB ramps
7	Base Line & McKinley Ave	19	Central Ave & 5th St
8	Palm Ave & Cypress St	20	Greenspot Rd & Lowes Ctr
9	Victoria Ave & 5th St	21	Victoria Ave & 14th St
10	Base Line & Central Ave	22	Palm Ave & 3rd St
11	Orange St & Greenspot Rd	23	Church Ave & 5th St
12	Base Line & Cunningham St	24	5th St & 210 SB ramps

APPENDIX E – SAFETY PROJECT COST ESTIMATION

Preliminary Engineers Cost Estimate

City: Highland

Project: LRSP

Location: Base Line and Sterling Avenue

Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
	GENERAL				
	Mobilization	1	LS	$2,340	$2,340
	Traffic control	1	LS	$1,170	$1,170
				GENERAL SUBTOTAL	**$3,510**
	TRAFFIC				
	Remove vehicle head and mounting	1	EA	$300	$300
	Install 3-12" vehicle head with mounting	1	EA	$1,200	$1,200
	Remove vehicle head and mounting (NE & SW corners)	4	EA	$300	$1,200
S02	Install near-side signals (with new poles) (NE & SW corners)	2	EA	$3,650	$7,300
	Install 3-12" vehicle head with mounting (NE & SW corners)	4	EA	$1,200	$4,800
	Install retroreflective borders on backplates	20	EA	$150	$3,000
				TRAFFIC SUBTOTAL	**$17,800**
				TOTAL	**$21,310**
				15% CONTINGENCY	**$3,197**
				10% DESIGN	**$2,131**
				6% CONSTRUCTION ENGINEERING	**$1,279**
				GRAND TOTAL	**$27,916**

Preliminary Engineers Cost Estimate

City: Highland
Project: LRSP
Location: Victoria Avenue and 9th Street
Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
S02	***GENERAL***				
	Mobilization	1	LS	$1,810	$1,810
	Traffic control	1	LS	$910	$910
				GENERAL SUBTOTAL	**$2,720**
	TRAFFIC				
	Remove vehicle head and mounting	8	EA	$300	$2,400
	Install 3-12" vehicle head with mounting	8	EA	$1,200	$9,600
	Install retroreflective borders on backplates	12	EA	$150	$1,800
				TRAFFIC SUBTOTAL	**$13,800**
				TOTAL	**$16,520**
				15% CONTINGENCY	**$2,478**
				10% DESIGN	**$1,652**
				6% CONSTRUCTION ENGINEERING	**$991**
				GRAND TOTAL	**$21,641**
S03	***GENERAL***				
	Mobilization	1	LS	$660	$660
	Traffic control	1	LS	$330	$330
				GENERAL SUBTOTAL	**$990**
	TRAFFIC				
	Increase length of red clearance interval	1	LS	$5,000	$5,000
				TRAFFIC SUBTOTAL	**$5,000**
				TOTAL	**$5,990**
				15% CONTINGENCY	**$899**
				10% DESIGN	**$599**
				6% CONSTRUCTION ENGINEERING	**$359**
				GRAND TOTAL	**$7,847**
R32PB	***GENERAL***				
	Mobilization	1	LS	$750	$750
	Traffic control	1	LS	$380	$380
				GENERAL SUBTOTAL	**$1,130**
	SIGNING AND STRIPING				
	Remove existing striping	255	LF	$1	$2,480
	Install Class II bike lane	224	LF	$7	$1,568
	Install pavement markings	3	EA	$500	$1,500
	Install lane line	84	LF	$2	$168
				TRAFFIC SUBTOTAL	**$5,716**
				TOTAL	**$6,846**
				15% CONTINGENCY	**$1,027**
				10% DESIGN	**$685**
				6% CONSTRUCTION ENGINEERING	**$411**
				GRAND TOTAL	**$8,968**
CUSTOM	***GENERAL***				
	Mobilization	1	LS	$720	$720
	Traffic control	1	LS	$360	$360
				GENERAL SUBTOTAL	**$1,080**
	TRAFFIC				
	Remove 3-12" vehicle head with mounting	2	EA	$300	$600
	Install 4-12" vehicle head with mounting with one flashing yellow arrow	2	EA	$1,650	$3,300
	Install flashing yellow sign on mast arm	2	EA	$800	$1,600
				TRAFFIC SUBTOTAL	**$5,500**
				TOTAL	**$6,580**
				15% CONTINGENCY	**$987**
				10% DESIGN	**$658**
				6% CONSTRUCTION ENGINEERING	**$395**
				GRAND TOTAL	**$8,620**

Preliminary Engineers Cost Estimate

City: Highland

Project: LRSP

Location: Highland Avenue and Victoria Avenue

Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
S02	***GENERAL***				
	Mobilization	1	LS	$580	$580
	Traffic control	1	LS	$290	$290
				GENERAL SUBTOTAL	**$870**
	TRAFFIC				
	Furnish and install 3-12" near side vehicle head and	1	EA	$1,200	$1,200
	Install retroreflective borders on backplates- 3-	12	EA	$150	$1,800
	Install retroreflective borders on backplates- 5-	7	EA	$200	$1,400
				TRAFFIC SUBTOTAL	**$4,400**
				TOTAL	**$5,270**
				15% CONTINGENCY	**$791**
				10% DESIGN	**$527**
				6% CONSTRUCTION ENGINEERING	**$316**
				GRAND TOTAL	**$6,904**

Preliminary Engineers Cost Estimate

City: Highland
Project: LRSP
Location: Del Rosa Drive and Victoria Avenue
Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
S02	***GENERAL***				
	Mobilization	1	LS	$3,730	$3,730
	Traffic control	1	LS	$1,870	$1,870
				GENERAL SUBTOTAL	**$5,600**
	TRAFFIC				
	Install near-side signals (with new poles)	4	EA	$3,650	$14,600
	Remove vehicle head and mounting	8	EA	$300	$2,400
	Install 3-12" vehicle head with mounting	8	EA	$1,200	$9,600
	Install retroreflective borders on backplates	12	EA	$150	$1,800
				TRAFFIC SUBTOTAL	**$28,400**
				TOTAL	**$34,000**
				15% CONTINGENCY	**$5,100**
				10% DESIGN	**$3,400**
				6% CONSTRUCTION ENGINEERING	**$2,040**
				GRAND TOTAL	**$44,540**
S06	***GENERAL***				
	Mobilization	1	LS	$1,250	$1,250
	Traffic control	1	LS	$625	$625
				GENERAL SUBTOTAL	**$1,875**
	SIGNING AND STRIPING				
	Remove existing striping	2,190	LF	$1	$2,190
	Install stripe	2,648	LF	$2	$5,296
	Install pavement markings	4	EA	$500	$2,000
				TRAFFIC SUBTOTAL	**$9,486**
				TOTAL	**$11,361**
				15% CONTINGENCY	**$1,704**
				10% DESIGN	**$1,136**
				6% CONSTRUCTION ENGINEERING	**$682**
				GRAND TOTAL	**$14,883**

Preliminary Engineers Cost Estimate

City: Highland

Project: LRSP

Location: Victoria Avenue and Pacific Street

Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
S02	***GENERAL***				
	Mobilization	1	LS	$1,020	$1,020
	Traffic control	1	LS	$510	$510
				GENERAL SUBTOTAL	**$1,530**
	TRAFFIC				
	Furnish and install 3-12" vehicle head and mounting	4	EA	$1,200	$4,800
	Install retroreflective borders on backplates	20	EA	$150	$3,000
				TRAFFIC SUBTOTAL	**$7,800**
				TOTAL	**$9,330**
				15% CONTINGENCY	**$1,400**
				10% DESIGN	**$933**
				6% CONSTRUCTION ENGINEERING	**$560**
				GRAND TOTAL	**$12,222**
S03	***GENERAL***				
	Mobilization	1	LS	$660	$660
	Traffic control	1	LS	$330	$330
				GENERAL SUBTOTAL	**$990**
	TRAFFIC				
	Increase length of red clearance interval	1	LS	$5,000	$5,000
				TRAFFIC SUBTOTAL	**$5,000**
				TOTAL	**$5,990**
				15% CONTINGENCY	**$899**
				10% DESIGN	**$599**
				6% CONSTRUCTION ENGINEERING	**$359**
				GRAND TOTAL	**$7,847**

Preliminary Engineers Cost Estimate

City: Highland

Project: LRSP

Location: Base Line and Golonrina Drive

Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
NS01	***GENERAL***				
	Mobilization	1	LS	$110	$110
	Traffic control	1	LS	$60	$60
				GENERAL SUBTOTAL	**$170**
	TRAFFIC				
	Add lighting on utility pole at NE corner	1	EA	$800	$800
				TRAFFIC SUBTOTAL	**$800**
				TOTAL	**$970**
				15% CONTINGENCY	**$146**
				10% DESIGN	**$97**
				6% CONSTRUCTION ENGINEERING	**$58**
				GRAND TOTAL	**$1,271**
NS07	***GENERAL***				
	Mobilization	1	LS	$140	$140
	Traffic control	1	LS	$70	$70
				GENERAL SUBTOTAL	**$210**
	SIGNING AND STRIPING				
	Remove existing striping	220	LF	$1	$220
	Install stripe	160	LF	$2	$320
	Install pavement markings	1	EA	$500	$500
				TRAFFIC SUBTOTAL	**$1,040**
				TOTAL	**$1,250**
				15% CONTINGENCY	**$188**
				10% DESIGN	**$125**
				6% CONSTRUCTION ENGINEERING	**$75**
				GRAND TOTAL	**$1,638**

Preliminary Engineers Cost Estimate

City: Highland

Project: LRSP

Location: 6th Street and Victoria Avenue

Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
NS18	***GENERAL***				
	Mobilization	1	LS	$820	$820
	Traffic control	1	LS	$410	$410
				GENERAL SUBTOTAL	**$1,230**
	SIGNING AND STRIPING				
	Remove existing striping	1616	LF	$1	$1,616
	Install stripe	1812	LF	$2	$3,624
	Install pavement markings	2	EA	$500	$1,000
				TRAFFIC SUBTOTAL	**$6,240**
				TOTAL	**$7,470**
				15% CONTINGENCY	**$1,121**
				10% DESIGN	**$747**
				6% CONSTRUCTION ENGINEERING	**$448**
				GRAND TOTAL	**$9,786**

Preliminary Engineers Cost Estimate

City: Highland

Project: LRSP

Location: Del Rosa Avenue and Pacific Street

Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
	GENERAL				
	Mobilization	1	LS	$30,130	$30,130
	Traffic control	1	LS	$15,070	$15,070
				GENERAL SUBTOTAL	**$45,200**
	CIVIL IMPROVEMENT-ROUNDABOUT				
	Unclassified Excavation	25	CY	$75	$1,875
	Grind 2.5" AC Pavement		SF	$2	$0
	Overlay 1.5" ACP on ex. Surface or leveling course as needed		TN	$84	$0
	Remove existing curb and gutter	730	LF	$11	$8,030
	Construct 4" PCC sidewalk	4385	SF	$8	$35,080
	Contruct 6" curb & gutter	775	LF	$40	$31,000
NS04	Contruct 6" PCC curb over 6" CMB		LF	$31	$0
	Contruct PCC mountable curb	3455	SF	$31	$107,105
	Construct 6" Stamped concrete w/ rebar		SF	$11	$0
	Construct ADA Curb Ramp	12	EA	$4,400	$52,800
	Install inner circle landscaping	805	SF	$25	$20,125
	6" Infill crushed misc base over ex subgrade		CY	$55	$0
	S&S	1	LS	$10,000	$10,000
				TRAFFIC SUBTOTAL	**$266,015**
				TOTAL	**$311,215**
				15% CONTINGENCY	**$46,682**
				10% DESIGN	**$31,122**
				6% CONSTRUCTION ENGINEERING	**$18,673**
				GRAND TOTAL	**$407,692**

Preliminary Engineers Cost Estimate

City: Highland

Project: LRSP

Location: Base Line and Cole Avenue

Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
NS09	***GENERAL***				
	Mobilization	1	LS	$1,970	$1,970
	Traffic control	1	LS	$990	$990
				GENERAL SUBTOTAL	**$2,960**
	TRAFFIC				
	Install flashing beacon	2	EA	$7,500	$15,000
				SIGNING AND STRIPING SUBTOTAL	**$15,000**
				TOTAL	**$17,960**
				15% CONTINGENCY	**$2,694**
				10% DESIGN	**$1,796**
				6% CONSTRUCTION ENGINEERING	**$1,078**
				GRAND TOTAL	**$23,528**
CUSTOM	***GENERAL***				
	Mobilization	1	LS	$140	$140
	Traffic control	1	LS	$70	$70
				GENERAL SUBTOTAL	**$210**
	TRAFFIC				
	Add Yield markings	2	EA	$500	$1,000
				SIGNING AND STRIPING SUBTOTAL	**$1,000**
				TOTAL	**$1,210**
				15% CONTINGENCY	**$182**
				10% DESIGN	**$121**
				6% CONSTRUCTION ENGINEERING	**$73**
				GRAND TOTAL	**$1,585**

Preliminary Engineers Cost Estimate

City: Highland

Project: LRSP

Location: 9th Street and Palm Avenue

Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
	GENERAL				
	Mobilization	1	LS	$22,700	$22,700
	Traffic control	1	LS	$11,350	$11,350
				GENERAL SUBTOTAL	**$34,050**
	TRAFFIC SIGNAL-NEW SIGNAL AT T-INTERSECTION				
	Furnish and install new controller cabinet	1	LS	$15,000	$15,000
	Furnish and install new controller	1	EA	$3,500	$3,500
	Furnish and install new 3" conduit	500	LF	$50	$25,000
	Furnish and install Type 1-A Pole	3	EA	$2,700	$8,100
	Furnish and install Type 19 pole	3	EA	$15,000	$45,000
	Furnish and install pullboxes	10	EA	$1,000	$10,000
NS03	Furnish and install pedestrian push button	4	EA	$250	$1,000
	Furnish and install vehicle head with retro-reflective tape on b	10	EA	$1,200	$12,000
	Furnish and install countdown ped head	4	EA	$1,500	$6,000
	Furnish and install luminaire on mast arm	3	EA	$2,250	$6,750
	Furnish and install IISNS	3	EA	$1,200	$3,600
	Video Detection	1	LS	$22,000	$22,000
	Signal Service	1	LS	$15,000	$15,000
				LIGHTING SUBTOTAL	**$172,950**
				TOTAL	**$207,000**
				15% CONTINGENCY	**$31,050**
				10% DESIGN	**$20,700**
				6% CONSTRUCTION ENGINEERING	**$12,420**
				GRAND TOTAL	**$271,170**

Preliminary Engineers Cost Estimate

City: Highland

Project: LRSP

Location: Base Line and Victoria Avenue

Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
	GENERAL				
	Mobilization	1	LS	$1,160	$1,160
	Traffic control	1	LS	$582	$582
				GENERAL SUBTOTAL	**$1,742**
	TRAFFIC				
	Install near-side signals (with new pole)	1	EA	$3,650	$3,650
	Remove PV head	2	EA	$300	$600
S02	Install Pedestrian countdown head	1	EA	$1,600	$1,600
	Install retroreflective borders on backplates	20	EA	$150	$3,000
				SIGNING AND STRIPING SUBTOTAL	**$8,850**
				TOTAL	**$10,592**
				15% CONTINGENCY	**$1,589**
				10% DESIGN	**$1,059**
				6% CONSTRUCTION ENGINEERING	**$636**
				GRAND TOTAL	**$13,876**

Preliminary Engineers Cost Estimate

City: Highland
Project: LRSP
Location: Church Street and Glenheather Drive/Love Street
Date: 9/9/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
	GENERAL				
	Mobilization	1	LS	$15,000	$15,000
	Traffic control	1	LS	$11,350	$11,350
				GENERAL SUBTOTAL	**$26,350**
	TRAFFIC SIGNAL - NEW SIGNAL				
	Furnish and install Type 332 cabinet complete with new controller	1	LS	$30,000	$30,000
	Furnish and install new 3" conduit	500	LF	$50	$25,000
	Furnish and install Type 1-A standard & foundation complete	4	EA	$3,650	$14,600
	Furnish and install Type 19 standard & foundation complete	4	EA	$15,000	$60,000
	Furnish and install pullboxes	9	EA	$1,000	$9,000
	Furnish and install pedestrian push button	8	EA	$850	$6,800
NS03	Furnish and install vehicle head with retro-reflective tape on backplates	8	EA	$1,300	$10,400
	Furnish and install countdown ped head	4	EA	$800	$3,200
	Furnish and install luminaire on mast arm	4	EA	$2,000	$8,000
	Furnish and install IISNS	2	EA	$3,000	$6,000
	Video Detection	1	LS	$27,500	$27,500
	Signal Service	1	LS	$13,000	$13,000
				TRAFFIC SIGNAL SUBTOTAL	**$213,500**
				TOTAL	**$239,850**
				15% CONTINGENCY	**$35,978**
				10% DESIGN	**$23,985**
				6% CONSTRUCTION ENGINEERING	**$14,391**
				GRAND TOTAL	**$314,204**

Preliminary Engineers Cost Estimate

City: Highland
Project: LRSP
Location: Palm from North to South Border
Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
	GENERAL				
	Mobilization	1	LS	$830	$830
	Traffic control	1	LS	$420	$420
				GENERAL SUBTOTAL	**$1,250**
	SIGNING AND STRIPING				
	Install Class II bike lane	500	LF	$7	$3,500
	Install Lane Line	420	LF	$2	$840
R32PB	Install R3-17	1	EA	$500	$500
	Install Type 6 arrow and pavement marking	3	EA	$500	$1,500
				TRAFFIC SUBTOTAL	**$6,340**
				TOTAL	**$7,590**
				15% CONTINGENCY	**$1,139**
				10% DESIGN	**$759**
				6% CONSTRUCTION ENGINEERING	**$455**
				GRAND TOTAL	**$9,943**

Preliminary Engineers Cost Estimate

City: Highland
Project: LRSP
Location: A3. All Signlaized Intersections
Date: 7/26/2022

COUNTER MEASURE	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
	GENERAL				
	Mobilization	1	LS	$7,860	$7,860
	Traffic control	1	LS	$3,930	$3,930
				GENERAL SUBTOTAL	**$11,790**
	TRAFFIC				
	Base Line and Sterling Avenue	20	EA	$150	$3,000
	Base Line and Victoria Avenue	20	EA	$150	$3,000
	Highland Avenue and Victoria Avenue	12	EA	$150	$1,800
		7	EA	$200	$1,400
	Victoria Avenue and 9th Street	12	EA	$150	$1,800
	Del Rosa Drive and 5th Street	12	EA	$150	$1,800
	Victoria Avenue and Pacific Street	20	EA	$150	$3,000
	Base Line and McKinley Avenue	10	EA	$150	$1,500
	Palm Avenue and Cypress Avenue	14	EA	$150	$2,100
	Victoria Avenue and 5th Street	12	EA	$150	$1,800
	Base Line and Central Avenue	14	EA	$150	$2,100
	Greenspot Road and Orange Street	14	EA	$150	$2,100
	Base Line and Cunningham Street/Olive Street	18	EA	$150	$2,700
	Base Line and Palm Avenue	16	EA	$150	$2,400
S02	Boulder Avenue and Greenspot Road	19	EA	$150	$2,850
	Church Street and Greenspot Road	15	EA	$150	$2,250
	Palm avenue and 5th Street	20	EA	$150	$3,000
	Base Line and Del Rosa Avenue	8	EA	$150	$1,200
		4	EA	$200	$800
	5th Street and 210 NB Ramps	11	EA	$150	$1,650
	Central Avenue and 5th Street	13	EA	$150	$1,950
	Greenspot Road and Lowes Center	18	EA	$150	$2,700
		2	EA	$200	$400
	Victoria Avenue and 14th Street	18	EA	$150	$2,700
	Palm Avenue and 3rd Street	20	EA	$150	$3,000
	Church Avenue and 5th Street	12	EA	$150	$1,800
	5th Street and 210 SB Ramps	10	EA	$150	$1,500
	Base Line and Del Rosa Drive	16	EA	$150	$2,400
				TRAFFIC SUBTOTAL	**$58,700**
				TOTAL	**$70,490**
				15% CONTINGENCY	**$10,574**
				10% DESIGN	**$7,049**
				6% CONSTRUCTION ENGINEERING	**$4,229**
				GRAND TOTAL	**$92,342**

APPENDIX F – COLLISION REDUCTION BENEFITS TABLE

Highland LRSP

List of Safety Projects (Locations)

#	Location	Location Type	No.	Countermeasure	Work Description	Collision Type	CRF	Project Life (years)	HSIP Max Share	Number of Preventable Collisions	Total Collision Costs	Benefit	Cost ($)	Benefit/Cost Ratio	HSIP Amount	Local Amount
11	Base Line & Golondrina Drive	Non-signalized intersection	NS01	Add intersection lighting	Add lighting on utility pole at northeast corner of intersection	Night	40%	20	90%	3	$5,776,900	$9,243,040	$1,271	7272.26	$1,143.90	$127
10	Base Line & Golondrina Drive	Non-signalized intersection	NS07	Install pavement markings	Mark left-turn lane with left-turn arrow in EB and WB direction (two-way left-turn lane exists, but no pavement markings).	All	25%	10	90%	2	$2,933,900	$1,466,950	$1,638	895.57	$1,474.20	$164
12	6th Street & Victoria Avenue	Non-signalized intersection	NS18	Add left-turn lane	Add dedicated left-turn lane in northbound and southbound directions.	All	35%	20	90%	4	$3,177,700	$4,448,780	$9,786	454.61	$8,807.40	$979
S2	Palm from North to South Border	Roadway Segment	R32PB	Install bike lanes	Add NB bike lane from NB (south) approach to 3rd Street to 5th Street (WB approach)	P&B	35%	20	90%	1	$2,461,000	$3,445,400	$9,943	346.52	$8,948.70	$994
5	Highland Avenue & Victoria Avenue	Signalized intersection	S02	Upgrade signal hardware	Add nearside signal to southeast corner (facing south). Add retroreflective backing plates.	All	15%	10	90%	60	$3,882,100	$1,164,630	$6,904	168.69	$6,213.60	$690
3	Victoria Avenue & 9th Street	Signalized intersection	S03	Modify traffic signal timing	Increase length of red clearance interval.	All	15%	10	50%	33	$3,824,800	$1,147,440	$7,847	146.23	$3,923.50	$3,924
8	Victoria Avenue & Pacific Street	Signalized intersection	S03	Modify traffic signal timing	Increase length of red clearance interval.	All	15%	10	50%	27	$3,507,400	$1,052,220	$7,847	134.09	$3,923.50	$3,924
7	Del Rosa Drive & 5th Street	Signalized intersection	S06	Install new left-turn lane	Install left-turn lane in all directions (do not install left-turn phasing).	All	55%	20	90%	9	$797,100	$1,753,620	$14,883	117.83	$13,394.70	$1,488
16	Base Line and Victoria Avenue	Signalized intersection	S02	Upgrade signal hardware	Replace signal pole PV head in southwest corner and add second pole with near-side signal at same corner. Add retroreflective backing plates.	All	15%	10	90%	40	$4,302,100	$1,290,630	$13,876	93.01	$12,488.40	$1,388
9	Victoria Avenue & Pacific Street	Signalized intersection	S02	Upgrade signal hardware	Add nearside signals in all directions. Add retroreflective backing plates.	All	15%	10	90%	27	$3,507,400	$1,052,220	$12,222	86.09	$10,999.80	$1,222
14	Base Line & Cole Avenue	Non-signalized intersection	NS09	Install advance beacons	Add LED enhanced warning signs or advance beacons in advance of intersection	All	30%	10	90%	6	$3,069,500	$1,841,700	$23,528	78.28	$21,175.20	$2,353
1	Base Line & Sterling Avenue	Signalized intersection	S02	Upgrade signal hardware	Upgrade existing 8" bulbs to 12" bulbs. Replace poles and PV heads in southwest and northeast corners, add new pole and near-side signal at same corners. Add retroreflective backing plates.	All	15%	10	90%	59	$6,219,300	$1,865,790	$27,916	66.84	$25,124.40	$2,792
4	Victoria Avenue & 9th Street	Signalized intersection	R32PB	Install bike lanes	Add bike lanes on Victoria Avenue at the south approach to the intersection only.	P&B	35%	20	90%	3	$334,700	$468,580	$8,620	54.36	$7,758.00	$862
2	Victoria Avenue & 9th Street	Signalized intersection	S02	Upgrade signal hardware	Upgrade existing 8" bulbs to 12" bulbs. Add retroreflective backing plates.	All	15%	10	90%	33	$3,824,800	$1,147,440	$21,641	53.02	$19,476.90	$2,164
6	Del Rosa Drive & 5th Street	Signalized intersection	S02	Upgrade signal hardware	Add near-side signals (install new poles) for all directions. Upgrade 8" bulbs to 12" bulbs. Add retroreflective backing plates.	All	15%	10	90%	24	$3,538,700	$1,061,610	$44,540	23.83	$40,086.00	$4,454
13	Del Rosa Avenue & Pacific Street	Non-signalized intersection	NS04	Install roundabout	Convert intersection into roundabout (from all-way stop)	All	30%	20	90%	13	$3,401,800	$4,082,160	$407,692	10.01	$366,922.80	$40,769
15	9th Street & Palm Avenue	Non-signalized intersection	NS03	Install signal	Install signal at this intersection (need signal warrant)	All	30%	20	90%	18	$1,014,200	$1,217,040	$271,170	4.49	$244,053.00	$27,117
17	Church Street and Glenheather Dr/Love St	Non-signalized intersection	NS03	Install signal	Install signal at this intersection (need signal warrant)	All	30%	20	90%	4	$135,600	$162,720	$314,204	0.52	$282,783.60	$31,420

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 2022

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Angela Tafolla, Assistant Planner

SUBJECT: Municipal Code Amendment (MCA-21-001): Amending Title 16, Chapter 16.06 Definitions, Chapter 16.24 Employment District, Chapter 16.44 Specific Development Standards, and Tables 16.20.030.A Uses Permitted within Commercial Districts; and 16.52.030.A Off-Street Automobile Parking Space requirements of the Highland Municipal Code to prevent the over concentration of service stations and proactively address the state's efforts related to zero-emission vehicles

LOCATION: City-Wide

RECOMMENDATION: The Planning Commission recommends the City Council:

1. Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the County Clerk of the Board, and;

2. Introduce and conduct first reading of Ordinance No. _____ to amend Title 16, Chapter 16.06 Definitions, Chapter 16.24 Employment District, Chapter 16.44 Specific Development Standards, and Tables 16.20.030.A Uses Permitted within Commercial Districts; and 16.52.030.A Off-Street Automobile Parking Space requirements of the Highland Municipal Code to prevent the over concentration of service stations and proactively address the state's efforts related to zero-emission vehicles.

Approved _____	Motion _____	Second _____	Agenda Item No. 10
Denied _____	Ayes _____		
	Noes _____		File No. _____
Continue _____	Abstain _____		
	Absent _____		

B Hughes
City Clerk

City Manager

FISCAL IMPACT: The proposed Municipal Code Amendment is a City-initiated project. Costs associated with this amendment are unknown at this time and include Staff and City Attorney time, public notices, meetings, and other administrative functions.

ENVIRONMENTAL REVIEW: The City Council finds that the adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to the General Rule (14 C.C.R. Section 1506(b)(3)) of the CEQA Guidelines, which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. This action will establish standards to avoid the overconcentration of fueling stations and certain negative impacts associated with their operation. Staff will file a Notice of Exemption with the County Clerk of the Board once the City Council has made a determination. No further environmental review is required.

PUBLIC NOTICE: The Agenda was posted at the City's three (3) designated posting locations as required by Resolution and on the City's Website. A display ad was published in the Sun Newspaper on Friday, September 30, 2022.

PUBLIC COMMENT: Staff has not received any public comments in response to the project notice at the time of preparing this staff report.

PREVIOUS ACTION: The Planning Commission conducted a Public Hearing regarding this matter on September 6, 2022. The Planning Commission reviewed the draft Ordinance as reviewed by the City Attorney, and recommends the City Council approve the Municipal Code Amendment (Attachment 1 – Planning Commission Resolution)

BACKGROUND: In August of 2021 the City Council gave staff direction to review and analyze short and long-term impacts on commercial and residential land use composition caused by the potential inundation of service stations in the city and the State's efforts related to zero-emission vehicles.

The City Council adopted Interim Ordinance No. 449 establishing a Service Station moratorium and later adopted Ordinance No's. 450 and 454 approving extensions that will have a final expiration date of August 23, 2023. During the moratorium staff has continued entitlement processing for service station projects which had undergone the "Pre-Application" process prior to the moratorium adoption and continued to process applications that had already formally filed a Conditional Use Permit or Design Review entitlement applications..

