

CITY OF HIGHLAND REGULAR MEETING OF THE CITY COUNCIL AGENDA

REGULAR MEETING

November 8, 2022

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

CITY COUNCIL MEMBERS

LARRY McCALLON, MAYOR

PENNY LILBURN, MAYOR PRO TEM

JESSE CHAVEZ, COUNCIL MEMBER

ANAELI SOLANO, COUNCIL MEMBER

JOHN P. TIMMER, COUNCIL MEMBER

STAFF

Joseph A. Hughes - City Manager

Chuck Dantuono - Director of Administrative Services/City Treasurer

Betty Hughes - City Clerk

Lawrence Mainez - Community Development Director

Carlos Zamano - Public Works Director/City Engineer

Maricela Marroquin - City Attorney

MISSION STATEMENT

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

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

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

For those wishing to make a public comment regarding a public hearing item (No. 13), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered part of the record. Please email your comments to publiccomment@cityofhighland.org. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Council meeting.

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

**CITY COUNCIL REGULAR MEETING
NOVEMBER 8, 2022 - 6:00 p.m.**

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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

Comments received via email by November 8, 2022, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Email comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

CITY COUNCIL CONSENT CALENDAR

1. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
2. Minutes – October 11, 2022 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 747 for November 8, 2022, in the amount of \$1,593,409.81 and Payroll of \$215,296.19.
4. Treasurer's Report for September 2022
RECOMMENDATION: That the City Council receive and file Treasurer's Report for September 2022.
5. Bid Rejection – Bid No. 2022-08, "Emmertons Lane Trail Restoration and Improvement Project"
RECOMMENDATION: That the City Council:
 - 1) Reject all bids;
 - 2) Direct staff to modify the project plans and specifications as necessary; and
 - 3) Re-advertise for construction bids.
6. Proposed City of Highland Community Development Block Grant (CDBG) Applications for Fiscal Year 2023-2024
RECOMMENDATION: That the City Council:
 - 1) Approve the City's Application for Enhanced Code Enforcement that supports a portion of the salary and benefits of a Code Compliance Officer, Administrative Assistant and Community Development Director; and
 - 2) Approve the City's Application to construct pavement rehabilitation and ancillary work on two streets located in neighborhoods within the CDBG Low-Moderate Income eligible block area boundaries including: 1) Union Street between Elmwood Court to Del Rosa Avenue and 2) Elmwood Court between Union Court and north end.

7. Final Map Approval/Tract 20142 (Beazer Homes)
RECOMMENDATION: That the City Council:
- 1) Adopt Resolution No. 2022-_____ to approve the Final Map of Tract No. 20142;
 - 2) Accept the subdivision bonds; and
 - 3) Authorize the Mayor to sign the standard subdivision agreement.
8. Easement Acceptance/Zavala (7568 Newcomb Street)
RECOMMENDATION: That the City Council:
- 1) Accept Grant of Easement for Road and Drainage purposes from Zavala Brothers, Inc.; and
 - 2) Direct the City Clerk to record the Grant of Easement.
9. Application for CalRecycle Rubberized Pavement Program Grant Funds
RECOMMENDATION: That the City Council adopt Resolution No. 2022-_____ authorizing the submittal of a joint regional application with the County of San Bernardino (County) for the CalRecycle Rubberized Pavement Program.
10. Contract Award – Storm Drain Cleaning
RECOMMENDATION: That the City Council award a contract to Houston Harris PCS, Inc., to perform storm drain cleaning services on a time and materials basis as directed by the City of Highland.
11. Madvac LP-61 Trailer Mounted Trash/Debris Vacuum System
RECOMMENDATION: That the City Council:
- 1) Waive formal contract procedures per Municipal Code Section 2.40.100;
 - 2) Authorize the use of a “piggyback” contract through Sourcewell Contract No. 93021-EXP between Sourcewell and Exprolink-Madvac;
 - 3) Approve Resolution No. 2022-_____ for purchase of a Madvac LP61-G in the amount of \$30,202; and
 - 4) Approve a budget adjustment to transfer \$30,205 from 001-4200-4665 (Public Services-Contract Services Storm Drain) to 001-4200-6040 (Public Services-Equipment).

12. Second Reading of Municipal Code Amendment 21-001: Ordinance No. 456 of the City of Highland 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 with Commercial Districts; and 16.52.030.A Off-Street Automobile Parking Space Requirements of the Highland Municipal Code pertaining to Vehicle Fueling Stations and Making a Finding of Exemption under CEQA, and First Reading of an Ordinance Repealing Ordinance Nos. 449, 450 and 454 which Imposed a Moratorium on Vehicle Fueling Station Uses
RECOMMENDATION: That the City Council:

- 1) Conduct a second reading, read by title only, and waive further reading of Ordinance No. 456 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 pertaining to Vehicle Service Stations and making a Finding of Exemption under CEQA; and
- 2) Conduct a first reading, read by title only, and waive further reading of Ordinance No. _____ repealing Ordinance Nos. 449, 450 and 454 which imposed a moratorium on vehicle fueling station uses.

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.

13. Ordinance No. 457, 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 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 Making a Finding of Exemption under the California Environmental Quality Act; and Resolution No. 2022-_____, 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
- RECOMMENDATION: That the City Council:
- 1) Open and conduct a public hearing, and conduct a second reading of Ordinance No. 457, read by title only; and
 - 2) Adopt Resolution No. 2022-_____ making express findings for modifications to the 2022 California Fire Code.

CITY COUNCIL LEGISLATIVE

14. KOA Contract Amendment for Professional Services – City Creek/Alabama Street Bikeway Project (Project No. str17001)
- RECOMMENDATION: That the City Council:
- 1) Approve a contract amendment to the Professional Services Agreement with KOA Corporation (KOA) to extend the term of contract by one year and provide additional environmental and engineering services for the City Creek/Alabama Street Bikeway Project; and
 - 2) Authorize the City Manager to approve contract amendments up to 10% of the revised contract amount.
15. Appoint Three (3) Members of the Public to the Historic and Cultural Preservation Board
- RECOMMENDATION: That the City Council review the Public Service Applications and appoint three (3) members of the public to the Historic and Cultural Preservation Board.
16. Appoint Three (3) Members of the Public to the Community Trails Committee
- RECOMMENDATION: That the City Council review the Public Service Applications and appoint three (3) members of the public to the Community Trails Committee.
17. City Manager Report and Comments (Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)
- RECOMMENDATION: Discussion and possible action.

18. 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.

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

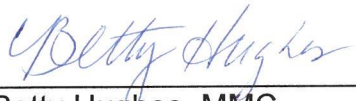
I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before November 3, 2022, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: November 3, 2022



Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

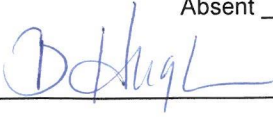
DATE: November 8, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Waive the Reading of All Ordinances

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

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



STAFF REPORT

TO THE CITY COUNCIL

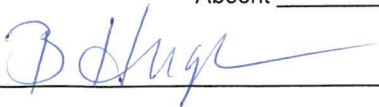
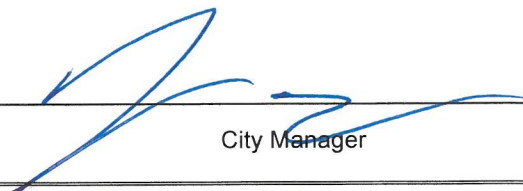
DATE: November 8, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – October 11, 2022 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

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

**MINUTES
CITY COUNCIL REGULAR MEETING
OCTOBER 11, 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 Willie Hicks, Harvest Care Church, and the Pledge of Allegiance was led by Council Member Solano.

ROLL CALL

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

REPORT FROM CLOSED SESSION

No meeting.

SPECIAL PRESENTATIONS

A proclamation was presented to Public Works Director/City Engineer Zamano for National Pedestrian Safety Month.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Jane Bouch spoke regarding her gratitude for the support of the City and Police at the Chamber of Commerce 5K and 10K Run.

Gail Shelton spoke regarding the wonderful sponsorship and the support of the City and Police at the Chamber of Commerce 5K and 10K Run.

Christian Flores spoke regarding his appreciation to Community Development Director Mainez for serving as a bridge of communication between the residents of Fairway Mobile Home Estates and the mobile home park management.

CITY COUNCIL CONSENT CALENDAR

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

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

2. Minutes – September 13, 2022 City Council Regular Meeting
Approved the Minutes as submitted.
3. Warrant Register
Approved 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
Received and filed 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
 - 1) Accepted Grant Deed from MV 18013, LLC (Monte Vista Homes); and
 - 2) Directed the City Clerk to record the Grant Deed.
6. Records Destruction Authorization
Approved the destruction of certain records.
7. Staff Reorganization/Succession Planning in Building Services, City Clerk and Engineering Departments
 - 1) Approved staff reorganization including the adding/reclassifying of new positions; and
 - 2) Approved Resolution No. 2022-050, a Resolution of the City Council of the City of Highland, California, establishing employee salaries; and
 - 3) Authorized the City Attorney to finalize the All Covered full-time Information Technology (IT) contract and authorized the City Manager to execute the contract when final.

RESOLUTION NO. 2022-050

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

8. Agreement with County of San Bernardino for Pavement Rehabilitation of Pumalo Street and other Roads (Project str22001)
 - 1) Approved Agreement with County of San Bernardino for Pavement Rehabilitation of Pumalo Street and other roads (Project str22001); and
 - 2) Authorized the City Manager to execute the agreement.
9. Adopt and Approve the Local Roadway Safety Plan
Adopted Resolution No. 2022-051 approving the City of Highland Local Roadway Safety Plan (LRSP).

RESOLUTION NO. 2022-051

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

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

Assistant Planner Tafolla stated good evening Mayor and Members of the City Council. This evening we will be reviewing a proposed amendment to the gas station section of the City's municipal code. This amendment was initiated in August of 2021 after Council gave staff direction to review and analyze impacts on commercial and residential land use composition caused by the potential inundation of service stations in the City and as a result of the State's efforts related to zero emission vehicles. Interim Ordinance No. 449 was adopted and established a moratorium on August 24, 2021, on new and expanding fueling service stations. As directed by City Council, processing for service station projects which had undergone the pre-application process in addition to those which had already formally filed a conditional use permit or design review application prior to the moratorium, were allowed to move forward with entitlements. Since the adoption of the initial moratorium, staff has accepted one new proposed service station application that had gone through the pre-application process. During the moratorium period, staff met twice with the City Council Ad Hoc Subcommittee members, Mayor McCallon and Council Member Timmer, and worked closely with the City Attorney on the draft before you this evening. The key changes proposed included, redefining vehicle fueling stations to include alternative fuel vehicles, additional development standards to improve visual impacts, including canopy and lighting design requirements. Minimum separation distance specifications of 250 feet between vehicle fueling stations to reduce and avoid overconcentration and include one fast electrical vehicle charging station to be installed for every eight fuel pumps proposed or for stations with less than eight

pumps, one fast electrical vehicle charging station. On September 6, 2022, the Planning Commission reviewed and recommends the City Council approve the subject ordinance. Staff would like to bring to your attention the operative ordinance begins on page 62 of the staff report.

Thank you, Mayor and Council. This completes my presentation. I will be happy to answer any questions you may have.

Mayor McCallon asked are there any questions of staff before we have public comment?

Council Member Chavez stated I just wanted to echo what Planning Commissioner Jarrod Miller said at the last meeting. Out of curiosity, how come there was not like a study that was added to this item?

Assistant Planner Tafolla stated staff did research with other cities and Planning Commission did make that recommendation, which was included in the staff report. So if that is something that Council would like to do, a study can still be done.

Council Member Chavez stated yeah, it was out of curiosity if it was because we could not afford one or is because we did not have enough time, or is there a time constraint?

Assistant Planner Tafolla stated no.

Council Member Chavez stated it is neither.

Assistant Planner Tafolla stated neither.

Council Member Chavez stated so we just did not include the study?

Assistant Planner Tafolla stated we just did not do the studies. It was just staff level.

Council Member Chavez stated okay.

Mayor Pro Tem Lilburn stated can I ask one question? So we had one new person follow through with their new application from the pre-approval.

Assistant Planner Tafolla stated correct.

Mayor Pro Tem Lilburn stated how many were pending for a CUP (Condition Use Permit) or a new application and just did not follow through?

Assistant Planner Tafolla stated just one. Well, there was two altogether that had gone through the pre application process. Of those two, only one submitted their application.

Mayor Pro Tem asked did we follow up why the other one did not.

Assistant Planner Tafolla stated staff did not follow up on it.

Mayor Pro Tem stated OK.

Mayor McCallon asked are there any other questions of staff before we have public comment?

Mayor Pro Tem Lilburn stated do you think they are aware of this?

Assistant Planner Tafolla stated I would believe so.

Mayor Pro Tem asked were they notified?

Assistant Planner Tafolla stated they were notified. Both of the preapplication applicants were notified of the meeting.

Council Member Timmer stated just a point. When we go through a development process for many different uses people pull applications, they file, they never come back. In fact, they even sometimes get their permits issued and never build. So there's business decisions involved in what they do and so something has changed for that particular applicant and so they decided not to run, go forward.

Mayor Pro Tem Lilburn stated I am not questioning, I just wanted to know if they did.

Council Member Timmer stated the only question I have is, if you are done Penny, on the second bullet point on page 3 of the staff report. It says clarify that self-service car washes are permitted separately as it relates to fueling stations activities. Currently, I assume then that the gas station washing facilities or car wash facilities are permitted under one permit. So now they are talking about splitting them off if there is for different design reasons.

Assistant Planner Tafolla stated well Planning Commission was just concerned that if we did not include specific language in the new fueling station code, that there was a separate location within the municipal code for car washes, so there is a standalone car wash land use.

Council Member Timmer stated standalone, I understand.

Assistant Planner Tafolla stated right, and it can be as part of a gas station, but it is not. It previously was almost like it was clumped into one. So now there is a specific language.

Council Member Timmer stated so if a gas station proposal comes in with a car wash, they still only need one permit. Is that what we are saying?

Assistant Planner Tafolla stated one entitlement.

Council Member Timmer stated so we are trying to make things easier, not more complex to get two permits for one business does not makes sense to me.

Assistant Planner Tafolla stated it all can be run under one permit, one entitlement.

Council Member Timmer stated I figured that is what we are saying but I just wanted to make sure, the wording is kind of... ok thank you, that is the only question I have Mayor.

Mayor McCallon stated I have no speaker slips is there anyone in the audience who wishes to speak on this item, either for or against? Seeing that, I will close the public hearing and bring it back to the Council for discussion and action.

Mayor McCallon stated I did make some recommendations, a couple of word changes on the ordinance and they are on page five of the staff report, Item 10.

Council Member Timmer asked what page Larry?

Mayor McCallon stated page 14, I guess, of the staff report.

City Attorney Marroquin stated I believe if we are looking at Item 10, I think it is on page 65 of the ordinance, Item 10 where it says air and water. Is that what you are referring to?

Mayor McCallon stated yes. I do not know the page numbers on the one I have, is it 65?

City Attorney Marroquin stated the ordinance is in there twice. There is a Planning Commission version and a City Council version. That is some of the confusion so it is page 65.

Mayor McCallon stated so page 10 where it says at convenient location during hours when gasoline is dispensed, I suggest we change gasoline to fuel, when fuel is dispensed. Also at the bottom of that page 15-A says the dispensing of petroleum products. I suggest we change petroleum to fueling products. And on my page 16, which would be 2 pages over, or D1, it says when we are talking about abandoned and converted vehicle fueling stations, where it says remove all gasoline pumps and pump islands, I suggest we change that to remove all fueling pumps and pump islands. And on page 17, which would be one page over from the other on E, which talks about converted vehicle fueling stations. It says in there included but not limited to removal of all gasoline appurtenances. I suggest we change gasoline to fueling.

Assistant Planner Tafolla stated noted.

City Attorney Marroquin stated Honorable Mayor, if I may, if we are making changes with respect to gasoline to fueling, can we also get direction just to make a global change? There's a couple of other instances where gasoline pumps come up that were not noted. Did you want to change all references from gasoline pumps to fueling pumps?

Mayor McCallon stated I read the entire thing and those are the only places I found it.

City Attorney Marroquin stated I am seeing it on page 65 under 9A. It says, I am sorry, 9B electric vehicle charging stations shall be positioned to ensure vehicle queuing at gasoline pumps. Would you like that to read fueling pumps?

Mayor McCallon stated yes, if it is there. I do not have a 9B on mine.

City Attorney Marroquin stated I believe then it might be that you are looking at the Planning Commission version versus the City Council version. I know, there is a lot of confusion due to that. There are other instances, I do not know if this is on your version, but on page 66 which is 12...

Mayor McCallon stated yes wherever, global change, wherever they mention gasoline put fueling or petroleum products put fueling.

City Attorney Marroquin stated we will absolutely do that.

Mayor McCallon stated I think that would be more clear in terms of, you know, if it is gasoline or electric or whatever, it is a fueling installation.

Mayor Pro Tem Lilburn stated so some of them do say the fueling, so that is the Planning Commission's recommendation as well.

City Attorney Marroquin stated yes, there were some cleanup changes made from Planning Commission version to City Council version and so that is where there is that discrepancy.

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

- 1) Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the County Clerk of the Board; and
- 2) Introduced and conducted first reading of Ordinance No. 456 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, as amended. Motion carried, 5-0.

City Clerk Hughes introduced Ordinance No. 456:

ORDINANCE NO. 456

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

which title was read.

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 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 Making a Finding of Exemption under the California Environmental Quality Act

Building Official Wirz gave a brief review of the staff report.

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

- 1) Waive full reading and introduce Ordinance No. 457, read by title only; and
- 2) Schedule a public hearing on the proposed adoption of Ordinance No. 457 at the November 8, 2022 City Council meeting, and direct staff to provide notice of said public hearing. Motion carried, 5-0.

City Clerk Hughes introduced Ordinance No. 457

ORDINANCE NO. 457

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, 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 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 MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

which title was read.

12. Use of State and Local Fiscal Recovery Funds (SLFRF) through the American Rescue Plan Act (ARPA). This is the second installment (ARPA #2)

Director of Administrative Services Dantuono gave a brief review of the staff report.

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

- 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. Motion carried, 5-0.

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

City Manager Hughes stated just a just a few updates on a couple items. The SR 210/Victoria Avenue Interchange, the kickoff project development team meeting was held today with Caltrans District 8 staff and San Manuel to officially get the project underway. City staff will meet monthly with Caltrans to monitor the progress of this project. Project approval and environmental documentation phase is anticipated to be completed in two years. The City audit is almost complete. The auditors have been working hard the past couple of weeks working with staff. It will be coming forward to the Finance Subcommittee in November and then on to the City Council in December. On October 4, the Planning Commission Appeals Board adopted declarations for public nuisances for the following properties, 6956 Palm Avenue, 25191 5th Street, and vacant parcels at the northwest corner of 3rd and Central Avenue. They were for various issues, unsafe structures, unpermitted land use and property maintenance issues. The City's project to demolish a single-family home at 7433 Central Avenue has been completed. The small home was removed from the Housing Authority property to make way for a future senior housing project that we are currently working with Wakeland Housing and Development Corporation on. You may want to do a quick search when you get home. Wakeland just opened up a new project in LA (Los Angeles), a very nice project, and they just received a lot of news coverage from ABC7. It was a pretty big deal. The Historic and Cultural Preservation Board met on October 6 and begin preparations for the Citrus Harvest Festival. The board discussed the festival layout, sponsorships, entertainment, historic walking tour and car show. Just a reminder, the State of the City address is this Thursday. It will be held at the San Manuel Event Center at Highland and Boulder. Registration is at 5:30 p.m., the program begins at 6:30 p.m. The Volunteer Dinner will be held November 10 and will be held at the same location at the San Manuel Event Center. On October 29 from 10:00 a.m. to 2:00 p.m. the DEA National Prescription Drug Take Back Program will be held, and it will be down at the Highland Police Station. On Saturday, November 5 there will be a Highland Improvement Team cleanup. November 28 will be a blood drive from 12:00 p.m. to 5:00 p.m. at the Highland Police Station. Burrtec illegal dumping work orders are up dramatically. September was 212 and that was the highest that we have had since starting the program. For the Fire Department, some stats for the month of September. The Highland Fire Department responded to a total of 683 calls for service, 500 of those were medical aids. There were 44 traffic collisions, 9 false alarms, there were four vehicle fires, 25 other fires, 9 structure fires and 3 vegetation fires. The Highland Police Department, from September 12 to October 9, responded to 3,072 calls for service, took 273 reports. Our Sheriff's Department received a grant, it actually went out to every city, but we received one for \$61,000 from the Office of Traffic Safety (OTS) for additional overtime. That is in addition to the \$150,000 additional overtime that the Council approved tonight. The nice thing about that OTS grant is that we do not have to oversee it; it is all done through the County. So the money will come into Highland, but the County deals with all the headaches.

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

Mayor Pro Tem Lilburn stated that the property on Central looks very good with all of that gone. Just a couple of things I wanted to say, I am looking forward to the State of the Community. I wanted to thank the Chamber for asking me to be their guest speaker this month and the Women's Club and invite everyone to the Highland Senior Center's Annual Craft Fair this Saturday starting at 9 a.m. to 1 p.m. We have 35 vendors coming out so we invite you all to come and get your early shopping done.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:37 p.m. in memory of John Lorei and James 'Jaime' Ramos.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Leticia Nava-Cruz, Assistant Director of Administrative Services *LNC*

SUBJECT: Warrant Register #747

RECOMMENDATION: City Council to approve Warrant Register #747; Warrants in the amount of \$1,593,409.81 and Payroll in the amount of \$215,296.19.

FISCAL IMPACT: The total of Cash and Expenditures is \$1,808,706.00.

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

BACKGROUND: See Printouts Attached.

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

CITY OF HIGHLAND
WARRANT REGISTER #747
November 8, 2022

Warrants:

10/7/2022 Payroll Wire #719-722 & Ck #86013-86014	65,315.57
10/11/2022 Ck#86015-86041	122,253.11
10/18/2022 Ck#86042-86085	1,125,150.58
10/21/2022 Payroll Wire #723-726 & Ck #86086-86087	62,223.77
10/25/2022 Ck#86088-86125	98,543.70
11/1/2022 Ck#86126-86155 & Wire# 1002232948	119,923.08
Total Warrants	<u>\$1,593,409.81</u>

Payroll:

10/7/2022 Direct Deposits #12229-12270	105,804.99
10/7/2022 Ck #671	283.81
10/21/2022 Direct Deposits #12271-12311	108,923.58
10/21/2022 Ck #672	283.81

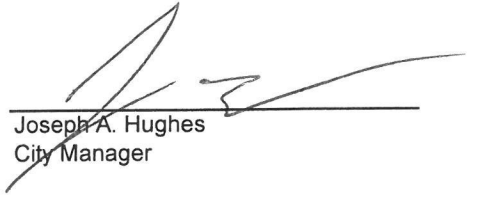
Total Payroll **\$ 215,296.19**

Total Warrants & Payroll **\$1,808,706.00**

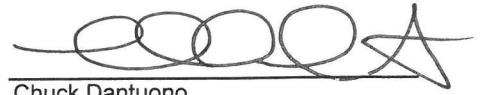
APPROVED BY:

Larry McCallon
Finance Subcommittee

John Timmer
Finance Subcommittee



Joseph A. Hughes
City Manager



Chuck Dantuono
Director of Administrative
Services/City Treasurer

10/05/2022 12:56:23PM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
719	10/7/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS SURVIVOR: Payment	
			070.1145	0.70
			EPMC: Payment	
			001.1145	545.45
			EPMC: Payment	
			004.1145	128.80
			EPMC: Payment	
			006.1145	20.79
			EPMC: Payment	
			010.1145	44.18
			EPMC: Payment	
			012.1145	2.49
			EPMC: Payment	
			016.1145	2.49
			EPMC: Payment	
			023.1145	6.96
			EPMC: Payment	
			024.1145	0.60
			EPMC: Payment	
			041.1145	33.21
			EPMC: Payment	
			042.1145	12.11
			EPMC: Payment	
			070.1145	57.45
			PERS: Payment	
			001.1145	13,818.42
			PERS: Payment	
			004.1145	2,917.98
			PERS: Payment	
			006.1145	442.30
			PERS: Payment	
			010.1145	1,015.28
			PERS: Payment	
			012.1145	186.31
			PERS: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
719	10/7/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			016.1145	186.32
			PERS: Payment	
			023.1145	111.74
			PERS: Payment	
			024.1145	20.48
			PERS: Payment	
			041.1145	474.10
			PERS: Payment	
			042.1145	912.39
			PERS: Payment	
			070.1145	821.02
			PERS SURVIVOR: Payment	
			001.1145	23.07
			PERS SURVIVOR: Payment	
			004.1145	4.60
			PERS SURVIVOR: Payment	
			006.1145	0.59
			PERS SURVIVOR: Payment	
			010.1145	1.08
			PERS SURVIVOR: Payment	
			012.1145	0.57
			PERS SURVIVOR: Payment	
			016.1145	0.56
			PERS SURVIVOR: Payment	
			023.1145	0.27
			PERS SURVIVOR: Payment	
			024.1145	0.05
			PERS SURVIVOR: Payment	
			041.1145	0.32
			PERS SURVIVOR: Payment	
			042.1145	1.67
			Total :	21,794.35
720	10/7/2022	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	13,693.19

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
720	10/7/2022	000119	INTERNAL REVENUE SERVICE	
			(Continued)	
			FEDERAL TAXES: Payment	
			004.1120	2,508.62
			FEDERAL TAXES: Payment	
			006.1120	278.88
			FEDERAL TAXES: Payment	
			010.1120	976.98
			FEDERAL TAXES: Payment	
			012.1120	106.76
			FEDERAL TAXES: Payment	
			016.1120	106.76
			FEDERAL TAXES: Payment	
			023.1120	69.57
			FEDERAL TAXES: Payment	
			024.1120	15.83
			FEDERAL TAXES: Payment	
			041.1120	443.25
			FEDERAL TAXES: Payment	
			042.1120	675.24
			FEDERAL TAXES: Payment	
			070.1120	706.17
			SOCIAL SECURITY: Payment	
			001.1140	649.58
			MEDICARE: Payment	
			001.1140	3,262.79
			MEDICARE: Payment	
			004.1140	592.39
			MEDICARE: Payment	
			006.1140	82.08
			MEDICARE: Payment	
			010.1140	191.16
			MEDICARE: Payment	
			012.1140	46.96
			MEDICARE: Payment	
			016.1140	46.96
			MEDICARE: Payment	
			023.1140	23.68

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
720	10/7/2022	000119	INTERNAL REVENUE SERVICE	
			(Continued)	
			MEDICARE: Payment	
			024.1140	4.78
			MEDICARE: Payment	
			041.1140	87.62
			MEDICARE: Payment	
			042.1140	207.12
			MEDICARE: Payment	
			070.1140	143.41
			Total :	24,919.78
721	10/7/2022	000001	CALIF STATE EMPLOYMENT	
			STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	5,363.21
			STATE TAXES: Payment	
			004.1130	987.58
			STATE TAXES: Payment	
			006.1130	106.89
			STATE TAXES: Payment	
			010.1130	380.75
			STATE TAXES: Payment	
			012.1130	42.93
			STATE TAXES: Payment	
			016.1130	42.92
			STATE TAXES: Payment	
			023.1130	18.28
			STATE TAXES: Payment	
			024.1130	5.93
			STATE TAXES: Payment	
			041.1130	180.25
			STATE TAXES: Payment	
			042.1130	259.95
			STATE TAXES: Payment	
			070.1130	275.36
			Total :	7,664.05
722	10/7/2022	000003	ICMA RETIREMENT TRUST-457	
			ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
722	10/7/2022	000003 ICMA RETIREMENT TRUST-457	(Continued)	
			001.1170	8,116.32
			ICMA DEFERRED COMP 457: Payment	
			004.1170	818.66
			ICMA DEFERRED COMP 457: Payment	
			010.1170	669.21
			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	296.33
			Total :	10,265.72
86013	10/7/2022	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	88.80
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.97
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.81
			AFLAC ACCIDENT INSURANCE: Payment	
			024.1181	0.27
			AFLAC CANCER INSURANCE: Payment	
			001.1181	18.63
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	278.28
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	24.69

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86013	10/7/2022	003804 AFLAC WWHQ	(Continued)	
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.51
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	143.66
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.71
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			023.1181	12.31
			AFLAC DENTAL: Payment	
			001.1181	27.90
			AFLAC DENTAL: Payment	
			004.1181	0.56
			AFLAC DENTAL: Payment	
			041.1181	1.66
			AFLAC DENTAL: Payment	
			070.1181	0.54
			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
			Total :	656.67
86014	10/7/2022	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	11.26
			ARROWHEAD UNITED WAY: Payment	
			004.1180	0.77
			ARROWHEAD UNITED WAY: Payment	

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86014	10/7/2022	000433	ARROWHEAD UNITED WAY	
			(Continued)	
			041.1180	2.26
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.71
			Total :	15.00
6 Vouchers for bank code : wfb				Bank total : 65,315.57
6 Vouchers in this report				Total vouchers : 65,315.57

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Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86015	10/11/2022	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES 9/4-9/17/22 CROSSING GUARD SERVICES 9/4-9/17/22 002.8200.4530	3,157.37 Total : 3,157.37
86016	10/11/2022	006099 CHARTER COMMUNICATIONS	POLICE - TELE/INT SERVICE-OCT POLICE - TELE/INT SERVICE-OCT 001.2000.4065 CORP YARD - TELE/INT SVC -OCT CORP YARD - TELE/INT SVC -OCT 004.8310.4060	1,154.54 Total : 672.32 1,826.86
86017	10/11/2022	000744 D&T AUTO REPAIR	VEH #126: VEHICLE MAINTENANCE VEH #126: VEHICLE MAINTENANCE 004.8310.4240	92.42 Total : 92.42
86018	10/11/2022	000213 DAILY JOURNAL CORPORATION	NEWSPAPER PUBLICATIONS NEWSPAPER PUBLICATIONS 001.1200.4300 NEWSPAPER PUBLICATIONS NEWSPAPER PUBLICATIONS 001.1200.4300 NEWSPAPER PUBLICATIONS NEWSPAPER PUBLICATIONS 001.1200.4300	286.25 Total : 302.28 785.47
86019	10/11/2022	005394 DATA TICKET, INC.	PARKING CITATION - AUG PARKING CITATION - AUG 001.1700.4516	22.15 Total : 22.15
86020	10/11/2022	000085 EAST VALLEY WATER DISTRICT	BOULDER MEDIAN-SEP BOULDER MEDIAN-SEP 004.8310.4030 BOULDER MEDIAN-SEP	444.41

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
86020	10/11/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			BOULDER MEDIAN-SEP	
			004.8310.4030	423.66
			LMD 02 - E-SEP	
			LMD 02 - E-SEP	
			012.8500.4030	1,045.89
			LMD 48C-SEP	
			LMD 48C-SEP	
			012.8500.4030	1,293.71
			LMD 48C-SEP	
			LMD 48C-SEP	
			012.8500.4030	1,465.64
			LMD 48-SEP	
			LMD 48-SEP	
			012.8500.4030	1,104.75
			LMD 48B-SEP	
			LMD 48B-SEP	
			012.8500.4030	1,354.91
			LMD 31-SEP	
			LMD 31-SEP	
			012.8500.4030	504.83
			LMD 00 - BASELINE-SEP	
			LMD 00 - BASELINE-SEP	
			012.8500.4030	1,217.65
			LMD 22-SEP	
			LMD 22-SEP	
			012.8500.4030	268.18
			LMD 03 -YARNELL-SEP	
			LMD 03 -YARNELL-SEP	
			012.8500.4030	51.17
			LMD 02 - A-SEP	
			LMD 02 - A-SEP	
			012.8500.4030	84.73
			LMD 03 - BASELINE-SEP	
			LMD 03 - BASELINE-SEP	
			012.8500.4030	120.72
			LMD 20 - BASELINE-SEP	
			LMD 20 - BASELINE-SEP	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86020	10/11/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030	408.18
			LMD 01 - A-SEP	
			LMD 01 - A-SEP	
			012.8500.4030	184.70
			LMD 70-SEP	
			LMD 70-SEP	
			012.8500.4030	317.31
			LMD 36-SEP	
			LMD 36-SEP	
			012.8500.4030	357.62
			LMD 35-SEP	
			LMD 35-SEP	
			012.8500.4030	174.40
			LMD 06-SEP	
			LMD 06-SEP	
			012.8500.4030	44.52
			LMD 01 - B-SEP	
			LMD 01 - B-SEP	
			012.8500.4030	100.40
			BEATTIE - IRRIGATION-SEP	
			BEATTIE - IRRIGATION-SEP	
			001.6000.4030	10,458.19
			LMD 30-SEP	
			LMD 30-SEP	
			012.8500.4030	1,244.91
			LMD 39-SEP	
			LMD 39-SEP	
			012.8500.4030	855.87
			CANYON OAKS PARK-SEP	
			CANYON OAKS PARK-SEP	
			016.8540.4030	1,116.52
			LMD 02 - B-SEP	
			LMD 02 - B-SEP	
			012.8500.4030	426.44
			LMD 13-SEP	
			LMD 13-SEP	
			012.8500.4030	387.09

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
86020	10/11/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 02 - D-SEP	
			LMD 02 - D-SEP	
			012.8500.4030	192.99
			LMD 02 - C-SEP	
			LMD 02 - C-SEP	
			012.8500.4030	461.86
			LMD 08-SEP	
			LMD 08-SEP	
			012.8500.4030	301.06
			LMD 20 - STREATER-SEP	
			LMD 20 - STREATER-SEP	
			012.8500.4030	161.35
			LMD 70 IRRIGATION-SEP	
			LMD 70 IRRIGATION-SEP	
			012.8500.4030	952.22
			Total :	27,525.88
86021	10/11/2022	002190 ENGINEERING RESOURCES OF SO CA	STR07004A DE RDA07-SEP	
			STR07004A DE RDA07-SEP	
			010.3830.6600	165.00
			Total :	165.00
86022	10/11/2022	003073 EWING IRRIGATION PRODUCTS INC	LMD 17: IRRIGATION REPAIRS	
			LMD 17: IRRIGATION REPAIRS	
			012.8500.4206	242.60
			Total :	242.60
86023	10/11/2022	005018 FLYERS ENERGY, LLC	FUEL-SEP	
			FUEL-SEP	
			001.2000.4220	6,296.30
			FUEL-SEP	
			001.4200.4220	101.43
			FUEL-SEP	
			001.4600.4220	66.70
			FUEL-SEP	
			001.6000.4220	160.70
			FUEL-SEP	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86023	10/11/2022	005018 FLYERS ENERGY, LLC	(Continued)	
			001.6010.4220	131.13
			FUEL-SEP	
			004.8310.4220	508.78
			FUEL-SEP	
			012.8500.4220	80.36
			FUEL-SEP	
			016.8540.4220	80.36
			FUEL-SEP	
			024.8470.4220	14.22
			FUEL-SEP	
			028.2050.4220	1,088.27
			FUEL-SEP	
			029.2100.4220	1,088.27
			FUEL-SEP	
			042.9510.4220	187.50
			FUEL-SEP	
			FUEL-SEP	
			001.2000.4220	6,137.39
			FUEL-SEP	
			001.4200.4220	98.87
			FUEL-SEP	
			001.4600.4220	65.01
			FUEL-SEP	
			001.6000.4220	156.64
			FUEL-SEP	
			001.6010.4220	127.82
			FUEL-SEP	
			004.8310.4220	495.93
			FUEL-SEP	
			012.8500.4220	78.33
			FUEL-SEP	
			016.8540.4220	78.33
			FUEL-SEP	
			024.8470.4220	13.86
			FUEL-SEP	
			028.2050.4220	1,060.81