PROJECT REVIEW/ANALYSIS: The intent of this Code Amendment is to safeguard the character of established development and ensure public health and safety by

providing regulations that include expanded development standards distance requirements between service stations (Attachment 3 -Highland Gas Station 250' Buffer Map) and provisions for electric vehicle charging stations (EVCS). The proposed amendments will modify Chapter 16 (Land Use and Development) and will include minor edits to clarify certain sections of the code and restructuring to ensure consistency throughout the document. Proposed amendments include Section 16.44.200 (Specific Use Development Standards), Section 16.20.030.A (Uses Permitted Within Commercial Districts), Section 16.24.030.A (Uses Permitted Within Employment District), Section 16.52.030.A (Off-Street Automobile Parking Space Requirements) and Section 16.40.480 (Video Monitoring Systems). In addition, one (1) existing term will be deleted, and one (1) term added to Chapter 16.06 (Definitions) for the amended regulations. The proposed amendments include:

- Change in the name of the land use from "service stations" to "vehicle fueling stations"
- Update zoning use tables
- Clarifying intent and applicability of fueling stations
- Additional development standards to improve visual appearance
- Minimum Separation/Distance specification of 250' to reduce and avoid over concentration
- Increase the number of Electrical Vehicle Charging Stations (EVHS) required
- Minor cleanup items in Table 16.21.030(A) related to change from Development Review (DR) to Staff Review (SR).

On September 6, 2022, the Planning Commission recommended the City Council approved the draft Ordinance with modifications, as outlined within the Planning Commission minutes from the meeting (Attachment 2 – Planning Commission Meeting Minutes), and summarized below:

- Include additional canopy standards for increased massing, height limitations and lighting standards;
- Clarify that self-service car washes are permitted separately as it relates to fueling stations activities;
- Incorporate queuing standards to ensure electrical vehicle parking spaces are not blocked in by gasoline fueling customers;
- Prohibit electrical vehicle charging station spaces to be counted towards minimum parking requirements;
- If vacated stations are restored all structures and exterior finishes shall be restored;
- Include clarification for where driveways are located for new stand alone stations so that it does not negatively affect fueling stations located in new commercial centers; and,
- Address land use covenants on title from the Certified Unified Program Agencies (CUPA) to be addressed.

In addition to the above modifications, the Planning Commission recommends the City Council consider conducting a market study to evaluate electrical vehicle (EV) projections and include the following information:

- Current and future electrical vehicle charging needs;
- At home charging statistics; and,
- Forecasting to consider the next 10 years of charging needs.

The full text of the proposed Ordinance has been included for the City Council's reference as Attachment 4.

Attachments:

1. Planning Commission Resolution No. 22 – 024
2. Planning Commission Meeting Minutes – September 6, 2022
3. Highland Gas Station Buffer 250' Radius Map
4. Ordinance No. _____

Attachment 1

Planning Commission Resolution No. 22-024

RESOLUTION NO. 2022 – 024

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ENVIRONMENTAL EXEMPTION AND DIRECT STAFF TO FILE A NOTICE OF EXEMPTION WITH THE COUNTY CLERK OF THE BOARD AND ADOPT AN ORDINANCE AMENDING THE HIGHLAND MUNICIPAL CODE LAND USE AND DEVELOPMENT TITLE 16, CHAPTER 16.06.010 AMENDING DEFINITIONS FOR SERVICE STATIONS, CHAPTER 16.20.030.A UPDATING THE COMMERICAL DISTRICTS USES TABLE, CHAPTER 16.24.030.A UPDATING THE EMPLOYMENT DISTRICTS USES TABLE, CHAPTER, CHAPTER 16.44.200 UPDATING EXISTING SPECIFIC USE DEVELOPMENT STANDARDS FOR SERVICE STATIONS, CHAPTER 16.52.030.A UPDATING PARKING SPACE REQUIRMENTS AND CHAPTER 16.40.480 UPDATING VIDEO MONITORING SYSTEMS (MUNICIPAL CODE AMENDMENT MCA 21-001)

A. RECITALS

1. The City of Highland Planning Commission held a public hearing at the Highland City Hall Council Chambers in Highland, California, on September 6, 2022 at 6:00 p.m. Notice of said public hearing having been duly given as required by law, and in accordance with the provisions of the Highland Municipal Code, to hear and consider evidence for and against said Land Use and Development Code Amendments and Notice of Exemption, and investigate and make findings and recommendations in connection therewith.

2. On September 6, 2022, the Planning Commission of the City of Highland, conducted a Public Hearing on the subject Project and concluded the Hearing on that date.

3. All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the Planning Commission of the City of Highland as follows:

1. The Planning Commission finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.

2. Based upon substantial evidence presented to the Planning Commission during the September 6, 2022, Public Hearing, including public testimony and written and oral Staff Reports, the Planning Commission finds as follows:

a. All necessary Public Meetings and opportunities for public testimony and comment have been conducted in compliance with State Law and the Municipal Code of the City of Highland.

3. The Planning Commission hereby adopts the Notice of Exemption which is attached hereto and incorporated herein by reference.

4. The Planning Commission hereby instructs City staff to file a Notice of exemption with the Clerk of the Board of the Supervisors of the County of San Bernardino, pursuant to the Public Resources Code and State CEQA Guidelines.

5. Notice of Exemption:

   a. The Notice of Exemption was prepared for the proposed project Pursuant to the General Rule (14 C.C.R. Section 1506(b)(3)) of the CEQA Guidelines, which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

6. Municipal Code Amendment Findings (MCA 21-001):

   a. That the proposed amendment to the Land Use and Development Code Chapters 16.06, 16.20, 16.24, 16.40, 16.44 and 16.52 regarding vehicle fueling stations is consistent with the Goals, Objectives, Policies, and Programs of the General Plan, and is necessary and desirable to implement the provisions of the General Plan.

      Response: The amended regulations establishing distance requirements and electrical vehicle charging stations (EVCS) requirements will support the quality of life for residents living and working in or near the Commercial and Employment Zoning Districts by avoiding over concentration of vehicle fueling stations in these areas. The modifications will be consistent with the goals, objectives, policies, and programs of the City of Highland General Plan.

   b. That the proposed changes to Title 16 (Land Use and Development) will not adversely affect the public health, safety, and welfare or result in an illogical land use pattern.

      Response: The regulatory changes to the Service Station portion of the Highland Municipal Code will not adversely affect the public health, safety, and general welfare of the public. The addition of updated development standards will promote the development of alternative fuel transportation-related activities and control the

proliferation of service stations there by ensuring a good balance of land uses along major corridors in the City.

c. That the proposed changes to the Land Use and Development Code, as set forth herein, are consistent with the purpose and intent of the remainder of said Land Use and Development Code not under consideration.

Response: The proposed Amendment will help mitigate negative impacts associated with service stations on their surrounding environment by modernizing guidelines, regulations, and standards for current and future service station development. The Amendment will meet the intent of the Land Use and Development Chapter by reducing or eliminating hazards to the public resulting from potentially unsuitable locations, use or design of Service Stations. Furthermore, the Amendments contained in this ordinance would modify the City's Land Use and Development Code by codifying regulations on new, unentitled gas station uses.

d. The potential environmental impacts of the proposed change of zone or revision are insignificant or there are overriding considerations which outweigh the potential impacts.

Response: The adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to the General Rule (14 C.C.R. Section 1506(b)(3)) of the CEQA Guidelines, which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. This Ordinance involves the Amendment of multiple code sections that will benefit residents and developers by providing additional opportunities for businesses, providing limitations by the proposed guidelines and regulation, and support the public health, safety, and welfare of the community. There is no possibility that the Ordinance may have a significant effect on the environment since it only considers land use and development Code provisions to improve the safety and related to new service stations. Additionally, this Amendment is not proposing development of a project.

7. Based on the Findings and Conclusions set forth above, the Planning Commission recommends the City Council; adopt a Notice of Exemption and direct Staff to file a Notice of Exemption with the County Clerk of the board; introduce an Ordinance to amend Regulations Code and portions of the Land Use and Development Code (MCA 21-001) including Chapters 16.06, 16.20, 16.24, 16.40, 16.44 and 16.52 regarding Service Stations are attached hereto and incorporated by reference as Exhibit A.

C. ADOPTION OF RESOLUTION.

The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 6th day of September 2022.

ATTEST:

Randall Hamerly, Chairman
Planning Commission

Lawrence A. Mainez,
Community Development Director

EXHIBIT "A"

ADMINISTRATIVE DRAFT

ORDINANCE NO. ___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA AMENDING TITLE 16 (LAND USE AND DEVELOPMENT) OF THE HIGHLAND MUNICIPAL CODE PERTAINING TO VEHICLE FUELING STATIONS AND MAKING A FINDING OF EXEMPTION UNDER CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 21-001)

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES ORDAIN AS FOLLOWS:

SECTION 1. Findings and Intent.

WHEREAS, on August 24, 2021, the Highland City Council adopted Ordinance No. 449 establishing a moratorium on the approval of land use entitlements for new fueling service stations or the expansion of the number of fueling pumps at existing stations. In compliance with Government Code section 65858, the City Council subsequently extended the moratorium for two more years pursuant to Ordinance Nos. 450 and 454 to allow staff sufficient time to study and analyze the issue and draft a permanent ordinance regulating vehicle fueling stations;

WHEREAS, The City of Highland Planning Commission and City Council have determined Title 16 of the Highland Municipal Code contains sections that have outdated guidelines, definitions, regulations and standards relating to Service Stations;

WHEREAS, a re-evaluation of the existing Service Station regulations and the implementation of a separation requirements will prevent future proliferation of Service Stations within Commercial and Employment Districts;

WHEREAS, an update to the Service Station Section of the Highland Municipal Code endeavors to address state efforts related to promoting zero-emission vehicles;

WHEREAS, the City Council has found and determined as follows:

1. That the proposed changes to the Development Code, as set forth herein, are consistent with the goals, objectives, policies, and programs of the City of Highland General Plan, and are necessary and desirable to implement the provisions of the General Plan.

The amended regulations establishing distance requirements and electrical vehicle charging stations (EVCS) requirements will support the quality of life for residents living and working in or near the Commercial and Employment Zoning

Districts by avoiding over concentration of vehicle fueling stations in these areas. The modifications will be consistent with the goals, objectives, policies, and programs of the City of Highland General Plan.

2. That the proposed changes to the Land Use and Development Code, as forth herein, will not adversely affect the public health, safety, and general welfare or result in an illogical land use pattern.

The regulatory changes to the Service Station portion of the Highland Municipal Code will not adversely affect the public health, safety, and general welfare of the public. The addition of updated development standards will promote the development of alternative fuel transportation-related activities and control the proliferation of service stations there by ensuring a good balance of land uses along major corridors in the City.

3. That the proposed changes to the Land Use and Development Code, as set forth herein, are consistent with the purpose and intent of the remainder of said Land Use and Development Code not under consideration.

The proposed Amendment will help mitigate negative impacts associated with service stations on their surrounding environment by modernizing guidelines, regulations, and standards for current and future service station development. The Amendment will meet the intent of the Land Use and Development Chapter by reducing or eliminating hazards to the public resulting from potentially unsuitable locations, use or design of Service Stations. Furthermore, the Amendments contained in this ordinance would modify the City's Land Use and Development Code by codifying regulations on new, unentitled gas station uses.

SECTION 2. Section 16.06.010 "A Definitions" of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to delete the following definition:

~~"Automobile service station" or "gasoline service station" means a retail place of business engaged in supplying goods and services essential to the normal operation of automobiles, whose primary use is the dispensing of automotive fuel and motor oil~~."

SECTION 3. Section 16.06.220 "V Definitions" of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to include the following definition:

"Vehicle fueling station" means activities including, but not necessarily limited to, a retail place of business engaged in supplying goods and services essential to the normal operation of motor and electrical vehicles, whose primary use is the dispensing of gasoline and alternative fuel for automobiles, light trucks, heavy trucks, recreational vehicles (RV) and semi-trucks."

SECTION 4. Section 16.44.200, Service Stations, of Chapter 16.44, Specific Use Development Standards, of Title 16, Land Use and Development Standards, of the Highland Municipal Code is hereby amended in its entirety to read as follows with additions shown in underlined text and deletions shown in strikethrough text:

"~~Service~~ **Vehicle fueling** stations."

"A. ~~Intent. This section is intended to ensure that service fueling stations do not result in adverse impacts on adjacent land uses, especially residential uses.~~ **A. The purpose of this chapter is to regulate vehicle fueling station development to ensure that the design and operation of such uses effectively mitigate traffic, congestion, excessive pavement and lighting, litter, hazardous materials, and noise.** ~~The traffic, glare, and~~ Uses associated with ~~service~~ **vehicle fueling** stations, particularly those which are open 24 hours per day, may be incompatible with adjacent land uses. To protect the health, safety, and general welfare of the city and its residents, these special regulations shall be imposed on the development and operations of ~~service~~ **vehicle fueling** stations.

B. Applicability. All ~~service~~ **vehicle fueling** stations shall comply with the provisions of this section in addition to the property development standards and the permit procedures for the district in which they are to be located. The provisions of this section and this title, as applicable, shall apply to all new ~~service~~ **vehicle fueling** stations and to all existing ~~service~~ **vehicle fueling** stations at such a time as those existing stations may come before the city for an expansion of 25 percent or greater in floor area, or a remodeling, or any other development that would cost more than 50 percent of the value of the improvements on the parcel at the time of remodeling, excluding land value."

C. Minimum Development Standards.

1. Vehicle fueling stations shall be separated by a minimum of two-hundred fifty (250' 0") feet. Separation distance shall be measured in a straight line from the middle of the vehicle fueling canopies of said vehicle fueling stations.

2. Minimum Street Frontage. Each parcel shall have a minimum street frontage of 100 feet on each abutting street.

~~2.~~ 3. Setbacks. No building or structure, except canopies as provided below, shall be located within 30 feet of any right-of-way line, or within 20 feet of any interior parcel line.

~~3.~~ 4. Gasoline Pumps. Gasoline pumps shall be located no closer than 20 feet from any property line.

~~4.~~ **5.** Canopies. ~~Canopies shall be located no closer than 10 feet from any property line.~~

a. Canopies shall be located no closer than 10 feet from any property line.

b. Pronounced massing shall be applied to canopy support posts with materials that are consistent with the architectural treatment of the principal building façade.

~~5.~~ **6.** Walls. ~~Service~~ **Vehicle fueling** stations shall be separated from adjacent property which is zoned or used for residential purposes by a decorative masonry wall of not less than six feet in height, as approved by the planning commission. Materials, textures, colors, and design of all walls shall be compatible with on-site development and adjacent properties. No wall higher than three feet in height shall be constructed within five feet of a driveway entrance or vehicle access way which opens onto a street or alley. Walls shall be constructed so as to ensure a clear cross view of pedestrians on the sidewalk, alley, or elsewhere by motorists entering or exiting the parcel.

~~6.~~ **7.** Paving. The site shall be entirely paved, except for buildings and landscaping. **Decorative stamped concrete or pavers shall be installed at each driveway.**

~~7.~~ **8.** Landscaping. The ~~service~~ **vehicle fueling** station site shall be landscaped pursuant to the following standards:

a. A minimum of 15 percent of the site shall be landscaped including a planting strip at least five feet wide along all interior parcel lines, nondriveway street frontages, and adjacent to buildings. Planters shall be surrounded by masonry or concrete curbs and so arranged as to preclude motor vehicles from driving across the sidewalk at locations other than access driveways. Permanent opaque ~~landscaping or~~ berming **or a decorative masonry garden** wall shall be provided and maintained **along all street frontages and front side yards** in the planters at a height of not less than three feet above the average adjacent **interior** grade.

b. A minimum of 150 square feet landscaped area shall be provided at the intersection of two property lines at a street corner.

~~8.~~ **9.** Access and Circulation. No more than one driveway with a maximum width of 35 feet shall be permitted on any one street frontage and shall be located as follows:

a. Driveways shall be located no closer than 50 feet from a street intersection, 15 feet from a residential property line or alley, and shall not interfere with the

movement and safety of vehicular and pedestrian traffic. Locations of all driveways shall be subject to the approval of the city engineer.

~~b. All lubrication bays and wash racks shall be located within a fully enclosed building. Access to the service bays and wash racks shall not be located within 50 feet of a residentially zoned property, and shall be oriented away from public rights-of-way.~~

~~9.~~ **10.** Air and Water. Each ~~service~~ **vehicle fueling** station shall provide air and water to customers at a convenient location during hours when gasoline is dispensed.

~~10.~~ **11.** Restrooms. Each ~~service~~ **vehicle fueling** station shall provide a ~~men's and women's~~ public restroom which is accessible to the general public and physically disabled during all hours the ~~service~~ **vehicle fueling** station is open to the public. ~~Restrooms shall be attached to a structure on site with entrances or signage clearly visible from the gasoline service area or cashier station, and concealed from view of adjacent properties by planters or decorative screening and shall be maintained on a regular basis.~~

~~11. Telephones. At least one public telephone shall be provided at each service station in a location that is easily visible from public rights-of-way.~~

12. A minimum of one (1) DC Fast Charger ('Level 3' or fastest on the market) electrical vehicle charging station (EVCS) shall be provided for every eight (8) gas/diesel fuel pumps. For stations with seven or fewer pumps, one (1) DC Fast Charger ('Level 3' or fastest on the market) electrical vehicle charging station (EVCS) shall be provided.

13. Non-Commercial Propane Tank Rental/Exchange. Outdoor storage and display of propane tanks and related racks/shelving may be permitted on an improved surface abutting the structure so long as it does not impede pedestrian or vehicular movement or necessitate the removal of required landscaping.

~~12.~~**14. No outdoor** vending machines. Coin-operated vending machines **on the exterior of the building are prohibited**. ~~may be permitted within or abutting a structure for the purpose of dispensing items commonly found in service stations, such as refreshments and maps.~~

~~13.~~ **15**. Location of Activities. All ~~repair and service~~ **retail-related** activities and operations shall be conducted entirely within an enclosed ~~service~~ building, except as follows:

a. The dispensing of petroleum products, water, and air from pump islands.

b. Replacement ~~service~~ **vehicle fueling** activities such as wiper blades, fuses, radiator caps, and lamps.

~~c. The sale of items from vending machines placed next to the main building in a designated area not to exceed 32 square feet.~~

~~d. The display of merchandise offered for customer convenience on each pump island; provided, that the aggregate display area on each island shall not exceed 12 square feet and that the products shall be enclosed in a specially designed case.~~

~~e. Motor vehicle products displayed along the front of the building and within 36 inches of the building. Such display areas shall be limited to five feet in height and not more than 10 feet in length~~.

~~14.~~ **16.** Refuse Storage and Disposal. Trash areas shall be provided **in compliance with City standards**. ~~and screened on at least three sides from public view by a solid decorative wall not less than five feet in height. Permanent opaque panel gates shall be installed on all openings to the trash area.~~

a. All trash shall be deposited in the trash area and the gates leading thereto shall be maintained in working order and shall remain closed except when in use.

b. Refuse bins shall be provided and placed in a location convenient for customers.

c. Trash areas shall not be used for storage. The premises shall be kept in a neat and orderly condition at all times and all improvements shall be maintained in a condition of reasonable repair and appearance. No used or discarded automotive parts or equipment, or permanently disabled, junked, or wrecked vehicles may be stored ~~outside the main building~~ **on site.**

~~15.~~ **17.** Equipment Rental. Rental of equipment such as trailers and trucks **is prohibited**. ~~may be permitted subject to design review approval; provided, that:~~

~~a. The rental equipment does not occupy or reduce the availability of the required parking for the automobile service station.~~

~~b. The rental equipment storage location shall not interfere with access and circulation on and around the site.~~

~~c. The rental of the equipment is incidental and secondary to the main activity on the site.~~

~~16.~~**18**. Operation of Facilities.

a. The ~~service~~ **vehicle fueling** station shall at all times be operated in a manner which is not detrimental to surrounding properties or residents. Site design and activities shall be conducted so as to avoid and minimize:

i. Damage or nuisances from noise, smoke, odor, dust, or vibration.

ii. Hazards from explosion, contamination, or fire.

b. ~~Service~~ **Vehicle fueling** station hours of operation shall be as approved by the conditional use permit.

~~17.~~**19.** Security Plan. A security plan shall be developed by the applicant and approved by the police department **and Community Development Director** prior to the issuance of a building permit. **The security plan shall include a Video Monitoring System Plan in compliance with HMC Section 16.40.480. Plans shall also identify site improvements, a Photometrics measurements and a detailed Landscape Plan. Alcoves, landscape massing of shrubs and low-canopy shade trees are prohibited.**

D. Abandoned or Converted ~~Service~~ **Vehicle Fueling** Stations.

1. Where ~~service~~ **vehicle fueling** stations become vacant or cease operation for more than 180 days, the owner shall be required to remove all underground storage tanks (in a manner acceptable to all applicable permitting/regulatory agencies), remove all gasoline pumps and pump islands, and shall remove freestanding canopies.

2. So as to confirm that the use has not been abandoned, the owner shall provide evidence to the community development director with written verification prior to the 180th day that an allocation of gas has been received and operation of the station will commence within 30 days of the date of written correspondence.

3. Resumption of ~~service~~ **vehicle fueling** station operations after the 180 days, specified above, may be permitted by the community development director; provided, that a department review application has been renewed and approved. Such a department review may result in conditions of approval which may include but not be limited to the following:

a. Replanting existing landscape areas;

b. Installing new landscape areas;

c. Painting of structures;

d. Upgrading or installing trash enclosures;

e. Striping parking spaces;

f. Installation of signs in conformance with adopted sign provisions in Chapter 16.56 HMC;

g. Resurfacing vehicle access and parking areas; and

h. Installation of missing street improvements.

E. Converted ~~Service~~ **Vehicle fueling** Stations. The conversion of ~~service~~ **vehicle fueling** station structures and sites to another use may require upgrading and remodeling including but not limited to removal of all gasoline appurtenances, removal of canopies, removal of pump islands, removal of overhead doors, additional landscaping, **construction of** missing street improvements or modification of existing improvements to conform to access regulations, and exterior remodeling. (Ord. 341 § 19, 2009; Ord. 171 § 11.200, 1994)"

SECTION 5. Table 16.20.030.A, Uses Permitted Within Commercial Districts, of Section 16.20.030, Commercial Use Regulations, of Chapter 16.20, Commercial Districts, of Title 16, Land Use and Development, of the Highland Municipal Code is hereby amended to read as follows with additions shown in underlined text and deletions shown in strikethrough text:

"

Use	CG	NC	PC	VC
A. Office and related uses				
1. Administrative and executive offices	SR	■	SR	SR
2. Artist and photographic studios, not including the sale of equipment or supplies	SR	SR	SR	SR
3. Artist and photographic studios, including the sale of equipment or supplies	SR	SR	SR	SR
4. Clerical and professional offices	SR	SR	SR	SR
5. Financial services and institutions	SR	SR	SR	SR
6. Medical, dental and related health services for humans, including laboratories, clinics, and the sale of articles clearly incidental to the services provided	SR	SR	SR	SR
7. Prescription pharmacies, when located within a building containing the offices of medical practitioners	SR	SR	SR	SR
B. Commercial uses				
1. Agricultural	SR	SR	SR	SR

Use	CG	NC	PC	VC
2. Adult entertainment (subject to Chapter 16.72 HMC)	SR	■	SR	■
3. Ambulance service	C	■	■	■
4. Antique shops	SR	SR	SR	SR
5. Apparel stores (sales)	SR	SR	SR	SR
6. Art, music, dance, studios, photographic studios and supply stores	SR	SR	SR	SR
7. Appliance stores and repair, large appliances	SR	■	SR	■
8. Appliance stores and repair, small appliances	SR	SR	SR	SR
9. Arcades	C	C	■	■
10. Athletic and health clubs	SR	C	SR	C
11. Auto repair, major (engine overhaul)	C	■	C	■
12. Auto repair, minor	SR	SR	SR	SR
13. Auto supply store	SR	SR	SR	SR
14. Automotive washing (full-service)	SR	C	SR	■
15. Automotive washing (self-service)	SR	C	SR	■
16. Auction houses	C	■	■	■
17. Automotive rental agencies (excluding outdoor storage)	SR	■	SR	■
18. Automotive – paint and body (major engine overhaul)	C	■	C	■
19. Automotive and light truck sales/minor repair	C	■	C	■
20. Auto sales (major repair)	C	■	C	■
21. Bail bond services	SR	■	■	■
22. Bakeries (retail)	SR	SR	SR	SR
23. Barber and beauty shops	SR	SR	SR	SR
24. Bicycle shops (nonmotorized)	SR	SR	SR	SR
25. Blueprint and photocopy services	SR	■	SR	SR
26. Boat and camper (sales only)	SR	■	■	■
27. Book, gift, and stationery stores	SR	SR	SR	SR
28. Building materials sales (masonry, sand, gravel)	SR	■	SR	■
29. Camera shops	SR	SR	SR	SR
30. Candle shops	SR	SR	SR	SR
31. Candy stores and confectioneries	SR	SR	SR	SR
32. Catering establishments	SR	SR	SR	SR
33. Cemetery (human)	C	■	C	■

Use	CG	NC	PC	VC
34. Check cashing	C	■	■	■
35. Cleaning and pressing establishments	SR	SR	SR	SR
36. Clothing and costume rental	SR	SR	SR	SR
37. Cocktail lounges/bars, including upgrading an existing ABC license (e.g., beer and wine to a hard liquor license)	C	■	C	C
38. Communication and telecommunication facilities (radio and television, not including wireless telecommunication facilities)	C	C	C	C
39. Commercial recreational facilities (indoor)	SR	C	SR	C
40. Commercial recreational facilities (outdoor)	C	C	C	C
41. Convenience stores (including alcohol sales)	C	C	C	C
42. Convenience stores (no alcohol sales)	SR	SR	SR	SR
43. Dairy products stores	SR	SR	■	SR
44. Department stores	SR	■	SR	■
45. Drapery and decorating shops	SR	■	SR	SR
46. Dress-making shops	SR	SR	SR	SR
47. Driving schools	SR	■	C	■
48. Drugstores/pharmacies	SR	SR	SR	SR
49. Electronic coin-operated games (operated for compensation) – less than five games	SR	SR	SR	■
50. Extreme value retail	C	C	C	C
51. Fast food restaurants	C	C	C	C
52. All other drive-in/-thru businesses including theaters	C	C	C	■
53. Feed tack stores	SR	C	■	SR
54. Fixed price retail	C	C	C	C
55. Floral shops	SR	SR	SR	SR
56. Food stores and supermarkets	SR	SR	SR	SR
57. Floor covering stores (may include incidental repair)	SR	■	SR	SR
58. Furniture stores, repair and upholstery	SR	■	SR	SR
59. General retail stores	SR	SR	SR	SR
60. Hardware stores	SR	SR	SR	SR
61. Hobby shops	SR	SR	SR	SR
62. Home improvement (indoor)	SR	C	SR	■

Use	CG	NC	PC	VC
63. Home improvement (outdoor)	C	■	SR	■
64. Hotels and motels	SR	■	SR	C
65. Ice machines	SR	SR	■	SR
66. Insurance services	SR	SR	SR	SR
67. Investigation services	SR	■	SR	SR
68. Janitorial services and supplies	SR	SR	■	SR
69. Jewelry stores	SR	SR	SR	SR
70. Kiosks (parking lot film processing and key shops)	SR	SR	SR	SR
71. Laundry pick-up and delivery agencies and self-service laundries (includes diaper service)	SR	SR	■	SR
72. Liquor stores	C	C	C	C
73. Massage establishments	C	■[1]	C	C
74. Mortgage services	SR	SR	SR	SR
75. Motorcycle shops (sales and service)	SR	■	SR	■
76. Locksmith shops	SR	SR	SR	SR
77. Meat markets	SR	SR	■	C
78. Mortuaries	C	C	C	C
79. Music stores	SR	SR	SR	SR
80. Newspaper and magazine stores	SR	SR	SR	SR
81. Mini-storage (for public use)	C	■	C	■
82. Miniature golf courses	SR	■	SR	■
83. Nurseries and garden supply stores (provided all equipment and supplies are kept within a building or fenced enclosed area)	SR	SR	SR	SR
84. Odd-lot/close-out retail	C	C	C	C
85. Office and business machines stores	SR	SR	SR	C
86. Paint stores	SR	■	SR	SR
87. Parking facilities (off-site)	SR	■	C	C
88. Pet shops	SR	SR	SR	SR
89. Political or philanthropic headquarters	SR	SR	SR	SR
90. Pottery sales	SR	■	SR	SR
91. Printing and copy shops (other than newspaper)	SR	SR	SR	SR

Use	CG	NC	PC	VC
92. Recycling collection facilities: reverse vending machines, small collection facilities (refer to HMC 16.44.170)	SR	SR	■	■
93. Plumbing shops and supplies	SR	■	SR	SR
94. Real estate services	SR	SR	SR	SR
95. Restaurants other than fast foods: a. With entertainment and/or serving alcoholic beverages, including upgrading an existing ABC license (e.g., beer and wine to a hard liquor license)	C	C	C	C
b. Without entertainment and/or serving alcoholic beverages	SR	SR	SR	SR
96. Shopping centers	C	C	C	C
97. Shoe stores (repairs)	SR	SR	SR	SR
98. Secondhand stores/pawn shops	SR	■	■	SR
~~99. Service stations (automotive, without convenience sales)~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~
~~100. Service stations (automotive, w/convenience store, w/ or w/o alcoholic beverage sales)~~	~~C~~	~~C~~	~~C~~	~~C~~
~~101.~~**99.** Sporting goods stores	SR	SR	SR	SR
~~102.~~**100.** Shoe stores (sales)	SR	SR	SR	SR
~~103.~~**101.** Stamp and coin shops	SR	SR	SR	SR
~~104.~~**102.** Stationery stores	SR	SR	SR	SR
~~105.~~**103.** Statue shops	SR	■	SR	SR
~~106.~~**104**. Sign painting shops within completely enclosed buildings	C	■	SR	SR
~~107.~~**105.** Surveying services	SR	■	SR	SR
~~108.~~**106.** Swimming pool supplies	SR	■	SR	SR
~~109.~~**107.** Swimming pool sales/service, outdoor display	SR	■	■	■
~~110.~~**108.** Telegraph offices	C	■	■	■
~~111.~~**109.** Tailor shops	SR	SR	SR	SR
~~112.~~**110.**Taxidermists (no processing)	SR	■	SR	SR
~~113.~~**111.** Television (radio sales and repair)	SR	SR	SR	SR
~~114.~~**112.** Theaters, including both motion picture and live performing arts (excludes open air)	C	■	C	C
~~115.~~**113.** Tire sales and service	SR	■	SR	■
~~116.~~**114.** Toy stores	SR	SR	SR	SR
~~117.~~**115.** Transportation facilities	C	C	C	C

Use	CG	NC	PC	VC
~~118.~~**116.** Travel agencies	SR	SR	SR	SR
~~119.~~**117.** Trophy store	SR	SR	SR	SR
~~120.~~**118.** Upholstering shops (automotive)	SR	■	SR	■
~~121.~~**119.** Variety stores	SR	SR	SR	SR
120. Vehicle fueling stations (automotive, without convenience sales)	C	C	C	C
121. Vehicle fueling stations (automotive, w/convenience store, w/ or w/o alcoholic beverage sales)	C	C	C	C
122. Veterinary offices and animal hospitals including exterior kennels, pens or runs	C	■	C	C
123. Veterinary offices and animal hospitals excluding exterior kennels, pens or runs	SR	SR	SR	SR
124. Wall covering store	SR	■	SR	SR
125. Weight reduction center	SR	SR	SR	SR
126. Wireless telecommunication facility				
a. Major	C	C	C	C
b. Minor	SR	SR	SR	SR
C. Public and quasi-public uses				
1. Auditoriums	C	■	C	■
2. Day nurseries, nursery schools, and child care facilities in CG (General Commercial District), subject to a conditional use permit	■	C	C	C
3. Hospitals	C	■	C	C
4. Convalescent homes	C	C	C	C
5. Convention halls, trade shows, exhibit buildings with incidental food service	C	■	C	■
6. Community facilities and religious institutions	C	C	C	C
7. Clubs, lodges, fraternities and sororities	C	C	C	C
8. Communication and telecommunication facilities (not including radio and television)	C	C	C	C
9. Educational institutions (including public or private vocational schools)	C	C	C	C
10. Fire and police stations	SR	SR	SR	SR
11. Public administration buildings and civic centers	SR	SR	SR	SR
12. Public libraries and museums	SR	SR	SR	SR

Use	CG	NC	PC	VC
13. Public parks and recreation facilities (public or private)	SR	SR	SR	SR
14. Public utilities and public service substations, reservoirs, pumping plants and similar installations not including public utility offices	SR	SR	SR	C
15. Residential care facilities (per state law)	C	C	C	C
16. Post offices	SR	SR	SR	SR
17. Public utility services offices	SR	C	SR	SR
D. Residential mixed uses				
1. Attached mixed use structures (per Chapter 16.22 HMC)				C
E. Accessory uses				
1. Accessory structures and uses located on the same site as a permitted use subject to issuance of a department review permit	SR	SR	SR	SR
2. Accessory structures and uses located on the site as a conditional use	C	C	C	C
F. Temporary uses				

"

SECTION 6. Table 16.24.030.A, Uses Permitted Within Employment District, of Section 16.24.030, Use Regulations for Employment Districts, of Chapter 16.24, Commercial Districts, of Title 16, Land Use and Development, of the Highland Municipal Code is hereby amended to read as follows with additions shown in underlined text and deletions shown in strikethrough text:

"16.24.030 Use regulations for employment districts

A. Identified on Table 16.24.030.A are those land uses or activities which may be permitted in each of the employment districts, subject to the provisions of this chapter, this title and applicable general plan policies, and those land uses and activities which are not permitted. Table 16.24.030.A also indicates the development procedure and the approval type by which each listed land use or activity may be permitted in each of the employment districts.

1. Where the symbol "■" appears in the column beneath an employment zone district, the corresponding land use or activity shall not be permitted in the zone district.

2. Where the symbol "P" appears in the column beneath the zone district, the corresponding land use or activity is permitted by right in that zone district; provided, that the use is in conformance with the provisions of this title.

Permitted uses shall be subject to consistency assessment, which shall determine the conformance of the proposed use or activity with the provisions of this title in conjunction with, and as a requirement of, the issuance of a permit by any city department.

3. Where the symbol "~~DR~~**SR**" appears in the column beneath employment zone designations, the corresponding land use or activity may be permitted subject to the approval of a ~~department~~ **staff** review permit application as provided for in Chapter 16.08 HMC.

4. Where the symbol "C" appears in the column beneath employment zone designations, the corresponding land use or activity may be permitted subject to the approval of a conditional use permit application as provided for in Chapter 16.08 HMC.

B. Land uses within the employment districts shall meet the provisions of the hazardous materials management section (HMC 16.40.130), and all applicable local, state, and federal hazardous materials legislation, in addition to the provisions of this chapter.

C. If permitted, land uses within the business park, office professional, or industrial zone districts which are or would be "hazardous materials handlers or generators," as defined by the criteria contained in the county hazardous waste management plan, shall be subject to the conditional use permit application procedure, notwithstanding the application process which may be specified in this chapter.

Table 16.24.030.A

Uses Permitted Within Employment Districts

Legend

Not permitted in this district

~~DR~~ **SR** Permitted Subject to approval of a ~~department~~ **staff** review permit application

C Permitted Subject to approval of a conditional use permit application

P Permitted in this district"

"

Uses	BP	I	OP
A. Manufacturing uses			
1. Bakery/food preparation	C	~~DR~~SR	■
2. Bottling plants	C	~~DR~~SR	■
3. Carpenter and cabinet shops	~~DR~~SR	~~DR~~SR	■
4. Cement products manufacturing	C	~~DR~~SR	■

Uses	BP	I	OP
5. Citrus products manufacturing, including frozen foods	■	~~DR~~SR	■
6. Electronics: electrical and related parts; electrical appliances, motors, and devices; radio, television, and phonograph	~~DR~~	~~DR~~SR	■
7. Furniture upholstering	~~DR~~SR	~~DR~~SR	■
8. Instruments: electronic and precision; medical and dental; timing and measuring	~~DR~~SR	~~DR~~SR	■
9. Laboratories: chemical, dental, electrical, optical, mechanical, and medical	~~DR~~SR	~~DR~~SR	■
10. Manufacture and maintenance of electrical and other signs	~~DR~~SR	~~DR~~SR	■
11. Manufacturing, compounding, assembly or treatment of articles or merchandise from the following previously prepared typical materials: a. Canvas, cellophane, cloth, cork, felt, fiber, fur, glass, leather, paper (no milling), precious or semi-precious stones or metals, plaster, plastics, shells, textiles, tobacco, wood and yarns	C	~~DR~~SR	■
12. Office and related machinery: audio machinery; computers, electrical and manual; visual machinery	~~DR~~SR	~~DR~~SR	~~DR~~SR
13. Packing houses	■	~~DR~~SR	■
14. Pharmaceuticals: cosmetics, Drugs, perfumes, toiletries, and soap (not including refining or rendering of fats or oils)	~~DR~~SR	~~DR~~SR	■
15. Rubber and metal stamp manufacturing	C	~~DR~~SR	■
B. Wholesale uses and warehousing			
1. Light wholesale, storage and distribution including wholesaling, storage, and warehousing services within enclosed buildings. Storage and wholesale to retailers from the premises of unfinished, raw and semi-refined products requiring further processing, fabrication, and manufacturing, and other storage shall be excluded from this land use type	~~DR~~SR	~~DR~~SR	■
2. General wholesale, storage, and distribution including warehousing, storage, freight handling, shipping, trucking services and terminals, storage and warehousing from the premises of unfinished, raw and semi-refined products requiring further processing, fabrication, or manufacturing. Outdoor storage shall be permitted subject to applicable screening requirements	C	~~DR~~SR	■
3. Contractor's storage yards (temporary in Business Park) including the storage of equipment, materials and vehicles for construction industry contractors (screening of outdoor storage required)	~~DR~~SR	~~DR~~SR	■

Uses	BP	I	OP
4. Recreational vehicle storage (screening of outdoor storage required)	C	~~DR~~SR	■
5. Vehicle storage/towing services	C	~~DR~~SR	■
6. Vehicle wrecking and storage	■	C	■
7. Mini storage	C	~~DR~~SR	■
C. Commercial uses and services			
1. Adult entertainment (subject to Chapter 16.72 HMC)	~~DR~~SR	~~DR~~SR	■
2. Ambulance services	~~DR~~SR	~~DR~~SR	■
3. Appliance repair	~~DR~~SR	~~DR~~SR	■
4. Art galleries	~~DR~~SR	■	~~DR~~SR
5. Art studio	~~DR~~SR	~~DR~~SR	■
6. Art supply shops	~~DR~~SR	■	■
7. Athletic and health clubs (indoor)	~~DR~~SR	~~DR~~SR	C
8. Auction house	C	~~DR~~SR	■
9. Automotive fleet storage	C	~~DR~~SR	■
10. Automotive rental agencies	~~DR~~SR	~~DR~~SR	■
11. Automotive and light truck repair (minor)	~~DR~~SR	~~DR~~SR	■
12. Automotive and light truck repair (major)	■	~~DR~~SR	■
13. Bakery shops	~~DR~~SR	■	■
14. Banks, savings and loans, credit unions	~~DR~~SR	■	~~DR~~SR
15. Barber and beauty colleges	~~DR~~SR	■	~~DR~~SR
16. Blueprinting and photocopying	~~DR~~SR	~~DR~~SR	~~DR~~SR
17. Boat and camper repairs	C	~~DR~~SR	■
18. Car wash	~~DR~~SR	■	■
19. Cleaning and pressing establishments	~~DR~~SR	■	C
20. Communication and telecommunication facilities (radio and television, not including wireless telecommunication facilities)	C	C	C
21. Commercial recreational facilities (indoor)	C	C	C
22. Driving schools	C	■	C
23. Exterminators	C	~~DR~~SR	■
24. Emergency shelters – 25 persons or less (excludes transitional housing and permanent support type housing facilities) (refer to HMC 16.44.270)	~~DR~~SR	■	■

Uses	BP	I	OP
25. Florist shop	~~DR~~SR	■	~~DR~~SR
26. Furniture stores (repair and upholstery)	C	~~DR~~SR	■
27. Glass shops and glass studio	~~DR~~SR	~~DR~~SR	■
28. Hotels and motels	C	■	C
29. Janitorial services and supplies	~~DR~~SR	~~DR~~SR	C
30. Insurance services	~~DR~~SR	■	~~DR~~SR
31. Kennel and catteries	C	C	■
32. Laundry pickup and delivery services	~~DR~~SR	~~DR~~SR	■
33. Locksmith shops	~~DR~~SR	~~DR~~SR	■
34. Lumber and buildings material yards	C	~~DR~~SR	■
35. Massage establishments	C	■[1]	■[1]
36. Newspaper and magazine shops (printing and publishing)	C	~~DR~~SR	~~DR~~SR
37. Office and business machine (service and repair)	~~DR~~SR	■	C
38. Commercial parking facilities	C	■	C
39. Political or philanthropic headquarters	~~DR~~SR	■	~~DR~~SR
40. Printing and copy shops	~~DR~~SR	~~DR~~SR	~~DR~~SR
41. Plumbing shops and supplies	~~DR~~SR	~~DR~~SR	■
42. Real estate services	~~DR~~SR	■	~~DR~~SR
43. Recycling facilities: large collection facilities and processing facilities (refer to HMC 16.44.170)	■	~~DR~~SR	■
44. Restaurants (including Drive-through)	~~DR~~SR	■	C
45. Restaurants other than fast food:			
a. With entertainment and/or serving alcoholic beverages, including upgrading an existing ABC license (e.g., beer and wine license to a hard liquor license)	C	■	C
b. Without entertainment and/or serving alcoholic beverages	~~DR~~SR	■	~~DR~~SR
~~46. Service stations (automotive, without convenience sales)~~	~~DR~~SR	■	■
~~47. Service stations (automotive, with convenience store, with or without alcoholic beverage sales)~~	~~C~~	■	■
48.**46**. Sign painting shops	~~DR~~SR	~~DR~~SR	■
49.**47.** Stationery stores	~~DR~~SR	■	~~DR~~SR
50.**48.** Statue shop	~~DR~~SR	■	■
51.**49.**Surveying services	~~DR~~SR	■	~~DR~~SR

Uses	BP	I	OP
~~52.~~**50.** Swimming pool and spa sales	~~DR~~SR	■	■
~~53.~~**51.** Swimming pool supply and cleaning services	~~DR~~SR	~~DR~~SR	■
~~54.~~**52.** Tailor shops	~~DR~~SR	■	~~DR~~SR
~~55.~~**53.** Taxidermist	~~DR~~SR	~~DR~~SR	■
~~56.~~**54.** Travel agencies	~~DR~~SR	■	~~DR~~SR
~~57.~~**55.** Truck wash	■	~~DR~~SR	■
~~58.~~**56.** Tire retreading and recapping	■	C	■
57. Fueling stations (automotive, without convenience sales)	C	■	■
58. Fueling stations (automotive, with convenience store, with or without alcoholic beverage sales)	C	■	■
59. Vending machine service and repair	~~DR~~SR	~~DR~~SR	■
60.-Veterinary offices and animal hospitals, excluding exterior kennels, pens or runs	C	■	C
61. Weight reduction center	~~DR~~SR	■	~~DR~~SR
62. Wireless telecommunication facility			
a. Major	C	C	C
b. Minor	~~DR~~SR	~~DR~~SR	~~DR~~SR
D. Accessory uses			
1. Accessory structures and uses, including child care facilities, located on the same site as a use permitted subject to the issuance of a department review permit	~~DR~~SR	~~DR~~SR	~~DR~~SR
2. Accessory structures and uses, including child care facilities, located on the same site as a conditionally permitted use	C	C	C
3. Watchman's or caretaker's living quarters only when incidental to and on the same site as a permitted or conditional use (where 24-hour surveillance is required)	~~DR~~SR	~~DR~~SR	~~DR~~SR
E. Public and quasi-public uses			
1. Bus, rail and taxi stations	C	C	C
2. Churches, clubs, lodges, fraternities, and sorority headquarters	C	■	C
3. Educational institutions (including public or private vocational schools)	C	■	C
4. Fire and police facilities	~~DR~~SR	~~DR~~SR	~~DR~~SR
5. Day nurseries, nursery schools, and child care facilities, per state law	C	■	C

Uses	BP	I	OP
6. Postal services	~~DR~~SR	~~DR~~SR	~~DR~~SR
7. Public administration buildings and civic center	~~DR~~SR	~~DR~~SR	~~DR~~SR
8. Public utility services offices	~~DR~~SR	■	~~DR~~SR
F. Office and related uses			
1. Administrative and executive offices (incidental to primary use)	~~DR~~SR	~~DR~~SR	~~DR~~SR
2. Clerical and professional offices (incidental to primary use)	~~DR~~SR	~~DR~~SR	~~DR~~SR
3. Financial/mortgage services and institutions	~~DR~~SR	~~DR~~SR	~~DR~~SR
4. Medical, dental and related health services for humans, including laboratories, clinics, and the sale of articles clearly incidental to the services provided	~~DR~~SR	■	~~DR~~SR
5. Prescription pharmacies when located within a building containing the offices of medical practitioners	~~DR~~SR	■	~~DR~~SR
G. Temporary uses			
1. Temporary uses as prescribed in HMC 16.08.120	~~DR~~SR	~~DR~~SR	~~DR~~SR
H. Other uses similar to, and no more objectionable than, the uses identified above shall be reviewed per the process required by the similar use, as determined by the planning commission.	P	P	P

"

SECTION 7. Table 16.52.030.A, Off-Street Automobile Parking Space Requirements, of Section 16.24.030, Schedule of Off-Street Parking Requirements, of Chapter 16.52, Parking Regulations, of Title 16, Land Use and Development, of the Highland Municipal Code is hereby amended to read as follows with additions shown in underlined text and deletions shown in strikethrough text:

"

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
A. Residential uses				
1. Single-family detached	2.0 spaces per unit[1,2,3]	None	None	[1] Must be provided within enclosed garage. [1a] Within Village Residential District, no more than a two-car space and no less than a one-car space shall be

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
				provided within an enclosed garage and shall be located a minimum of 45 feet from the exterior garage door to the front property line.
				[2] Units which meet state requirements for second units shall be required to provide an additional parking space as a condition of approval. The additional space may be tandem. [3] Guest parking is assumed to be available on the public or private street. If it is not permitted or is restricted on the street, then one visitor space per unit will be required within 100 feet of each unit's frontage and cannot be tandem. Up to 50 percent of visitor parking may be provided on private DRSRiveways if the DRSRiveway is a minimum of 18 feet wide and 23 feet long (from travelway to garage door). Parked cars must not encroach upon the sidewalk. No more than one parking space in a DRSRiveway may be designated for visitor parking.

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
2. Single-family attached/multiple-family (R-2, R-2C, R-3 Districts)				
a. Resident parking[4,5,6]	Studio: 1 covered space per unit	None	None	[4] All covered parking spaces shall be assigned to a specific unit.
	1 beDRSRoom: 1.5 spaces per unit (1 covered)	None	None	[5] For R-2 and R-2C Districts, covered spaces may be required to be provided in an enclosed garage. Emphasis should be made to locate the garage adjacent to the unit being served. If it is not adjacent, the garage shall be located within 150 feet of the unit being served.
	2 or more beDRSRooms: 2.0 spaces per unit (1 covered)	None	None	[6] The parking requirement shall be reduced pursuant to a density bonus granted for a qualifying residents project in accordance with the provisions of HMC 16.40.090(B)(1)(e). The community development director may also reduce the parking requirement for projects that incorporate affordable housing units but do not qualify for a density bonus.
b. Guest Parking[7]	0.5 space per unit	50%	None	[7] Guest spaces may be uncovered. On-street

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
				parking can count for visitor parking if spaces are within 250 feet of each unit's frontage.
3. Multifamily (R-4 District)				
a. Resident parking[8]	Studio and 1 beDRSRoom: 1.5 per unit	None	None	[8] Minimum of 1 parking space shall be covered within a garage or carport.
	2 beDRSRooms: 1.9 per unit	None	None	
	3 beDRSRooms: 2.1 per unit	None	None	
	4 beDRSRooms: 2.4 per unit	None	None	
b. Guest parking[9]	0.3 spaces per unit			[9] Guest spaces may be uncovered.
4. Senior housing:				
a. Resident parking	1.0 space per unit[10]	None	None	[10] Spaces shall be covered and may be either a carport or garage.
b. Guest parking	0.25 space per unit[11]	50%	None	[11] Guest spaces may be uncovered.
5. Senior housing: congregate care				
a. Resident parking	0.5 spaces per unit or as determined by the planning commission for the proposed use[12, 13]	50%	None	[12] Applicant shall submit a parking study pursuant to the requirements of HMC 16.52.020. [13] The 0.5 space per dwelling unit shall be for

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
				the exclusive use of residents within a garage or carport as approved by the approving authority adjacent to the unit it is serving. For multiple-family units, the parking shall be within 150 feet of the dwelling it is serving.
b. Guest parking	0.25 space per unit[14]	50%	None	[14] Guest parking may be uncovered.
6. Mobilehome parks and subdivisions				
a. Resident parking	2 spaces per unit[15]	None	None	[15] Tandem spaces may be used to meet resident parking requirements.
b. Guest parking	1 space for each five units or fraction thereof	None	None	
7. Model home complexes	3 spaces per model home, plus 1 space per salesperson[16,17]	None	None	[16] On-street parking adjacent to the model home complex may be counted toward the parking requirement if it is found that on-street parking will not impact residential parking and will not obstruct traffic flow. [17] Spaces for salespersons may be provided in vacant garages of model homes.

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
B. Commercial uses				
1. Uses located in regional commercial shopping centers (more than 750,000 ft. of gross leasable area)	1 space per 200 ft. of gross floor area	25%	20%	
2. Uses located in neighborhood, community, and convenience shopping centers (less than 750,000 ft. of gross leasable area)	1 space per 250 ft. of gross floor area[18]	25%	20%	[18] Alternative parking requirements for specialty commercial centers may be established by the community development director based upon a parking study submitted by or required of a project applicant. (See HMC 16.52.020 for parking study submittal requirements.)
3. Freestanding commercial and service uses				
a. Automobile repair	1 space per 500 ft. of gross floor area plus 2 spaces per service bay[19]	25%	None	[19] No required off-street parking space shall be used for sale, service, rental, or repair of vehicles.
b. Automobile sales	3 spaces per 1,000 ft. of interior office area plus 2 spaces per service bay[20]	25%	None	[20] No required off-street parking space shall be used for repair of vehicles.
c. ~~Automobile service~~ **Vehicle Fueling** station[21]	~~2 spaces plus 4 spaces per service bay~~	25%	None	[21] ~~If a mini-mart is developed as part of the service station,~~

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
	1 space per 200 ft. of retail area			~~additional parking at a rate of 1 space per 200 ft. of retail area shall be provided.~~
d. Automobile washing	3 spaces per washing stall	25%	None	
e. Barber shop, beauty parlor	3 spaces per barber chair or beautician station	25%	None	
f. Bank, savings and loan[22]	1 space per 250 ft. of gross floor area	25%	25%	[22] Special design requirements shall apply for DRSRive-through facilities (see Chapter 16.44 HMC, Specific Use Development Standards).
g. Business and personal services, general	1 space per 250 ft. of gross floor area	25%	None	
h. Eating and DRSRinking establishments				
i. With DRSRive-in or take-out facilities[23]	1 space per 75 ft. of gross dining area, inside and outside	25%	None	[23] Special design requirements shall apply for DRSRive-through facilities (see Chapter 16.44 HMC, Specific Use Development Standards).
ii. All others (without DRSRive-in or take-out facilities)	1 space per 75 ft. of gross floor area for dining, inside and outside, up to 6,000 gross ft., plus 1 space per 55 ft. of			

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
	gross floor area for dining, inside and outside, over 6,000 ft.			
i. Hotel, motel	1 space per guest room plus 1 space per 100 gross ft. of banquet, assembly, or restaurant seating area plus 1 space per 400 ft. of accessory retail area	25%	None	
j. Lumber yard, nursery	1 space per 250 ft. of gross floor area for retail sales plus 1 space per 1,000 gross ft. of outdoor area devoted to displays and storage	25%	None	
k. Mortuaries	1 space per each 4 seats plus funeral procession queue capacity for 5 cars	25%	None	
l. Offices				
i. Administrative, business, professional	1 space per 250 gross ft. of floor area	35%	50%	
ii. Government	1 space per 200 gross ft. of floor area	35%	50%	
m. Retail, general (i.e., department stores, markets, specialty, etc.)	1 space per 250 gross ft. of floor area	25%	None	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
n. Retail, furniture, major appliances	1 space per 500 gross ft. of floor area	25%	None	
C. Educational services				
1. Business and trade schools	1 space per each 4-person capacity, or 1 space per 250 gross ft. of floor area, whichever is greater	25%	25%	
2. Colleges	10 spaces plus 30 spaces per classroom	25%	25%	
3. Elementary, junior high schools	2 spaces per classroom	25%	25%	
4. Senior high schools	10 spaces plus 10 spaces per classroom	25%	25%	
D. Medical and health services				
1. Convalescent and nursing homes	1 space per 3 beds	25%	25%	
2. Hospitals	1 space per 1.5 beds	25%	25%	
3. Medical and dental offices and clinics; emergency medical veterinary hospitals and clinics	1 space per 200 gross ft. of floor area	25%	25%	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
E. Industrial uses				
1. Manufacturing	1 space per 500 gross ft. of floor area devoted to manufacturing plus the required amount of parking for gross square footage devoted to other uses	35%	50%	
2. Research and development	1 space per 250 gross ft. of floor area	35%	50%	
3. Warehouse and distribution	1 space per 1,000 gross ft. of floor area devoted to warehousing plus the required amount of parking for gross square footage devoted to other uses	35%	50%	
F. Entertainment and recreation uses				
1. Arcades, games	1 space per 75 gross ft. of floor area or 1 space per 2.5 persons of the occupancy of the building, whichever is greater. In addition, 1 space per every 3 employees on the premises in a 24-hour period	25%	None	Applicant shall submit a floor plan with the occupancy noted in each room and space as required by the city building code.

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
2. Auditoriums, places of public assembly	1 space per 3 seats or 1 space per 35 gross ft. where there are no fixed seats, or 1 space per 2.5 persons of the occupancy of the building, whichever is greater. In addition, 1 space per every 3 employees on the premises in a 24-hour period	25%	None	Applicant shall submit a floor plan with the occupancy noted in each room and space as required by the city building code.
3. Bowling alleys, billiard halls	5 spaces per alley plus 2 spaces per billiard table plus required parking for other on-site uses	25%	None	
4. Commercial stables	1 space per 5 horses capacity for boarding on-site	25%	None	
5. Golf DRSRiving range	1 space per tee plus required parking for other on-site uses	25%	None	
6. Golf course (executive and regulation)	6 spaces per hole plus required parking for other on-site uses	25%	None	
7. Golf, miniature	3 spaces per hole plus required parking for other on-site uses	25%	None	
8. Health club	1 space per 80 ft. floor area[24]	25%	None	[24] Alternative parking requirements for health centers may be established by the approval authority based

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
				upon a parking study submitted by or required of a project applicant. (See HMC 16.52.020 for parking study submittal requirements.)
9. Parks, public and private (over 10 acres in size)	To be determined for the proposed use based upon the parking study findings[25]			[25] Applicant must submit a parking study (see HMC 16.52.020 for parking study submittal requirements).
a. Neighborhood parks (under 10 acres)	A minimum of 5 spaces for the first 2 acres plus 1 space for each additional acre	25%	None	
b. Community park (under 5 acres)	A minimum of 5 spaces per acre, plus additional spaces for spectator seating at athletic fields, community centers, and pools, plus 1 space for each picnic table	25%	None	
10. Skating rinks	1 space per 100 gross ft. of floor area	25%	None	
11. Tennis, handball, racquetball facilities	3 spaces per court plus required parking for other on-site uses	25%	None	
12. Theaters, movie, stage shows, live performances, adult cabarets	5 spaces plus 1 space per 3 fixed seats, or 1 space per 2.5 persons of the occupancy of the building,	25%	None	Applicant shall submit a floor plan with the occupancy noted in each room and space as required by the city building code.

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
	whichever is greater. In addition, 1 space per every 3 employees on the premises in a 24-hour period			
G. Public and quasi-public uses				
1. Day care, preschools, nursery schools, family day care, residential care homes[26]				[26] Parking requirements are determined based upon maximum capacity of proposed facility.
a. Day care centers	1 space per employee plus 1 space per 5 chilDRSRen	25%	None	
b. Family day care homes	2 spaces per dwelling unit in addition to residential requirement	25%	None	
c. Residential care homes	2 spaces per dwelling unit in addition to residential requirement	25%	None	
2. Libraries, museums, galleries	1 space per 300 gross ft. of floor area	25%	None	
3. Places of worship	1 space per 80 ft. of floor area of main assembly/auditorium area, plus requirement for	25%	None	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
	office space, if applicable, plus requirement for school uses, if applicable			
4. Public utilities	To be determined by the approval authority for the proposed use[27]	25%	None	[27] Applicant shall submit a parking study. (See HMC 16.52.020 for parking study requirements.)

"

SECTION 6. Subsection A of Section 16.40.480, Video Monitoring Systems, of Chapter 16.40, Development Standards, of Title 16, Land Use and Development, of the Highland Municipal Code is hereby amended to read as follows with additions shown in underlined text and deletions shown in strikethrough text, with all other provisions of Section 16.40.480 remaining unchanged:

"A. The establishment of the following permitted uses or any expansion greater than 25 percent of floor space of any of these uses in all districts shall be required to install and maintain in good working order a video monitoring system prior to the issuance of a certificate of occupancy:

1. Arcades;
2. Check cashing;
3. Convenience markets;
4. Financial services and institutions;
5. **Vehicle Fueling** ~~Service~~ stations including associated pump islands;
6. On-site and off-site sale of alcoholic beverage outlets;
7. DRSRive-through/fast food or sit-down restaurants;
8. Hotels and motels;
9. Jewelry stores;
10. Gun and ammunition retailers/wholesalers;
11. Massage parlors;
12. Sexually oriented businesses as defined in Chapter 16.06 HMC;
13. Off-site parking lots (not ancillary to a permitted use)."