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86023	10/11/2022	005018 FLYERS ENERGY, LLC	(Continued)	
			FUEL-SEP	
			029.2100.4220	1,060.81
			FUEL-SEP	
			042.9510.4220	182.77
			Total :	19,360.59
86024	10/11/2022	006141 GOODIES BY SANDY	STATE OF THE CITY EVENT: COOKIES	
			STATE OF THE CITY EVENT: COOKIES	
			001.1000.4336	215.00
			Total :	215.00
86025	10/11/2022	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 PS&E IVDA-JUL	
			STR18001 PS&E IVDA-JUL	
			027.8490.6550	90.54
			STR18001 PS&E RDA07-JUL	
			STR18001 PS&E RDA07-JUL	
			010.3830.6550	90.58
			STR18001 PS&E SMBMI-JUL	
			STR18001 PS&E SMBMI-JUL	
			027.8490.6550	90.54
			STR18001 PS&E EDA-JUL	
			STR18001 PS&E EDA-JUL	
			030.8495.6550	197.50
			STR18001 CM IVDA-AUG	
			STR18001 CM IVDA-AUG	
			027.8490.6550	121.79
			STR18001 CM RDA07-AUG	
			STR18001 CM RDA07-AUG	
			010.3830.6550	121.80
			STR18001 CM SMBMI-AUG	
			STR18001 CM SMBMI-AUG	
			027.8490.6550	121.79
			STR18001 CM EDA-AUG	
			STR18001 CM EDA-AUG	
			030.8495.6550	265.62
			Total :	1,100.16

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Voucher	Date	Vendor	Description/Account	Amount
86026	10/11/2022	001337 ICEMA	FS#1-3: INSPECTIONS OF MED ENGINES & ANN FS#1-3: ICEMA INSPECTIONS OF MED 028.2050.4223 FS#1-3: ANNUAL MEDICAL CONTROL FEE 028.2050.4223	1,200.00 2,000.00 Total : 3,200.00
86027	10/11/2022	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-OCT PROFESSIONAL SERVICES-OCT 023.3890.4554	 3,000.00 Total : 3,000.00
86028	10/11/2022	001404 LOWE'S	BREAK AREA ELECTRICAL COVERS BREAK AREA ELECTRICAL COVERS 042.9510.4070	 3.59 Total : 3.59
86029	10/11/2022	000598 PR PRINTING	30% RECYCLED ENVELOPES COH WINDOW & NON 30% RECYCLED ENVELOPES COH WINDOW & NON 042.9510.4200	 1,499.29 Total : 1,499.29
86030	10/11/2022	006111 PURCHASE POWER	PREPAID SENDPRO POSTAGE-SEP PREPAID SENDPRO POSTAGE-SEP 001.0400	 150.00 Total : 150.00
86031	10/11/2022	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING SERVICES-SEP DOCUMENT RECORDING SERVICES-SEP 001.1200.4506 DOCUMENT RECORDING SERVICES-SEP DOCUMENT RECORDING SERVICES-SEP 001.1200.4506 DOCUMENT RECORDING SERVICES-SEP DOCUMENT RECORDING SERVICES-SEP 001.1200.4506 DOCUMENT RECORDING SERVICES-SEP DOCUMENT RECORDING SERVICES-SEP 001.1200.4506	 40.00 17.00 20.00 40.00

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Voucher	Date	Vendor	Description/Account	Amount
86031	10/11/2022	002511 RECORDER-CLERK CO OF SB	(Continued) DOCUMENT RECORDING SERVICES-SEP DOCUMENT RECORDING SERVICES-SEP 001.1200.4506	140.00
Total :				257.00
86032	10/11/2022	005304 SAN BERNARDINO VALLEY	CITY SHARE OF WASH PLAN PERMITTING COST CITY SHARE OF WASH PLAN PERMITTING COST 001.3200.4605	8,836.22
Total :				8,836.22
86033	10/11/2022	003713 SATCOM GLOBAL LTD.	SATTELITE PHONES-SEP SATTELITE PHONES-SEP 028.2050.4061 SATTELITE PHONES-SEP 029.2100.4061 SATTELITE PHONES-SEP 042.9510.4061 SATTELITE PHONES-SEP 001.2000.4061	21.38 21.37 42.75 42.75
Total :				128.25
86034	10/11/2022	005731 SITEONE LANDSCAPE SUPPLY, LLC	COMM PARK: IRRIGATION SUPPLIES COMM PARK: IRRIGATION SUPPLIES 001.6000.4206	73.84
Total :				73.84
86035	10/11/2022	000487 SMART & FINAL	HIT SUPPLIES HIT SUPPLIES 001.6020.4336	39.65
Total :				39.65
86036	10/11/2022	000203 SOUTHERN CALIFORNIA EDISON	UPLIGHTING LMD 48-SEP UPLIGHTING LMD 48-SEP 012.8500.4010 UPLIGHTING LMD 48-SEP 013.8510.4011 HIGHLAND AVE ALPR-SEP HIGHLAND AVE ALPR-SEP	2.86 43.15

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Voucher	Date	Vendor	Description/Account	Amount
86036	10/11/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			001.2000.4062	19.35
			LMD#48C-SEP	
			LMD#48C-SEP	
			012.8500.4010	324.91
			POLICE STATION-SEP	
			POLICE STATION-SEP	
			001.2000.4010	10,158.18
			LS-3 METERS-SEP	
			LS-3 METERS-SEP	
			013.8510.4011	52.58
			BASELINE MEDIAN-SEP	
			BASELINE MEDIAN-SEP	
			004.8310.4010	19.78
			LS#3-SEP	
			LS#3-SEP	
			013.8510.4011	44.52
			CITY HALL-SEP	
			CITY HALL-SEP	
			042.9510.4010	1,268.63
			SIGNALS-SEP	
			SIGNALS-SEP	
			004.8310.4580	59.27
			SIGNALS-SEP	
			013.8510.4011	51.51
			AURANTIA PARK-SEP	
			AURANTIA PARK-SEP	
			001.6000.4010	214.72
			LS#3-SEP	
			LS#3-SEP	
			013.8510.4011	94.98
			CORPORATION YARD-SEP	
			CORPORATION YARD-SEP	
			004.8310.4010	1,070.47
			LS#3-SEP	
			LS#3-SEP	
			013.8510.4011	22.12
			TRAFFIC SIGNAL BASE LINE-SEP	

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Voucher	Date	Vendor	Description/Account	Amount
86036	10/11/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			TRAFFIC SIGNAL BASE LINE-SEP	
			004.8310.4580	68.12
			CITY HALL-SEP	
			CITY HALL-SEP	
			042.9510.4010	2,339.96
			STATION #2-SEP	
			STATION #2-SEP	
			028.2050.4010	569.21
			STATION #2-SEP	
			029.2100.4010	569.21
			LMD#48C-SEP	
			LMD#48C-SEP	
			012.8500.4010	19.78
			LS#3-SEP	
			LS#3-SEP	
			013.8510.4011	21.79
			BASELINE MEDIAN-SEP	
			BASELINE MEDIAN-SEP	
			004.8310.4010	17.85
			LS#3-SEP	
			LS#3-SEP	
			013.8510.4011	25.76
			LS#3-SEP	
			LS#3-SEP	
			013.8510.4011	31.91
			LIBRARY/ELC-SEP	
			LIBRARY/ELC-SEP	
			001.6000.4010	9,861.59
			EVC STATIONS-SEP	
			EVC STATIONS-SEP	
			042.9510.4012	1,284.20
			LMD #55-SEP	
			LMD #55-SEP	
			012.8500.4010	19.57
			OAK CREEK PARK-SEP	
			OAK CREEK PARK-SEP	
			016.8540.4010	19.57

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Voucher	Date	Vendor	Description/Account	Amount
86036	10/11/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD#48B-SEP	
			LMD#48B-SEP	
			012.8500.4010	19.57
			STATION #3-SEP	
			STATION #3-SEP	
			028.2050.4010	1,501.67
			STATION #3-SEP	
			029.2100.4010	1,501.66
			TRAFFIC SIGNAL BASE LINE-SEP	
			TRAFFIC SIGNAL BASE LINE-SEP	
			004.8310.4580	74.65
			VICTORIA AVE AND 3RD ST-SEP	
			VICTORIA AVE AND 3RD ST-SEP	
			004.8310.4580	114.75
			LMD 13-SEP	
			LMD 13-SEP	
			012.8500.4010	4.43
			LS-3 METERS-SEP	
			LS-3 METERS-SEP	
			013.8510.4011	111.21
			Total :	31,623.49
86037	10/11/2022	000208 STAPLES CREDIT PLAN	VOLUNTEER DINNER SUPPLIES	
			VOLUNTEER DINNER SUPPLIES	
			001.6020.4336	26.93
			VOLUNTEER DINNER: INVITATIONS	
			VOLUNTEER DINNER: INVITATIONS	
			001.6020.4336	172.39
			NETWORK SUPPLIES	
			NETWORK SUPPLIES	
			042.9510.4208	73.25
			NETWORK SUPPLIES	
			042.9510.4200	50.40
			Total :	322.97
86038	10/11/2022	003044 THOMSON REUTERS WEST	CODE BOOKS-OCT	
			CODE BOOKS-OCT	

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Voucher	Date	Vendor	Description/Account	Amount
86038	10/11/2022	003044 THOMSON REUTERS WEST	(Continued) 001.1200.4626	1,330.54
Total :				1,330.54
86039	10/11/2022	004709 VORTEX INDUSTRIES, INC.	FS#3: ENTRY GATE REPAIR FS#3: ENTRY GATE REPAIR 029.2100.4224 FS#3: ENTRY GATE REPAIR 028.2050.4224	766.02
Total :				766.01
86040	10/11/2022	003535 WEST COAST ARBORISTS, INC.	TREE MAINT-AUG TREE MAINT-AUG 004.8310.4680	5,698.00
Total :				5,698.00
86041	10/11/2022	006001 YUNEX LLC	TRAFFIC SIGNAL MAINT-AUG TRAFFIC SIGNAL MAINT-AUG 004.8310.4580 STREET LIGHT MAINT-AUG STREET LIGHT MAINT-AUG 013.8510.4664 TRAFFIC SIGNAL CALL OUTS-AUG TRAFFIC SIGNAL CALL OUTS-AUG 004.8310.4580	3,283.64
Total :				4,252.60
Total :				10,064.74
27 Vouchers for bank code : wfb				Bank total : 122,253.11
27 Vouchers in this report				Total vouchers : 122,253.11

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Voucher	Date	Vendor	Description/Account	Amount
86042	10/18/2022	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES 9/18-10/1/22 CROSSING GUARD SERVICES 9/18-10/1/22 002.8200.4530	3,523.20 Total : 3,523.20
86043	10/18/2022	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICE - OCT POLICE SERVICE - OCT 030.8495.4560 POLICE SERVICES - OCT 001.2000.4560	895,833.34 68,154.66 Total : 963,988.00
86044	10/18/2022	000056 DEPARTMENT OF CONSERVATION	SMIP 7/2022-9/2022 SMIP 7/2022-9/2022 051.1479 SMIP 7/2022-9/2022 001.4500.4543	-366.39 7,327.70 Total : 6,961.31
86045	10/18/2022	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SERVICES-SEP EMPLOYEE SUPPORT SERVICES-SEP 001.1600.4537	150.00 Total : 150.00
86046	10/18/2022	000085 EAST VALLEY WATER DISTRICT	ATHLETIC CTR-SEP ATHLETIC CTR-SEP 001.6000.4030 COMMUNITY PARK-SEP COMMUNITY PARK-SEP 001.6000.4030 LMD 34-SEP LMD 34-SEP 012.8500.4030 CUNNINGHAM PARK-SEP CUNNINGHAM PARK-SEP 016.8540.4030 COMM. CTR-SEP	263.37 12,439.82 167.64 2,783.30

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Voucher	Date	Vendor	Description/Account	Amount
86046	10/18/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			COMM. CTR-SEP	
			001.6000.4030	52.70
			LMD 30-SEP	
			LMD 30-SEP	
			012.8500.4030	229.05
			LMD 10-SEP	
			LMD 10-SEP	
			012.8500.4030	1,817.93
			OAK CREEK PARK-SEP	
			OAK CREEK PARK-SEP	
			016.8540.4030	2,000.50
			LMD 10-SEP	
			LMD 10-SEP	
			012.8500.4030	987.88
			LIBRARY / ELC-SEP	
			LIBRARY / ELC-SEP	
			001.6000.4030	70.27
			CORP YARD-SEP	
			CORP YARD-SEP	
			004.8310.4030	70.27
			CORP YARD-SEP	
			CORP YARD-SEP	
			004.8310.4030	144.15
			CORP YARD-SEP	
			CORP YARD-SEP	
			004.8310.4030	1,053.36
			COMM. CTR - IRRIGATION-SEP	
			COMM. CTR - IRRIGATION-SEP	
			001.6000.4030	907.74
			LIBRARY / ELC-SEP	
			LIBRARY / ELC-SEP	
			001.6000.4030	724.75
			YMCA COMMUNITY PARK-SEP	
			YMCA COMMUNITY PARK-SEP	
			001.6000.4030	213.24
			LIBRARY / ELC-SEP	
			LIBRARY / ELC-SEP	

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Voucher	Date	Vendor	Description/Account	Amount
86046	10/18/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			001.6000.4030	328.39
			ATHLETIC CTR-SEP	
			ATHLETIC CTR-SEP	
			001.6000.4030	35.14
			COMMUNITY PARK-SEP	
			COMMUNITY PARK-SEP	
			001.6000.4030	52.70
			Total :	24,342.20
86047	10/18/2022	000090 FEDEX	OVERNIGHT MAIL	
			OVERNIGHT MAIL	
			001.4100.4200	27.50
			Total :	27.50
86048	10/18/2022	000108 HIGH TECH SECURITY	BURG SYSTEMS - OCT	
			CORP YARD: BURGLAR ALARM MONITORING &	
			004.8310.4066	55.00
			COMM PARK: BURGLAR ALARM MONITORING &	
			001.6000.4066	55.00
			CITY HALL: BURGLAR ALARM MONITORING &	
			042.9510.4066	80.00
			FIRE SYSTEM-OCT	
			CORP YARD: FIRE ALARM MONITORING &	
			004.8310.4066	85.00
			LIBRARY: FIRE ALARM MONITORING &	
			001.6000.4066	50.00
			YMCA: FIRE ALARM MONITORING &	
			001.6000.4066	50.00
			POLICE: FIRE ALARM MONITORING &	
			001.2000.4066	85.00
			FS#3: FIRE ALARM MONITORING &	
			028.2050.4066	25.00
			FS#3: FIRE ALARM MONITORING &	
			029.2100.4066	25.00
			CITY HALL: FIRE ALARM MONITORING &	
			042.9510.4066	50.00
			CCTV SYSTEM-OCT	

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Voucher	Date	Vendor	Description/Account	Amount
86048	10/18/2022	000108 HIGH TECH SECURITY	(Continued)	
			CORP YARD: CCTV SYSTEM MAINTENANCE-OCT	
			004.8310.4066	25.00
			COMM PARK: CCTV SYSTEM MAINTENANCE-OCT	
			001.6000.4066	50.00
			AURANTIA PARK: CCTV SYSTEM	
			001.6000.4066	25.00
			CANYON OAKS: CCTV SYSTEM MAINTENANCE-OCT	
			016.8540.4066	25.00
			CITY HALL: CCTV SYSTEM MAINTENANCE-OCT	
			042.9510.4066	25.00
			Total :	710.00
86049	10/18/2022	000127 K & L HARDWARE	STORM DRAIN MAINT	
			STORM DRAIN MAINT	
			004.8310.4666	91.53
			Total :	91.53
86050	10/18/2022	000143 COMMUNITY WORKS DESIGN GROUP	EMMERTON TRAIL RENOVATION/REPAIR PLANS	
			EMMERTON TRAIL RENOVATION/REPAIR PLANS	
			023.3890.4592	357.50
			Total :	357.50
86051	10/18/2022	000165 AT&T	CORP YARD - OCT	
			CORP YARD - OCT	
			004.8310.4060	1,189.40
			Total :	1,189.40
86052	10/18/2022	000165 AT&T	CITY HALL - OCT	
			CITY HALL - OCT	
			042.9510.4060	1,001.06
			Total :	1,001.06
86053	10/18/2022	000165 AT&T	WHITE PAGES - OCT	
			WHITE PAGES - OCT	
			042.9510.4060	18.51
			Total :	18.51
86054	10/18/2022	000203 SOUTHERN CALIFORNIA EDISON	LS#3-SEP	

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Voucher	Date	Vendor	Description/Account	Amount
86054	10/18/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LS#3-SEP	
			013.8510.4011	1,169.43
			LS3 METER -OCT	
			LS3 METER -OCT	
			013.8510.4011	25.32
			LS 2 B CITY WIDE STREET LIGHTS-SEP	
			LS 2 B CITY WIDE STREET LIGHTS-SEP	
			013.8510.4011	13,800.80
			STATION #1-SEP	
			STATION #1-SEP	
			028.2050.4010	628.09
			STATION #1-SEP	
			029.2100.4010	628.09
			LS#2-SEP	
			LS#2-SEP	
			013.8510.4011	76.69
			LS#2-SEP	
			LS#2-SEP	
			013.8510.4011	998.68
			BOULDER MEDIAN-SEP	
			BOULDER MEDIAN-SEP	
			004.8310.4010	19.49
			BOULDER MEDIAN-SEP	
			BOULDER MEDIAN-SEP	
			004.8310.4010	17.85
			BOULDER MEDIAN-SEP	
			BOULDER MEDIAN-SEP	
			004.8310.4010	324.93
			BOULDER MEDIAN-SEP	
			BOULDER MEDIAN-SEP	
			004.8310.4010	63.36
			BOULDER MEDIAN-SEP	
			BOULDER MEDIAN-SEP	
			004.8310.4010	20.04
			BOULDER MEDIAN-SEP	
			BOULDER MEDIAN-SEP	
			004.8310.4010	19.27