SECTION 7. Environmental Review. The City Council finds that the adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to the General Rule (14 C.C.R. Section 1506(b)(3)) of the CEQA Guidelines, which is the general rule that CEQA applies only to projects which have the potential for causing a

significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. This Ordinance involves the Amendment of multiple code sections that will benefit residents and developers by providing additional opportunities for businesses, providing limitations by the proposed guidelines and regulation, and support the public health, safety, and welfare of the community. There is no possibility that the Ordinance may have a significant effect on the environment since it comprehensively considers the safety, aesthetics and financial implications related to such requirements. Additionally, this Amendment is not proposing development of a project.

SECTION 8. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, subsections, sentences, clause or phrases. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, clause and phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clause or phrase be declared invalid or unconstitutional, and would have passed and adopted the same even though any sections, subsections, sentences, clauses or phrases that may be held invalid had been omitted therefrom.

SECTION 9. Publication and Posting. Within fifteen (15) days following the passage of this Ordinance, the City Clerk shall publish and/or post this Ordinance as required by state law and City resolution.

PASSED, APPROVED, AND ADOPTED this _____ day of _____ 2022.

_____
Larry McCallon
Mayor

ATTEST:

_____
Betty Hughes
City Clerk

APPROVED AS TO FORM:

_____
Maricela E. Marroquin
City Attorney

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, Camille Goritz, Administrative Assistant III of the City of Highland, California, do hereby certify Resolution No. 2022-024 was duly and regularly adopted by the Planning Commission of the City of Highland, California, at a regular meeting thereof held on the 6th day of September 2022, by the following vote:

AYES: Hamerly, Sutorus, Thomas

NOES: Miller

ABSTAIN: None

ABSENT: Amaya

Camille Goritz, Administrative Assistant III

Attachment 2

Planning Commission Meeting Minutes - September 6, 2022

PLANNING COMMISSION REGULAR MEETING MINUTES
September 6, 2022 – 6:00 P.M.

CALL TO ORDER

The regular meeting of the Planning Commission of the City of Highland was called to order at 6:05 p.m. by Chair Hamerly at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chair	Randall Hamerly
	Vice Chair	Chandra Thomas
	Commissioner	Jarrod Miller
	Commissioner	Jessica Sutorus
Absent:	Commissioner	Edward Amaya

Staff Present: Lawrence Mainez, Community Development Director
Kim Stater, Assistant Community Development Director
Ash Syed, Associate Planner
Angela Tafolla, Assistant Planner
Matt Bennett, Assistant Public Works Director
Matt Wirz, Building Official
Camille Goritz, Administrative Assistant III
Scott Rice, City Landscape Architect

The Pledge of Allegiance was led by Chair Hamerly.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

None.

CONSENT CALENDAR

1. Minutes from the August 16, 2022 Regular Meeting.

A MOTION was made by Vice Chair Thomas, seconded by Commissioner Miller, to approve the minutes as amended. Motion carried, 4-1, with Commissioner Amaya being absent.

PUBLIC HEARINGS

2. Municipal Code Amendment (MCA-21-001): An Ordinance of the City of Highland amending Chapter 16.06 (Definitions), Chapter 16.20 (Commercial Districts), Chapter 16.24 (Employment Districts), Chapter 16.44 (Specific Use Development Standards), and Chapter 16.52 (Parking Regulations) to eliminate ambiguities and inconsistencies in the code as well as reflections of new legislation related to service stations.

Assistant Planner Tafolla presented the staff report.

Commissioner Sutorus asked can you define what kind of vending machines will be on site?

Assistant Planner Tafolla stated coin operated vending machines that are outside.

Chair Hamerly stated point of clarification the chapters that go along with the Highland Municipal Code (HMC) Amendment is addressing parking. Are we addressing the parking for the service or fueling stations? At a prior Planning Commission meeting we discussed other parking regulations that were going to be studied.

Assistant Planner Tafolla stated it's only related to service stations.

Chair Hamerly stated regarding the definitions and consistency, it is mentioned that the separation between the fueling stations would be measured from centerline of canopy. Most of the stipulations that are talking about separation between one use and another, it is typically measured from the property boundary. Why wouldn't we keep that metric consistent for the purposes of fueling stations?

Assistant Planner Tafolla stated staff recognizes that property size and shapes vary significantly. We used the pinpoint of the center of the canopy because it is the main use of the fueling station and was the best metrics to evaluate that concentration issue to reduce any disparities if we were to measure from property line.

Chair Hamerly stated for example TREH Partners, even though it's a master planned project, they did subdivide within each of those parcels so they would have the ability to sublease to a vendor that was going to build and operate a service station, restaurant, or commercial use.

Assistant Community Development Director Stater stated it was to address alternate scenarios, for example, Food for Less and the service station that is on the parcel so that when we did have larger parcels, we had multiple users. The idea visually was we were looking to separate was the canopies.

Chair Hamerly asked so staffs opinion that the 250 feet buffer would addresses the concerns that we would have at the gateways along 3rd Street, 5th Street and Base Line?

Assistant Community Development Director Stater stated yes. We looked at many scenarios and we brought the one that we thought made the most sense, but we looked at 500/1,000 feet. Other communities had stricter guidelines, but it eliminates the opportunities that were necessary for fueling in the city.

Chair Hamerly asked is it staffs understanding that the term fueling was also applying to Electric Vehicles (EV)?

Assistant Community Development Director Stater stated yes, the definition itself we tried to be more expansive to make sure we included the EV.

Chair Hamerly stated page 17 on subsection 5 under canopies, there were only items A and B related to the exterior design of canopies. It stated should be located no closer than 10 feet from any property line, pronounced massing should be applied to canopy support posts. We have had some issue with applicants regarding that. It seems it's missing some of the other macro issues that we've had. The canopy lighting and signage, it can be very bright, and we've had some issues with some applicants regarding the maximum canopy heights. The canopy heights need to reflect what the primary vehicles are being serviced.

Assistant Community Development Director Stater stated I have lighting, signage, massing of the canopy itself, materials, and canopy height, so I'll try and work on some language.

Chair Hamerly stated regarding item 9, it stated it is no more than one driveway with a maximum with 35 feet should be permitted on any one street frontage and shall be located as follows and no closer than 50 feet from a street intersection. Some of the master planned developments have internal circulation and the service station basically is placed at a signalized intersection, but it's not placed directly onto the arterial. Using this definition, you would not be able to exit at even a signalized intersection.

Assistant Community Development Director Stater asked are you referring to a street intersection?

Chair Hamerly stated it says the driveway.

Assistant Community Development Director Stater stated maybe we should say standalone stations.

Chair Hamerly stated discussing fast charge stations would be required. The charging stations should not be anywhere in the vehicle cue for fueling for the pumps and the pumps should not block the access to the charging stations.

Commissioner Miller asked do we know where we stand from a supply and demand standpoint in the city in regard to how many gas stations, we need to meet the demand that we currently have today? How is that going to dissipate over the next 10 to 15 years as we move to no gasoline?

Assistant Community Development Director Stater stated we don't have an outside market study; we currently acknowledge what's happening in the industry. At the bottom section D, it stated abandoned or converted vehicle fueling stations, it talks about when they cease operation, requiring a removal of the gas pumps, the pump islands, and the freestanding canopies. We could add a statement that states converted to a usable alternative within that period of time.

Vice Chair Thomas stated another data point that we should consider is, right now if we have a gas vehicle, we can't fill our gas vehicle at home, we must go to a gas station or if I have my EV, I can use my own charging station at home.

Commissioner Sutorus stated there are Tesla fast chargers off Highland Avenue because people are commuting to the mountains, and that's the last stop before you go up the mountains. Also, everyone who drives an electric car knows that it degrades going up that hill very quickly more than going downhill.

Chair Hamerly opened the public hearing.

Commissioner Sutorus asked can we recommend in the future of forecast study?

Assistant Community Development Director Stater stated yes.

Chair Hamerly closed the public hearing.

A MOTION was made by Vice Chair Thomas, seconded by Commissioner Sutorus, to approve Resolution No. 2022-024 recommending the City Council approve Municipal Code Amendment 21-001:

1. Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the County Clerk of the Board, and;

2. Introduce an Ordinance to amend Chapter 16.06 Definitions as instructed and amended, Chapter 16.44 Specific Development Standards and Tables 16.16.030.A Uses Permitted within Commercial Districts; and 16.24.030.A Uses Permitted within the Employment District of the Highland Municipal Code to prevent the over concentration of service stations and proactively address the state's efforts related to the zero emission vehicles. Motion carried, 3-1-1, with Commissioner Miller dissenting and Commissioner Amaya being absent.

Community Development Director Mainez asked Commissioner Miller to clarify why he voted no on this item.

Commissioner Miller stated I do not feel like the analysis that was provided was adequate to address the issues to make a determination. There was not adequate evidence to support the revisions that are being proposed.

RESOLUTION NO. 2022 – 024

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ENVIRONMENTAL EXEMPTION AND DIRECT STAFF TO FILE A NOTICE OF EXEMPTION WITH THE COUNTY CLERK OF THE BOARD AND ADOPT AN ORDINANCE AMENDING THE HIGHLAND MUNICIPAL CODE LAND USE AND DEVELOPMENT TITLE 16, CHAPTER 16.06.010 AMENDING DEFINITIONS FOR SERVICE STATIONS, CHAPTER 16.20.030.A UPDATING THE COMMERICAL DISTRICTS USES TABLE, CHAPTER 16.24.030.A UPDATING THE EMPLOYMENT DISTRICTS USES TABLE, CHAPTER, CHAPTER 16.44.200 UPDATING EXISTING SPECIFIC USE DEVELOPMENT STANDARDS FOR SERVICE STATIONS, CHAPTER 16.52.030.A UPDATING PARKING SPACE REQUIRMENTS AND CHAPTER 16.40.480 UPDATING VIDEO MONITORING SYSTEMS (MUNICIPAL CODE AMENDMENT MCA 21-001)

3. Conditional Use Permit (CUP 22-004) to permit the development of a 187,870 square foot warehouse and associated improvements, Design Review Application (DRA 22-006) for the Site Plan, Building Elevations, Grading Plan and Conceptual Landscape Plan, Tentative Parcel Map No. 20584 (TPM 22-005) to combine four (4) parcels into one (1), and Variance (VAR 22-002) allowing the warehouse building to exceed the maximum building height permitted in the Business Park Zone by five (5) feet. (APN No: 1192-491-01, 02, 49 & 50.

Associate Planner Syed presented the staff report.

Chair Hamerly stated I noticed one of the exhibits, the number of parcels had been modified. In the grading and site plan, there is a parcel designated as not a part, but in your exhibits here it is showing that it is being included. I'm assuming this is the modification that you're referring to.

Associate Planner Syed stated when I spoke with the Architect Firm, they were able to modify the site plan and the landscape plan in time for the meeting. However, we have conditioned the project in the Conditional Use Permit (CUP) conditions to make sure that all plans match the modified site and landscape plan.

Chair Hamerly opened the public hearing.

Delshawn Mcclellon, Public Speaker stated I am a member of the Southwest Regional Council of Carpenters, which we represent 6,000 members in San Bernardino alone. We would love to work in the city. We are in favor of this project and I'm asking you to be in favor of it too. Our local members, your constituents, would love to work on this project for obvious reasons like being close to home, not having to spend two and four hours on the freeway every day and just the fact of coming home and being able to spend more quality time with their family.

Angel Esparza, Public Speaker stated I am a representative of the Southwest Regional Council of Carpenters. I'm also a 23-year member of the Carpenters Union. I've been able to flourish from somewhere I came from. I came from a dark place at one point in time in my life, making bad choices when all the doors were closed for me, Carpenters Union said come on in. The apprenticeship program that the Carpenters Union has, and it has in place a state accredited apprenticeship program, buildings like this, is what I started my career in 23 years ago. I've been able to buy two homes, many cars and support many kids not being supported by the system. We urge the Planning Commission today in approving this project. I believe that this project will benefit the environment and the local economy by utilizing local skilled and training workforce. The developer will be utilizing the local skilled training work and all workers will be covered under the proper protocols of Health and Safety Department while building this project.

Rolando Garcia, Public Speaker stated I am a local member of the community. I am a member of the Southwest Regional Council of Carpenters. I am a product of the apprenticeship, been a Union Carpenter since I was 17 years old. I urge you all to really review this and approve this CUP. I have a similar story to Angel. We went through the apprenticeship. We want your local community members to be working locally. We don't need other people coming from other communities coming to work here and take their money elsewhere. This would help save traffic, keeping the environment good in this area. I'm also the training coordinator for the local apprenticeship, and I have 1,500 apprentices from San Bernardino County a few 100 from City of San Bernardino, few hundred from the City of Highland. These are people that are thriving in your community.

Christina, Public Speaker stated it seems like me and my husband are the only ones that are here from the neighborhood of the Cypress Street. Some of our concerns are the devalue of our property with the warehouse being located right in front. Is what you said was that trucks would be coming out of Cypress Street as well?

Associate Planner Syed stated yes. Trucks would be able to only make a left turn out of the of the exit at Cypress Street and go towards the intersection.

Christina, Public Speaker stated where the driveway is on Cypress Street is where our house is located at. We will be highly affected by that area, and I am a little bit concerned of that driveway being on that street, especially since we have no traffic as of right now going down that street. We are concerned about is the noise, although there are gates that are going to be up, it's only going to limit the noise. As far as the forklifts, we are concerned with the hours of operation. I am sure when you guys go home from work, you guys want to be going to a place that's peace and quiet. We think that this may be a disturbance to our peace and quiet once we come home. A little back story is my neighbors, my mother-in-law which she wrote a letter and I believe it was on the final paperwork that you had online. I was able to go through this study and I obviously see that majority says it's low impact, but it's not 100% guaranteed that it's going to be a low impact to us neighbors. A lot of our neighbors on our street are longtime members. My husband's family lived in the house that we own now, it was his grandfather's house. We bought it because it held a lot of memories and we wanted to continue to build memories in that house. We just had a child. My neighbor again is my mother-in-law, and she's lived on that street for over 30 years. My other neighbor that was here before, at the last meeting has been there for quite some time. I just wanted to voice my opinion because since I'm the only one representing us on that street. So as far as I can think of, that's most of our concerns is that and the health risk. I understand that there's new regulations that are in place for the health risk and that lowers the risk of those health concerns as far as cancer and things like that. You can say that you're you only have 2% to have cancer, but you could still be that 2% that gets that cancer and from what I've been reading is warehouses that are near community houses now in days our air pollution isn't getting any better. Please take into consideration everything that's being built in our neighborhood because as you can see there are a lot of warehouses that are being constructed in our neighborhood.

Chair Hamerly stated it looks like there is sufficient depth in the truck bay that somebody has plenty of room to back into the truck bay and maneuver and have both an ingress and egress for all trucks on the Victoria Avenue point of access. The site plan was adequate for what I was mentioning because it shows the relationship, the depth of the truck bays, there's plenty of space in the truck area on the east side of the parcel. So, if the point of greatest impact to the surrounding community is on Cypress Street, would there be a way for all truck traffic comes out on the southwest corner as opposed to exiting onto Cypress Street? Then have the staff and guest parking that is in the northeast corner that would be entering and exiting through Cypress Street. If fire is requiring through access, we could condition that gate to be operable through a Knox Box or something similar, so that fire would be the only person or entity that would have through access, and then the vehicles would go to the north, the trucks would go to the west. This was the same concern that was expressed by the two individuals that attended our last meeting.

Assistant Community Development Director Stater stated that was a consideration that staff looked at, gave thought to, and speaking with the applicant, they felt that there was conflict with all trucks coming and going from the same point of access on Victoria Avenue. We did look at that but did not recommend it as a Condition of Approval (COA) just based on the conflicts coming from a large street like Victoria Avenue with only one point of semi-truck access.

Chair Hamerly stated ok, but the ultimate right of way on Victoria Avenue is designed to be a main arterial that's feeding into the airport. Cypress Street is not sized for truck traffic.

Assistant Community Development Director Stater stated it is not a truck route, however there is some additional right of way that will be granted to make that larger than a traditional residential street, like the project that you had reviewed at Cypress Street and 6th Street.

Vice Chair Thomas stated I think the largest issue is going to be when the trucks are coming out facing the residential community with lights facing directly into the houses.

Associate Planner Syed stated what is shown is passenger vehicle access, which is left in, left out, right in, and right out. For the trucks, it's just right in, left out onto Cypress Street.

Vice Chair Thomas stated even a left out, they're going to be coming out facing those houses.

Assistant Community Development Director Stater stated another consideration by staff was that the future improvement of Victoria Avenue and Cypress Street intersection will have a signal. That would be a safe movement for trucks to come out onto Cypress Street, westbound to Victoria Avenue and then be able to make movements fully improved signalized intersection.

Chair Hamerly stated the north access to the site with trucks is tight, even with the additional right of way a truck wanting to make that 90 degree turn to get in. Especially if they were eastbound and trying to make the right in, they're going to be swinging wide to make that turn and not take out the landscape, assuming that is a 36-foot driveway right there.

Commissioner Miller asked what will the hours of operation be?

Assistant Community Development Director Stater stated at this point it is unrestricted with a proposal.

Chair Hamerly stated we need to put restrictions on the CUP, then when we have a known entity that says this is how we operate and hours of operation.

Associate Planner Syed stated we can specify hours of operation for now as part of the CUP and then in the future if the tenant wants to modify those it is up to Planning Commissioners discretion.

Kevin Rice, Applicant stated I appreciate all your considerations and time and effort it takes to review the project. As it relates to the project, I hear the considerations along but to your point about queuing, that's exactly we're trying to avoid by having multiple access points on Cypress Street and Victoria Avenue. Anytime you have residential, industrial, commercial, whatever that usage happens to be, but that doesn't mean that my rights would be subjugated because of my neighbors. As far as putting restrictions of hours of operation in the building, you don't see that in surrounding communities, so I'd be handcuffed relative to other folks. I'm not in favor at all of any kind of limitations on hours nor in access along Cypress Avenue.

Chair Hamerly stated what I was considering would be limiting truck access during certain hours of the day to eliminating potential conflicts with either morning or afternoon rush hour to try to mitigate some of the impacts on the neighbors.

Kevin Rice stated we're talking about a linear distance there of every 200 feet from future signalized intersection.

Assistant Community Development Director Stater stated the depth of the building is 391 feet between the landscape and the driveway.

Kevin Rice asked ok, so we're talking about restricting hours of operation for four driveways? Four people need to get out to work in the morning, maybe 8:00 AM, and so I should have hours restricted because of those four people?

Commissioner Miller stated one of my concern was people trying to go to sleep at night and being woken up by a semi-truck with lights blaring through their window.

Vice Chair Thomas stated I agree.

Kevin Rice stated as a general statement, the vast majority is warehouses, they're not 24 hour operation, they operate same business hours from 8 AM to 6:00 PM, it would be extremely typical for something like that to happen. I can't handcuff myself out of the gate, right, for obvious reasons.

Chair Hamerly asked in your parking study, what were the findings the truck traffic trip generation?

Sean Kilkenny, Dudek Consultant, stated we prepared several technical studies and worked with the city on the Initial Study and Mitigated Negative Declaration based on similar uses that we have worked on in the past. The expectation and reasonably foreseeable users of this size of warehouse and location, and the traffic study documented approximately 88 truck trips a day and 233 passenger vehicle trips a day. 313ish total trips is about 119 more than the existing conditions with the existing uses on site. The peak times which are the busiest times of day would be two-hour peak period, 7:00 AM - 9:00 AM and 4:00 PM - 6:00 PM and it's about 10 trucks per hour, so about one vehicle every 6 minutes.

Chair Hamerly asked is that averaging the San Bernardino and the Redlands warehouse that were surveyed?

Sean Kilkenny stated this was based on the IET manual, so it's based on an aggregation of hundreds of projects and there's specific generation rates for different classifications of land uses. So, for this type of warehouse land use. The parking study was based on similar size and uses in different jurisdictions that were alike from what we have seen from Patriot.

Chair Hamerly stated we will now go over the Design Review Application, starting with site plan.

Vice Chair Thomas stated I am still not comfortable with the access along Cypress Street. I understand the right to develop this for that use, it just seems like there's disregard to the neighbors in that community. City of Highland is about being neighborly also, and I just didn't hear that from the Applicant. I am still concerned for the homeowners across the street. Has it always been zoned for this type of use?

Assistant Community Development Director Stater stated at least since 2006.

Community Development Director Mainez stated in 2006 is when we re-evaluated, and we keep it Business Park. There are policies and provisions to look at the interaction between the land use, you are always going to have that in the planning process. This is not the Applicants first project; I think he's just been through this a lot, and what you are hearing is the frustration of the process. So, what we've done is we looked at different scenarios and it is speculative, so it makes it more difficult.

Chair Hamerly stated given the right of way width of Cypress Street as it currently exists, I think an eastbound right in is going to be a problematic turn with a full semi-truck. I can see it being less of an issue having a westbound exit coming out on the Cypress Street because that's a reasonable turning radius coming out of that drive isle. If you can choose to exit onto Victoria Avenue right in, right out, but if you're going to exit onto Cypress Street, it's a left out only, and not have any entrance coming in because you also must consider not just the residents but the traffic that's going back and forth on Cypress Street. Has staff had any thought of making the wall a bit taller?

Community Development Director Mainez stated we did. There was a noise study and then we looked at the line of sight.

Assistant Community Development Director Stater stated we can go higher. The code allows the taller wall for various reasons, noise mitigation and aesthetics.

Associate Planner Syed stated we can go to 10 feet according to the HMC. There is 20-foot setback between the property line and where the wheel stop for the trailers would be.

Community Development Director Mainez stated that's good that the trailers wouldn't be parked right against the wall.

Chair Hamerly stated along the western facade and the northern façade there are multiple exit doors coming out of the warehouse and then there's a 5-foot-wide DG path connecting all those pads. That's cutting into the landscape area and it doesn't look like it's a path of egress since it is a DG path. Why we wouldn't run a DG path straight out to the sidewalk, since there's a sidewalk that wraps all the way around the building? That would give us more opportunity for landscaping to mask the taller structure. It would also reduce the amount of DG/concrete because it's a shorter path directly to the sidewalk and it is connecting all those pads out there.

Bridget Herdman, Herdman Architecture stated we proposed this as a solution for those access doors. There's a grade differential from that finished floor down to the sidewalk. If we did connections strictly out, we'd end up with a lot of stairs. We have done this on other developments to mitigate having so many stairs along the perimeter.

Chair Hamerly asked what is the grade differential between sidewalk and floor?

Bridgett Herdman stated two to one is the max. We have a 0.5% slope to the south.

Chair Hamerly stated moving onto the photometric plan. At the northeast corner, we are getting a 0.3 – 0.4 foot candle bleed. It goes past the centerline of Cypress Street. We'll probably have conditions about shielding the parking lot lights because that is where it is coming from. The northeast corners getting a bleed between the 0.1, but it maxes out on Cypress at 0.3 and 0.4. We need to catch that in plan check or condition it so the parking between the landscape and the shielding on the parking lot lighting that we've got the light infiltration.

Associate Planner Syed stated ok, I will take note of that.

Chair Hamerly stated moving onto the building elevations. What is the minimum and the maximum parapet height measured from the roof deck?

Associate Planner Syed stated 4 feet at maximum.

Chair Hamerly asked the metal panels that are called out as standing seam, what is the profile of that? Is that an actual clip standing seam or is that more of a ribbed product?

Bridgett Herdman stated it would be more of a ribbed product, like what we're trying to exhibit in the 3D view that we have on the front page.

Chair Hamerly asked would that be a concealed fastener system, or would that be exposed?

Bridgett Herdman stated concealed.

Chair Hamerly stated the four material combinations that are present on the elevations, is there a uniform parapet cap, or is it changing based on the material and on the height of the parapet?

Bridgett Herdman stated the parapet cap will be uniform where the parapet is aligned, so even though transitions from concrete, glazing to a metal panel it would be a continuous cap.

Chair Hamerly asked do we know what the plant pallet would be for the city street trees on Cypress Street and Victoria Avenue?

Assistant Community Development Director Stater stated I do not think have a designated street tree for Cypress Street. So, on page 100, condition #19, they both address the tree height and the other addresses the Cypress parkway.

Chair Hamerly stated condition #19 would address it to because we don't have anything designated for the street trees, so that was one opportunity. We need a little bit more height and mass along the street frontages.

Assistant Community Development Director Stater asked did you want a recommendation from our City Landscape Architect for a particular species?

City Landscape Architect Scott Rice stated we may need to supplement conditions #19 and/or #22. In in general, we have been taking the feedback from each of these buildings. It's this is a multiple building from the same applicant. They've been very receptive to the plan check comments as they come through. I don't have a lot of concern that they won't be willing to carry on the conditions we have in place. Responding to the street trees, we are also providing shade for the sidewalk. There is a unique character for each of these buildings that Patriots proposing and so we end up getting the same plan on the landscape plans submitted.

Chair Hamerly asked what kind of trees are you coming up with in that process?

City Landscape Architect Scott Rice stated we are using the building facades.

Assistant Public Works Director Bennett stated I would like to make a correction on the Engineering conditions. On page 113, condition #17, I would like to remove 6th Street. On condition #28, the last sentence I would strike 6th Street and add Victoria Avenue.

Commissioner Miller stated I would like to restrict hours of operation from 10:00 PM to 6:00 AM.

Chair Hamerly stated ok, so from 10:00 PM to 6:00 AM would be restricted hours for truck delivery. The hours of operation are a CUP planning conditions.

Assistant Community Development Director Stater stated right now there is a modification to page 72, condition #5, striking long term. The addition of condition #14, the easterly and southerly cement masonry wall shall be 10 foot tall as measured from the adjacent on-site grade. If you were to add a condition, we could make that condition #15.

Chair Hamerly stated however condition #14, wouldn't that be DRA?

Assistant Community Development Director Stater stated on page 100, condition #24. Planning COA for design review will make an equivalent condition.

Chair Hamerly asked so condition #24 would have the wall height?

Assistant Community Development Director Stater stated correct. The conditions cross reference each other, but this way we won't miss it.

Chair Hamerly stated ok, now for condition #15, hours of operation. Do we want to specify that it would be hours of operation for pickup and delivery as opposed to operation of the warehouse because they could conceivably have 24-hour operation?

Commissioner Miller stated yes.

Community Development Director Mainez stated if you look at condition #3 on page 72 there is a step requiring the applicant to have a supplemental review by the planning department and they would have to submit documents identifying the use, a letter of intent and parking requirements. We can add hours of operation at that time.

Kevin Rice stated this condition where there's residential, I hear the local community concerned with this condition where you have these seems it's my right since 2006. You never see usage restrictions put in place at this time. I've never had it happen to me. So, it's extremely unique and like I said, in all likelihood it's not the case, but to hamstring me, we'd be the only building that would have a usage restriction, speculatively, that I'm aware of at this point in this context.

Vice Chair Thomas asked what about your neighbors, how do you feel about their impacts?

Kevin Rice stated I'll tell you about myself, I spent a dozen years as an officer in the Marines in Iraq and Afghanistan. So, she has the right to come and voice her opinion. We talk about things like this project, there are zoning and building codes. They're set to a standard, so if I color inside the box, I have done what I'm supposed to do. We have gone through probably nine months of iteration with staff. I'm not breaking the rules. I'm painting inside the box, and I have someone arbitrarily saying I don't like the way you paint inside the box. I mean the cost and time we go through to make sure we've mitigated this, this isn't some arbitrary standard where I think this looks good. This is the box that I'm painting into that are not just opining, but experts, their professional credentials higher than any of us in that specific field, have laid down and said this is the standard California we adhere to. So, I get upset when I come in here, I adhered the standards, and I get told arbitrarily, no, you can't. I have rights too and I fought for my rights, I fought for your rights.

Vice Chair Thomas stated that coming through loud and clear in all that you presented tonight. I understand what you're saying, it just does not sit well with me, but I believe everything that you just said about you having your rights too, it's just a complete disregard for the impact of your neighbors and that's not being neighborly. I don't know how else to express that, but it doesn't matter because you're within your rights, I understand.

Chair Hamerly closed the public hearing.

Community Development Director Mainez stated the use is not exactly by right if you look at the tables. It is listed as a use, and we require a CUP.

Assistant Community Development Director Stater stated what if we restricted a certain window of restriction not just completely prohibited trucks but required all the truck traffic to go only from Victoria during those hours from 10 PM to 6 AM. Just something to think about.