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Voucher	Date	Vendor	Description/Account	Amount
86054	10/18/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			SEELEY PARK-SEP	
			SEELEY PARK-SEP	
			016.8540.4010	24.62
			CUNNINGHAM PARK-SEP	
			CUNNINGHAM PARK-SEP	
			016.8540.4010	19.57
			LS#1-SEP	
			LS#1-SEP	
			013.8510.4011	6,203.11
			CANYON OAK-SEP	
			CANYON OAK-SEP	
			016.8540.4010	21.79
			LS2-B-SEP	
			LS2-B-SEP	
			013.8510.4011	16.91
			HIGHLAND COMMUNITY PARK-SEP	
			HIGHLAND COMMUNITY PARK-SEP	
			001.6000.4010	787.94
			LMDS-SEP	
			LMD 09-SEP	
			012.8500.4010	19.78
			LMD 30-SEP	
			012.8500.4010	19.78
			LMD 20-SEP	
			012.8500.4010	19.35
			LMD 08-SEP	
			012.8500.4010	19.35
			LMD 29-SEP	
			012.8500.4010	19.35
			LMD 47-SEP	
			012.8500.4010	19.35
			LMD 17-SEP	
			012.8500.4010	72.64
			LMD 44-SEP	
			012.8500.4010	19.78
			LMD 36-SEP	
			012.8500.4010	19.35

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Voucher	Date	Vendor	Description/Account	Amount
86054	10/18/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 37-SEP	
			012.8500.4010	19.35
			LMD 34-SEP	
			012.8500.4010	19.35
			LMD 02-SEP	
			012.8500.4010	19.35
			LMD 11-SEP	
			012.8500.4010	19.35
			LMD 05-SEP	
			012.8500.4010	18.92
			LMD 06-SEP	
			012.8500.4010	18.28
			LMD 07-SEP	
			012.8500.4010	18.28
			LMD 04-SEP	
			012.8500.4010	19.35
			LMD 02-SEP	
			012.8500.4010	38.48
			LMD 15-SEP	
			012.8500.4010	38.70
			LMD 00-SEP	
			012.8500.4010	19.35
			LMD 21-SEP	
			012.8500.4010	19.35
			LMD 31-SEP	
			012.8500.4010	19.35
			LMD 01-SEP	
			012.8500.4010	19.35
			LMD 35-SEP	
			012.8500.4010	19.13
			LMD 02-SEP	
			012.8500.4010	19.35
			LMD 20-SEP	
			012.8500.4010	19.35
			LMD 16-SEP	
			012.8500.4010	19.13

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Voucher	Date	Vendor	Description/Account	Amount
86054	10/18/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued) LMD 03-SEP 012.8500.4010 LMD 22-SEP 012.8500.4010 LMD 10-SEP 012.8500.4010 LMD 36-SEP 012.8500.4010	 18.92 19.35 57.85 -38.93
Total :				25,535.67
86055	10/18/2022	000213 DAILY JOURNAL CORPORATION	SPR 22-001 NEWSPAPER PUBLICATIONS SPR 22-001 NEWSPAPER PUBLICATIONS 001.1200.4300 NEWSPAPER PUBLICATIONS NEWSPAPER PUBLICATIONS 001.1200.4300 NEWSPAPER PUBLICATIONS NEWSPAPER PUBLICATIONS 001.1200.4300 NEWSPAPER PUBLICATIONS NEWSPAPER PUBLICATIONS 001.1200.4300	 256.48 403.04 925.16 135.11
Total :				1,719.79
86056	10/18/2022	000222 UNDERGROUND SERVICE ALERT	MONTHLY DIG ALERT - OCT MONTHLY DIG ALERT - OCT 004.8310.4553 MONTHLY DIG ALERTS - OCT MONTHLY DIG ALERTS - OCT 004.8310.4553	 256.74 946.25
Total :				1,202.99
86057	10/18/2022	000233 WAXIE SANITARY SUPPLY	OFFICE SUPPLIES 40% RECYCLED BIGFOLD TOWELS 001.2000.4055 E- 9" PAPER PLATES 001.2000.4055	 311.75 81.49

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Voucher	Date	Vendor	Description/Account	Amount
86057	10/18/2022	000233 WAXIE SANITARY SUPPLY	(Continued)	
			KNIVES	
			001.2000.4055	14.79
			JANITORIAL SUPPLIES	
			LARGE LATEX GLOVES	
			001.2000.4055	158.29
			40% RECYCLED BIGFOLD TOWELS	
			001.2000.4055	103.91
			50% RECYCLED SLIMFOLD TOWELS	
			001.2000.4055	64.41
			Total :	734.64
86058	10/18/2022	000487 SMART & FINAL	HIT SUPPLIES	
			HIT SUPPLIES	
			001.6020.4336	19.07
			Total :	19.07
86059	10/18/2022	000774 ARROWHEAD CREDIT UNION-DEPT 91	FS#2: MYRA DESK	
			FS#2: MYRA DESK	
			029.2100.4203	59.26
			FS#2: MYRA DESK	
			028.2050.4203	59.25
			FS#2: TRIBAL L-SHAPED DESK	
			FS#2: TRIBAL L-SHAPED DESK	
			029.2100.4203	106.25
			FS#2: TRIBAL L-SHAPED DESK	
			028.2050.4203	106.25
			DRI CRASH PLAN	
			DRI CRASH PLAN	
			042.9510.4208	19.98
			ED WEEK SOUTH REGISTRATION: WIRZ & HERNA	
			ED WEEK SOUTH REGISTRATION: WIRZ &	
			001.4500.4330	645.00
			ED WEEK SOUTH REGISTRATION: WIRZ & HERNA	
			ED WEEK SOUTH REGISTRATION: WIRZ &	
			001.4500.4330	195.00
			CANVA SUBSCRIPTION	
			CANVA SUBSCRIPTION	

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Voucher	Date	Vendor	Description/Account	Amount
86059	10/18/2022	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued) 001.6020.4310	149.90
Total :				1,340.89
86060	10/18/2022	000774 ARROWHEAD CREDIT UNION-DEPT 91	CRRA CONF INCIDENTALS CRRA CONF INCIDENTALS 001.4200.4320 CRRA CONF REPAYMENT 001.4200.4320 ZOOM MEETINGS-SEP ZOOM MEETINGS-SEP 042.9510.4310	299.00 110.00
Total :				420.37
86061	10/18/2022	000979 VERIZON WIRELESS	AIR CARD - SEP AIR CARD - SEP 001.2000.4061 CELL PHONES-OCT AIR CARDS-OCT 042.9510.4062 CELL PHONES-OCT 001.2000.4061 AIR CARDS-OCT 001.2000.4062 CELL PHONES-OCT 001.6000.4061 CELL PHONES-OCT 001.6010.4061 CELL PHONES-OCT 004.8310.4061 AIR CARDS-OCT 004.8310.4062 CELL PHONES-OCT 028.2050.4061 AIR CARDS-OCT 028.2050.4062 CELL PHONES-OCT 042.9510.4061	38.01 80.02 163.75 1,064.28 61.72 27.28 140.50 76.02 141.48 329.17 683.47

Voucher	Date	Vendor	Description/Account	Amount
86061	10/18/2022	000979 VERIZON WIRELESS	(Continued)	
			AIR CARDS-OCT	
			042.9510.4062	268.07
			Total :	3,073.77
86062	10/18/2022	001414 RICHARDS, WATSON & GERSHON	GENERAL - AUG	
			GENERAL - AUG	
			001.1450.4520	7,017.73
			ICH17006 SMBMI IGG-AUG	
			ICH17006 SMBMI IGG-AUG	
			027.8490.6813	51.00
			FIN21-003 -AUG	
			FIN21-003 -AUG	
			001.3200.4551	238.00
			CODE ENFORCEMENT-AUG	
			CODE ENFORCEMENT-AUG	
			001.4600.4520	58.50
			PERSONNEL & LABOR RELATIONS-AUG	
			PERSONNEL & LABOR RELATIONS-AUG	
			001.1450.4520	25.50
			CODE ENFORCEMENT CASE#4744-AUG	
			CODE ENFORCEMENT CASE#4744-AUG	
			001.4600.4520	1,567.13
			CODE ENFORCEMENT CASE#3196-AUG	
			CODE ENFORCEMENT CASE#3196-AUG	
			001.4600.4520	5,401.50
			Total :	14,359.36
86063	10/18/2022	001439 OFFICE SOLUTIONS	30% RECYCLE-WRONG PAPER SHIPPED	
			30% RECYCLE-WRONG PAPER SHIPPED	
			042.9510.4200	597.66
			TAPE DISPENSER	
			TAPE DISPENSER	
			001.4600.4200	7.50
			RECYCLED 30% COPY PAPER	
			RECYCLED 30% COPY PAPER - SEP22	
			042.9510.4200	597.44
			OVERSHIPPED RETURNED #PCR-199663	

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86063	10/18/2022	001439 OFFICE SOLUTIONS	(Continued)	
			042.9510.4200	3,642.72
			RECYCLED 30% COPY PAPER	
			RECYCLED 30% COPY PAPER - OCT22	
			042.9510.4200	594.69
			RECYCLED 30% OVERSHIPMENT #PCR-199666	
			042.9510.4200	1,115.05
			OFFICE SUPPLIES	
			30% RECYCLED COPY PAPER 11X17	
			042.9510.4200	162.92
			30% RECYCLED BROWN ENVELOPE 9X12	
			001.0500	55.43
			30% RECYCLED COLORED GREEN COPY PAPER	
			042.9510.4200	82.67
			30% RECYCLED COLORED BLUE COPY PAPER	
			042.9510.4200	44.29
			CR FOR PAPER WRONG SHIPPMENT	
			CR FOR PAPER WRONG SHIPPMENT	
			042.9510.4200	-694.60
			CR FOR WRONG SHIPPMENT	
			CR FOR WRONG SHIPPMENT	
			042.9510.4200	-74.34
			OVERSHIPPED RECYCLE 30%	
			OVERSHIPPED RECYCLE 30%	
			042.9510.4200	-3,642.50
			CR FOR WRONG PAPER SHIPPED	
			CR FOR WRONG PAPER SHIPPED	
			042.9510.4200	-594.69
			CR FOR OVERSHIPPMENT	
			CR FOR OVERSHIPPMENT	
			042.9510.4200	-1,115.05
Total :				779.19
86064	10/18/2022	001764 DEPENDABLE COFFEE & WATER SVC.	CORP YARD - COOLER RENTAL 9/13	
			CORP YARD - COOLER RENTAL 9/13	
			042.9510.4200	18.44
			CITY HALL - COOLER RENTAL 9/13	
			CITY HALL - COOLER RENTAL 9/13	

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Voucher	Date	Vendor	Description/Account	Amount
86064	10/18/2022	001764	DEPENDABLE COFFEE & WATER SVC.	
			(Continued)	
			042.9510.4200	15.45
			CORP YARD - COOLER RENTAL 9/27	
			CORP YARD - COOLER RENTAL 9/27	
			042.9510.4200	18.44
			CITY HALL - COOLER RENTAL OCT	
			CITY HALL - COOLER RENTAL OCT	
			042.9510.4200	101.53
			CITY HALL - COOLER RENTAL 10/11	
			CITY HALL - COOLER RENTAL 10/11	
			042.9510.4200	14.90
			CORP YARD - COOLER RENTAL 10/11	
			CORP YARD - COOLER RENTAL 10/11	
			042.9510.4200	17.68
			Total :	186.44
86065	10/18/2022	001848	SB CO ASSESSORS OFFICE	
			PARCEL MAP REVISIONS-OCT	
			PARCEL MAP REVISIONS-OCT	
			001.4100.4310	2.00
			Total :	2.00
86066	10/18/2022	001993	STATE WATER RESOURCE CONTROL	
			BRG07001 RDA07 LOCAL WATER QUALITY CERT	
			BRG07001 RDA07 LOCAL WATER QUALITY CERT	
			010.3830.6813	2,417.00
			Total :	2,417.00
86067	10/18/2022	002190	ENGINEERING RESOURCES OF SO CA	
			OLA18001 GEN ENG PROJECT CLOSED - OCT	
			OLA18001 GEN ENG PROJECT CLOSED - OCT	
			001.3200.4550	6.45
			OLA19001 GEN ENG PROJECT CLOSED- OCT	
			OLA19001 GEN ENG PROJECT CLOSED- OCT	
			001.3200.4550	6.45
			OLA20001 GEN ENG PROJECT CLOSED - OCT	
			OLA20001 GEN ENG PROJECT CLOSED - OCT	
			001.3200.4550	228.60
			Total :	241.50
86068	10/18/2022	002221	HUMANE SOCIETY OF	
			VOUCHER #23-006/23-007	
			VOUCHER #23-006	

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Voucher	Date	Vendor	Description/Account	Amount
86068	10/18/2022	002221 HUMANE SOCIETY OF	(Continued) 001.2200.4344 VOUCHER #23-007 001.2200.4344	50.00 50.00
Total :				100.00
86069	10/18/2022	003073 EWING IRRIGATION PRODUCTS INC	LMD 9 IRRIGATION REPAIR LMD 9 IRRIGATION REPAIR 012.8500.4206	 97.86
Total :				97.86
86070	10/18/2022	003836 CALIFORNIA BUILDING	BSAR 7/22-9/22 BSAR 7/22-9/22 001.4500.4543 BSAR 7/22-9/22 051.1480	 1,502.00 -150.20
Total :				1,351.80
86071	10/18/2022	004453 HARRIS & ASSOCIATES	MEDIC TAX LEVY 2022/2023 MEDIC TAX LEVY 2022/2023 028.2050.4550	 3,200.00
Total :				3,200.00
86072	10/18/2022	004879 DIV OF THE STATE ARCHITECT	AB1379 7/2022-9/2022 AB1379 7/2022-9/2022 051.1493	 311.60
Total :				311.60
86073	10/18/2022	005164 MIKE ROQUET CONSTRUCTION INC.	ASPHALT REPAIR WORK: 5TH ST W OF CHURCH ASPHALT REPAIR WORK: 5TH ST W OF CHURCH 004.8310.4570	 7,734.50
Total :				7,734.50
86074	10/18/2022	005522 BRIGHT PLANET SOLAR INC.	REFUND BL#011051 DUPLICATE PAYMENT REFUND BL#011051 DUPLICATE PAYMENT 001.1450.7450 REFUND BL#011051 DUPLICATE PAYMENT 051.1493	 50.00 4.00

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Voucher	Date	Vendor	Description/Account	Amount
86074	10/18/2022	005522	005522 BRIGHT PLANET SOLAR INC. (Continued)	Total : 54.00
86075	10/18/2022	005553	CLARK PEST CONTROL OF STOCKTON YMCA PEST CONTROL	
			YMCA PEST CONTROL	
			001.6000.4589	96.00
			CITY HALL PEST CONTROL	
			CITY HALL PEST CONTROL	
			042.9510.4589	66.00
			POLICE PEST CONTROL	
			POLICE PEST CONTROL	
			001.2000.4589	102.00
			Total :	264.00
86076	10/18/2022	005731	SITEONE LANDSCAPE SUPPLY, LLC LMD 9 IRRIGATION REPAIR PARTS	
			LMD 9 IRRIGATION REPAIR PARTS	
			012.8500.4206	195.60
			Total :	195.60
86077	10/18/2022	005739	GORITZ, CAMILLE MILEAGE REIMB-JULY REISSUED CK#85546	
			MILEAGE REIMB-JULY REISSUED CK#85546	
			001.4100.4332	10.00
			Total :	10.00
86078	10/18/2022	005771	AMAZON CAPITAL SERVICES PRINTABLE GIFT TAGS	
			PRINTABLE GIFT TAGS	
			001.6020.4200	102.64
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.4100.4200	52.17
			OFFICE SUPPLIES	
			SWINGLINE STAPLE REMOVER	
			001.1200.4200	5.12
			E- 10% RECYCLED YELLOW FILE FOLDERS	
			001.1200.4200	32.75
			E- 10% RECYCLED EXPANSION FOLDERS	
			001.1200.4200	41.13
			Total :	233.81
86079	10/18/2022	005869	DOPP PROPERTY SERVICES 6688 ORANGEWOOD AVE - SECURE PROP	

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Voucher	Date	Vendor	Description/Account	Amount
86079	10/18/2022	005869 DOPP PROPERTY SERVICES	(Continued) 6688 ORANGEWOOD AVE - SECURE PROP 001.4600.4557	360.00
Total :				360.00
86080	10/18/2022	006099 CHARTER COMMUNICATIONS	CITY HALL TELE/INT - OCT CITY HALL TELE/INT - OCT 042.9510.4065	1,653.94
Total :				1,653.94
86081	10/18/2022	006106 ADL PAINTING & WALLCOVERING	OVERPAYMENT OF BL#013006 OVERPAYMENT OF BL#013006 001.1450.7450	159.00
Total :				159.00
86082	10/18/2022	006121 THERMA LLC	PD: HVAC#9 BLOWER ASSEMBLY REPLACEMENT PD: HVAC#9 BLOWER ASSEMBLY REPLACEMENT 001.2000.4588	2,817.00
Total :				2,817.00
86083	10/18/2022	006136 INTEGRITY SURVEILLANCE GROUP	TACTITRACK W/ 1YR TRACKING & ALERTS TACTITRACK W/ 1YR TRACKING & ALERTS 001.2000.4250	1,999.58
Total :				1,999.58
86084	10/18/2022	006142 MYONG, JAMES KI	LIVESCAN REIMBURSMENT LIVESCAN REIMBURSMENT 001.1450.9536	34.00
Total :				34.00
86085	10/18/2022	006143 BECKCO INC	HOUSING AUTHORITY BID#2020-11 DEMO 7433 HOUSING AUTHORITY BID#2020-11 DEMO 7433 070.7000.4556	50,181.00
Total :				50,181.00
44 Vouchers for bank code : wfb				Bank total : 1,125,150.58
44 Vouchers in this report				Total vouchers : 1,125,150.58

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Voucher	Date	Vendor	Description/Account	Amount
723	10/21/2022	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	7,444.91
			ICMA DEFERRED COMP 457: Payment	
			004.1170	643.64
			ICMA DEFERRED COMP 457: Payment	
			010.1170	519.24
			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	335.19
			ICMA DEFERRED COMP 457: Payment	
			070.1170	296.36
			Total :	9,269.34
724	10/21/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS SURVIVOR: Payment	
			070.1145	0.72
			EPMC: Payment	
			001.1145	528.14
			EPMC: Payment	
			004.1145	131.03
			EPMC: Payment	
			006.1145	20.79
			EPMC: Payment	
			010.1145	46.39
			EPMC: Payment	
			012.1145	2.49
			EPMC: Payment	
			016.1145	2.49
			EPMC: Payment	
			023.1145	6.96

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Voucher	Date	Vendor	Description/Account	Amount
724	10/21/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			024.1145	0.60
			EPMC: Payment	
			041.1145	33.18
			EPMC: Payment	
			042.1145	12.08
			EPMC: Payment	
			070.1145	57.49
			PERS: Payment	
			001.1145	13,735.34
			PERS: Payment	
			004.1145	3,011.47
			PERS: Payment	
			006.1145	442.31
			PERS: Payment	
			010.1145	1,046.88
			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	912.35
			PERS: Payment	
			070.1145	821.07
			PERS SURVIVOR: Payment	
			001.1145	23.05
			PERS SURVIVOR: Payment	
			004.1145	4.63
			PERS SURVIVOR: Payment	
			006.1145	0.60

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Voucher	Date	Vendor	Description/Account	Amount
724	10/21/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			010.1145	1.06
			PERS SURVIVOR: Payment	
			012.1145	0.54
			PERS SURVIVOR: Payment	
			016.1145	0.55
			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	1.68
			Total :	21,833.84
725	10/21/2022	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	11,984.88
			FEDERAL TAXES: Payment	
			004.1120	2,706.61
			FEDERAL TAXES: Payment	
			006.1120	278.89
			FEDERAL TAXES: Payment	
			010.1120	1,123.78
			FEDERAL TAXES: Payment	
			012.1120	107.69
			FEDERAL TAXES: Payment	
			016.1120	107.69
			FEDERAL TAXES: Payment	
			023.1120	77.83
			FEDERAL TAXES: Payment	
			024.1120	15.64
			FEDERAL TAXES: Payment	
			041.1120	443.26
			FEDERAL TAXES: Payment	

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Voucher	Date	Vendor	Description/Account	Amount
725	10/21/2022	000119 INTERNAL REVENUE SERVICE	(Continued)	
			042.1120	682.10
			FEDERAL TAXES: Payment	
			070.1120	706.16
			SOCIAL SECURITY: Payment	
			001.1140	672.82
			MEDICARE: Payment	
			001.1140	2,997.33
			MEDICARE: Payment	
			004.1140	621.83
			MEDICARE: Payment	
			006.1140	82.08
			MEDICARE: Payment	
			010.1140	206.20
			MEDICARE: Payment	
			012.1140	47.20
			MEDICARE: Payment	
			016.1140	47.16
			MEDICARE: Payment	
			023.1140	25.68
			MEDICARE: Payment	
			024.1140	4.74
			MEDICARE: Payment	
			041.1140	93.21
			MEDICARE: Payment	
			042.1140	208.84
			MEDICARE: Payment	
			070.1140	145.26
			Total :	23,386.88
726	10/21/2022	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	4,586.93
			STATE TAXES: Payment	
			004.1130	1,082.77
			STATE TAXES: Payment	
			006.1130	106.91

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Voucher	Date	Vendor	Description/Account	Amount
726	10/21/2022	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			010.1130	449.02
			STATE TAXES: Payment	
			012.1130	44.09
			STATE TAXES: Payment	
			016.1130	44.08
			STATE TAXES: Payment	
			023.1130	22.16
			STATE TAXES: Payment	
			024.1130	5.82
			STATE TAXES: Payment	
			041.1130	180.24
			STATE TAXES: Payment	
			042.1130	264.62
			STATE TAXES: Payment	
			070.1130	275.40
			Total :	7,062.04
86086	10/21/2022	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	88.79
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.98
			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	

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Voucher	Date	Vendor	Description/Account	Amount
86086	10/21/2022	003804 AFLAC WWHQ	(Continued)	
			004.1181	24.70
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.29
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.29
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.50
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	143.65
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.71
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.71
			AFLAC HOSPITAL INSURANCE: Payment	
			023.1181	12.31
			AFLAC DENTAL: Payment	
			001.1181	27.90
			AFLAC DENTAL: Payment	
			004.1181	0.56
			AFLAC DENTAL: Payment	
			041.1181	1.67
			AFLAC DENTAL: Payment	
			070.1181	0.53
			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
			Total :	656.67
86087	10/21/2022	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	11.26
			ARROWHEAD UNITED WAY: Payment	
			004.1180	0.77

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Voucher	Date	Vendor	Description/Account	Amount
86087	10/21/2022	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 : 62,223.77
6 Vouchers in this report				Total vouchers : 62,223.77

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Voucher	Date	Vendor	Description/Account	Amount
86088	10/25/2022	005737 AGA ENGINEERS, INC.	ON CALL SIGNAL MONT-SEP ON CALL SIGNAL MONT-SEP 020.8440.4550 TRAFFIC SYSTEM MONIT-SEP TRAFFIC SYSTEM MONIT-SEP 020.8440.4550	2,925.00 3,200.00 Total : 6,125.00
86089	10/25/2022	005771 AMAZON CAPITAL SERVICES	FS#3: SHEETS & COMFORTER SET FS#3: SHEETS & COMFORTER SET 029.2100.4203 FS#3: SHEETS & COMFORTER SET 028.2050.4203	 347.57 347.57 Total : 695.14
86090	10/25/2022	001072 AUTO ZONE	ME541: VEHICLE MAINTENANCE ME541: VEHICLE MAINTENANCE 028.2050.4240 ME541: VEHICLE MAINTENANCE 029.2100.4240 ME541: VEHICLE MAINTENANCE ME541: VEHICLE MAINTENANCE 028.2050.4240 ME541: VEHICLE MAINTENANCE 029.2100.4240 ME541: VEHICLE MAINTENANCE ME541: VEHICLE MAINTENANCE 028.2050.4240 ME541: VEHICLE MAINTENANCE 029.2100.4240	 39.78 39.77 23.05 23.05 20.91 20.90 Total : 167.46
86091	10/25/2022	005543 BEAR SPRINGS HOTEL	STATE OF THE CITY BANQUET CK#493 STATE OF THE CITY BANQUET CK#493 001.1000.4336	 6,543.96 Total : 6,543.96

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Voucher	Date	Vendor	Description/Account	Amount
86092	10/25/2022	003445 BOOT BARN, INC.	UNIFORM BOOTS: LAYNE UNIFORM BOOTS: LAYNE 004.8310.4249 UNIFORMS: LAYNE UNIFORMS: LAYNE 004.8310.4249	150.00 152.22
Total :				302.22
86093	10/25/2022	004923 BRIAN'S LIVE BEE REMOVAL SVC	7649 STERLING - BEE HIVE REMOVAL 7649 STERLING - BEE HIVE REMOVAL 004.8310.4570	 225.00
Total :				225.00
86094	10/25/2022	006099 CHARTER COMMUNICATIONS	FS#1 TELE/INT - OCT FS#1 TELE/INT - OCT 028.2050.4065 FS#1 TELE/INT - OCT 029.2100.4065 FS#3 TELE/INT - OCT FS#3 TELE/INT-OCT 028.2050.4065 FS#3 TELE/INT-OCT 029.2100.4065 FS#2 TELE/INT - OCT FS#2 TELE/INT - OCT 028.2050.4065 FS#2 TELE/INT - OCT 029.2100.4065	 107.32
Total :				107.31
				1,032.70
86095	10/25/2022	005553 CLARK PEST CONTROL OF STOCKTON	YMCA & LIBRARY PEST CONTROL YMCA & LIBRARY PEST CONTROL 001.6000.4589 CITY HALL PEST CONTROL CITY HALL PEST CONTROL 042.9510.4589 POLICE PEST CONTROL POLICE PEST CONTROL	 96.00 66.00

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Voucher	Date	Vendor	Description/Account	Amount
86100	10/25/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 25-OCT	
			012.8500.4030	227.40
			LMD 17 - C-OCT	
			LMD 17 - C-OCT	
			012.8500.4030	164.43
			LMD 76-OCT	
			LMD 76-OCT	
			012.8500.4030	77.11
			LMD 17 - A-OCT	
			LMD 17 - A-OCT	
			012.8500.4030	90.71
			SEELEY PARK-OCT	
			SEELEY PARK-OCT	
			016.8540.4030	108.02
			LMD 43-OCT	
			LMD 43-OCT	
			012.8500.4030	217.39
			LMD 47-OCT	
			LMD 47-OCT	
			012.8500.4030	222.95
			LMD 16-OCT	
			LMD 16-OCT	
			012.8500.4030	48.87
			Total :	3,101.71
86101	10/25/2022	006145 GREEN COMPASS REALTY INC	DRA 019-001 SFR ST IMP OVERPAYMENT	
			DRA 019-001 SFR ST IMP OVERPAYMENT	
			008.8340.9647	20.00
			Total :	20.00
86102	10/25/2022	000623 HARBOR FREIGHT TOOLS	ME543: VEHICLE MAINTENANCE	
			ME543: VEHICLE MAINTENANCE	
			028.2050.4240	87.18
			ME543: VEHICLE MAINTENANCE	
			029.2100.4240	87.17
			ME541: VEHICLE MAINTENANCE	
			ME541: VEHICLE MAINTENANCE	

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Voucher	Date	Vendor	Description/Account	Amount
86102	10/25/2022	000623 HARBOR FREIGHT TOOLS	(Continued)	
			028.2050.4240	19.56
			ME541: VEHICLE MAINTENANCE	
			029.2100.4240	19.56
			FS#1: MAINTENANCE SUPPLIES	
			FS#1: MAINTENANCE SUPPLIES	
			028.2050.4245	40.22
			FS#1: MAINTENANCE SUPPLIES	
			029.2100.4245	40.22
			Total :	293.91
86103	10/25/2022	000662 HI WAY SAFETY INC	STREET LIGHT REPLACEMENT	
			STREET LIGHT REPLACEMENT	
			004.8310.4206	88.20
			Total :	88.20
86104	10/25/2022	001320 HIGHLAND SENIOR CENTER	CDBG CV SENIOR CENTER MEAL REIMB-SEP	
			CDBG CV SENIOR CENTER MEAL REIMB-SEP	
			006.8400.4353	4,080.00
			CDBG REIMBURSEMENT-SEP	
			CDBG REIMBURSEMENT- SEP	
			006.8400.4348	2,100.00
			CDBG: PS II HIGHLAND GROCERY	
			CDBG: PS II HIGHLAND GROCERY	
			006.8400.4353	1,015.14
			Total :	7,195.14
86105	10/25/2022	005671 HOME DEPOT CREDIT SERVICES	FS#2: RENTAL OF CONCRETE GRINDER	
			FS#2: RENTAL OF CONCRETE GRINDER	
			029.2100.4070	87.50
			FS#2: RENTAL OF CONCRETE GRINDER	
			028.2050.4070	87.50
			FS#2: RENTAL OF CONCRETE GRINDER	
			FS#2: RENTAL OF CONCRETE GRINDER	
			029.2100.4070	48.14
			FS#2: RENTAL OF CONCRETE GRINDER	
			028.2050.4070	48.14
			Total :	271.28

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Voucher	Date	Vendor	Description/Account	Amount
86106	10/25/2022	000127 K & L HARDWARE	FS#2: MAINTENANCE SUPPLIES	
			FS#2: MAINTENANCE SUPPLIES	
			028.2050.4070	6.46
			FS#2: MAINTENANCE SUPPLIES	
			029.2100.4070	6.46
			FS#2: BUILDING MAINTENANCE	
			FS#2: BUILDING MAINTENANCE	
			028.2050.4070	23.77
			FS#2: BUILDING MAINTENANCE	
			029.2100.4070	23.77
			FS#2: BUILDING MAINTENANCE	
			FS#2: BUILDING MAINTENANCE	
			028.2050.4070	3.77
			FS#2: BUILDING MAINTENANCE	
			029.2100.4070	3.76
			FS#2: BUILD MAINTENANCE	
			FS#2: BUILDING MAINTENANCE	
			028.2050.4070	3.77
			FS#2: BUILDING MAINTENANCE	
			029.2100.4070	3.76
			GRAFFITI REMOVAL	
			GRAFFITI REMOVAL	
			001.6010.4206	46.26
			Total :	121.78
86107	10/25/2022	000207 KONICA MINOLTA	COPIER LEASE-OCT	
			COPIER LEASE-OCT	
			001.2000.4205	746.25
			COPIER LEASE-OCT	
			042.9510.4205	1,990.20
			Total :	2,736.45
86108	10/25/2022	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH - OCT	
			PETTY CASH - OCT	
			001.0020	240.98
			Total :	240.98
86109	10/25/2022	001193 LIFE ASSIST, INC.	FS#1-3: MEDIC SUPPLIES	

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Voucher	Date	Vendor	Description/Account	Amount
86109	10/25/2022	001193 LIFE ASSIST, INC.	(Continued)	
			FS#1-3: MEDIC SUPPLIES	
			028.2050.4207	30.77
			FS#1-3: MEDIC SUPPLIES	
			FS#1-3: MEDIC SUPPLIES	
			028.2050.4207	7.24
			FS#1: MED ORDER-TYLENOL	
			FS#1: MED ORDER-TYLENOL	
			028.2050.4207	212.10
			FS#1: MED SUPPLIES-MIDAZOLAM	
			FS#1: MED SUPPLIES-MIDAZOLAM	
			028.2050.4207	185.76
			FS#1-3: MEDIC SUPPLIES	
			FS#1-3: MEDIC SUPPLIES	
			028.2050.4207	109.58
			FS#1: MEDIC SUPPLIES	
			FS#1: MEDIC SUPPLIES	
			028.2050.4207	237.05
			FS#1: MEDIC SUPPLIES	
			FS#1: MEDIC SUPPLIES	
			028.2050.4207	87.54
			Total :	870.04
86110	10/25/2022	004767 MOBILE AIR	ME542: VEHICLE REPAIRS	
			ME542: VEHICLE REPAIRS	
			028.2050.4240	538.17
			ME542: VEHICLE REPAIRS	
			029.2100.4240	538.17
			Total :	1,076.34
86111	10/25/2022	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES	
			HP 26X TONER	
			042.9510.4200	236.78
			RUBBER FINGER TIPS	
			001.0500	2.75
			SCOTCH TAPE	
			001.0500	34.81
			E- THERMAL CC PAPER ROLL	

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<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
86111	10/25/2022	001439 OFFICE SOLUTIONS	(Continued)	
			001.0500	39.17
			E- THERMAL POS PAPER ROLL	
			001.0500	41.75
			HP 58X TONERS	
			HP 58X TONERS	
			042.9510.4200	817.52
			Total :	1,172.78
86112	10/25/2022	006144 PENA, JENNIFER	OVERCHARGE FOR IMPOUND FEES	
			OVERCHARGE FOR IMPOUND FEES	
			001.1450.9632	200.00
			Total :	200.00
86113	10/25/2022	002408 PEOPLEREADY	ANNUAL STORM DRAIN INSPECTION LABOR	
			ANNUAL STORM DRAIN INSPECTION LABOR	
			004.8310.4666	671.10
			ANNUAL STORM DRAIN INSPECTION LABOR	
			024.8470.4666	118.43
			Total :	789.53
86114	10/25/2022	003144 REVENUE & COST SPECIALISTS,	DIF STUDY UPDATE	
			DIF STUDY UPDATE	
			023.3890.4582	7,700.00
			Total :	7,700.00
86115	10/25/2022	000424 SAN BERNARDINO COUNTY FIRE	HAZARDOUS WASTE FEE 10/22-12/22	
			HAZARDOUS WASTE FEE 10/22-12/22	
			001.4200.4596	12,218.89
			Total :	12,218.89
86116	10/25/2022	005731 SITEONE LANDSCAPE SUPPLY, LLC	LMD 20 IRRIGATION REPAIR	
			LMD 20 IRRIGATION REPAIR	
			012.8500.4206	243.69
			LMD 31 IRRIGATION REPAIR	
			LMD 31 IRRIGATION REPAIR	
			012.8500.4206	233.11
			LMD 2 IRRIGATION REPAIR	
			LMD 2 IRRIGATION REPAIR	

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Voucher	Date	Vendor	Description/Account	Amount
86116	10/25/2022	005731 SITEONE LANDSCAPE SUPPLY, LLC	(Continued) 012.8500.4206	244.18
Total :				720.98
86117	10/25/2022	000203 SOUTHERN CALIFORNIA EDISON	LS#3 - OCT LS#3 - OCT 013.8510.4011 LS#3 - OCT LS#3 - OCT 013.8510.4011	65.23
Total :				77.62
86118	10/25/2022	004920 TKE ENGINEERING	BRG04004A CE DIF REG - JUL BRG04004A CE DIF REG - JUL 007.8330.6813 BRG04004A CE DIF REG - AUG BRG04004A CE DIF REG - AUG 007.8330.6813	20,865.11
Total :				103.01
86119	10/25/2022	003689 TPX COMMUNICATIONS	CITY HALL/CORP YARD PHONES -SEP CITY HALL PHONES -SEP 042.9510.4060 CORP YARD PHONES -SEP 004.8310.4060	1,377.97
Total :				282.29
86120	10/25/2022	005839 TRUSTED TECH TEAM	MICROSOFT 365 LICENSE MICROSOFT 365 LICENSE 042.9510.4533	1,199.40
Total :				1,199.40
86121	10/25/2022	003401 ULINE	LONG POLY MAILERS LONG POLY MAILERS 001.4100.4200	153.02
Total :				153.02
86122	10/25/2022	004323 UNITED RENTALS (NORTH AMERICA)	TEREX LIFT FRONT AXLE REPAIR & RESEAL TEREX LIFT FRONT AXLE REPAIR & RESEAL	