Commissioner Miller stated maybe to restrict the usage of Cypress Street from 6:00 PM to 6:00 AM to keep the semi-truck headlights from going into those homes.

Assistant Community Development Director Stater stated I wasn't recommending particular hour, but instead of just prohibiting altogether, restricting traffic to Victoria Avenue during those hours.

Community Development Director Mainez stated I sense we are going to have to come back in the future to restrict the hours of operation.

Assistant Community Development Director Stater stated condition #15 stated prior to the issuance of a business license the perspective tenant's business operations shall be

reviewed by the Planning Commission to determine hours for access of truck traffic on Cypress Street.

A MOTION was made by Vice Chair Thomas, seconded by Commissioner Sutorus, to:

1. Adopt Resolution No. 2022 - 025 approving Conditional Use Permit CUP-22-002 for the development of a 187,870 square foot warehouse and associated improvements, subject to the Conditions of Approval, and the Findings of Fact as modified;

2. Adopt Resolution No. 2022-026 Approving Design Review Application (DRA 22-006) for the project's Site Plan, Building Elevations, Grading Plan and Conceptual Landscape Plan, subject to the Conditions of Approval, and the Findings of Fact as modified;

3. Adopt Resolution No. 2022-027 approving Tentative Parcel Map (TPM 22-005) to combine six (6) parcels into one (1), subject to the Conditions of Approval, and the Findings of Fact as modified;

4. Adopt Resolution No. 2022 – 028 approving Variance (VAR 22-002) to allow the warehouse building to exceed the maximum building height permitted in the Business Park Zone by 5 feet; and

5. Adopt Resolution No. 2022-029 certifying the associated Mitigated Negative Declaration (ENV 22-004), and direct staff to file a Notice of Determination with the County Clerk of the Board. Motion carried, 4-1, with Commissioner Amaya being absent.

RESOLUTION NO. 2022-025

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, ADOPTING CONDITIONAL USE PERMIT (CUP 22-004) FOR THE DEVELOPMENT OF A 305,617 SQUARE FOOT WAREHOUSE AND ASSOCIATED IMPROVEMENTS AT THE NORTHWEST CORNER OF 6TH STREET AND VICTORIA AVENUE. RELATED ENTITLEMENTS INCLUDE DESIGN REVIEW APPLICATION DRA-21-005, VARIANCE VAR-21-001 AND TENTATIVE PARCEL MAP 20384/TPM-21-002.

RESOLUTION NO. 2022-026

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING DESIGN REVIEW APPLICATION (DRA 22-006) FOR THE SITE PLAN, BUILDING ELEVATIONS, ROUGH GRADING PLAN AND CONCEPTUAL LANDSCAPE PLAN PERTINING TO THE DEVELOPMENT OF A 187,870 SQUARE FOOT WAREHOUSE, LOCATED AT THE SOUTHEAST CORNER OF VICTORIA AVENUE AND CYPRESS STREET. RELATED ENTITLEMENTS INCLUDE CONDITIONAL USE PERMIT (CUP 22-004), VARIANCE (VAR 22-002), AND TENTATIVE PARCEL MAP NO. 20584 (TPM 22-005).

RESOLUTION NO. 2022 -027

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING TENTATIVE PARCEL MAP NO. 20584 (TPM 22-005) TO MERGE SIX (6) EXISTING PARCELS INTO ONE (1) PARCEL IN ASSOCIATION WITH CONDITIONAL USE PERMIT (CUP 22-004), DESIGN REVIEW APPLICATION (DRA 22-006), VARIANCE (VAR 22-002) TO DEVELOP A 187,870 SQUARE FOOT INDUSTRIAL WAREHOUSE, LOCATED AT THE SOUTHEAST CORNER OF VICTORIA AVENUE AND CYPRESS STREET.

RESOLUTION NO. 2022-028

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING VARIANCE (VAR 22-002) TO ALLOW AN INCREASE IN THE MAXIMUM BUILDING HEIGHT IN THE BUSINESS PARK ZONE FROM 35 FEET TO 40 FEET IN ASSOCIATION WITH CONDITIONAL USE PERMIT (CUP 22-004), DESIGN REVIEW APPLICATION (DRA 22-006), AND TENTATIVE PARCEL MAP NO. 20584 (TPM 22-005) TO CONSTRUCT A 187,870 SQUARE FOOT WAREHOUSE, LOCATED AT THE SOUTHEAST CORNER OF VICTORIA AVENUE AND CYPRESS STREET.

RESOLUTION NO. 2022-029

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM (ENV 22-004) FOR THE DEVELOPMENT OF A 187,870 SQUARE FOOT WAREHOUSE AT THE SOUTHEAST CORNER OF VICTORIA AVENUE AND CYPRESS STREET. RELATED ENTITLEMENTS INCLUDE CONDITIONAL USE PERMIT (CUP 22-004), DESIGN REVIEW APPLICATION (DRA 22-006), TENTATIVE PARCEL MAP NO. 20584 (TPM 22-005), AND VARIANCE (VAR 22-002).

ANNOUNCEMENTS

The next Planning Commission meeting is scheduled September 20, 2022.

ADJOURN

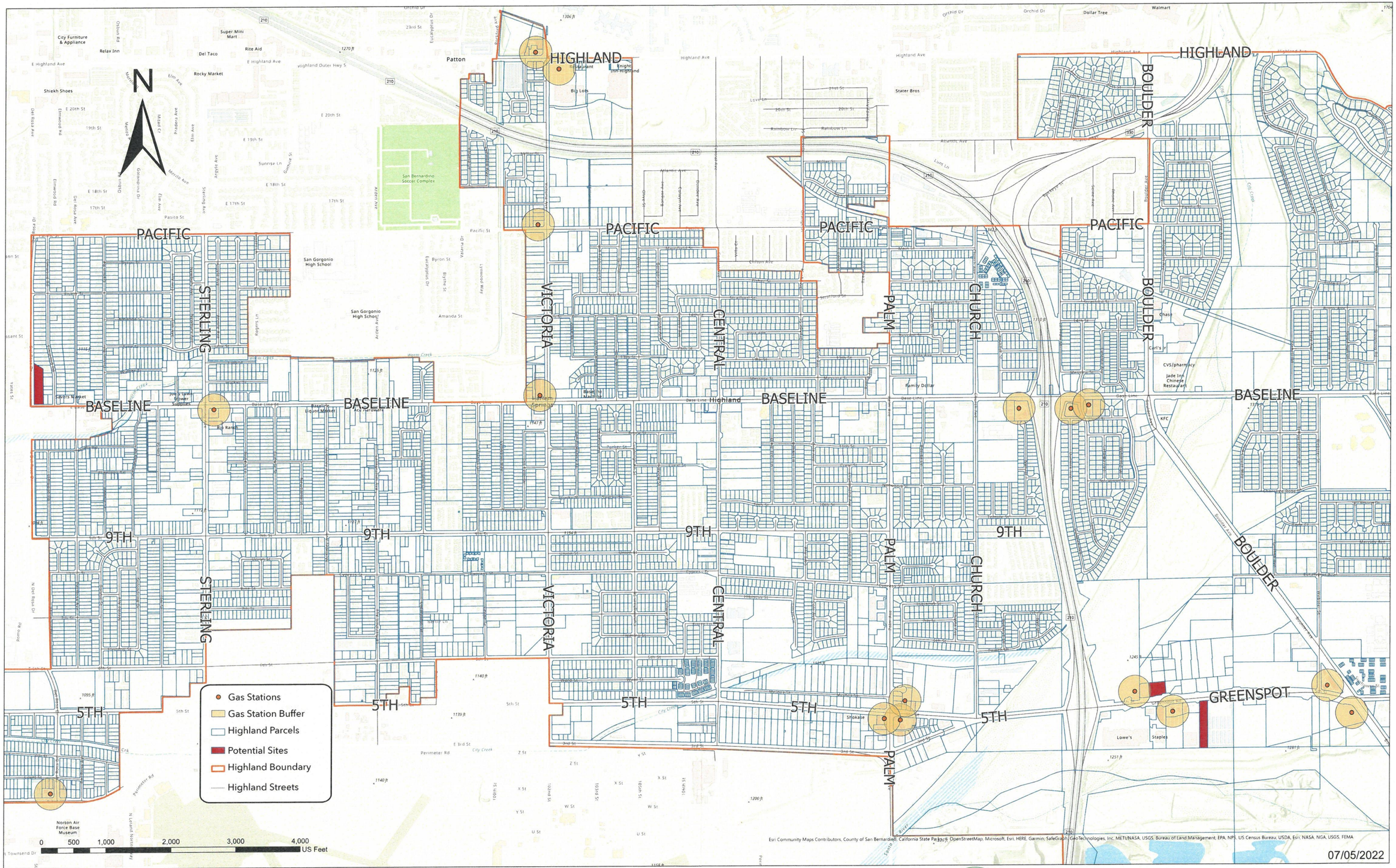
There being no further business, Chair Hamerly declared the meeting adjourned at 8:58 p.m.

Submitted by:

Camille Goritz, Administrative Assistant III
Community Development Department

Approved by:

Randall Hamerly, Chair
Planning Commission



Highland Gas Stations Buffer (250')

City of Highland

Attachment 4

Ordinance No._____

EXHIBIT "A"

ORDINANCE NO. ___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA AMENDING TITLE 16 (LAND USE AND DEVELOPMENT) OF THE HIGHLAND MUNICIPAL CODE PERTAINING TO VEHICLE FUELING STATIONS, AMENDING THE PROCESS FOR OBTAINING AN ENTITLEMENT PROCESS IN THE EMPLOYMENT DISTRICT FROM DESIGN REVIEW TO STAFF REVIEW, AND MAKING A FINDING OF EXEMPTION UNDER CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 21-001)

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES ORDAIN AS FOLLOWS:

SECTION 1. Findings and Intent.

WHEREAS, on August 24, 2021, the Highland City Council adopted Ordinance No. 449 establishing a moratorium on the approval of land use entitlements for new vehicle fueling stations or the expansion of the number of fueling pumps at existing stations. In compliance with Government Code section 65858, the City Council subsequently extended the moratorium for two more years pursuant to Ordinance Nos. 450 and 454 to allow staff sufficient time to study and analyze the issue and draft a permanent ordinance regulating vehicle fueling stations;

WHEREAS, on September 6, 2022, the Highland Planning Commission considered the proposed ordinance at a duly noticed public hearing. At the conclusion of the public hearing, the Planning Commission adopted Resolution No. 2022-024, on a 3-1-1 vote recommending that the City Council adopt the Municipal Code Amendments set forth in this Ordinance;

WHEREAS, the City of Highland Planning Commission and City Council have determined Title 16 of the Highland Municipal Code contains sections that have outdated guidelines, definitions, regulations and standards relating to vehicle fueling stations;

WHEREAS, a re-evaluation of the existing vehicle fueling station regulations and the implementation of a separation requirements will prevent future proliferation of vehicle fueling stations within Commercial and Employment Districts;

WHEREAS, the Municipal Code Amendments endeavor to address state efforts related to promoting zero-emission vehicles;

WHEREAS, the City Council has found and determined as follows:

1. That the proposed changes to the Development Code, as set forth herein, are consistent with the goals, objectives, policies, and programs of the City of Highland

General Plan, and are necessary and desirable to implement the provisions of the General Plan.

The amended regulations establishing distance requirements and electrical vehicle charging stations (EVCS) requirements will support the quality of life for residents living and working in or near the Commercial and Employment Zoning Districts by avoiding over concentration of vehicle fueling stations in these areas. The modifications will be consistent with the goals, objectives, policies, and programs of the City of Highland General Plan.

2. That the proposed changes to the Land Use and Development Code, as forth herein, will not adversely affect the public health, safety, and general welfare or result in an illogical land use pattern.

The regulatory changes to the vehicle fueling station portion of the Highland Municipal Code will not adversely affect the public health, safety, and general welfare of the public. The addition of updated development standards will promote the development of alternative fuel transportation-related activities and control the proliferation of service stations thereby ensuring a good balance of land uses along major corridors in the City.

3. That the proposed changes to the Land Use and Development Code, as set forth herein, are consistent with the purpose and intent of the remainder of said Land Use and Development Code not under consideration.

The proposed Municipal Code Amendments will help mitigate negative impacts associated with vehicle fueling stations on their surrounding environment by modernizing guidelines, regulations, and standards for current and future vehicle fueling station development. The Municipal Code Amendments will meet the intent of the Land Use and Development Chapter by reducing or eliminating hazards to the public resulting from potentially unsuitable locations, use or design of vehicle fueling stations. Furthermore, the Municipal Code Amendments contained in this ordinance would modify the City's Land Use and Development Code by codifying regulations on new, unentitled gas station uses.

SECTION 2. Section 16.06.010 "A Definitions" of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to delete the following definition:

~~"Automobile service station" or "gasoline service station" means a retail place of business engaged in supplying goods and services essential to the normal operation of automobiles, whose primary use is the dispensing of automotive fuel and motor oil~~."

SECTION 3. Section 16.06.220 "V Definitions" of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to include the following definition:

> "Vehicle fueling station" means activities including, but not necessarily limited to, a retail place of business engaged in supplying goods and services essential to the normal operation of motor and electrical vehicles, whose primary use is the dispensing of gasoline and alternative fuel for automobiles, light trucks, heavy trucks, recreational vehicles (RV) and semi-trucks."

SECTION 4. Section 16.44.200, Service Stations, of Chapter 16.44, Specific Use Development Standards, of Title 16, Land Use and Development Standards, of the Highland Municipal Code is hereby amended in its entirety to read as follows with additions shown in underlined text and deletions shown in strikethrough text:

~~"Service~~ **Vehicle fueling** stations."

"A. ~~Intent. This section is intended to ensure that service fueling stations do not result in adverse impacts on adjacent land uses, especially residential uses.~~ **A. The purpose of this chapter is to regulate vehicle fueling station development to ensure that the design and operation of such uses effectively mitigate traffic, congestion, excessive pavement and lighting, litter, hazardous materials, and noise.** ~~The traffic, glare, and~~ Uses associated with ~~service~~ **vehicle fueling** stations, particularly those which are open 24 hours per day, may be incompatible with adjacent land uses. To protect the health, safety, and general welfare of the city and its residents, these special regulations shall be imposed on the development and operations of ~~service~~ **vehicle fueling** stations.

B. Applicability. All ~~service~~ **vehicle fueling** stations shall comply with the provisions of this section in addition to the property development standards and the permit procedures for the district in which they are to be located. The provisions of this section and this title, as applicable, shall apply to all new ~~service~~ **vehicle fueling** stations and to all existing ~~service~~ **vehicle fueling** stations at such a time as those existing stations may come before the city for an expansion of 25 percent or greater in floor area, or a remodeling, or any other development that would cost more than 50 percent of the value of the improvements on the parcel at the time of remodeling, excluding land value."

C. Minimum Development Standards.

> **1. Vehicle fueling stations shall be separated by a minimum of two-hundred fifty (250' 0") feet. Separation distance shall be measured in a straight line from the middle of the vehicle fueling canopies of said vehicle fueling stations.**

street frontages, and adjacent to buildings. Planters shall be surrounded by masonry or concrete curbs and so arranged as to preclude motor vehicles from driving across the sidewalk at locations other than access driveways. Permanent opaque ~~landscaping or~~ berming **or a decorative masonry garden** wall shall be provided and maintained **along all street frontages and front side yards** in the planters at a height of not less than three feet above the average adjacent **interior** grade.

b. A minimum of 150 square feet landscaped area shall be provided at the intersection of two property lines at a street corner.

~~8.~~ **9.** Access and Circulation. No more than one driveway with a maximum width of 35 feet shall be permitted on any one street frontage and shall be located as follows:

a. Driveways shall be located no closer than 50 feet from a street intersection, 15 feet from a residential property line or alley, and shall not interfere with the movement and safety of vehicular and pedestrian traffic. Locations of all driveways shall be subject to the approval of the city engineer.

b. Electrical vehicle charging stations shall be positioned to ensure vehicle queuing at gasoline pumps do not impede access to vehicles entering and exiting the charging station.

~~b. All lubrication bays and wash racks shall be located within a fully enclosed building. Access to the service bays and wash racks shall not be located within 50 feet of a residentially zoned property, and shall be oriented away from public rights-of-way.~~

~~9.~~ **10.** Air and Water. Each ~~service~~ **vehicle fueling** station shall provide air and water to customers at a convenient location during hours when gasoline is dispensed.

~~10.~~ **11.** Restrooms. Each ~~service~~ **vehicle fueling** station shall provide a ~~men's and women's~~ public restroom which is accessible to the general public and physically disabled during all hours the ~~service~~ **vehicle fueling** station is open to the public. ~~Restrooms shall be attached to a structure on-site with entrances or signage clearly visible from the gasoline service area or cashier station, and concealed from view of adjacent properties by planters or decorative screening and shall be maintained on a regular basis.~~

~~11. Telephones. At least one public telephone shall be provided at each service station in a location that is easily visible from public rights-of-way.~~

12. A minimum of one (1) DC Fast Charger ('Level 3' or fastest on the market) electrical vehicle charging station (EVCS) shall be provided for every eight

~~1.~~ **2.** Minimum Street Frontage. Each parcel shall have a minimum street frontage of 100 feet on each abutting street.

~~2.~~ **3.** Setbacks. No building or structure, except canopies as provided below, shall be located within 30 feet of any right-of-way line, or within 20 feet of any interior parcel line.

~~3.~~ **4.** Gasoline Pumps. Gasoline pumps shall be located no closer than 20 feet from any property line.

~~4.~~ **5.** Canopies. ~~Canopies shall be located no closer than 10 feet from any property line.~~

a. Canopies shall be located no closer than 10 feet from any property line.

b. Pronounced massing shall be applied to canopy support posts with materials that are consistent with the architectural treatment of the principal building façade.

c. In order to reduce the visual impact of the canopy structure and corresponding lighting, the maximum height of the canopy clearance shall be sixteen (16' 0") feet and the maximum width of the canopy fascia shall be thirty (30") inches.

d. Canopy fascia shall match the color and texture of the primary building and designed for architectural compatibility with the surrounding area.

~~5.~~ **6.** Walls. ~~Service~~ **Vehicle fueling** stations shall be separated from adjacent property which is zoned or used for residential purposes by a decorative masonry wall of not less than six feet in height, as approved by the planning commission. Materials, textures, colors, and design of all walls shall be compatible with on-site development and adjacent properties. No wall higher than three feet in height shall be constructed within five feet of a driveway entrance or vehicle access way which opens onto a street or alley. Walls shall be constructed so as to ensure a clear cross view of pedestrians on the sidewalk, alley, or elsewhere by motorists entering or exiting the parcel.

~~6.~~ **7.** Paving. The site shall be entirely paved, except for buildings and landscaping. **Decorative stamped concrete or pavers shall be installed at each driveway.**

~~7.~~ **8.** Landscaping. The ~~service~~ **vehicle fueling** station site shall be landscaped pursuant to the following standards:

a. A minimum of 15 percent of the site shall be landscaped including a planting strip at least five feet wide along all interior parcel lines, nondriveway

(8) gas/diesel fuel pumps. For stations with seven or fewer pumps, one (1) DC Fast Charger ('Level 3' or fastest on the market) electrical vehicle charging station (EVCS) shall be provided.

a. Electrical vehicle charging stations (EVHS) shall not be counted toward meeting the required minimum number of parking spaces.

13. Non-Commercial Propane Tank Rental/Exchange. Outdoor storage and display of propane tanks and related racks/shelving may be permitted on an improved surface abutting the structure so long as it does not impede pedestrian or vehicular movement or necessitate the removal of required landscaping.

~~12.~~**14. No outdoor** vending machines. Coin-operated vending machines **on the exterior of the building are prohibited**. ~~may be permitted within or abutting a structure for the purpose of dispensing items commonly found in service stations, such as refreshments and maps.~~

~~13.~~ **15**. Location of Activities. All ~~repair and service~~ **retail-related** activities and operations shall be conducted entirely within an enclosed ~~service~~ building, except as follows:

a. The dispensing of petroleum products, water, and air from pump islands.

b. Replacement ~~service~~ **vehicle fueling** activities such as wiper blades, fuses, radiator caps, and lamps.

c. Automotive washing facilities and activities conducted on site, where permitted, shall be subject to conditions imposed through the permit review process as required in HMC table 16.20.030.A & 16.24.030.A of the zoning code.

~~c. The sale of items from vending machines placed next to the main building in a designated area not to exceed 32 square feet.~~

~~d. The display of merchandise offered for customer convenience on each pump island; provided, that the aggregate display area on each island shall not exceed 12 square feet and that the products shall be enclosed in a specially designed case.~~

~~e. Motor vehicle products displayed along the front of the building and within 36 inches of the building. Such display areas shall be limited to five feet in height and not more than 10 feet in length~~.

~~14.~~ **16.** Refuse Storage and Disposal. Trash areas shall be provided **in compliance with City standards**. ~~and screened on at least three sides from~~

~~public view by a solid decorative wall not less than five feet in height. Permanent opaque panel gates shall be installed on all openings to the trash area.~~

a. All trash shall be deposited in the trash area and the gates leading thereto shall be maintained in working order and shall remain closed except when in use.

b. Refuse bins shall be provided and placed in a location convenient for customers.

c. Trash areas shall not be used for storage. The premises shall be kept in a neat and orderly condition at all times and all improvements shall be maintained in a condition of reasonable repair and appearance. No used or discarded automotive parts or equipment, or permanently disabled, junked, or wrecked vehicles may be stored ~~outside the main building~~ **on site.**

~~15.~~ **17.** Equipment Rental. Rental of equipment such as trailers and trucks **is prohibited.** ~~may be permitted subject to design review approval; provided, that:~~

~~a. The rental equipment does not occupy or reduce the availability of the required parking for the automobile service station.~~

~~b. The rental equipment storage location shall not interfere with access and circulation on and around the site.~~

~~c. The rental of the equipment is incidental and secondary to the main activity on the site.~~

~~16.~~**18**. Operation of Facilities.

a. The ~~service~~ **vehicle fueling** station shall at all times be operated in a manner which is not detrimental to surrounding properties or residents. Site design and activities shall be conducted so as to avoid and minimize:

i. Damage or nuisances from noise, smoke, odor, dust, or vibration.

ii. Hazards from explosion, contamination, or fire.

b. ~~Service~~ **Vehicle fueling** station hours of operation shall be as approved by the conditional use permit.

~~17.~~**19.** Security Plan. A security plan shall be developed by the applicant and approved by the police department **and Community Development Director** prior to the issuance of a building permit. **The security plan shall include a Video Monitoring System Plan in compliance with HMC Section 16.40.480. Plans**

shall also identify site improvements, a Photometrics measurements and a detailed Landscape Plan. Alcoves, landscape massing of shrubs and low-canopy shade trees are prohibited.

20. Lighting Plan. Lighting standards shall be consistent with Tables 16.40.160.A and B unless modifications can be justified by a certified lighting engineer and a photometric plan is required and approved by the planning commission.

a. Areas around the pump islands and under canopies shall be illuminated so that the minimum horizontal illuminance at grade level is at least one (1) footcandle and no more than five and one-half (5.5) footcandles. The uniformity ratio shall be no greater than four to one (4:1). Maximum illumination level shall be no more than twenty-two (22) footcandles.

b. Light fixtures mounted on canopies shall be recessed or flush mounted so that the lens cover is recessed or flush with the bottom surface or ceiling of the canopy and/or shielded by the fixture or the edge of the canopy.

c. As an alternative or supplement to recessed ceiling lights, indirect lighting may be used where light is beamed upward then reflected down from the underside of the canopy. In such case, light fixtures must be shielded so that direct illumination is focused exclusively on the underside of the canopy.

d. Lights shall not be mounted on the top or sides (fascias) of the canopy, and the sides of the canopy shall not be illuminated.

D. Abandoned or Converted ~~Service~~ **Vehicle Fueling** Stations.

1. Where ~~service~~ **vehicle fueling** stations become vacant or cease operation for more than 180 days, the owner shall be required to remove all underground storage tanks (in a manner acceptable to all applicable permitting/regulatory agencies), remove all gasoline pumps and pump islands, and shall remove freestanding canopies**, and address any unresolved department of toxic substances control (DTSC) violations**.

2. So as to confirm that the use has not been abandoned, the owner shall provide evidence to the community development director with written verification prior to the 180th day that an allocation of gas has been received and operation of the station will commence within 30 days of the date of written correspondence.

3. Resumption of ~~service~~ **vehicle fueling** station operations after the 180 days, specified above, may be permitted by the community development director; provided, that a department review application has been renewed and approved.

Such a department review may result in conditions of approval which may include but not be limited to the following:

a. Replanting existing landscape areas;

b. Installing new landscape areas;

c. ~~Painting of structures;~~ **Restoration of all on-site structures and finishes;**

d. Upgrading or installing trash enclosures;

e. Striping parking spaces;

f. Installation of signs in conformance with adopted sign provisions in Chapter 16.56 HMC;

g. Resurfacing vehicle access and parking areas; and

h. Installation of missing street improvements.