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Voucher	Date	Vendor	Description/Account	Amount
86122	10/25/2022	004323 UNITED RENTALS (NORTH AMERICA)	(Continued) 004.8310.4245	2,266.34
			Total :	2,266.34
86123	10/25/2022	000233 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES 35% RECYCLED MULTI FOLD TOWELS 042.9510.4055 100% RECYCLED GREEN BATH TISSUE 042.9510.4055 100% RECYCLED TOILET SEAT COVER 042.9510.4055 LOTION FOAM SOAP 042.9510.4055 JANITORIAL SUPPLIES COMM & AURANTIA PARK: WAXIE CLEAR 32X42 001.6000.4055 COMM PARK: 100% RECYCLED WAXIE GREEN 001.6000.4055 COMM & AURANTIA PARK: WAXIE CLEAR 001.6000.4055 AURANTIA PARK: DOGGIE WASTE BAG 001.6000.4055 AURANTIA PARK: 30% RECYCLED BATH TISSUE 001.6000.4055	232.31 228.56 104.84 171.10 680.66 171.42 81.03 471.43 241.46
			Total :	2,382.81
86124	10/25/2022	006001 YUNEX LLC	STREET LIGHT MAINT-SEP STREET LIGHT MAINT-SEP 013.8510.4664 TRAFFIC SIGNAL MAINT-SEP TRAFFIC SIGNAL MAINT-SEP 004.8310.4580 TRAFFIC SIGNAL CALL OUTS-SEP TRAFFIC SIGNAL CALL OUTS-SEP 004.8310.4580	2,528.50 3,283.64 2,337.80
			Total :	8,149.94
86125	10/25/2022	004298 ZOLL MEDICAL CORPORATION	FS#3: WORRY FREE SERVICE PLAN FOR MONITO	

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Voucher	Date	Vendor	Description/Account	Amount
86125	10/25/2022	004298 ZOLL MEDICAL CORPORATION	(Continued) FS#3: WORRY FREE SERVICE PLAN FOR 028.2050.4211	

Total : 800.00
800.00

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Bank total : 98,543.70

38 Vouchers in this report

Total vouchers : 98,543.70

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Voucher	Date	Vendor	Description/Account	Amount
86126	11/1/2022	004206 #1 SON PLUMBING	HAND FREE BOTTLE FILLER HAND FREE BOTTLE FILLER 001.4200.4202 CORP YARD: REPAIRS TO HOT WATER HEATER CORP YARD: REPAIRS TO HOT WATER HEATER 004.8310.4070 HAND FREE BOTTLE FILLER HAND FREE BOTTLE FILLER 001.4200.4202	6,800.00 2,135.54 6,800.00
			Total :	15,735.54
86127	11/1/2022	005737 AGA ENGINEERS, INC.	SIG 21-001 PE HSIP-AUG SIG 21-001 PE HSIP-AUG 030.8495.6550 SIG 21-001 PE HSIP-SEP SIG 21-001 PE HSIP-SEP 030.8495.6550	3,280.00 4,811.00
			Total :	8,091.00
86128	11/1/2022	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SVC - 10/2-10/15/22 CROSSING GUARD SVC - 10/2-10/15/22 002.8200.4530	 2,994.72
			Total :	2,994.72
86129	11/1/2022	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES OFFICE SUPPLIES 001.1200.4200 COMPUCHECKS COMPUCHECKS GREEN CHECK STOCK 042.9510.4200	 22.95
			Total :	387.80
86130	11/1/2022	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL - SEP FIRE MARSHALL - SEP 029.2100.4540	 6,315.00
			Total :	6,315.00
86131	11/1/2022	000744 D&T AUTO REPAIR	VEH #125: VEH MAINT	

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86131	11/1/2022	000744 D&T AUTO REPAIR	(Continued)	
			VEH #125: VEH MAINT	
			001.6000.4240	91.33
			VEH #130: VEH REPAIRS	
			VEH #130: VEH REPAIRS	
			004.8310.4240	59.81
			Total :	151.14
86132	11/1/2022	005394 DATA TICKET, INC.	PARKING CITATION-SEP	
			PARKING CITATION-SEP	
			001.1700.4516	28.72
			Total :	28.72
86133	11/1/2022	000085 EAST VALLEY WATER DISTRICT	LMD 04-OCT	
			LMD 04-OCT	
			012.8500.4030	64.84
			POLICE STATION-OCT	
			POLICE STATION-OCT	
			001.2000.4030	186.92
			POLICE STATION-OCT	
			POLICE STATION-OCT	
			001.2000.4030	1,586.93
			STATION # 3-OCT	
			STATION # 3-OCT	
			028.2050.4030	26.35
			STATION # 3-OCT	
			029.2100.4030	26.35
			LMD 29-OCT	
			LMD 29-OCT	
			012.8500.4030	185.79
			CITY HALL-OCT	
			CITY HALL-OCT	
			042.9510.4030	216.51
			LMD 15 - A-OCT	
			LMD 15 - A-OCT	
			012.8500.4030	390.88
			LMD 07-OCT	
			LMD 07-OCT	

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Voucher	Date	Vendor	Description/Account	Amount
86133	11/1/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030	87.27
			BASELINE MEDIAN-OCT	
			BASELINE MEDIAN-OCT	
			004.8310.4030	794.43
			STATION # 1-OCT	
			STATION # 1-OCT	
			028.2050.4030	95.36
			STATION # 1-OCT	
			029.2100.4030	95.34
			LMD 21- B-OCT	
			LMD 21- B-OCT	
			012.8500.4030	343.28
			STATION # 2-OCT	
			STATION # 2-OCT	
			028.2050.4030	238.20
			STATION # 2-OCT	
			029.2100.4030	238.18
			CITY HALL-OCT	
			CITY HALL-OCT	
			042.9510.4030	35.14
			AURANTIA PARK-OCT	
			AURANTIA PARK-OCT	
			001.6000.4030	1,968.82
			LMD 44-OCT	
			LMD 44-OCT	
			012.8500.4030	1,489.52
			LMD 15 - B-OCT	
			LMD 15 - B-OCT	
			012.8500.4030	728.09
			STATION # 2-OCT	
			STATION # 2-OCT	
			028.2050.4030	17.57
			STATION # 2-OCT	
			029.2100.4030	17.57
			BASELINE MEDIAN-OCT	
			BASELINE MEDIAN-OCT	
			004.8310.4030	456.88

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Voucher	Date	Vendor	Description/Account	Amount
86133	11/1/2022	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 73-OCT	
			LMD 73-OCT	
			012.8500.4030	61.15
			LMD 37-OCT	
			LMD 37-OCT	
			012.8500.4030	363.04
			STATION # 3-OCT	
			STATION # 3-OCT	
			028.2050.4030	136.48
			STATION # 3-OCT	
			029.2100.4030	136.47
			LMD 21- A-OCT	
			LMD 21- A-OCT	
			012.8500.4030	82.85
			STATION # 3-OCT	
			STATION # 3-OCT	
			028.2050.4030	33.69
			STATION # 3-OCT	
			029.2100.4030	33.69
			POLICE STATION-OCT	
			POLICE STATION-OCT	
			001.2000.4030	52.70
			BOULDER MEDIAN-OCT	
			BOULDER MEDIAN-OCT	
			004.8310.4030	680.39
			POLICE STATION-OCT	
			POLICE STATION-OCT	
			001.2000.4030	52.70
			Total :	10,923.38
86134	11/1/2022	000090 FEDEX	OVERNIGHT MAIL	
			OVERNIGHT MAIL	
			001.4100.4200	55.86
			Total :	55.86
86135	11/1/2022	004956 FIDELITY SECURITY	VISION -NOV	
			VISION -NOV	

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Voucher	Date	Vendor	Description/Account	Amount
86135	11/1/2022	004956 FIDELITY SECURITY	(Continued)	
			001.1160	146.53
			VISION -NOV	
			004.1160	31.77
			VISION -NOV	
			006.1160	7.61
			VISION -NOV	
			010.1160	15.21
			VISION -NOV	
			012.1160	5.18
			VISION -NOV	
			016.1160	5.18
			VISION -NOV	
			024.1160	0.41
			VISION -NOV	
			041.1160	1.64
			VISION -NOV	
			042.1160	10.36
			VISION -NOV	
			070.1160	3.59
			Total :	227.48
86136	11/1/2022	004939 GUARDIAN	DENTAL -NOV	
			DENTAL -NOV	
			001.1160	863.47
			DENTAL -NOV	
			004.1160	221.93
			DENTAL -NOV	
			006.1160	14.13
			DENTAL -NOV	
			010.1160	108.09
			DENTAL -NOV	
			012.1160	9.62
			DENTAL -NOV	
			016.1160	9.63
			DENTAL -NOV	
			024.1160	1.78

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86136	11/1/2022	004939 GUARDIAN	(Continued)	
			DENTAL -NOV	
			042.1160	19.25
			DENTAL -NOV	
			070.1160	15.73
			DENTAL -NOV	
			041.1160	30.27
				Total :
				1,293.90
86137	11/1/2022	000108 HIGH TECH SECURITY	BURGLAR ALARM MONITORING & MAINT-NOV	
			CORP YARD: BURGLAR ALARM MONITORING &	
			004.8310.4066	55.00
			COMM PARK: BURGLAR ALARM MONITORING &	
			001.6000.4066	55.00
			CITY HALL: BURGLAR ALARM MONITORING &	
			042.9510.4066	80.00
			FIRE ALARM MONITORING & MAINT-NOV	
			CORP YARD: FIRE ALARM MONITORING &	
			004.8310.4066	85.00
			LIBRARY: FIRE ALARM MONITORING &	
			001.6000.4066	50.00
			YMCA: FIRE ALARM MONITORING &	
			001.6000.4066	50.00
			POLICE: FIRE ALARM MONITORING &	
			001.2000.4066	85.00
			FS#3: FIRE ALARM MONITORING &	
			028.2050.4066	25.00
			FS#3: FIRE ALARM MONITORING &	
			029.2100.4066	25.00
			CITY HALL: FIRE ALARM MONITORING &	
			042.9510.4066	50.00
			CCTV SYSTEM MAINT-NOV	
			CORP YARD: CCTV SYSTEM MAINTENANCE	
			004.8310.4066	25.00
			COMM PARK: CCTV SYSTEM MAINTENANCE	
			001.6000.4066	50.00
			AURANTIA PARK: CCTV SYSTEM MAINTENANCE	
			001.6000.4066	25.00

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86137	11/1/2022	000108 HIGH TECH SECURITY	(Continued) CANYON OAKS: CCTV SYSTEM MAINTENANCE 016.8540.4066 CITY HALL: CCTV SYSTEM MAINTENANCE 042.9510.4066	25.00
Total :				25.00
86138	11/1/2022	001996 HINDERLITER DE LLAMAS & ASSOC	SALES TAX AUDITS SALES TAX AUDIT 10/22-12/22 001.1450.4505	450.00
Total :				450.00
86139	11/1/2022	000824 J & M TROPHIES	VOLUNTEER AWARDS & LONGEVITY VOLUNTEER AWARDS & LONGEVITY 001.6020.4336	153.34
Total :				153.34
86140	11/1/2022	000127 K & L HARDWARE	PD: BATTERY & ADHESIVE REMOVER PD: BATTERY & ADHESIVE REMOVER 001.2000.4206	11.83
Total :				11.83
86141	11/1/2022	001404 LOWE'S	FS#1: KITCHEN FAUCET FS#1: KITCHEN FAUCET 029.2100.4203 FS#1: KITCHEN FAUCET 028.2050.4203	147.92
Total :				147.91
86142	11/1/2022	005993 MACS SPRING INC	SPEED FEEDBACK TRAILER REPAIRS/ACCIDENT SPEED FEEDBACK TRAILER REPAIRS/ACCIDENT 004.8310.4245	435.00
Total :				435.00
86143	11/1/2022	005164 MIKE ROQUET CONSTRUCTION INC.	ALPHALT R&R TO REPAIR DRAINAGE ISSUE ALPHALT R&R TO REPAIR DRAINAGE ISSUE 017.8350.6550	13,507.00
Total :				13,507.00

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Voucher	Date	Vendor	Description/Account	Amount
86144	11/1/2022	000155 NEW YORK LIFE	LIFE -NOV	
			LIFE -NOV	
			001.1180	9.75
			LIFE -NOV	
			004.1180	0.65
			LIFE -NOV	
			041.1180	1.95
			LIFE -NOV	
			070.1180	0.65
			Total :	13.00
86145	11/1/2022	001439 OFFICE SOLUTIONS	RECYCLED 30% COPY PAPER	
			RECYCLED 30% COPY PAPER - NOV22	
			042.9510.4200	634.29
			VARIOUS COLORED COPY PAPER	
			30% RECYCLED BLUE COLORED COPY PAPER	
			042.9510.4200	46.26
			30% RECYCLED GOLDENROD COLORED COPY	
			042.9510.4200	87.23
			VARIOUS COLORED COPY PAPER	
			30% RECYCLED IVORY COLORED COPY PAPER	
			042.9510.4200	19.22
			Total :	787.00
86146	11/1/2022	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL -NOV	
			PRINCIPAL -NOV	
			001.1200.3590	43.34
			PRINCIPAL -NOV	
			001.1450.3590	32.67
			PRINCIPAL -NOV	
			001.1600.3590	4.46
			PRINCIPAL -NOV	
			001.1700.3590	92.46
			PRINCIPAL -NOV	
			001.3200.3590	32.53
			PRINCIPAL -NOV	
			001.4100.3590	118.59
			PRINCIPAL -NOV	

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Voucher	Date	Vendor	Description/Account	Amount
86146	11/1/2022	000176	PRINCIPAL LIFE INSURANCE CO	
			(Continued)	
			001.4200.3590	66.12
			PRINCIPAL -NOV	
			001.4500.3590	47.72
			PRINCIPAL -NOV	
			001.4600.3590	51.57
			PRINCIPAL -NOV	
			001.6000.3590	17.44
			PRINCIPAL -NOV	
			001.6010.3590	17.05
			PRINCIPAL -NOV	
			001.6020.3590	11.34
			PRINCIPAL -NOV	
			004.8310.3590	111.04
			PRINCIPAL -NOV	
			006.8400.3590	30.39
			PRINCIPAL -NOV	
			010.3830.3590	31.61
			PRINCIPAL -NOV	
			012.8500.3590	8.60
			PRINCIPAL -NOV	
			016.8540.3590	8.60
			PRINCIPAL -NOV	
			023.3890.3590	4.87
			PRINCIPAL -NOV	
			024.8470.3590	0.90
			PRINCIPAL -NOV	
			041.9500.3590	13.95
			PRINCIPAL -NOV	
			042.9510.3590	28.63
			PRINCIPAL -NOV	
			070.7000.3590	29.76
			Total :	803.64
86147	11/1/2022	005326	RP LANDSCAPE & IRRIGATION	
			LMD 00 BASELINE LANDSCAPING MAINT-OCT	
			LMD 47 LANDSCAPING MAINT-OCT	
			012.8500.4585	176.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86147	11/1/2022	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 48 LANDSCAPING MAINT-OCT	
			012.8500.4585	2,070.00
			LMD 54 LANDSCAPING MAINT-OCT	
			012.8500.4585	512.00
			LMD 55 LANDSCAPING MAINT-OCT	
			012.8500.4585	450.00
			LMD 59 LANDSCAPING MAINT-OCT	
			012.8500.4585	20.00
			LMD 61 LANDSCAPING MAINT-OCT	
			012.8500.4585	310.00
			LMD 63 LANDSCAPING MAINT-OCT	
			012.8500.4585	100.00
			LMD 70 LANDSCAPING MAINT-OCT	
			012.8500.4585	550.00
			LMD 76 LANDSCAPING MAINT-OCT	
			012.8500.4585	150.00
			LMD 68 LANDSCAPING MAINT-OCT	
			012.8500.4585	490.00
			LMD 69 LANDSCAPING MAINT-OCT	
			012.8500.4585	95.00
			LMD 73 LANDSCAPING MAINT-OCT	
			012.8500.4585	245.00
			LMD 13 LANDSCAPING MAINT-OCT	
			012.8500.4585	100.00
			LMD 15 LANDSCAPING MAINT-OCT	
			012.8500.4585	430.00
			LMD 16 LANDSCAPING MAINT-OCT	
			012.8500.4585	26.00
			LMD 17 LANDSCAPING MAINT-OCT	
			012.8500.4585	586.00
			LMD 20 BASELINE LANDSCAPING MAINT-OCT	
			012.8500.4585	166.00
			LMD 20 STREATER LANDSCAPING MAINT-OCT	
			012.8500.4585	124.00
			LMD 21 LANDSCAPING MAINT-OCT	
			012.8500.4585	124.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86147	11/1/2022	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 22 LANDSCAPING MAINT-OCT	
			012.8500.4585	150.00
			LMD 24 LANDSCAPING MAINT-OCT	
			012.8500.4585	26.00
			LMD 25 LANDSCAPING MAINT-OCT	
			012.8500.4585	160.00
			LMD 29 LANDSCAPING MAINT-OCT	
			012.8500.4585	160.00
			LMD 30 LANDSCAPING MAINT-OCT	
			012.8500.4585	720.00
			LMD 31 LANDSCAPING MAINT-OCT	
			012.8500.4585	470.00
			LMD 34 LANDSCAPING MAINT-OCT	
			012.8500.4585	260.00
			LMD 35 LANDSCAPING MAINT-OCT	
			012.8500.4585	182.00
			LMD 36 LANDSCAPING MAINT-OCT	
			012.8500.4585	280.00
			LMD 37 LANDSCAPING MAINT-OCT	
			012.8500.4585	350.00
			LMD 39 LANDSCAPING MAINT-OCT	
			012.8500.4585	455.00
			LMD 43 LANDSCAPING MAINT-OCT	
			012.8500.4585	150.00
			LMD 44 LANDSCAPING MAINT-OCT	
			012.8500.4585	2,542.00
			LMD 00 BASELINE LANDSCAPING MAINT-OCT	
			012.8500.4585	260.00
			LMD 03 YARNELL LANDSCAPING MAINT-OCT	
			012.8500.4585	150.00
			LMD 01A LANDSCAPING MAINT-OCT	
			012.8500.4585	125.00
			LMD 01B LANDSCAPING MAINT-OCT	
			012.8500.4585	125.00
			LMD 02 LANDSCAPING MAINT-OCT	
			012.8500.4585	660.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86147	11/1/2022	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 03A LANDSCAPING MAINT-OCT	
			012.8500.4585	110.00
			LMD 03B LANDSCAPING MAINT-OCT	
			012.8500.4585	110.00
			LMD 04 LANDSCAPING MAINT-OCT	
			012.8500.4585	40.00
			LMD 07 LANDSCAPING MAINT-OCT	
			012.8500.4585	50.00
			LMD 08 LANDSCAPING MAINT-OCT	
			012.8500.4585	142.00
			LMD 09 LANDSCAPING MAINT-OCT	
			012.8500.4585	982.00
			LMD 10 LANDSCAPING MAINT-OCT	
			012.8500.4585	1,936.00
			LMD 11 LANDSCAPING MAINT-OCT	
			012.8500.4585	446.00
			PARKS LANDSCAPING MAINTENANCE-OCT	
			COMMUNITY PARK LANDSCAPING-OCT	
			001.6000.4585	3,691.00
			CANYON OAK PARK LANDSCAPING-OCT	
			016.8540.4585	356.00
			CUNNINGHAM PARK LANDSCAPING-OCT	
			016.8540.4585	453.00
			SEELEY PARK LANDSCAPING-OCT	
			016.8540.4585	299.00
			OAK CREEK PARK LANDSCAPING-OCT	
			016.8540.4585	556.00
			MEMORIAL PARK LANDSCAPING-OCT	
			001.6000.4585	400.00
			POLICE STATION LANDSCAPING-OCT	
			001.2000.4585	500.00
			CITY HALL LANDSCAPING-OCT	
			042.9510.4585	500.00
			LIBRARY LANDSCAPING-OCT	
			001.6000.4585	600.00
			YMCA LANDSCAPING-OCT	

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Voucher List
CITY OF HIGHLAND

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Voucher	Date	Vendor	Description/Account	Amount
86147	11/1/2022	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			001.6000.4585	600.00
			AURANTIA PARK LANDSCAPING-OCT	
			001.6000.4585	933.00
			CORP YARD LANDSCAPING-OCT	
			004.8310.4585	400.00
			Total :	27,053.00
86148	11/1/2022	001070 SAFETY-KLEEN SYSTEMS, INC.	PD: WASHER SERVICE	
			PD: WASHER SERVICE	
			001.2000.4245	275.16
			Total :	275.16
86149	11/1/2022	000204 SOCALGAS	STATION #2-OCT	
			STATION #2-OCT	
			028.2050.4020	33.22
			STATION #2-OCT	
			029.2100.4020	33.22
			STATION #3-OCT	
			STATION #3-OCT	
			028.2050.4020	38.23
			STATION #3-OCT	
			029.2100.4020	38.21
			STATION #1-OCT	
			STATION #1-OCT	
			028.2050.4020	31.15
			STATION #1-OCT	
			029.2100.4020	31.15
			POLICE-OCT	
			POLICE-OCT	
			001.2000.4020	1,850.43
			Total :	2,055.61
86150	11/1/2022	000203 SOUTHERN CALIFORNIA EDISON	SIGNALS-OCT	
			SIGNALS-OCT	
			004.8310.4580	2,982.13
			SMART N FINAL SCE FEES-OCT	
			SMART N FINAL SCE FEES-OCT	

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86150	11/1/2022	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			013.8510.4011	27.10
			TRAFFIC SIG PALM/CYPRESS-OCT	
			TRAFFIC SIG PALM/CYPRESS-OCT	
			004.8310.4580	65.71
			TRAFFIC SIG PALM/CYPRESS-OCT	
			TRAFFIC SIG PALM/CYPRESS-OCT	
			013.8510.4011	29.98
			Total :	3,104.92
86151	11/1/2022	000414 TOM BELL CHEVROLET	VEH #135: VEH MAINTENANCE	
			VEH #135: VEH MAINTENANCE	
			004.8310.4240	91.93
			Total :	91.93
86152	11/1/2022	005839 TRUSTED TECH TEAM	MICROSOFT OFFICE 365 LICENSE-AUG-SEP	
			MICROSOFT OFFICE 365 LICENSE-AUG-SEP	
			042.9510.4533	2,321.40
			Total :	2,321.40
86153	11/1/2022	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-NOV	
			LONG TERM DISABILITY-NOV	
			001.1180	641.71
			LONG TERM DISABILITY-NOV	
			004.1180	58.92
			LONG TERM DISABILITY-NOV	
			006.1180	18.50
			LONG TERM DISABILITY-NOV	
			010.1180	37.00
			LONG TERM DISABILITY-NOV	
			041.1180	25.69
			LONG TERM DISABILITY-NOV	
			070.1180	55.29
			Total :	837.11
86154	11/1/2022	000237 WILL DAN ASSOCIATES	STR20001 CE MSRI-SEP	
			STR20001 CE MSRI-SEP	
			017.8350.6550	153.75

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86154	11/1/2022	000237 WILLDAN ASSOCIATES	(Continued) STR20003 CE MSRI-OCT STR20003 CE MSRI-OCT 017.8350.6550	459.84
Total :				613.59
86155	11/1/2022	001677 YMCA OF THE EAST VALLEY	CDBG MONTHLY REIMB-JUL CDBG MONTHLY REIMB-JUL 006.8400.4348	2,308.00
Total :				2,308.00
1002232948	11/1/2022	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH -NOV PERS HEALTH -NOV 001.1150 PERS HEALTH -NOV 004.1150 PERS HEALTH -NOV 006.1150 PERS HEALTH -NOV 010.1150 PERS HEALTH -NOV 012.1150 PERS HEALTH -NOV 016.1150 PERS HEALTH -NOV 041.1150 PERS HEALTH -NOV 070.1150 PERS HEALTH -NOV 001.1450.3511 PERS HEALTH -NOV 041.9500.3515	11,264.36 1,683.85 501.70 1,131.35 192.96 192.96 323.07 308.37 69.61 2,200.00
Total :				17,868.23
31 Vouchers for bank code : wfb				Bank total : 119,923.08
31 Vouchers in this report				Total vouchers : 119,923.08

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Voucher List
CITY OF HIGHLAND

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<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
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STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Treasurer's Report for September 2022

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

FISCAL IMPACT:

Cash and Investments:	
General Fund	\$ 6,812,058.60
Special Revenue Funds	\$39,913,383.58
Internal Service Funds	\$ 4,635,976.62
Capital Projects Funds	\$20,800,549.74
Agency Funds	\$ 1,335,264.59
Housing Authority Fund	\$ 3,637,256.90
SARDA Funds	\$ 3,080,823.35

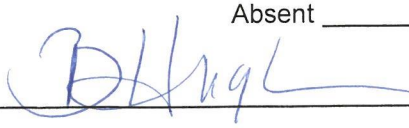
PUBLIC NOTICE: The agenda for this item was posted at the three required locations.

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 \$75M.

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

CITY OF HIGHLAND
Treasurer's Report
as of September 30, 2022

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking Account	27,053,057.43

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
<u>California Treasurer's Local Agency Investment Fund (LAIF)</u>	n/a	1.513%		
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 \$75M City and \$75M 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 August 2022 is on-line for listing of investments.
- 5) Market Value is based on the September 30, 2022 applicable percentage of 0.980760962.
- 6) Market Value is \$43,560,409.03 (\$44,414,909.15 x 0.980760962).

<u>California Asset Management Program (CAMP)</u>	n/a	2.610%		
General Fund			132,807.98	
Special Revenue Funds			1,566,467.00	
Capital Projects Funds			5,745,377.00	
Total CAMP Funds				7,444,651.98

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%	94,439.67	94,439.67
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	3,037.71	3,037.71
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%	1.52	1.52
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%	13,921.96	13,921.96
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	29,278.64	29,278.64

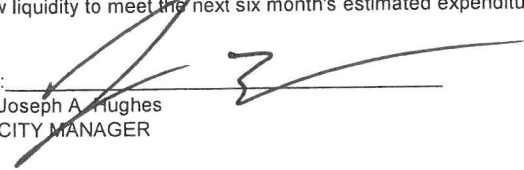
Community Facilities District (CFD) 2007-1

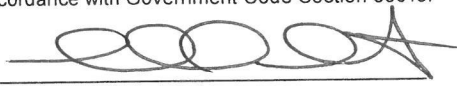
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	8,543.84	8,543.84
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	0.49	0.49
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	0.74	0.74

TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)	150,348.12
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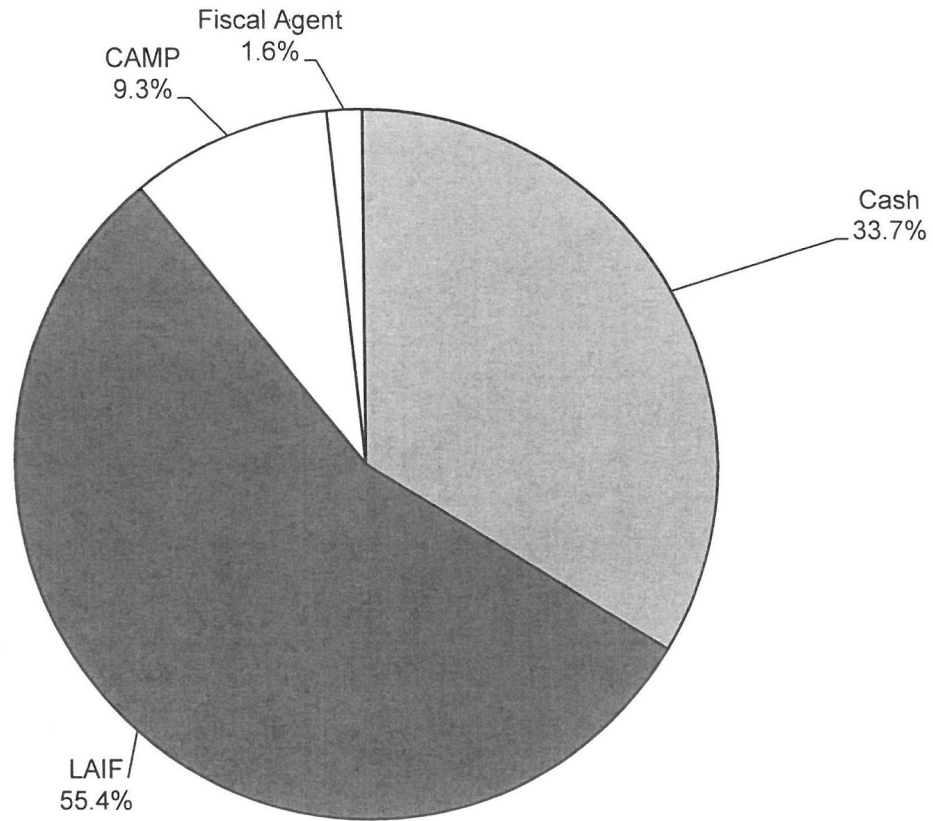
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
<u>US Bank Corporate Trust Services (SARDA)</u>				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	2.59%	633.88	633.88
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	2.59%	176,424.30	176,424.30
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	2.60%	46.14	46.14
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	2.59%	960,345.23	960,345.23
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	2.59%	13,553.21	13,553.21
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	2.59%	81.59	81.59
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	2.59%	112.34	112.34
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,151,196.70
TOTAL CASH AND INVESTMENTS				80,215,313.38

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.

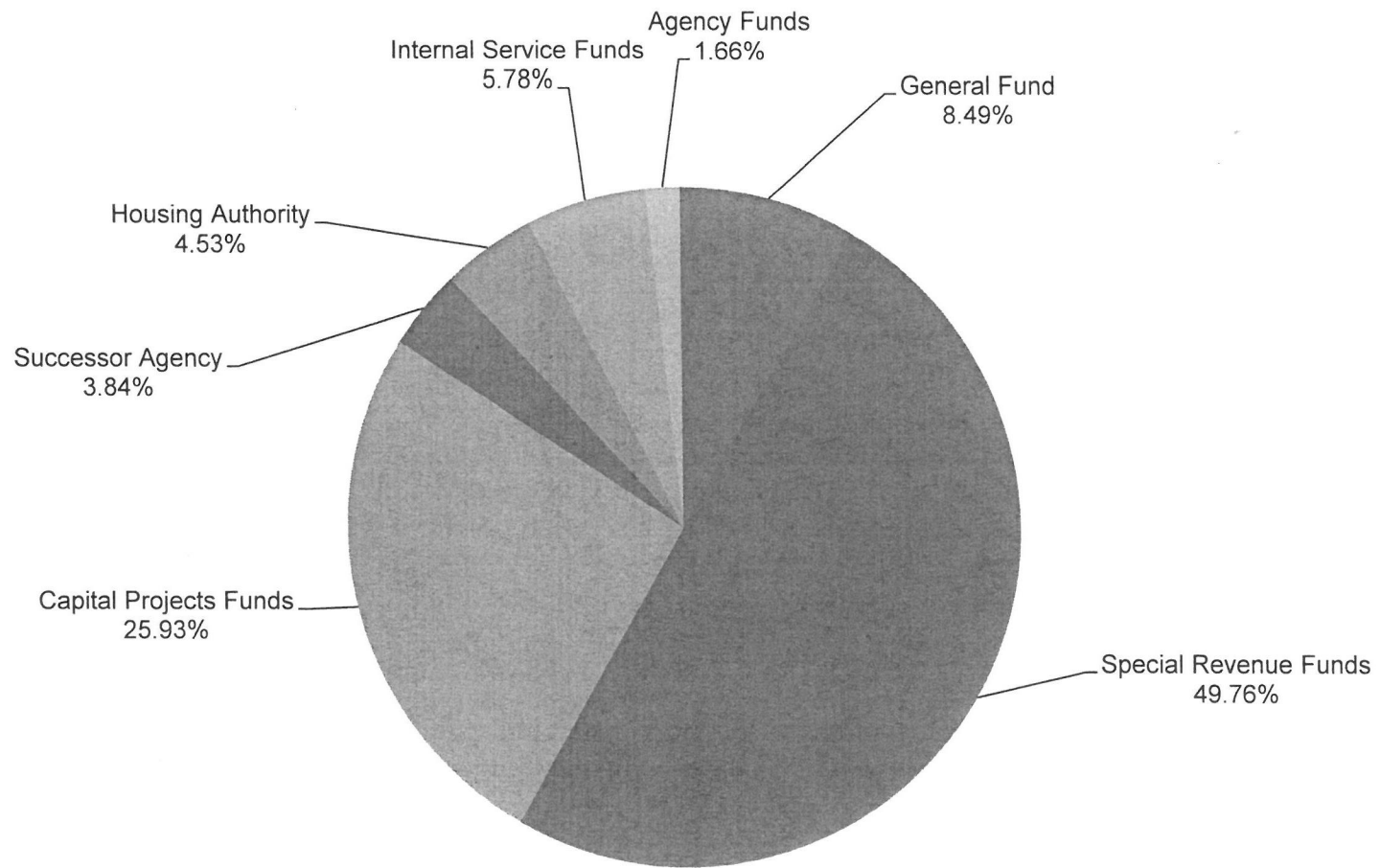
SIGNED: 
Joseph A. Hughes
CITY MANAGER

SIGNED: 
Chuck Dantuono
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

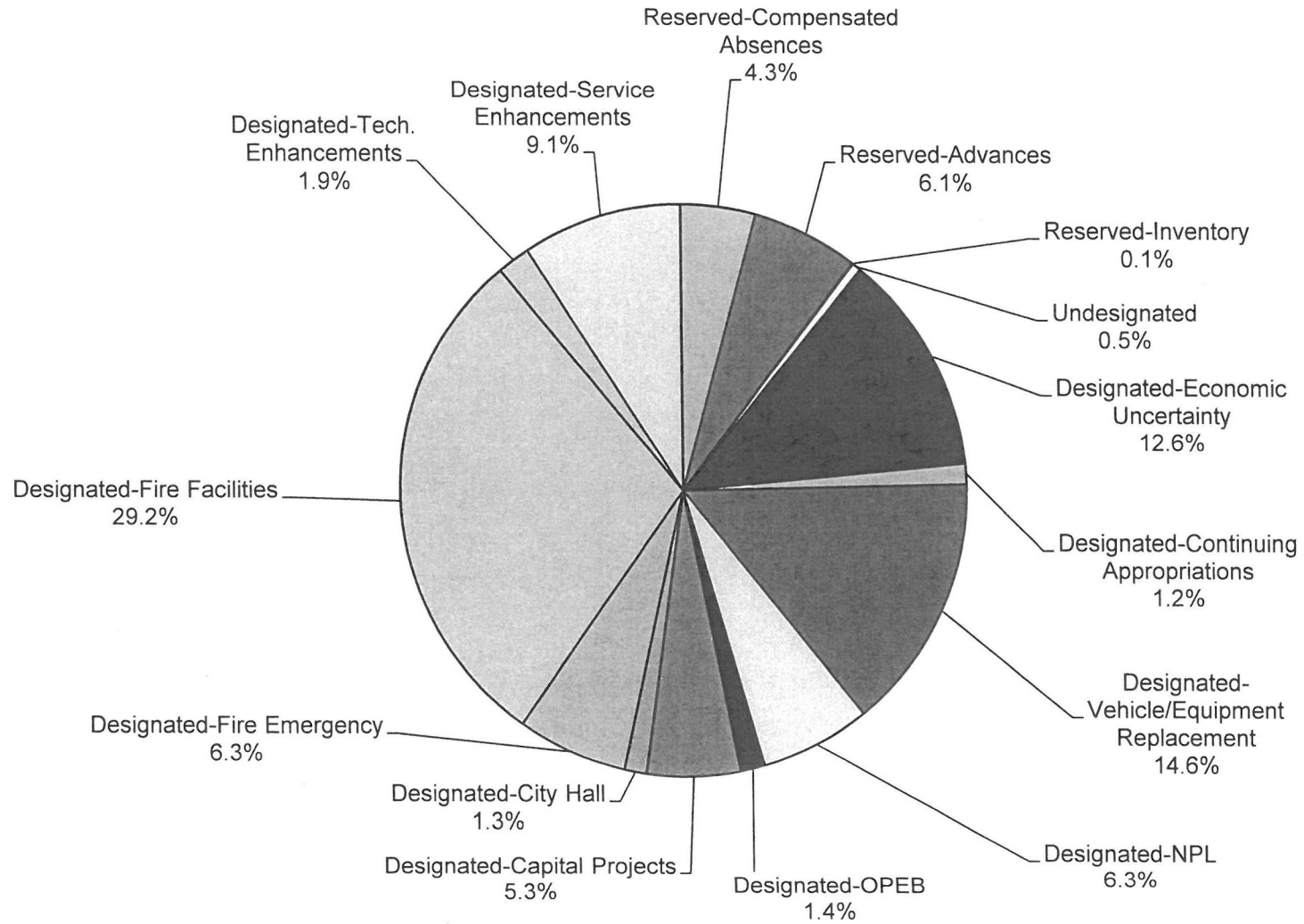
Treasurer's Report



Cash & Investments



General Fund Reserves





STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager

SUBJECT: Bid Rejection – Bid No. 2022-08, Emmerton Lane Trail Restoration and Improvement Project

RECOMMENDATION: It is recommended that the City Council (1) reject all bids, (2) direct staff to modify the project plans and specifications as necessary, and (3) re-advertise for construction bids.