E. Converted ~~Service~~ **Vehicle fueling** Stations. The conversion of ~~service~~ **vehicle fueling** station structures and sites to another use may require upgrading and remodeling including but not limited to removal of all gasoline appurtenances, removal of canopies, removal of pump islands, removal of overhead doors, additional landscaping, **construction of** missing street improvements or modification of existing improvements to conform to access regulations, and exterior remodeling. (Ord. 341 § 19, 2009; Ord. 171 § 11.200, 1994)"

SECTION 5. Table 16.20.030.A, Uses Permitted Within Commercial Districts, of Section 16.20.030, Commercial Use Regulations, of Chapter 16.20, Commercial Districts, of Title 16, Land Use and Development, of the Highland Municipal Code is hereby amended to read as follows with additions shown in underlined text and deletions shown in strikethrough text:

"

Use	CG	NC	PC	VC
A. Office and related uses				
1. Administrative and executive offices	SR	■	SR	SR
2. Artist and photographic studios, not including the sale of equipment or supplies	SR	SR	SR	SR
3. Artist and photographic studios, including the sale of equipment or supplies	SR	SR	SR	SR
4. Clerical and professional offices	SR	SR	SR	SR
5. Financial services and institutions	SR	SR	SR	SR

Use	CG	NC	PC	VC
6. Medical, dental and related health services for humans, including laboratories, clinics, and the sale of articles clearly incidental to the services provided	SR	SR	SR	SR
7. Prescription pharmacies, when located within a building containing the offices of medical practitioners	SR	SR	SR	SR
B. Commercial uses				
1. Agricultural	SR	SR	SR	SR
2. Adult entertainment (subject to Chapter 16.72 HMC)	SR	■	SR	■
3. Ambulance service	C	■	■	■
4. Antique shops	SR	SR	SR	SR
5. Apparel stores (sales)	SR	SR	SR	SR
6. Art, music, dance, studios, photographic studios and supply stores	SR	SR	SR	SR
7. Appliance stores and repair, large appliances	SR	■	SR	■
8. Appliance stores and repair, small appliances	SR	SR	SR	SR
9. Arcades	C	C	■	■
10. Athletic and health clubs	SR	C	SR	C
11. Auto repair, major (engine overhaul)	C	■	C	■
12. Auto repair, minor	SR	SR	SR	SR
13. Auto supply store	SR	SR	SR	SR
14. Automotive washing (full-service)	SR	C	SR	■
15. Automotive washing (self-service)	SR	C	SR	■
16. Auction houses	C	■	■	■
17. Automotive rental agencies (excluding outdoor storage)	SR	■	SR	■
18. Automotive – paint and body (major engine overhaul)	C	■	C	■
19. Automotive and light truck sales/minor repair	C	■	C	■
20. Auto sales (major repair)	C	■	C	■
21. Bail bond services	SR	■	■	■
22. Bakeries (retail)	SR	SR	SR	SR
23. Barber and beauty shops	SR	SR	SR	SR
24. Bicycle shops (nonmotorized)	SR	SR	SR	SR
25. Blueprint and photocopy services	SR	■	SR	SR
26. Boat and camper (sales only)	SR	■	■	■

Use	CG	NC	PC	VC
27. Book, gift, and stationery stores	SR	SR	SR	SR
28. Building materials sales (masonry, sand, gravel)	SR	■	SR	■
29. Camera shops	SR	SR	SR	SR
30. Candle shops	SR	SR	SR	SR
31. Candy stores and confectioneries	SR	SR	SR	SR
32. Catering establishments	SR	SR	SR	SR
33. Cemetery (human)	C	■	C	■
34. Check cashing	C	■	■	■
35. Cleaning and pressing establishments	SR	SR	SR	SR
36. Clothing and costume rental	SR	SR	SR	SR
37. Cocktail lounges/bars, including upgrading an existing ABC license (e.g., beer and wine to a hard liquor license)	C	■	C	C
38. Communication and telecommunication facilities (radio and television, not including wireless telecommunication facilities)	C	C	C	C
39. Commercial recreational facilities (indoor)	SR	C	SR	C
40. Commercial recreational facilities (outdoor)	C	C	C	C
41. Convenience stores (including alcohol sales)	C	C	C	C
42. Convenience stores (no alcohol sales)	SR	SR	SR	SR
43. Dairy products stores	SR	SR	■	SR
44. Department stores	SR	■	SR	■
45. Drapery and decorating shops	SR	■	SR	SR
46. Dress-making shops	SR	SR	SR	SR
47. Driving schools	SR	■	C	■
48. Drugstores/pharmacies	SR	SR	SR	SR
49. Electronic coin-operated games (operated for compensation) – less than five games	SR	SR	SR	■
50. Extreme value retail	C	C	C	C
51. Fast food restaurants	C	C	C	C
52. All other drive-in/-thru businesses including theaters	C	C	C	■
53. Feed tack stores	SR	C	■	SR
54. Fixed price retail	C	C	C	C
55. Floral shops	SR	SR	SR	SR

Use	CG	NC	PC	VC
56. Food stores and supermarkets	SR	SR	SR	SR
57. Floor covering stores (may include incidental repair)	SR	■	SR	SR
58. Furniture stores, repair and upholstery	SR	■	SR	SR
59. General retail stores	SR	SR	SR	SR
60. Hardware stores	SR	SR	SR	SR
61. Hobby shops	SR	SR	SR	SR
62. Home improvement (indoor)	SR	C	SR	■
63. Home improvement (outdoor)	C	■	SR	■
64. Hotels and motels	SR	■	SR	C
65. Ice machines	SR	SR	■	SR
66. Insurance services	SR	SR	SR	SR
67. Investigation services	SR	■	SR	SR
68. Janitorial services and supplies	SR	SR	■	SR
69. Jewelry stores	SR	SR	SR	SR
70. Kiosks (parking lot film processing and key shops)	SR	SR	SR	SR
71. Laundry pick-up and delivery agencies and self-service laundries (includes diaper service)	SR	SR	■	SR
72. Liquor stores	C	C	C	C
73. Massage establishments	C	■[1]	C	C
74. Mortgage services	SR	SR	SR	SR
75. Motorcycle shops (sales and service)	SR	■	SR	■
76. Locksmith shops	SR	SR	SR	SR
77. Meat markets	SR	SR	■	C
78. Mortuaries	C	C	C	C
79. Music stores	SR	SR	SR	SR
80. Newspaper and magazine stores	SR	SR	SR	SR
81. Mini-storage (for public use)	C	■	C	■
82. Miniature golf courses	SR	■	SR	■
83. Nurseries and garden supply stores (provided all equipment and supplies are kept within a building or fenced enclosed area)	SR	SR	SR	SR
84. Odd-lot/close-out retail	C	C	C	C
85. Office and business machines stores	SR	SR	SR	C

Use	CG	NC	PC	VC
86. Paint stores	SR	■	SR	SR
87. Parking facilities (off-site)	SR	■	C	C
88. Pet shops	SR	SR	SR	SR
89. Political or philanthropic headquarters	SR	SR	SR	SR
90. Pottery sales	SR	■	SR	SR
91. Printing and copy shops (other than newspaper)	SR	SR	SR	SR
92. Recycling collection facilities: reverse vending machines, small collection facilities (refer to HMC 16.44.170)	SR	SR	■	■
93. Plumbing shops and supplies	SR	■	SR	SR
94. Real estate services	SR	SR	SR	SR
95. Restaurants other than fast foods:				
a. With entertainment and/or serving alcoholic beverages, including upgrading an existing ABC license (e.g., beer and wine to a hard liquor license)	C	C	C	C
b. Without entertainment and/or serving alcoholic beverages	SR	SR	SR	SR
96. Shopping centers	C	C	C	C
97. Shoe stores (repairs)	SR	SR	SR	SR
98. Secondhand stores/pawn shops	SR	■	■	SR
~~99. Service stations (automotive, without convenience sales)~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~
~~100. Service stations (automotive, w/convenience store, w/ or w/o alcoholic beverage sales)~~	~~C~~	~~C~~	~~C~~	~~C~~
~~101.~~**99.** Sporting goods stores	SR	SR	SR	SR
~~102.~~**100.** Shoe stores (sales)	SR	SR	SR	SR
~~103.~~**101.** Stamp and coin shops	SR	SR	SR	SR
~~104.~~**102.** Stationery stores	SR	SR	SR	SR
~~105.~~**103.** Statue shops	SR	■	SR	SR
~~106.~~**104**. Sign painting shops within completely enclosed buildings	C	■	SR	SR
~~107.~~**105.** Surveying services	SR	■	SR	SR
~~108.~~**106.** Swimming pool supplies	SR	■	SR	SR
~~109.~~**107.** Swimming pool sales/service, outdoor display	SR	■	■	■
~~110.~~**108.** Telegraph offices	C	■	■	■
~~111.~~**109.** Tailor shops	SR	SR	SR	SR
~~112.~~**110.**Taxidermists (no processing)	SR	■	SR	SR

Use	CG	NC	PC	VC
~~113.~~**111.** Television (radio sales and repair)	SR	SR	SR	SR
~~114.~~**112.** Theaters, including both motion picture and live performing arts (excludes open air)	C	■	C	C
~~115.~~**113.** Tire sales and service	SR	■	SR	■
~~116.~~**114.** Toy stores	SR	SR	SR	SR
~~117.~~**115.** Transportation facilities	C	C	C	C
~~118.~~**116.** Travel agencies	SR	SR	SR	SR
~~119.~~**117.** Trophy store	SR	SR	SR	SR
~~120.~~**118.** Upholstering shops (automotive)	SR	■	SR	■
~~121.~~**119.** Variety stores	SR	SR	SR	SR
120. Vehicle fueling stations (automotive, without convenience sales)	C	C	C	C
121. Vehicle fueling stations (automotive, without convenience store, with or without alcoholic beverage sales)	C	C	C	C
122. Veterinary offices and animal hospitals including exterior kennels, pens or runs	C	■	C	C
123. Veterinary offices and animal hospitals excluding exterior kennels, pens or runs	SR	SR	SR	SR
124. Wall covering store	SR	■	SR	SR
125. Weight reduction center	SR	SR	SR	SR
126. Wireless telecommunication facility				
a. Major	C	C	C	C
b. Minor	SR	SR	SR	SR
C. Public and quasi-public uses				
1. Auditoriums	C	■	C	■
2. Day nurseries, nursery schools, and child care facilities in CG (General Commercial District), subject to a conditional use permit	■	C	C	C
3. Hospitals	C	■	C	C
4. Convalescent homes	C	C	C	C
5. Convention halls, trade shows, exhibit buildings with incidental food service	C	■	C	■
6. Community facilities and religious institutions	C	C	C	C
7. Clubs, lodges, fraternities and sororities	C	C	C	C

Use	CG	NC	PC	VC
8. Communication and telecommunication facilities (not including radio and television)	C	C	C	C
9. Educational institutions (including public or private vocational schools)	C	C	C	C
10. Fire and police stations	SR	SR	SR	SR
11. Public administration buildings and civic centers	SR	SR	SR	SR
12. Public libraries and museums	SR	SR	SR	SR
13. Public parks and recreation facilities (public or private)	SR	SR	SR	SR
14. Public utilities and public service substations, reservoirs, pumping plants and similar installations not including public utility offices	SR	SR	SR	C
15. Residential care facilities (per state law)	C	C	C	C
16. Post offices	SR	SR	SR	SR
17. Public utility services offices	SR	C	SR	SR
D. Residential mixed uses				
1. Attached mixed use structures (per Chapter 16.22 HMC)				C
E. Accessory uses				
1. Accessory structures and uses located on the same site as a permitted use subject to issuance of a department review permit	SR	SR	SR	SR
2. Accessory structures and uses located on the site as a conditional use	C	C	C	C
F. Temporary uses				

"

SECTION 6. Section 16.24.030, Use Regulations for Employment Districts, of Chapter 16.24, Employment Districts, of Title 16, Land Use and Development, of the Highland Municipal Code is hereby amended to read as follows with additions shown in underlined text and deletions shown in strikethrough text, with all the other provisions of Chapter 16.24 remaining unchanged:

"16.24.030 Use regulations for employment districts

A. Identified on Table 16.24.030.A are those land uses or activities which may be permitted in each of the employment districts, subject to the provisions of this chapter, this title and applicable general plan policies, and those land uses and activities which are not permitted. Table 16.24.030.A also indicates the development procedure and the approval type by which each listed land use or activity may be permitted in each of the employment districts.

1. Where the symbol "■" appears in the column beneath an employment zone district, the corresponding land use or activity shall not be permitted in the zone district.

2. Where the symbol "P" appears in the column beneath the zone district, the corresponding land use or activity is permitted by right in that zone district; provided, that the use is in conformance with the provisions of this title.

Permitted uses shall be subject to consistency assessment, which shall determine the conformance of the proposed use or activity with the provisions of this title in conjunction with, and as a requirement of, the issuance of a permit by any city department.

3. Where the symbol "~~DR~~**SR**" appears in the column beneath employment zone designations, the corresponding land use or activity may be permitted subject to the approval of a ~~department~~ **staff** review permit application as provided for in Chapter 16.08 HMC.

4. Where the symbol "C" appears in the column beneath employment zone designations, the corresponding land use or activity may be permitted subject to the approval of a conditional use permit application as provided for in Chapter 16.08 HMC.

B. Land uses within the employment districts shall meet the provisions of the hazardous materials management section (HMC 16.40.130), and all applicable local, state, and federal hazardous materials legislation, in addition to the provisions of this chapter.

C. If permitted, land uses within the business park, office professional, or industrial zone districts which are or would be "hazardous materials handlers or generators," as defined by the criteria contained in the county hazardous waste management plan, shall be subject to the conditional use permit application procedure, notwithstanding the application process which may be specified in this chapter.

Table 16.24.030.A

Uses Permitted Within Employment Districts

Legend

Not permitted in this district

~~DR~~ **SR** Permitted Subject to approval of a ~~department~~ **staff** review permit application

C Permitted Subject to approval of a conditional use permit application

P Permitted in this district"

"

Uses	BP	I	OP
A. Manufacturing uses			
1. Bakery/food preparation	C	~~DR~~SR	■
2. Bottling plants	C	~~DR~~SR	■
3. Carpenter and cabinet shops	~~DR~~SR	~~DR~~SR	■
4. Cement products manufacturing	C	~~DR~~SR	■
5. Citrus products manufacturing, including frozen foods	■	~~DR~~SR	■
6. Electronics: electrical and related parts; electrical appliances, motors, and devices; radio, television, and phonograph	~~DR~~	~~DR~~SR	■
7. Furniture upholstering	~~DR~~SR	~~DR~~SR	■
8. Instruments: electronic and precision; medical and dental; timing and measuring	~~DR~~SR	~~DR~~SR	■
9. Laboratories: chemical, dental, electrical, optical, mechanical, and medical	~~DR~~SR	~~DR~~SR	■
10. Manufacture and maintenance of electrical and other signs	~~DR~~SR	~~DR~~SR	■
11. Manufacturing, compounding, assembly or treatment of articles or merchandise from the following previously prepared typical materials: a. Canvas, cellophane, cloth, cork, felt, fiber, fur, glass, leather, paper (no milling), precious or semi-precious stones or metals, plaster, plastics, shells, textiles, tobacco, wood and yarns	C	~~DR~~SR	■
12. Office and related machinery: audio machinery; computers, electrical and manual; visual machinery	~~DR~~SR	~~DR~~SR	~~DR~~SR
13. Packing houses	■	~~DR~~SR	■
14. Pharmaceuticals: cosmetics, Drugs, perfumes, toiletries, and soap (not including refining or rendering of fats or oils)	~~DR~~SR	~~DR~~SR	■
15. Rubber and metal stamp manufacturing	C	~~DR~~SR	■
B. Wholesale uses and warehousing			
1. Light wholesale, storage and distribution including wholesaling, storage, and warehousing services within enclosed buildings. Storage and wholesale to retailers from the premises of unfinished, raw and semi-refined products requiring further processing, fabrication, and manufacturing, and other storage shall be excluded from this land use type	~~DR~~SR	~~DR~~SR	■
2. General wholesale, storage, and distribution including warehousing, storage, freight handling, shipping, trucking services and terminals, storage and warehousing from the premises of unfinished, raw and semi-refined products requiring further	C	~~DR~~SR	■

Uses	BP	I	OP
processing, fabrication, or manufacturing. Outdoor storage shall be permitted subject to applicable screening requirements			
3. Contractor's storage yards (temporary in Business Park) including the storage of equipment, materials and vehicles for construction industry contractors (screening of outdoor storage required)	~~D~~RSR	~~D~~RSR	■
4. Recreational vehicle storage (screening of outdoor storage required)	C	~~D~~RSR	■
5. Vehicle storage/towing services	C	~~D~~RSR	■
6. Vehicle wrecking and storage	■	C	■
7. Mini storage	C	~~D~~RSR	■
C. Commercial uses and services			
1. Adult entertainment (subject to Chapter 16.72 HMC)	~~D~~RSR	~~D~~RSR	■
2. Ambulance services	~~D~~RSR	~~D~~RSR	■
3. Appliance repair	~~D~~RSR	~~D~~RSR	■
4. Art galleries	~~D~~RSR	■	~~D~~RSR
5. Art studio	~~D~~RSR	~~D~~RSR	■
6. Art supply shops	~~D~~RSR	■	■
7. Athletic and health clubs (indoor)	~~D~~RSR	~~D~~RSR	C
8. Auction house	C	~~D~~RSR	■
9. Automotive fleet storage	C	~~D~~RSR	■
10. Automotive rental agencies	~~D~~RSR	~~D~~RSR	■
11. Automotive and light truck repair (minor)	~~D~~RSR	~~D~~RSR	■
12. Automotive and light truck repair (major)	■	~~D~~RSR	■
13. Bakery shops	~~D~~RSR	■	■
14. Banks, savings and loans, credit unions	~~D~~RSR	■	~~D~~RSR
15. Barber and beauty colleges	~~D~~RSR	■	~~D~~RSR
16. Blueprinting and photocopying	~~D~~RSR	~~D~~RSR	~~D~~RSR
17. Boat and camper repairs	C	~~D~~RSR	■
18. Car wash	~~D~~RSR	■	■
19. Cleaning and pressing establishments	~~D~~RSR	■	C
20. Communication and telecommunication facilities (radio and television, not including wireless telecommunication facilities)	C	C	C

Uses	BP	I	OP
21. Commercial recreational facilities (indoor)	C	C	C
22. Driving schools	C	■	C
23. Exterminators	C	~~DR~~SR	■
24. Emergency shelters – 25 persons or less (excludes transitional housing and permanent support type housing facilities) (refer to HMC 16.44.270)	~~DR~~SR	■	■
25. Florist shop	~~DR~~SR	■	~~DR~~SR
26. Furniture stores (repair and upholstery)	C	~~DR~~SR	■
27. Glass shops and glass studio	~~DR~~SR	~~DR~~SR	■
28. Hotels and motels	C	■	C
29. Janitorial services and supplies	~~DR~~SR	~~DR~~SR	C
30. Insurance services	~~DR~~SR	■	~~DR~~SR
31. Kennel and catteries	C	C	■
32. Laundry pickup and delivery services	~~DR~~SR	~~DR~~SR	■
33. Locksmith shops	~~DR~~SR	~~DR~~SR	■
34. Lumber and buildings material yards	C	~~DR~~SR	■
35. Massage establishments	C	■[1]	■[1]
36. Newspaper and magazine shops (printing and publishing)	C	~~DR~~SR	~~DR~~SR
37. Office and business machine (service and repair)	~~DR~~SR	■	C
38. Commercial parking facilities	C	■	C
39. Political or philanthropic headquarters	~~DR~~SR	■	~~DR~~SR
40. Printing and copy shops	~~DR~~SR	~~DR~~SR	~~DR~~SR
41. Plumbing shops and supplies	~~DR~~SR	~~DR~~SR	■
42. Real estate services	~~DR~~SR	■	~~DR~~SR
43. Recycling facilities: large collection facilities and processing facilities (refer to HMC 16.44.170)	■	~~DR~~SR	■
44. Restaurants (including Drive-through)	~~DR~~SR	■	C
45. Restaurants other than fast food:			
a. With entertainment and/or serving alcoholic beverages, including upgrading an existing ABC license (e.g., beer and wine license to a hard liquor license)	C	■	C
b. Without entertainment and/or serving alcoholic beverages	~~DR~~SR	■	~~DR~~SR
~~46. Service stations (automotive, without convenience sales)~~	~~DR~~SR	■	■

Uses	BP	I	OP
~~47. Service stations (automotive, with convenience store, with or without alcoholic beverage sales)~~	~~C~~	■	■
~~48.~~**46**. Sign painting shops	~~DR~~**SR**	~~DR~~**SR**	■
~~49.~~**47.** Stationery stores	~~DR~~**SR**	■	~~DR~~**SR**
~~50.~~**48.** Statue shop	~~DR~~**SR**	■	■
~~51.~~**49.**Surveying services	~~DR~~**SR**	■	~~DR~~**SR**
~~52.~~**50.** Swimming pool and spa sales	~~DR~~**SR**	■	■
~~53.~~**51.** Swimming pool supply and cleaning services	~~DR~~**SR**	~~DR~~**SR**	■
~~54.~~**52.** Tailor shops	~~DR~~**SR**	■	~~DR~~**SR**
~~55.~~**53.** Taxidermist	~~DR~~**SR**	~~DR~~**SR**	■
~~56.~~**54.** Travel agencies	~~DR~~**SR**	■	~~DR~~**SR**
~~57.~~**55.** Truck wash	■	~~DR~~**SR**	■
~~58.~~**56.** Tire retreading and recapping	■	C	■
57. Vehicle Fueling stations (automotive, without convenience sales)	**C**	■	■
58. Vehicle Fueling stations (automotive, with convenience store, with or without alcoholic beverage sales)	**C**	■	■
59. Vending machine service and repair	~~DR~~**SR**	~~DR~~**SR**	■
60.-Veterinary offices and animal hospitals, excluding exterior kennels, pens or runs	C	■	C
61. Weight reduction center	~~DR~~**SR**	■	~~DR~~**SR**
62. Wireless telecommunication facility			
a. Major	C	C	C
b. Minor	~~DR~~**SR**	~~DR~~**SR**	~~DR~~**SR**
D. Accessory uses			
1. Accessory structures and uses, including child care facilities, located on the same site as a use permitted subject to the issuance of a department review permit	~~DR~~**SR**	~~DR~~**SR**	~~DR~~**SR**
2. Accessory structures and uses, including child care facilities, located on the same site as a conditionally permitted use	C	C	C
3. Watchman's or caretaker's living quarters only when incidental to and on the same site as a permitted or conditional use (where 24-hour surveillance is required)	~~DR~~**SR**	~~DR~~**SR**	~~DR~~**SR**
E. Public and quasi-public uses			

Uses	BP	I	OP
1. Bus, rail and taxi stations	C	C	C
2. Churches, clubs, lodges, fraternities, and sorority headquarters	C	■	C
3. Educational institutions (including public or private vocational schools)	C	■	C
4. Fire and police facilities	~~DR~~SR	~~DR~~SR	~~DR~~SR
5. Day nurseries, nursery schools, and child care facilities, per state law	C	■	C
6. Postal services	~~DR~~SR	~~DR~~SR	~~DR~~SR
7. Public administration buildings and civic center	~~DR~~SR	~~DR~~SR	~~DR~~SR
8. Public utility services offices	~~DR~~SR	■	~~DR~~SR
F. Office and related uses			
1. Administrative and executive offices (incidental to primary use)	~~DR~~SR	~~DR~~SR	~~DR~~SR
2. Clerical and professional offices (incidental to primary use)	~~DR~~SR	~~DR~~SR	~~DR~~SR
3. Financial/mortgage services and institutions	~~DR~~SR	~~DR~~SR	~~DR~~SR
4. Medical, dental and related health services for humans, including laboratories, clinics, and the sale of articles clearly incidental to the services provided	~~DR~~SR	■	~~DR~~SR
5. Prescription pharmacies when located within a building containing the offices of medical practitioners	~~DR~~SR	■	~~DR~~SR
G. Temporary uses			
1. Temporary uses as prescribed in HMC 16.08.120	~~DR~~SR	~~DR~~SR	~~DR~~SR
H. Other uses similar to, and no more objectionable than, the uses identified above shall be reviewed per the process required by the similar use, as determined by the planning commission.	P	P	P

"

SECTION 7. Table 16.52.030.A, Off-Street Automobile Parking Space Requirements, of Section 16.24.030, Schedule of Off-Street Parking Requirements, of Chapter 16.52, Parking Regulations, of Title 16, Land Use and Development, of the Highland Municipal Code is hereby amended to read as follows with additions shown in underlined text and deletions shown in strikethrough text, with all other provisions of Section 16.24.0303 remaining unchanged:

"

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
A. Residential uses				
1. Single-family detached	2.0 spaces per unit[1,2,3]	None	None	[1] Must be provided within enclosed garage. [1a] Within Village Residential District, no more than a two-car space and no less than a one-car space shall be provided within an enclosed garage and shall be located a minimum of 45 feet from the exterior garage door to the front property line.
				[2] Units which meet state requirements for second units shall be required to provide an additional parking space as a condition of approval. The additional space may be tandem. [3] Guest parking is assumed to be available on the public or private street. If it is not permitted or is restricted on the street, then one visitor space per unit will be required within 100 feet of each unit's frontage and cannot be tandem. Up to 50 percent of visitor parking may be provided on private driveways if the driveway is a minimum

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
				of 18 feet wide and 23 feet long (from travelway to garage door). Parked cars must not encroach upon the sidewalk. No more than one parking space in a driveway may be designated for visitor parking.
2. Single-family attached/multiple-family (R-2, R-2C, R-3 Districts)				
a. Resident parking[4,5,6]	Studio: 1 covered space per unit	None	None	[4] All covered parking spaces shall be assigned to a specific unit.
	1 bedroom: 1.5 spaces per unit (1 covered)	None	None	[5] For R-2 and R-2C Districts, covered spaces may be required to be provided in an enclosed garage. Emphasis should be made to locate the garage adjacent to the unit being served. If it is not adjacent, the garage shall be located within 150 feet of the unit being served.
	2 or more bedrooms: 2.0 spaces per unit (1 covered)	None	None	[6] The parking requirement shall be reduced pursuant to a density bonus granted for a qualifying residents project in accordance with the provisions of HMC 16.40.090(B)(1)(e). The community

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
				development director may also reduce the parking requirement for projects that incorporate affordable housing units but do not qualify for a density bonus.
b. Guest Parking[7]	0.5 space per unit	50%	None	[7] Guest spaces may be uncovered. On-street parking can count for visitor parking if spaces are within 250 feet of each unit's frontage.
3. Multifamily (R-4 District)				
a. Resident parking[8]	Studio and 1 beDRSRoom: 1.5 per unit	None	None	[8] Minimum of 1 parking space shall be covered within a garage or carport.
	2 beDRSRooms: 1.9 per unit	None	None	
	3 beDRSRooms: 2.1 per unit	None	None	
	4 beDRSRooms: 2.4 per unit	None	None	
b. Guest parking[9]	0.3 spaces per unit			[9] Guest spaces may be uncovered.
4. Senior housing:				
a. Resident parking	1.0 space per unit[10]	None	None	[10] Spaces shall be covered and may be either a carport or garage.
b. Guest parking	0.25 space per unit[11]	50%	None	[11] Guest spaces may be uncovered.

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
5. Senior housing: congregate care				
a. Resident parking	0.5 spaces per unit or as determined by the planning commission for the proposed use[12, 13]	50%	None	[12] Applicant shall submit a parking study pursuant to the requirements of HMC 16.52.020. [13] The 0.5 space per dwelling unit shall be for the exclusive use of residents within a garage or carport as approved by the approving authority adjacent to the unit it is serving. For multiple-family units, the parking shall be within 150 feet of the dwelling it is serving.
b. Guest parking	0.25 space per unit[14]	50%	None	[14] Guest parking may be uncovered.
6. Mobilehome parks and subdivisions				
a. Resident parking	2 spaces per unit[15]	None	None	[15] Tandem spaces may be used to meet resident parking requirements.
b. Guest parking	1 space for each five units or fraction thereof	None	None	
7. Model home complexes	3 spaces per model home, plus 1 space per salesperson[16,17]	None	None	[16] On-street parking adjacent to the model home complex may be counted toward the parking requirement if it

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
				is found that on-street parking will not impact residential parking and will not obstruct traffic flow. [17] Spaces for salespersons may be provided in vacant garages of model homes.
B. Commercial uses				
1. Uses located in regional commercial shopping centers (more than 750,000 ft. of gross leasable area)	1 space per 200 ft. of gross floor area	25%	20%	
2. Uses located in neighborhood, community, and convenience shopping centers (less than 750,000 ft. of gross leasable area)	1 space per 250 ft. of gross floor area[18]	25%	20%	[18] Alternative parking requirements for specialty commercial centers may be established by the community development director based upon a parking study submitted by or required of a project applicant. (See HMC 16.52.020 for parking study submittal requirements.)
3. Freestanding commercial and service uses				
a. Automobile repair	1 space per 500 ft. of gross floor area	25%	None	[19] No required off-street parking space shall be

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
	plus 2 spaces per service bay[19]			used for sale, service, rental, or repair of vehicles.
b. Automobile sales	3 spaces per 1,000 ft. of interior office area plus 2 spaces per service bay[20]	25%	None	[20] No required off-street parking space shall be used for repair of vehicles.
c. ~~Automobile service~~ **Vehicle Fueling** station[21]	~~2 spaces plus 4 spaces per service bay~~ **1 space per 200 ft. of retail area**	25%	None	[21] ~~If a mini-mart is developed as part of the service station, additional parking at a rate of 1 space per 200 ft. of retail area shall be provided.~~
d. Automobile washing	3 spaces per washing stall	25%	None	
e. Barber shop, beauty parlor	3 spaces per barber chair or beautician station	25%	None	
f. Bank, savings and loan[22]	1 space per 250 ft. of gross floor area	25%	25%	[22] Special design requirements shall apply for Drive-through facilities (see Chapter 16.44 HMC, Specific Use Development Standards).
g. Business and personal services, general	1 space per 250 ft. of gross floor area	25%	None	
h. Eating and Drinking establishments				

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
i. With Drive-in or take-out facilities[23]	1 space per 75 ft. of gross dining area, inside and outside	25%	None	[23] Special design requirements shall apply for Drive-through facilities (see Chapter 16.44 HMC, Specific Use Development Standards).
ii. All others (without Drive-in or take-out facilities)	1 space per 75 ft. of gross floor area for dining, inside and outside, up to 6,000 gross ft., plus 1 space per 55 ft. of gross floor area for dining, inside and outside, over 6,000 ft.			
i. Hotel, motel	1 space per guest room plus 1 space per 100 gross ft. of banquet, assembly, or restaurant seating area plus 1 space per 400 ft. of accessory retail area	25%	None	
j. Lumber yard, nursery	1 space per 250 ft. of gross floor area for retail sales plus 1 space per 1,000 gross ft. of outdoor area devoted to displays and storage	25%	None	
k. Mortuaries	1 space per each 4 seats plus funeral procession queue capacity for 5 cars	25%	None	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
l. Offices				
i. Administrative, business, professional	1 space per 250 gross ft. of floor area	35%	50%	
ii. Government	1 space per 200 gross ft. of floor area	35%	50%	
m. Retail, general (i.e., department stores, markets, specialty, etc.)	1 space per 250 gross ft. of floor area	25%	None	
n. Retail, furniture, major appliances	1 space per 500 gross ft. of floor area	25%	None	
C. Educational services				
1. Business and trade schools	1 space per each 4-person capacity, or 1 space per 250 gross ft. of floor area, whichever is greater	25%	25%	
2. Colleges	10 spaces plus 30 spaces per classroom	25%	25%	
3. Elementary, junior high schools	2 spaces per classroom	25%	25%	
4. Senior high schools	10 spaces plus 10 spaces per classroom	25%	25%	
D. Medical and health services				
1. Convalescent and nursing homes	1 space per 3 beds	25%	25%	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
2. Hospitals	1 space per 1.5 beds	25%	25%	
3. Medical and dental offices and clinics; emergency medical veterinary hospitals and clinics	1 space per 200 gross ft. of floor area	25%	25%	
E. Industrial uses				
1. Manufacturing	1 space per 500 gross ft. of floor area devoted to manufacturing plus the required amount of parking for gross square footage devoted to other uses	35%	50%	
2. Research and development	1 space per 250 gross ft. of floor area	35%	50%	
3. Warehouse and distribution	1 space per 1,000 gross ft. of floor area devoted to warehousing plus the required amount of parking for gross square footage devoted to other uses	35%	50%	
F. Entertainment and recreation uses				

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
1. Arcades, games	1 space per 75 gross ft. of floor area or 1 space per 2.5 persons of the occupancy of the building, whichever is greater. In addition, 1 space per every 3 employees on the premises in a 24-hour period	25%	None	Applicant shall submit a floor plan with the occupancy noted in each room and space as required by the city building code.
2. Auditoriums, places of public assembly	1 space per 3 seats or 1 space per 35 gross ft. where there are no fixed seats, or 1 space per 2.5 persons of the occupancy of the building, whichever is greater. In addition, 1 space per every 3 employees on the premises in a 24-hour period	25%	None	Applicant shall submit a floor plan with the occupancy noted in each room and space as required by the city building code.
3. Bowling alleys, billiard halls	5 spaces per alley plus 2 spaces per billiard table plus required parking for other on-site uses	25%	None	
4. Commercial stables	1 space per 5 horses capacity for boarding on-site	25%	None	
5. Golf Driving range	1 space per tee plus required parking for other on-site uses	25%	None	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
6. Golf course (executive and regulation)	6 spaces per hole plus required parking for other on-site uses	25%	None	
7. Golf, miniature	3 spaces per hole plus required parking for other on-site uses	25%	None	
8. Health club	1 space per 80 ft. floor area[24]	25%	None	[24] Alternative parking requirements for health centers may be established by the approval authority based upon a parking study submitted by or required of a project applicant. (See HMC 16.52.020 for parking study submittal requirements.)
9. Parks, public and private (over 10 acres in size)	To be determined for the proposed use based upon the parking study findings[25]			[25] Applicant must submit a parking study (see HMC 16.52.020 for parking study submittal requirements).
a. Neighborhood parks (under 10 acres)	A minimum of 5 spaces for the first 2 acres plus 1 space for each additional acre	25%	None	
b. Community park (under 5 acres)	A minimum of 5 spaces per acre, plus additional spaces for spectator seating at athletic fields, community centers, and pools, plus 1 space for each picnic table	25%	None	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
10. Skating rinks	1 space per 100 gross ft. of floor area	25%	None	
11. Tennis, handball, racquetball facilities	3 spaces per court plus required parking for other on-site uses	25%	None	
12. Theaters, movie, stage shows, live performances, adult cabarets	5 spaces plus 1 space per 3 fixed seats, or 1 space per 2.5 persons of the occupancy of the building, whichever is greater. In addition, 1 space per every 3 employees on the premises in a 24-hour period	25%	None	Applicant shall submit a floor plan with the occupancy noted in each room and space as required by the city building code.
G. Public and quasi-public uses				
1. Day care, preschools, nursery schools, family day care, residential care homes[26]				[26] Parking requirements are determined based upon maximum capacity of proposed facility.
a. Day care centers	1 space per employee plus 1 space per 5 chilDRSRen	25%	None	
b. Family day care homes	2 spaces per dwelling unit in addition to residential requirement	25%	None	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
c. Residential care homes	2 spaces per dwelling unit in addition to residential requirement	25%	None	
2. Libraries, museums, galleries	1 space per 300 gross ft. of floor area	25%	None	
3. Places of worship	1 space per 80 ft. of floor area of main assembly/auditorium area, plus requirement for office space, if applicable, plus requirement for school uses, if applicable	25%	None	
4. Public utilities	To be determined by the approval authority for the proposed use[27]	25%	None	[27] Applicant shall submit a parking study. (See HMC 16.52.020 for parking study requirements.)