FISCAL IMPACT: None.

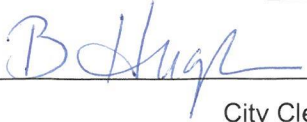
PUBLIC NOTICE: Notices of the City Council agenda were posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: Bid No. 2022-08 consists of the following work:

1. Demolition and removal of portions of concrete curb and gutter and mow curbs, and removal of existing wood water bars within the trail.
2. Construction of new concrete water bars to remove water from the trail to the outer curb at the street.
3. Re-grade the trail with proper cross slopes.
4. Place and compact 4" stabilized decomposed granite surface over the trail.
5. Fine grade and add wood mulch to areas of East Highland Ranch maintained landscaped areas impacted by work.

Two bids for construction of the Emmerton Lane Trail Restoration and Improvement project were received and opened on October 26, 2022. Following are the bid results:

<u>Bidder</u>	<u>Bid Amount</u>
Kormex Construction, Inc.	\$137,050
Gentry General Engineering Inc.	\$203,208

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

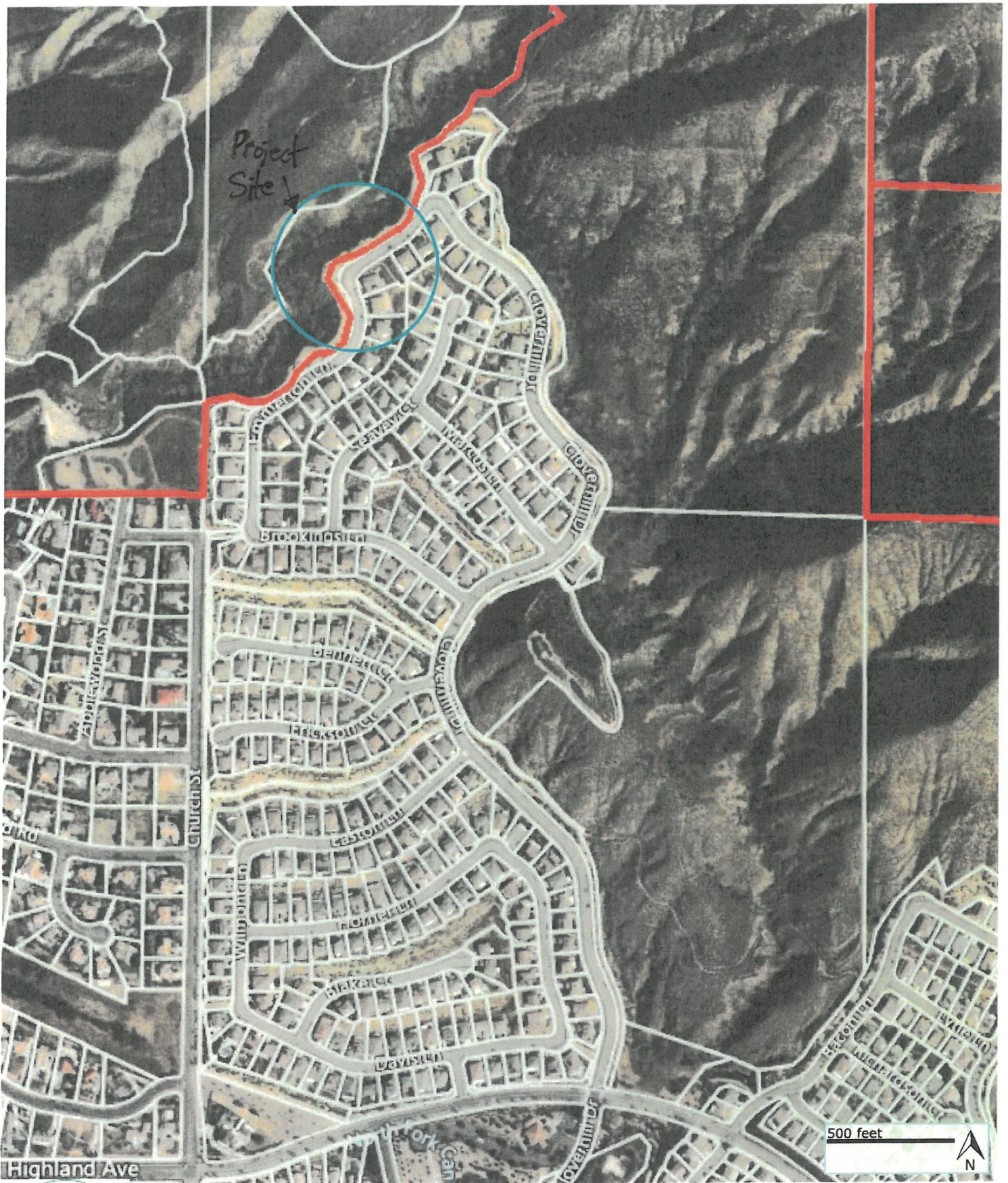
The apparent low bid was received from Kormex Construction, Inc. (Kormex) of Ontario. Subsequent to the bid opening, Kormex submitted a request to withdraw their bid citing a mistake in their bid that it did not show the correct quote for one of the bid items, resulting in a \$52,000 discrepancy. Public Code Section 5103 allows the City to relieve a contractor of its bid if the following criteria are met:

1. A mistake was made in the bid - Information provided by Kormex indicates the wrong unit price for Bid Item No. 5 to install 26 new concrete water bars was included in the bid. The written unit cost of \$1,250 was meant to be \$3,250. Kormex's explanation of this mistake is acceptable because the quote from the other bidder for the same bid item was \$4,700 for each new concrete water bar.
2. The bidder is to provide written notification to the public entity of the mistake within five (5) working days after the bid opening - Kormex notified the City that a mistake was made in their bid and how it was made via a telephone message and letter dated October 26, 2022, within five days after the bids were opened, see attachment.
3. The mistake made the bid materially different than the bidder intended it to be - Kormex intended Bid Item No. 5 unit price to be \$3,250. The \$52,000 mistake caused a 38% reduction in the total bid amount, which is materially different than the bidder's intended total bid amount.
4. The mistake was done in filling out the bid and not due to error in judgment or to carelessness in inspecting the site or in reading the plans and specifications - The mistake appears to be a human error in filling out the bid.

Due to the withdrawal of the apparent lowest bidder, and the only remaining bid being more than double of the available budget of \$100,000 in the General Capital Financing fund for construction of this project, staff recommends that both bids be rejected. Staff will also review the bid documents with the City's consultant landscape architect to see if any modifications to the project requirements may be appropriate prior re-advertising for construction bids.

Attachments

1. Location Map
2. Kormex Bid Withdraw Letter



Location Map

Kormex Construction Inc.

2324 Vineyard Avenue Suite K, Ontario, California 91761

Phone No. (909) 218-5700 Fax No. (909) 218-5701

October 26, 2022

City of Highland

Attn: Jim Richardson

Re: Emmerton Lane Trail Restoration and Improvement Project
Clerical Error on Bid Item No. 5

Dear Mr. Richardson

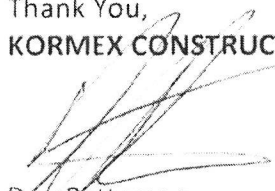
Please be advised that Kormex Construction, Inc. made a clerical error on the mentioned project that bid on October 26, 2022. The mistake made the bid materially different than we intended it to be. The mistake was made in filling out the bid and not due to error in judgment or to carelessness in inspecting the site of the work, or in reading the plans or specifications.

The mistake - Kormex inputted the wrong bid price for the Bid Item No. 5 in its Unit Price. Kormex intended to input \$3,250 unit total for the item, however, we errantly inputted \$1,250. This made a difference in our total price for the item being \$52,000 less than we intended it to be.

Kormex respectfully requests to relieved of this bid.

If you have any questions, please call me at 657-274-9959.

Thank You,
KORMEX CONSTRUCTION, INC.



Dan Patterson
Estimator/Project Manager



STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph A. Hughes, City Manager

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

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

SUBJECT: Proposed City of Highland Community Development Block Grant (CDBG) Applications for Fiscal Year 2023-2024.

RECOMMENDATION: Staff recommends the City Council:

1. Approve the City's Application for Enhanced Code Enforcement that supports a portion of the salary and benefits of a Code Compliance Officer, Administrative Assistant, and Community Development Director; and
2. Approve the City's Application to construct pavement rehabilitation and ancillary work on two streets located in neighborhoods within the CDBG Low-Moderate Income eligible block area boundaries including: 1) Union Street between Elmwood Court to Del Rosa Avenue and 2) Elmwood Court between Union Court and north end.

FISCAL IMPACT: The City's grant allocation in Fiscal Year 2023-2024 has not yet been determined by the US Department of Housing and Urban Development (HUD). For the purpose of applying, staff will assume that it will be similar to the 2023-2024 allocation of \$424,021.

A maximum of fifteen percent (15%) of the City's allocation may be used for Public Service Projects. Examples of prior Public Service Project recipients include the Highland Branch Library, YMCA, Highland Senior Center, and Central Little League. The remainder must be used for Construction Improvement Projects. Examples of these

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

include curb/gutter/sidewalk construction and rehabilitation projects as well as Code Enforcement.

Public Service Applications

Staff did not prepare applications on behalf of the City that would be categorized as "Public Service."

Construction Improvements Project Proposal Applications

Staff prepared two "Construction" Applications:

1. Enhanced Code Enforcement: \$120,000 total request:
 - a. \$18,300 to fund a portion of the salary and benefits of the Community Development Director position.
 - b. \$57,248 to fund a portion of the salary and benefits of a full-time Code Compliance Officer position.
 - c. \$44,452 to fund a portion of the salary of an Administrative Assistant.
2. Pavement Improvements: \$200,000 request to construct pavement improvements and ancillary work on Union Street from Elmwood Court to Del Rosa Avenue and Elmwood Court from Union Court to north end.

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.

BACKGROUND: The San Bernardino County Department of Community Development and Housing is currently accepting CDBG applications for Fiscal Year 2023-2024. The deadline for submittal is December 7, 2022.

The County will determine project eligibility on behalf of the HUD. Eligible Applications from the City and all other Community Based Organizations will be returned to the City in January for prioritization by the City Council.

The following is a brief summary of the City's proposed Applications:

1. Enhanced Code Enforcement Funding of this program would continue the on-going revitalization effort, development, and revitalization activities in the CDBG Target Area. Code Enforcement has received CDBG funding since 1995 to fund a portion of Code Enforcement activities in the CDBG Target Area. Funding will provide for focused efforts in abating substandard housing and blight in the Target Area (see Attachment 1 – Enhanced Code Enforcement Application).
2. Pavement Improvements Construct pavement improvements and ancillary work Union Street and Elmwood Court. The proposed work will include design and construction of 29,452 square feet of pavement rehabilitation and extend the service life for another 20 years (see Attachment 2 – Pavement Improvements).

The above CDBG Applications request a total of \$320,000 in Construction Improvements Project Proposals.

Attachment 1 - Enhanced Code Enforcement Application
Attachment 2 - Pavement Improvements Application

*City Council Meeting of
November 8, 2022
2023-2024 CDBG Applications*

ATTACHMENT 1
Enhanced Code Enforcement Application



Log Number
(Office Use Only)

**San Bernardino County
Fiscal Year 2023 - 2024
Construction Improvement Application**

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

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

Exhibit 1: Organization Information

Organization Name:

City of Highland

Organization Address:

27215 Base Line

City/State/Zip: Highland / California / 92346

Phone: 9098648732

Fax: 9098623180

Email: kstater@cityofhighland.org

Applicant Type: Construction

Authorized Person Name: Lawrence A. Mainez

Authorized Person's Title: Community Development Director

Address: 27215 Base Line

City/State/Zip: Highland / California / 92346

Phone: 9098648732

Fax: 9098623180

Email: lmainez@cityofhighland.org

Application Contact Person's Name: Kimberly Stater

Application Contact Person's Title: Assistant Community Development Director

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

1) Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible. The mission is established to reflect the following beliefs which represent the predominant beliefs of the community. They express what matters most in the conduct of public affairs affecting the citizenry of Highland; responsibility, services accountability, creativity, neighborhood sustainability, vision and family. 2) The City's purpose is to develop a vibrant economy for the benefit of our citizens and businesses. 3) Highland has a diverse population of approximately 56,000 persons. 4) The City of Highland incorporated in 1987, serving the community for 35 years. 5) N/A

Exhibit 2: Project Information

Project Title:

Enhanced Code Enforcement

Address:

27215 Base Line

City /State/Zip:

Highland / California / 92346

County Supervisorial District where project will be located:

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

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

Request for additional funding to an existing CDBG project

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

HIGH-22-1-15-1355

Project Type (Description):

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

Eligible Block Group

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

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

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

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

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

Exhibit 3: Project Characteristics

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

Legal property owner:

N/A

What is the current zoning?

N/A

Is this use permitted in this zoning?

N/A

Is a conditional use permit required? Yes/No

No

Complete applicable items for all construction projects:

- Assessor's parcel number:

N/A

- Square footage of proposed building or building addition:

N/A

- Square footage of construction site parcel:

N/A

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

N/A

- Service capacity of existing facility:

N/A

- Improved service capacity of the facility:

N/A

- Age of structure:

N/A

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

N/A

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

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

Exhibit 4: Priority Needs:

Complete the table below by answering “Yes” or “NO”.

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

Exhibit 4: Priority Needs (continued)

HUD Demographics: (Please indicate Yes/No)

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

Why this project is considered a priority?

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

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

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

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

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

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

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

What is the project's population to be served?

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

What is the projects accomplishment level?

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

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

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

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

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

Exhibit 5: Project Budget & Sources

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

Project Budget		
	SB County Share (\$):	Other Source (\$):
Architectural and engineering services		
Site acquisition		
Local Review application		
Construction		
Other:	\$120,000.00	\$251,750.00
Total	\$120,000.00	\$251,750.00
Overall Total Project Cost: (CDBG Share + Other Source)		\$371,750.00

Exhibit 5A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested (\$) (This amount should match the grand total requested from CDBG Share)
	\$120,000.00

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:	City of Highland General Fund	\$251,750.00	07/01/2023
Total Leveraging Funds		\$251,750.00	

Exhibit 6: Proposed Goals and Milestones

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

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

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

Date of Reimbursement:	Amount (\$):
07/01/2023	\$10,000.00
08/01/2023	\$10,000.00
09/01/2023	\$10,000.00
10/01/2023	\$10,000.00
11/01/2023	\$10,000.00
12/01/2023	\$10,000.00
01/01/2024	\$10,000.00
02/01/2024	\$10,000.00
03/01/2024	\$10,000.00
04/01/2024	\$10,000.00
05/01/2024	\$10,000.00
06/01/2024	\$10,000.00
Total Reimbursement:	\$120,000.00

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

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

N/A

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

N/A

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

N/A

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

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

Exhibit 8: Civil Rights Laws Compliance And HUD Good Standing

Answer the following questions:

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

No

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

No

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

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



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2023 - 2024 Application

Martha Zepeda
Deputy Executive Officer

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2023 - 2024 Funding Application.

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

My signature on this form certifies that:

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

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2023 - 2024 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

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

Non-discrimination

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

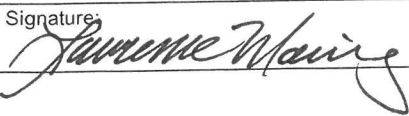
Accountability

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

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

Non-collusion

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

Applicant Information	
Agency Name: City of Highland	Federal Tax ID No.: 33-0270638
Mailing Address: 27215 Base Line	Phone No.: (909) 864-8732
Email Address: kstater@cityofhighland.org	Fax No.: (909) 862-3180
Authorized Signature	
Print Name: Lawrence A. Mainez	Print Title: Community Development Director
Signature: 	Date: 11/08/2022

Please send the signed copy of this one page agreement to:
San Bernardino County Community Development and Housing Department
215 North D Street, Suite 302, San Bernardino, CA 94215-0043
Attn: CDBG Application

Maintenance and Operations Agreement

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

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

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

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

Proposed Project:

Enhanced Code Enforcement

Legal/ Incorporated Name of Prospective M&O Entity:

City of Highland

Address:

27215 Base Line, Highland, CA 92346

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

33-0270638

Signature: Lawrence Mainez Title: Community Development Direc

Print Name: Lawrence Mainez Date: 11/08/2022

Maintenance and Operations Expenses

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

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

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

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

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

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

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

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

ATTACHMENT 2
Pavement Rehabilitation



 Log Number
 (Office Use Only)

**San Bernardino County
Fiscal Year 2023 - 2024
Construction Improvement Application**

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

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

Exhibit 1: Organization Information

Organization Name:

City of Highland

Organization Address:

27215 Base Line

City/State/Zip: Highland / California / 92346

Phone: (909) 864-6861

Fax: (909) 862-3180

Email: czamano@cityofhighland.org

Applicant Type: City

Authorized Person Name: Carlos Zamano

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

Address: 27215 Base Line

City/State/Zip: Highland / California / 92346

Phone: (909) 864-6861

Fax: (909) 862-3180

Email: czamano@cityofhighland.org

Application Contact Person's Name: Carlos Zamano

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

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

1) Mission: Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and staff of the City of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible. 2) Purpose: To develop a vibrant economy for the benefit of our citizens and businesses; 3) Population served: 54,000; 4) Number of years serving population: 32; 5) Supporting Services: Transportation, Funding Sources: Local and State funds, Start Date: 7/1/23, End Date: 6/28/24.

Exhibit 2: Project Information

Project Title:

Address:

City /State/Zip:

County Supervisorial District where project will be located:

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

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

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

Project Type (Description):

Construct pavement rehabilitation and ancillary work on two streets located in two neighborhoods within the CDBG Low-Mod Income eligible block