"

SECTION 6. Subsection A of Section 16.40.480, Video Monitoring Systems, of Chapter 16.40, Development Standards, of Title 16, Land Use and Development, of the Highland Municipal Code is hereby amended to read as follows with additions shown in underlined text and deletions shown in strikethrough text, with all other provisions of Section 16.40.480 remaining unchanged:

"A. The establishment of the following permitted uses or any expansion greater than 25 percent of floor space of any of these uses in all districts shall be required to install and maintain in good working order a video monitoring system prior to the issuance of a certificate of occupancy:

1. Arcades;
2. Check cashing;
3. Convenience markets;
4. Financial services and institutions;

5. **Vehicle Fueling** ~~Service~~ stations including associated pump islands;
6. On-site and off-site sale of alcoholic beverage outlets;
7. Drive-through/fast food or sit-down restaurants;
8. Hotels and motels;
9. Jewelry stores;
10. Gun and ammunition retailers/wholesalers;
11. Massage parlors;
12. Sexually oriented businesses as defined in Chapter 16.06 HMC;
13. Off-site parking lots (not ancillary to a permitted use)."

SECTION 7. Environmental Review. The City Council finds that the adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to the General Rule (14 C.C.R. Section 1506(b)(3)) of the CEQA Guidelines, which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment as the regulations will ensure that future vehicle service stations are modernized and help support the public health and safety of the community. There is no possibility that the Ordinance may have a significant effect on the environment since the Code Amendment is not proposing development of a project.

SECTION 8. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, subsections, sentences, clause or phrases. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, clause and phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clause or phrase be declared invalid or unconstitutional, and would have passed and adopted the same even though any sections, subsections, sentences, clauses or phrases that may be held invalid had been omitted therefrom.

SECTION 9. Publication and Posting. Within fifteen (15) days following the passage of this Ordinance, the City Clerk shall publish and/or post this Ordinance as required by state law and City resolution.

PASSED, APPROVED, AND ADOPTED this _____ day of _____ 2022.

_____
Larry McCallon
Mayor

ATTEST:

_____
Betty Hughes
City Clerk

APPROVED AS TO FORM:

_____

Maricela E. Marroquin
City Attorney

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 2022

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Matt Wirz, Building Official

SUBJECT: Introduction and first reading of an ordinance of the City Council of the City of Highland, amending Title 15 of the Highland Municipal Code to adopt the 2022 California Building Code, Volume I and II, including Chapter 1, Division II and Appendix H, the 2019 California Fire Code including Chapter 1, Division II and Appendices I, N and O, the 2022 California Existing Building Code including Chapter 1, Division II, the 2022 California Residential Code including Chapter 1, Division II and Appendix AX, the 2022 California Electrical Code including Article 89, the 2022 California Plumbing Code including Chapter 1, Division II, the 2022 California Mechanical Code including Chapter 1, Division II, the 2022 California Green Building Standards Code including Chapter 1, Division II, and making a finding of exemption under the California Environmental Quality Act.

RECOMMENDATION: That the City Council by motion (1) waive full reading and introduce Ordinance No. ___, as read by title only, and (2) to schedule a public hearing on the proposed adoption of Ordinance No. ___ at the November 08, 2022 City Council meeting, and direct staff to provide notice of said public hearing.

FISCAL IMPACT: There is no fiscal impact related to this action other than staff time to prepare the staff reports and documents.

PUBLIC NOTICE: The agenda was posted at the City's three (3) designated posting locations as required by Resolution and on the City's Website. The California Building Code, Volume I and II, the 2022 California Fire Code, the 2022 California Existing Building Code, the 2022 California Residential Code, the 2022 California Electrical Code, the 2022 California Plumbing Code, the 2022 California Mechanical Code, the 2022 California Green Building Standards Code are available for public inspection in the office of the Building Official during regular business hours.

Approved _____	Motion _____	Second _____	Agenda Item No. 11
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

Government Code Section 50022.1 *et seq.* requires a first reading of the ordinance adopting the various codes by reference, which is immediately followed by the legislative body scheduling a public hearing date. Notice of the public hearing must be given (published) pursuant to Government Code Section 6066, which requires published notice once a week for two successive weeks, with at least five days intervening between the respective publication dates. Additionally, a certified copy of each code being adopted by reference must be filed with the City Clerk at least 15 days prior to the hearing.

ENVIRONMENTAL REVIEW: The adoption of this Ordinance is categorically exempt from environmental review pursuant to the California Environmental Quality Act Guidelines (California Code of Regulations, Title 14, Chapter 3). It is further exempt in that it can be seen with certainty that there is no possibility that the adoption of this ordinance, and the regulations established thereby, may have a significant effect on the environment, and therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

BACKGROUND: The State of California adopts a new series of building codes on a tri-annual basis. Cities have a mandate to enforce these 2022 building regulations on January 1, 2023, which is six months from the date of the State adoption.

During the last Building Code cycle, the City Council adopted Ordinance 438 thereby adopting the 2019 series of Building Codes with the effective date of January 1, 2020.

Each code cycle the State performs updates the previous code versions. While there are hundreds of modifications, in this code cycle most items are not substantial changes but rather clarifications.

DISCUSSION:
City staff is recommending the adoption of the following codes:

- 2022 California Building Code, Volume I and II, including Chapter 1, Division II and Appendix H,
- 2022 California Fire Code including Chapter 1, Division II and Appendices I, N and O,
- 2022 California Existing Building Code including Chapter 1, Division II,
- 2022 California Residential Code including Chapter 1, Division II and Appendix AX,
- 2022 California Electrical Code including Article 89,
- 2022 California Plumbing Code including Chapter 1, Division II,
- 2022 California Mechanical Code including Chapter 1, Division II,
- 2022 California Green Building Standards Code including Chapter 1, Division II.

City staff may choose to make recommendations to the City Council for adoption into the City Municipal Codes. There are of two types of recommendations, *administrative* or *substantive*.

- Administrative amendments do not require findings to justify reasoning. They only need to have a reasonable need and be adopted by the local jurisdiction.

- Substantive amendments, also referred to as non-administrative, must be supported by

findings. Substantive amendments must be more restrictive than the State mandated provision. Then findings must be identified and filed with the Building Standards Commission. These substantive findings must identify the need based on one or more of the following conditions; Climatic, Geologic and Topographic.

The findings for the City of Highland are identified in the attached resolution and summarized below.

The proposed Code Amendments for this code cycle, listed below, are carry-over amendments from the previous code cycle. When a finding is needed, the finding that applies to the amendment is identified along with a brief description of amendment. In order to make and justify these local amendments, the City has prepared a resolution ("Exhibit B") that provides the findings for each non-administrative amendment. This resolution will also be submitted to the City Council for consideration at the November 08, 2022 public hearing concurrently with the adoption of the ordinance.

Building Code: The below referenced amendments are *administrative* and therefore the City Council does not need to make express findings to make these amendments.

- Section 15.04.030: Carry-over; administrative amendment; this amendment adjusts the allowance for no permit from 7 foot down to 6 feet. Fencing over 6 feet is regulated by planning and this adjustment brings building into sync with the new fence ordinance.

- Section 15.04.040: Carry-over; AB-2913 went into effect in 2019 allowing 365 days for work to commence on a project site before permit expiration. The proposed amendment is administrative and allows for all permits to start construction within 365 days prior to expiration, not just projects identified in the bill.

- Section 15.04.050: Carry-over; this amendment is administrative and requires address numbering to be larger and illuminated.

Fire Code:

- Section 15.06.030: Carry-over; this administrative amendment adds three items to the list that require permits.

- Section 15.06.040: Carry-over; this administrative amendment clarifies the scope for cost recovery due to fire related violations.

- Section 15.06.050: Carry-over; addition of administrative definitions.

- Section 15.06.060: Carry-over; due to local conditions identified in Section B 1, 2, and 3 of the Resolution, this amendment prohibits the open burning of many materials.

- Section 15.06.070: Carry-over; due to local conditions identified in Section B 1, 2, and 3 of the Resolution, this amendment requires fire access roads to be designed and maintained to support fire apparatus.

- Section 15.06.080: Carry-over; due to local conditions identified in Section B 1, 2, and 3 of the Resolution, this amendment sets a maximum grade for access roads.

- Section 15.06.090: Carry-over; administratively provides authority to remove obstructions for fire services.

- Section 15.06.100: Carry-over; administrative, repeats the address sizing and illumination amendment in the Building Code.

- Section 15.06.110: Carry-over; due to local conditions identified in Section B 1, 2, and 3 of the Resolution, residential incinerators are prohibited.

- Section 15.06.120: Carry-over; this amendment addresses the administrative issues of false alarms and out of service systems.

- Section 15.06.130: Carry-over; due to local conditions identified in Section B 1, 2, 3, and 4 of the Resolution, this amendment requires the alarm or monitoring system to be connected to all extinguishing systems.

- Section 15.06.140: Carry-over; due to local conditions identified in Section B 1, 2, 3, and 4 of the Resolution, this amendment requires a reduction in size of tire stockpiles is identified.

- Section 15.06.170: Carry-over; due to local conditions identified in Section B 1, 2, 3, and 4 of the Resolution, this amendment supports the need for a more restrictive level of regulation regarding flammable and combustible liquids.

Residential Code: The below referenced amendments are *administrative* and therefore the City Council does not need to make express findings to make these amendments.

- Section 15.14.040: Carry-over; administrative amendment; this amendment adjusts the allowance for no permit from 7 foot down to 6 feet. Fencing over 6 feet is regulated by planning and this adjustment brings building into sync with the fence ordinance.

- Section 15.14.050: Carry-over; this amendment is administrative and requires address illumination on residences.

- Section 15.14.060 and 070: Carry-Over; this administrative amendment retains the legislative minimum standard while only continuing the current level of pool safety related to pool barriers.

Building code disciplines not listed above do not have proposed amendments.

Exhibits:

A. Proposed Ordinance
B. Draft Resolution - to be considered at the public hearing regarding this ordinance

Exhibit "A"

Ordinance

ORDINANCE NO. ___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, AMENDING TITLE 15 OF THE HIGHLAND MUNICIPAL CODE TO ADOPT THE 2022 CALIFORNIA BUILDING CODE, VOLUME I AND II, INCLUDING CHAPTER 1, DIVISION II AND APPENDIX H, THE 2022 CALIFORNIA FIRE CODE INCLUDING CHAPTER 1, DIVISION II AND APPENDICES I, N AND O, THE 2022 CALIFORNIA EXISTING BUILDING CODE INCLUDING CHAPTER 1, DIVISION II, THE 2022 CALIFORNIA RESIDENTIAL CODE INCLUDING CHAPTER 1, DIVISION II AND APPENDIX AX, THE 2022 CALIFORNIA ELECTRICAL CODE INCLUDING ARTICLE 89, THE 2022 CALIFORNIA PLUMBING CODE INCLUDING CHAPTER 1, DIVISION II, THE 2022 CALIFORNIA MECHANICAL CODE INCLUDING CHAPTER 1, DIVISION II, THE 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE INCLUDING CHAPTER 1, DIVISION II, AND TOGETHER WITH CERTAIN AMENDMENTS THERETO, AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES HEREBY FIND, DETERMINE, AND ORDAIN AS FOLLOWS:

WHEREAS, Health and Safety Code Section 17958 et seq. provides that the City may adopt by reference various Building Codes and Regulations, including the 2022 California Building Code; Volumes I and II; the 2022 California Fire Code; the 2022 California Residential Code; the 2022 California Existing Building Code; the 2022 California Electrical Code; the 2022 California Plumbing Code; the 2022 California Mechanical Code; and the 2022 California Green Building Standards Code (collectively referred to as the "Building Code" or "this Code"); and

WHEREAS, it is the desire and intent of the City Council of the City of Highland to provide citizens with the greatest degree of structural, fire and life safety in buildings in the most cost effective manner by adopting that body of regulations referred to as the California Building Standards Code with amendments specific by the City of Highland; and

WHEREAS, the City Council has determined that the provisions of the State Building Standards Code shall be adopted as provided for in this Ordinance and that the City Council takes said action because of the public interest in protecting life and preserving public safety and property; and

WHEREAS, State law allows local governments to amend California Building Codes on the basis of local climatic, geological or topographical conditions provided the amendments are more restrictive than and are necessary in order to provide the highest level of life-safety standards and requires that local governments enforce these editions;

and

WHEREAS, the additional requirements and standards established herein are needed to properly protect the health, safety and welfare of the existing and future residents, visitors and workers within the City of Highland. Said requirements and standards are reasonably necessary because of local climatic, geological, and topographical conditions and comply with existing state laws and regulations; and

WHEREAS, one complete copy of the adopted series of Building Codes and Fire Codes are on file and are open for inspection by the public in the office of the City Clerk.

Section 1. Code Amendment. Chapters 15.04, 15.06, 15.10, 15.14, 15.16, 15.20, 15.24, and 15.38 of Title 15 of the Highland Municipal Code are hereby amended as provided for herein, provided that said amendments shall not apply to or excuse any violation thereof occurring prior to the effective date of this Ordinance and provided further that the provisions of Title 15 as they exist prior to the adoption of this ordinance shall continue to be applicable to construction wherein plans have been submitted for plan check as of the effective date of this Ordinance so long as the initial permit therefore is issued not later ninety (90) days after the effective date of this Ordinance. The amendments to Chapters 15.04, 15.06, 15.10, 15.14, 15.16, 15.20, 15.24, and 15.38 shall not excuse or negate any violation that occurred prior to the effective date of this Ordinance, and shall not affect any prosecution or conviction for such violation.

Section 2. Code Amendment. Chapter 15.04 (California Building Code) of Title 15 (Buildings and Construction) of the City of Highland Municipal Code is hereby amended in its entirety to read as follows:

"Chapter 15.04 California Building Code.

Sections:

15.04.010	Adoption of the California Building Code
15.04.020	Purpose
15.04.030	Subsection 105.2, Work exempt from permit, amended
15.04.040	Subsection 105.5.1, Expiration, amended
15.04.050	Subsections 502.1.1, Address Illumination, 502.1.2, Commercial Addresses, and 502.1.3, Map Directory, added

SECTION 15.04.010 Adoption of the California Building Code.

The 2022 California Building Code, Volume I and II, (Part 2 of Title 24 of the California Code of Regulations), including Chapter 1, Division II "Scope and Administration", and Appendix H "Signs", based on the 2021 International Building Code, as published by the International Code Council, is adopted by reference, together with the amendments, additions, deletions, an exceptions set forth in this chapter. One

complete copy of the same is on file and is open for inspection by the public in the office of the City Clerk and designated as the Building Code for the City of Highland. The Building Official is hereby designated the authority charged with the administration and enforcement of this code.

SECTION 15.04.020. Purpose.

The purpose of this code is to prescribe regulations for the erection, construction, enlargement, alteration, repair, improvement, removal, conversion, demolition, occupancy, equipment, use, height, area, grading and maintenance of all buildings and structures with exception to those elements regulated by the 2022 California Residential Code, 2022 California Existing Building Code and 2022 California Historical Building Code.

SECTION 15.04.030 Subsection 105.2, Work exempt from permit, amended.

Item 2 (Building) of Subsection 105.2, Work exempt from permit, of Section 105, Permits, of Part 2, Administration and Enforcement, of Division II, Chapter 1, Scope and Administration is hereby amended to read as follows:

2. Fences not over 6 feet in height. Fences that are to be located within the Wildland Urban Interface or are installed as a pool barrier or enclosure are not exempt.

SECTION 15.04.040 Subsection 105.5.1, Expiration, amended.

Section 105.5.1, Expiration, of Section 105, Permits, of Part 2, Administration and Enforcement, of Division II, Chapter 1, Scope and Administration is hereby amended to read as follows:

On or after January 1, 2019, every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 12 months after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. (see Health and Safety Code Section 18938.5 and 18938.6.)

Time limitation for permit activity as the result of code enforcement case shall be as per notice of violation, citation or as otherwise determined by the Building Official or Code Officer.

SECTION 15.04.050 Subsections 502.1.1, Address Illumination, 502.1.2, Commercial Addresses, and 502.1.3, Map Directory, added.

Subsections 502.1.1, Address Illumination, 502.1.2, Commercial Addresses, and 502.1.3 Map Directory, are hereby added to Section 502.1, Address Identification, of Section 502 Building Address, of Chapter 5, General Building Heights and Areas to read as follows:

502.1.1 Address Illumination. New structures of all occupancies shall provide address identification with illumination during the hours of darkness. Illumination shall be of the high efficiency type meeting provisions of the 2022 California Energy Code and the 2022 California Electrical Code. Addressing for Occupancy Group R-3 shall be provided with internal illumination.

502.1.2 Commercial Addresses. All new and existing Group A, B, E, F, H, I, M, R-1, R-2, R-4 and S occupancies shall be provided with minimum eight (8) inch address numbers. Occupancies with multiple tenant spaces shall be posted with a minimum of four (4) inch contrasting tenant specific identification displayed over their main entrance, additionally, tenant spaces with rear access shall provide minimum (3) inch contrasting address numbers on the rear doors.

502.1.3 Map Directory. A lighted directory site map shall be installed and maintained at each driveway entrance to multiple unit residential projects where the total number of units in the project exceeds fifteen (15)."

Section 3. Chapter 15.06 (California Fire Code) of Title 15 (Buildings and Construction) of the City of Highland Municipal Code is hereby amended in its entirety to read as follows:

"**Chapter 15.06. California Fire Code.**

Sections:

15.06.010	Adoption of the California Fire Code
15.06.020	Purpose
15.06.030	Subsections 105.5.54.4, Christmas Tree Lots, 105.5.54.5, Green Waste, and 105.5.54.6, Pallets, added
15.06.040	Subsection 110.4.2, Costs Incurred, added
15.06.050	Section 202, General Definitions, amended
15.06.060	Subsection 307.1.2, Material Restrictions, and 307.1.3, Burning Operations, added
15.06.070	Subsection 503.2.3, Surface, amended
15.06.080	Subsection 503.2.7, Grade, amended
15.06.090	Subsection 503.4, Obstruction of Fire Apparatus Access Roads, amended
15.06.100	Subsections 505.1.1, Address Illumination, 505.1.2, Commercial Addresses, and 505.1.3, Map Directory, added

15.06.110	Subsection 603.8.1, Residential Incinerators, amended
15.06.120	Subsection 901.7.6.1, Problematic Systems and System Out-of-Service, added
15.06.130	Subsection 904.3.5, Monitoring, amended
15.06.140	Subsection 3405.1, Individual piles, amended
15.06.150	Repealed
15.06.160	Repealed
15.06.170	Subsection 5704.1.1, Storage of Flammable and Combustible liquids, added

SECTION 15.06.010. Adoption of the California Fire Code.
The 2022 California Fire Code (Part 9 of Title 24 of the California Code of Regulations), including Chapter 1, Division II "Scope and Administration" and Appendix I "Fire Protection Systems-Noncompliant Conditions", Appendix N "Indoor Trade Shows and Exhibitions", and Appendix O "Temporary Haunted Houses, Ghost Walks and Similar Amusement Uses"; based on the 2021 International Fire Code as published by the International Code Council, is adopted by reference, together with the amendments, additions, deletions, an exceptions set forth in this chapter. One complete copy of the same is on file and is open for inspection by the public in the office of the City Clerk and is designated as the fire code for the City of Highland. The Fire Marshal and Building Official are hereby designated the authorities charged with the administration and enforcement of this code.

SECTION 15.06.020. Purpose.
The purpose of this code is to prescribe reasonable safeguards for the erection, construction, enlargement, alteration, repair, improvement, removal, conversion, demolition, occupancy, equipment, use, height, egress, area, occupancy and maintenance of all buildings and structures related to fire, explosion and dangerous conditions in order to provide life safety and property protection.

Section 15.06.030. Subsections 105.5.54.4, Christmas Tree Lots, 105.5.54.5, Green Waste, and 105.5.54.6, Pallets, added.

Subsections 105.5.54.4, Christmas Tree Lots, 105.5.54.5, Green Waste, 105.5.54.6, Pallets, are hereby added to Section 105.5.54, Additional Permits of Section 105, Permits, of Part 2, Administration and Enforcement, of Division II of Chapter 1, Scope and Administration to read as follows:

105.5.54.4 Christmas Tree Lots. To operate a Christmas tree sales lot.

105.5.54.5 Green Waste. Commercial green waste recycling, mulching, composting, storage and operations.

105.5.54.6 Pallets. Storage, handling, repair or manufacturing of combustible pallets

in excess of 100 units at any one site.

SECTION 15.06.040. Subsection 112.4.2, Cost Incurred, added.

Subsection 112.4.2, Cost Incurred, is hereby added to Section 112.4, Violation penalties, of Section 112, Violations, of Part 2, Administration and Enforcement, of Division II of Chapter 1, Scope and Administration is hereby amended to read as follows:

112.4.2, Cost Incurred. Any person who negligently, intentionally, or in violation of law, causes an emergency response, including but not limited to, a traffic accident or spill of toxic or flammable fluids or chemicals, is liable for the costs of securing such emergency, including those costs set out in Health and Safety Code Section 13009 et seq. and Government Code Section 53150 et seq. Any expense incurred by the fire department for securing such an emergency shall constitute a debt of such person and shall be collectible by the City in any means as established by law.

SECTION 15.06.050. Section 202, General Definitions, amended.

Section 202, General Definitions, of Chapter 2, Definitions is hereby amended to add or clarify the following definitions:

ALL-WEATHER DRIVING SURFACE. An approved concrete or asphalt covering of sufficient thickness to support the imposed loads of fire apparatus or where road grades are no greater than 8% and an approved alternate material compacted to 95%.

CORPORATION COUNSEL. Where used in said California Fire Code, it shall mean the City Attorney for the City of Highland.

FIRE CODE OFFICIAL. Where used in said California Fire Code, it shall mean the Fire Marshal, Deputy Fire Marshal, Building Official of the City of Highland, or his or her authorized representative.

FIRE DEPARTMENT. Where used in said California Fire Code, it shall mean the Fire Department of the City of Highland.

JURISDICTION. Where used in said California Fire Code, it shall mean the City of Highland.

MODEL ROCKET. Any toy or educational device which weighs not more than 500 grams, (17.637 ounces, or 1.1 pounds) including the engine and any payload that is propelled by model rocket engines.

MODEL ROCKET ENGINE. A commercially manufactured, non-reusable rocket propulsion device which is constructed of a nonmetallic casing and solid propellant,

wherein all of the ingredients are self-contained so as not to require mixing or handling by the user and which have design and construction characteristics determined by the State Fire Marshal to provide a reasonable degree of safety to the user.

SPARK ARRESTER – APPROVED. An approved spark arrester shall mean a device constructed of stainless steel, copper, brass, or woven galvanized wire mesh. The spark arrester screen shall have heat and corrosion resistance equivalent to 12-gauge wire, 19-gauge galvanized wire or 24-gauge stainless steel. Openings shall not permit the passage of spheres having a diameter larger than 1/2 inch (12.7 mm) and shall not block the passage of spheres having a diameter of less than 3/8 inch (9.5 mm). The screen shall be mounted in or over all outside flue openings in a vertical or near vertical position, adequately supported to prevent movement and visible from the ground.

SECTION 15.06.060. Subsections 307.1.2, Material Restrictions, and 307.1.3, Burning Operations, added.

Subsection 307.1.2, Material Restrictions, and 307.1.3, Burning Operations, are hereby added to Section 307.1, General, of Section 307, Open Burning Recreational Fires and Portable Outdoor Fireplaces, of Chapter 3, General Requirements to read as follows:

307.1.2 Material Restrictions. Open burning of rubbish containing paper products, trash and debris containing non-organic material is prohibited.

307.1.3 Burning Operations. The burning of salvage vehicles and salvage or waste materials shall be prohibited.

SECTION 15.06.070. Subsection 503.2.3, Surface, amended.

Subsections 503.2.3, Surface, of Section 503.2, Specifications, of Section 503, Fire Apparatus Access Roads, of Chapter 5, Fire Service Features is hereby amended to read as follows:

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be provided with a surface so as to provide all-weather driving capabilities. Turf block, Ritter Rings, Turf Paver Gravel and other similar products shall not be used for fire department access surfacing.

SECTION 15.06.080. Subsection 503.2.7, Grade, amended.

Subsection 503.2.7, Grade, of Section 503.2, Specifications, of Section 503, Fire Apparatus Access Roads, of Chapter 5, Fire Service Features is hereby amended to read as follows:

503.2.7, Grade. The gradient for a fire apparatus access road shall not exceed the maximum 12% unless approved by the Fire Code Official.

SECTION 15.06.090. Subsection 503.4, Obstruction of fire apparatus access roads, amended.

Subsection 503.4, Obstruction of fire apparatus access roads, of Section 503, Fire Apparatus Access Roads, of Chapter 5, Fire Service Features is hereby amended to read as follows:

503.4 Obstruction of fire apparatus access roads. Access roads, private roadways, and public roadways shall be provided and maintained in a passable condition at all times. Any obstruction or impedance to reasonable access may be removed by any public safety agency with the expense of such removal to be borne by the owner of the roadway, or in the case of an obstructing vehicle or object, by the owner of said vehicle or object.

SECTION 15.06.100. Subsections 505.1.1, Address Illumination, 505.1.2, Commercial Addresses, and 505.1.3, Map Directory, added.

Subsections 505.1.1, Address Illumination, 505.1.2, Commercial Addresses, and 505.1.3, Map Directory, are hereby added to Section 505.1, Address Identification, of Section 505, Premises Identification, of Chapter 5, Fire Service Features to read as follows:

505.1.1 Address Illumination. New structures of all occupancies shall provide address identification with illumination during the hours of darkness. Illumination shall be of the high efficiency type meeting provisions of the energy code. Addressing for Occupancy Group R-3 shall be provided with internal illumination.

505.1.2 Commercial Addresses. All new and existing Group A, B, E, F, H, I, M, R-1, R-2, and S occupancies shall be provided with minimum eight (8) inch address numbers. Occupancies with multiple tenant spaces shall be posted with a minimum of four (4) inch contrasting tenant specific identification displayed over their main entrance, additionally, tenant spaces with rear access shall provide minimum (3) inch contrasting address numbers on the rear doors.

505.1.3 Map Directory. A lighted directory site map shall be installed and maintained at each driveway entrance to multiple unit residential projects where the total number of units in the project exceeds fifteen (15).

SECTION 15.06.110. Subsection 605.8.1, Residential Incinerators, amended.

Subsection 605.8.1, Residential Incinerators, of Section 605.8, Incinerators, of Section 605, Fuel-Fired Appliances, of Chapter 6, Building Services and Systems is hereby amended to read as follows:

605.8.1 Residential Incinerators. Residential incinerators are prohibited.

SECTION 15.06.120. Subsection 901.7.6.1, Problematic Systems and System Out-of-Service, added.

Subsection 901.7.6.1, Problematic Systems and System Out-of-Service, is hereby added to Subsection 901.7.6, Restoring system to service, of Section 901.7, Systems out of service, of Section 901, General, of Chapter 9, Fire Protection and Life Safety Systems to read as follows:

901.7.6.1 Problematic Systems and Systems Out-of-Service. In the event of temporary failure of the alarm system or an excessive number of false alarm activations, the Fire Code Official is authorized to require the building owner or occupant to provide standby personnel until the system is restored.

After repeated alarm malfunctions resulting in a Fire Department response, in number deemed by the Fire Code Official to be excessive to the Fire Department, the Fire Code Official may schedule a hearing to provide the alarm owner and/or company the opportunity to show cause why the system should not be removed from service. Following said hearing, if it is determined that the problems in the alarm system have not been corrected to the Fire Code Official's satisfaction, after providing written notice, the Fire Code Official may order that the alarm service be discontinued, the occupancy cease its use and fines be imposed until such time as the system is repaired and properly maintained, and unnecessary responses are mitigated.

SECTION 15.06.130. Subsection 904.3.5, Monitoring, amended.

Subsection 904.3.5, Monitoring, of Section 904.3, Installation, of Section 904, Alternative Automatic Fire-Extinguishing Systems, of Chapter 9, Fire Protection and Life Safety Systems is hereby amended to read as follows:

904.3.5 Monitoring. Where a building fire alarm or monitoring system is installed, automatic fire-extinguishing systems shall be monitored by the building fire alarm or monitoring system in accordance with NFPA 72.

SECTION 15.06.140. Subsection 3405.1, amended.

Subsection 3405.1, Individual piles, of Section 3405, Outdoor Storage, of Chapter 34, Tire Rebuilding and Tire Storage is hereby amended to read as follows:

3405.1 Individual piles. Tires shall be restricted to individual piles not exceeding 2,500 square feet (232.26 m2) of continuous area. Piles shall not exceed 25,000 cubic feet in volume or 10 feet (3048 mm) in height. Pile width shall not exceed 25 feet.

SECTION 15.06.150. Omitted

SECTION 15.06.160. Omitted

SECTION 15.06.170. Subsection 5704.1.1, Storage of Flammable and Combustible Liquids, added.

Subsection 5704.1.1, Storage of Flammable and Combustible Liquids is hereby added to Section 5704.1, General, of Section 5704, Storage, of Chapter 57, Flammable and Combustible Liquids to read as follows:

5704.1.1 Storage of Flammable and Combustible Liquids.

Bulk storage of flammable or combustible liquids in above ground storage tanks is prohibited on residential or institutional properties.

For properties other than residential or institutional properties, bulk storage of flammable or combustible liquids in above ground storage is prohibited, unless the Fire Code Official determines, with specific written findings, that such an installation will not create a hazard to life or property in the area.

Exceptions: Crankcase draining may be stored in specially constructed aboveground storage tanks with a maximum capacity of 550 gallons. Tanks may be located within a building when approved by the Fire Code Official, provided the tank meets all of the following criteria: Specially designed, approved and listed containers, which have features, incorporated into their design that mitigate concern for exposure to heat, ignition sources and mechanical damage. Containers must be installed, maintained and used in accordance with their listing. Adequate provisions shall be made for leak and spill containment, in accordance with the National Pollutant Discharge Elimination System requirements.

Class I and II liquids may be stored in above-ground storage tanks, up to the quantities permitted in California Fire Code Sections 5701.1 and 5704.1, outside of buildings, in specially designed, approved and listed containers which have features incorporated into their design which mitigate concerns for exposure to heat, ignition sources and mechanical damage. Containers must be installed, maintained and used in accordance with their listing. Adequate provisions shall be made for leak and spill containment, in accordance with the National Pollutant Discharge Elimination System requirements."

Section 4. Code Amendment. Chapter 15.10 (California Existing Building Code) of Title 15 (Buildings and Construction) of the City of Highland Municipal Code is hereby amended in its entirety to read as follows:

"Chapter 15.10 California Existing Building Code.

Sections:

15.10.010 Adoption of the California Existing Building Code
15.10.020 Purpose

SECTION 15.10.010 Adoption of the California Existing Building Code.
The 2022 California Existing Building Code (Part 10 of Title 24 of the California Code of Regulations), including Chapter 1, Division II "Scope and Administration"; based on the 2021 International Existing Building Code as published by the International Code Council, is adopted by reference. One complete copy of the same is on file and is open for inspection by the public in the office of the City Clerk and designated as the existing building code for the City of Highland. The Building Official is hereby designated the authority charged with the administration and enforcement of this code.

SECTION 15.10.020. Purpose.
The purpose of this code is to prescribe regulations for the repair, alteration, change of occupancy, addition to and relocation of existing buildings and to provide flexibility to permit the use of alternative approaches to achieve compliance with minimum requirements and safeguards for continuance use."

Section 5. Code Amendment. Chapter 15.14 (California Residential Code) of Title 15 (Buildings and Construction) of the City of Highland Municipal Code is hereby amended in its entirety to read as follows:

"Chapter 15.14 California Residential Code.

Sections:

15.14.010 Adoption of the California Residential Code
15.14.020 Purpose
15.14.030 Subsection R105.2, amended
15.14.040 Subsection R105.5, amended
15.14.050 Subsections R319.1.1, Address Illumination, and R319.1.2 Map Directory, added
15.14.050 Subsection 115922(a) of Appendix AX, amended

SECTION 15.14.010 Adoption of the California Residential Code.
The 2022 California Residential Code (Part 2.5 of Title 24 of the California Code of Regulations), including Chapter 1, Division II "Scope and Administration", and Appendix AX "Swimming Pool Safety Act", based on the 2021 International Residential Code as published by the International Code Council, is adopted by reference, together with the amendments, additions, deletions, and exceptions set

forth in this chapter. One complete copy of the same is on file and is open for inspection by the public in the office of the City Clerk and designated as the residential building code for the City of Highland. The Building Official is hereby designated the authority charged with the administration and enforcement of this code.

SECTION 15.14.020. Purpose.
The purpose of this code is to prescribe regulations for the repair, alteration, change of occupancy, addition to, replacement, demolition, use, occupancy, construction, and location of one and two family dwellings with exception to those regulated by the 2022 California Existing Building Code, the 2022 California Building Code and the 2022 California Historical Building Code.

SECTION 15.14.030 Section R105.2, Work Exempt from Permits, amended.

Item 2 (Building) of Subsection R105.2, Work exempt from permit, of Section R105, Permits, of Part 2, Administration and Enforcement, of Division II of Chapter 1, Scope and Administration is hereby amended to read as follows:

Section R105.2
2. Fences not over 6 feet in height. Fences that are to be located within the Wildland Urban Interface or are installed as a pool barrier or pool enclosure are not exempt.

SECTION 15.14.040 Subsection R105.5.1, Expiration, amended.

Section R105.5.1, Expiration, of Section R105, Permits, of Part 2, Administration and Enforcement, of Division II of Chapter 1, Scope and Administration is hereby amended to read as follows:

105.5 Expiration. On or after January 1, 2019, every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 12 months after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 12 months after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. (see Health and Safety Code Section 18938.5 and 18938.6.)

Time limitation for permit activity as the result of code enforcement case shall be as per notice of violation, citation or as otherwise determined by the Building Official or Code Officer.

SECTION 15.14.050. Subsections R319.1.1, Address Illumination, and R319.1.2, Map Directory, added.

Subsections R319.1.1, Address Illumination, and R319.1.2, Map Directory, are hereby added to Section R319.1, Address identification, of Section R319, Premises Identification, of Chapter 3, Building and Planning to read as follows:

R319.1.1 Address Illumination. New structures of all occupancies shall provide address identification with illumination during the hours of darkness. Illumination shall be of the high efficiency type meeting provisions of the energy code. Addressing for Occupancy Group R-3 shall be provided with internal illumination.

R319.1.2 Map Directory. A lighted directory site map shall be installed and maintained at each driveway entrance to multiple unit residential projects where the total number of units in the project exceeds fifteen (15).

SECTION 15.14.060 Section 115922(a) of APPENDIX AX, amended.

Section 115922 (a) of Appendix AX, Swimming Pool Safety Act is hereby amended to read as follows, with all other provisions of Section 115922 remaining unchanged:

(a) Except as provided in Section 115925, when a building permit is issued for the construction of a new swimming pool or spa or the remodeling of an existing swimming pool or spa at a private single-family home, the respective swimming pool or spa shall be equipped with item #1 and at least one additional of the following seven drowning prevention features:

1. An enclosure that meets the requirements of Section 115923 and isolates the swimming pool or spa from the private single-family home. Any walls of the residential structure or accessory structures used to complete the isolation enclosure must have its door openings equipped with protection as required in 115922 (a) #4 or #5. Any such door protection device provided for this purpose may not be used to comply with the second drowning prevention feature requirement."

2. Removable mesh fencing that meets American Society for Testing and Materials (ASTM) Specifications F2286 standards in conjunction with a gate that is self-closing and self-latching and can accommodate a key lockable device.

3. An approved safety pool cover, as defined in subdivision (d) of Section 115921.

4. Exit alarms on the private single-family home's doors that provide direct access to the swimming pool or spa. The exit alarm may cause either an alarm noise or a verbal warning, such as a repeating notification that "the door to the pool is open."

5. A self-closing, self-latching device with a release mechanism placed no lower than 54 inches (1372 mm) above the floor on the private single-family home's

doors providing direct access to the swimming pool or spa.

6. An alarm that, when placed in a swimming pool or spa will sound upon detection of accidental or unauthorized entrance into the water. The alarm shall meet and be independently certified to the ASTM Standard F2208 "Standard Safety Certification of Residential Pool Alarms," which includes surface motion, pressure, sonar, laser and infrared type alarms. A swimming protection alarm feature designed for individual use, includes an alarm attached to a child that sounds when the child exceeds a certain distance or becomes submerged in water, is not a qualifying drowning prevention safety feature.

Other means of protection, if the degree of protection afforded is equal to or greater that that afforded by any of the features set forth above and has been independently verified by an approved testing laboratory as meeting standards for those features established by the ASTM or the America Society of Mechanical Engineers (ASME)."

Section 6. Code Amendment. Chapter 15.16 (California Electric Code) of Title 15 (Buildings and Construction) of the City of Highland Municipal Code is hereby amended in its entirety to read as follows:

"Chapter 15.16 California Electrical Code.

Sections:

15.16.010 Adoption of the California Electrical Code
15.16.020 Purpose

SECTION 15.16.010 Adoption of the California Electrical Code.
The 2022 California Electrical Code (Part 3 of Title 24 of the California Code of Regulations), including Article 89 as established by the National Fire Protection Association and published by the International Code Council, is adopted by reference. One complete copy of the same is on file and is open for inspection by the public in the office of the City Clerk and designated as the electrical code for the City of Highland. The Building Official is hereby designated as the authority charged with the administration and enforcement of this code.

SECTION 15.16.020. Purpose.
The purpose of this code is to prescribe safe electrical regulations for the construction, repair, alteration, enlargement, equipment, maintenance, addition to, replacement, demolition, use and occupancy, and location in regards to electrical installations, equipment, modifications and systems."

Section 7. Code Amendment. Chapter 15.20 (California Plumbing Code) of Title 15 (Buildings and Construction) of the City of Highland Municipal Code is hereby amended in its entirety to read as follows:

"**Chapter 15.20 California Plumbing Code.**

Sections:

15.20.010	Adoption of the California Plumbing Code
15.20.020	Purpose

SECTION 15.20.010 Adoption of the California Plumbing Code.
The 2022 California Plumbing Code (Part 5 of Title 24 of the California Code of Regulations) including Chapter 1, Division II "Administration" based on the 2021 Uniform Plumbing Code, as published by IAPMO, is hereby adopted. One complete copy of the same is on file and is open for inspection by the public in the office of the City Clerk and designated as the plumbing code for the City of Highland, the Building Official is hereby designated as the authority charged with the administration and enforcement of this code.

SECTION 15.20.020. Purpose.
The purpose of this code is to prescribe regulations for the construction, repair, alteration, enlargement, equipment, maintenance, addition to, replacement, demolition, maintenance, and relocation in regards to plumbing installations, equipment, modifications and systems."

Section 8. Code Amendment. Chapter 15.24 (California Mechanical Code) of Title 15 (Buildings and Construction) of the City of Highland Municipal Code is hereby amended in its entirety to read as follows:

"**Chapter 15.24 California Mechanical Code.**

Sections:

15.24.010	Adoption of the California Mechanical Code
15.24.020	Purpose

SECTION 15.24.010 Adoption of the California Mechanical Code.
The 2022 California Mechanical Code (Part 4 of Title 24 of the California Code of Regulations), including Chapter 1, Division II "Administration" based on the 2021 Uniform Mechanical Code, as published by IAPMO, is hereby adopted. One complete copy of the same is on file and is open for inspection by the public in the office of the City Clerk and designated as the mechanical code for the City of Highland, the Building Official is hereby designated authority charged with the administration and enforcement of this code.

SECTION 15.24.020. Purpose.
The purpose of these codes is to prescribe regulations for the construction, repair, alteration, enlargement, equipment, maintenance, addition to, replacement, demolition, maintenance, and relocation in regards to mechanical installations, modifications and systems."

Section 9. Code Amendment. Chapter 15.38 (California Green Building Standards Code Code) of Title 15 (Buildings and Construction) of the City of Highland Municipal Code is hereby amended in its entirety to read as follows:

"Chapter 15.38. California Green Building Standards Code.

Sections:

15.38.010	Adoption of the California Green Building Standards Code
15.38.020	Purpose

SECTION 15.38.010 Adoption of the California Green Building Standards Code.

The 2022 California Green Building Standards Code (Part 11 of Title 24 of the California Code of Regulations), also referred to as the CAL-Green Code, including Chapter 1, Division II "Administration" as published by the International Code Council, is hereby adopted. One complete copy of the same is on file and is open for inspection by the public in the office of the City Clerk and designated as the green building code for the City of Highland. The Building Official is hereby designated as the authority charged with the administration and enforcement of this code.

SECTION 15.38.020. Purpose.

The purpose of these codes is to prescribe regulations for the design, operation and construction of new structures to reduce negative impact, create energy efficient structures, positive environmental conditions and encourage sustainable construction practices."

Section 10. California Environmental Quality Act (CEQA). The City Council has determined that the adoption of this Ordinance is exempt from the California Environmental Quality Act ("CEQA"). The adoption of this Ordinance is categorically exempt from environmental review pursuant to the California Environmental Quality Act Guidelines (California Code of Regulations, Title 14, Chapter 3). It is further exempt in that it can be seen with certainty that there is no possibility that the adoption of this ordinance, and the regulations established thereby, may have a significant effect on the environment, and therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

Section 11. Savings Clause. The repeal, of this ordinance, or of any other ordinance creating a criminal offense does not constitute a bar to the prosecution and punishment of any act already committed in violation of the law so repealed.

Section 12. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance or its application to any person or circumstance, is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this ordinance, or its application to any other person or

circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, phrase hereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Section 13. Certification and Publication. The City Clerk shall certify to the passage of this Ordinance and shall cause same to be published pursuant to state law within fifteen (15) days after its passage, and this ordinance shall become effective thirty (30) days after its passage.

PASSED, APPROVED, AND ADOPTED this __ day of _____, 2022.

_____
Larry McCallon
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:

_____
Maricela Marroquin
City Attorney

Exhibit "B"

DRAFT Resolution

RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND MAKING EXPRESS FINDINGS AND DETERMINATIONS THAT MODIFICATIONS TO THE 2022 CALIFORNIA FIRE CODE AS ADOPTED BY THE CITY OF HIGHLAND, ARE REASONABLY NECESSARY BECAUSE OF LOCAL CLIMATIC, GEOLOGICAL AND/OR TOPOGRAPHICAL CONDITIONS

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals.

WHEREAS, Health and Safety Code Section 17958 provides that the City of Highland ("City") shall adopt ordinances and regulations imposing the same or modified or changed requirements as are contained in the California Building Standards Code adopted by the State pursuant to the Health and Safety Code Section; and

WHEREAS, Health and Safety Code Section 17958.5(a) permits the City to make modifications to the Codes comprising the California Building Standards Code ("Codes") provided the City Council makes express findings that such modifications are reasonably necessary because of local climatic, geological, and/or topographic conditions; and

WHEREAS, the City of Highland Building Official has determined that certain modifications to the Codes are reasonably necessary due to local conditions in the City of Highland, in order to more fully protect the public health, safety and welfare, and safeguard life and property within the City of Highland.

Section 2. Resolution.

A. The facts set forth in the Recitals in Section 1 above are true and correct.

B. The local conditions more fully described below, exist within the City of Highland, that justify amendments to the 2022 California Building Code, Residential Code and Fire Code. The City Council of the City of Highland finds that these local climatic, geographical and topographical conditions and findings include but are not limited to the following:

1. The City is subject to relatively low amounts of precipitation, very low humidity levels and extremely high temperatures. In addition, there have been longstanding drought conditions in the area. These climatic conditions are conducive to the spread of fire. For example, during July, August and September temperatures often exceed 100 degrees Fahrenheit. During this same period, relative humidity is typically less than 30% and measurements of less than 10% are not uncommon. These recordings have been documented by the National Climatic Data Center. With the drying of brush and other combustible materials, these conditions cause an above average amount of

fuel within the City and surrounding areas.

2. The City is subject to extremely strong winds, commonly referred to as "Santa Ana" winds which can easily reach 40 miles per hour and have had recorded gusts exceeding 100 miles per hour. These winds can exacerbate the spread of wild fires and structure fires as the prevailing winds compress as it rises across the foothills to the mountain ridges at the North and East sides of the City.

3. Much of the Northeast and Eastern portions of the City are in the wild-land urban interface (WUI) area including the San Bernardino National Forest. This creates unique challenges with development in terms of emergency access, adequate water supply and an extended response time from the nearest fire stations(s). In addition, due to the sharp rise of the San Bernardino Mountain slopes from the valley floor and with several drainages, this area is subject to flooding even with seasonal precipitation that occurs at higher elevations.

4. The San Andreas Fault runs through the Northeast portion of the city and is easily capable of producing a major earthquake exceeding 7.0 on the Richter scale. An earthquake of this size or greater could cause severe infrastructure damage to utilities, including water supply utilized for fighting fires, broken gas lines and downed power line. Fire services will be overtasked and many roads would not be useable or safe.

5. The City is prone to fires. The Old Fire of 2003 which began in the foothills of the San Bernardino Mountains, burned 91,281 acres, caused 6 deaths and destroyed 993 homes have occurred in the immediate proximity of the City. On June 27, 2017 there was a 900-acre wildfire in Highland that forced the evacuation of about 200 residents. On July 12, 2017 there was a 33-acre fire that burned in the City. A few days later on July 14, 2017, there was a 450-acre brush fire that burned around homes in the City. In San Bernardino, there was a recent brush fire on October 21, 2019 that destroyed or damaged nine homes. On October 24, 2019 there was a wildfire in San Bernardino that burned 145 acres. According to CalFire, 7,860 fires were recorded to CalFire and the US Forest Service in 2019, an increase from the 7,571 fires in 2018. In 2020, these figures increased again to 9,639 fire incidents. In September 2020, the El Dorado Fire occurred in Yucaipa where 22,744 acres were burned, 10 structures were destroyed, and tragically, one firefighter died. The City is prone to strong winds which help fuel brush fires and can create a dangerous situation and create a risk to the public safety.

C. Based upon the recommendations of the Building Official, the City Council finds that the amendments are more restrictive than those of the standards adopted by the California Building Standards Commission, and would decrease the potential and incidence of injury, death and property damage due to the aforementioned local climatic, geological and topographical conditions.

D. Based upon the local climatic, geological, and topographical conditions described in Subsection B above, the City Council finds that following modifications to the 2022 California Fire Code ("CFC") reflected in Ordinance No. _____ are reasonably necessary in order to protect and preserve the public health, safety, and welfare: Modifications to the CFC, as reflected in HMC Section 15.06.060, CFC 307.1; HMC

Section 15.06.070, CFC 503.2.3; HMC Section 15.06.080, CFC 503.2.7; HMC Section 15.06.090, CFC 503.4; HMC Section 15.06.100, CFC 505.1.1, 505.1.2, 505.1.3; HMC Section 15.06.110, CFC 605.8.1; HMC Section 15.06.120, CFC 901.7.6.1; HMC Section 15.06.130, CFC 904.3.5; HMC Section 15.06.140, CFC 3405.1; and HMC Section 15.06.170, CFC 5704.

E. Said CFC amendments are reasonably necessary in that they will serve to provide greater protection based upon the conditions as described below:

1. HMC Section 15.06.060, CFC 307.1 amendments based upon the conditions as described in Recital B 1, 2, and 3;

2. HMC Section 15.06.070, CFC 503.2.3 amendments based upon the conditions as described in Recital B 1, 2, 3; and 5;

3 HMC Section 15.06.080, CFC 503.2.7 amendments based upon the conditions as described in Recital B 1, 2, 3, and 5;

4. HMC Section 15.06.110, CFC 603.8.1 amendments based upon the conditions as described in Recital B 1, 2, 3, and 5;

5 HMC Section 15.06.130, CFC 904.3.5 amendments based upon the conditions as described in Recital B 1, 2, 3, 4, and 5;

6. HMC Section 15.06.140, CFC 3405.1 amendments based upon the conditions as described in Recital B 1, 2, 3, 4, and 5;

7. HMC Section 15.06.170, CFC 5704 amendments based upon the conditions as described in Recital B 1, 2, 3, 4 and 5.

Section 3. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this resolution. The City Council of the City of Highland hereby declares that it would have passed each section, subsection, subdivision , paragraph, sentence, clause or phrase hereof, irrespective of the fact that nay one or more sections, subsections, subdivision, paragraphs, sentences, clauses or phrases be declared invalid.

Section 4. Direction to File. The City Clerk shall, and is hereby directed to, file a copy of this resolution, together with a copy of Ordinance No. _____ with the State Building Standards commission, as required by California Health and Safety Code Section 17958.7.

Section 5. Certification. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED, AND ADOPTED this __ day of _____, 2022.

_____
Larry McCallon
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 2022

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Use of State and Local Fiscal Recovery Funds (SLFRF) through the American Rescue Plan Act (ARPA). This is the second installment (ARPA #2).

RECOMMENDATION: That the City Council:

1. Authorize the expenditures of the $7,447,553.50 for the SLFRF funds (ARPA #2) for the programs and amounts described in Attachment #1 and authorize the Finance Subcommittee to move any funds as needed in the future within the approved categories.

2. Authorize budget adjustments for Fiscal Year 2022-2023 in the amount of $1,900,000 (accounts listed in Attachment #1).

FISCAL IMPACT: The total grant award to Highland is $7,447,553.50-same as ARPA #1.

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

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

The SLFRF funding through ARPA provides a total of $350B for economic relief. Highland's portion of this is two installments of $7,447,553.50. Currently, the first installment of ARPA funds (ARPA #1) has a balance of $315,000. These funds will be completely expended soon. As with the first installment, finance staff attended several webinars on approved uses of these funds. Staff has prepared eligible uses for smaller cities such as Highland. Examples of how these funds can be expended are as follows using categories defined in the American Rescue Plan Act.

Approved _____ Motion _____ Second _____ Agenda Item No. 12

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

1-Public Health 1.5 Personal Protective Equipment (PPE)-this category includes cleaning supplies, hand sanitizer, hand sanitizer stations, Clorox wipes, gloves, gowns, masks, etc. We do not know how long this pandemic will last and we will need future funding to purchase these important items. It also includes Hazard Cleanup. The Fire Department and Police Department have had incidents where we had to have a contractor come out to clean up a biohazard event (vomiting, bleeding, etc.). The amount requested in this category is much less than it was for the first installment.

1-Public Health 1.8 Communications/Enforcement-this category includes City Attorney services advising the city with emergency declarations, re-opening orders, enforcement of health orders, and mainly reviewing new/updated policies and procedures mandated by the federal and state government. The amount requested in this category is also much less than it was for the first installment.

3-Public Health Negative Economic Impact Public Sector Capacity 3.1 Public Sector Workforce; Payroll and Benefits for Public Health, Public Safety or Human Services Workers-this category includes Fire, Police and Paramedics. Public Safety has been greatly affected by this pandemic and costs can be used to reimburse cities for their public safety contract personnel. It is proposed that $150,000 per year for FY 2022-2023, 2023-2024 and 2024-2025 be used for police over-time. Additionally, it is proposed that Police, Fire and Paramedic each receive $337,500 for FY 2023-2024 and FY 2024-2025. See Attachment #1 for the breakdown of costs proposed.

6-Revenue Replacement 6.1 Provisions of Government Services-this category includes modernization of cybersecurity, including hardware, software, and protection of critical infrastructure. This category was modified in January 2022 and now also includes traditional new infrastructure such as bridges and road. It is recommended the funds in this category be used for Public Works projects. It is recommended that the following projects use these funds:

Project No.	Description
Ich17004	SR-210 at 5th Street Interchange
Brg07001	Base Line over City Creek Bridge
Sdr06002	Sycamore Storm Drain
Sig19001	Traffic Signal Modifications at 9th Street and Lankershim Avenue
Str17001	City Creek/Alabama Street Bikeway
Str07004a	5th Street Storm Drain Connection
Tra20001	Natural Parkland Trail

The deadline for these funds to be expended (to have the check cut) is December 31, 2026. Any unused funds must be returned to the Treasury.

This item was presented to the Finance Subcommittee on October 3, 2022. The Finance Subcommittee recommends that the funds and amounts be used in the manner described in Attachment #1 and that authorization is given to the Finance Subcommittee to move any funds as needed in the future within the approved categories.

Attachment #1

Recommended Uses of the SLFRF funds (ARPA #2)

State and Local Fiscal Recovery Funds (SLFRF) & American Rescue Plan Act (ARPA) Uses for ARPA #2

	1- Public Health		3-Public Health Negative Economic Impact Public Sector Capacity	6-Revenue Replacement	Total
Fiscal Year	**1.5 PPE** (Masks, hand sanitizer, wipes, cleaning materials, bio-hazard clean-up, etc.)	**1.8 Communications/ Enforcement** (Legal Services)	**3.1 Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety or Human Services Workers** (Contract)	**6.1 Provision of Government Services** (Public Works Projects)	
2022-2023	5,000	1,000	150,000	1,744,000	1,900,000
2023-2024	5,000	1,000	1,162,500	1,744,000	2,912,500
2024-2025*	5,000	1,000	1,162,500	1,466,555	2,635,055
	15,000	3,000	2,475,000	4,954,555	7,447,555

*Must be obligated by 12/31/2024 & expended by 12/31/2026.

Budget

Fiscal Year	Category	Account #	Purpose	$
2022-2023	1.5	030-8495-4349	PPE	5,000
2022-2023	1.8	030-8495-4520	City Attorney Services	1,000
2022-2023	3.1	030-8495-4560	Police Services-O/T	150,000
2022-2023	6.1	030-8495-6550	Public Works Projects	1,744,000
2023-2024	1.5	030-8495-4349	PPE	5,000
2023-2024	1.8	030-8495-4520	City Attorney Services	1,000
2023-2024	3.1	030-8495-4560	Police Services	337,500
2023-2024	3.1	030-8495-4567	Paramedic Services	337,500
2023-2024	3.1	030-8495-4569	Fire Services	337,500
2023-2024	3.1	030-8495-4560	Police Services-O/T	150,000
2023-2024	6.1	030-8495-6550	Public Works Projects	1,744,000
2024-2025	1.5	030-8495-4349	PPE	5,000
2024-2025	1.8	030-8495-4520	City Attorney Services	1,000
2024-2025	3.1	030-8495-4560	Police Services	337,500
2024-2025	3.1	030-8495-4567	Paramedic Services	337,500
2024-2025	3.1	030-8495-4569	Fire Services	337,500
2024-2025	3.1	030-8495-4560	Police Services-O/T	150,000
2024-2025	6.1	030-8495-6550	Public Works Projects	1,466,555
				7,447,555

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 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. 13

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: October 11, 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. 14

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager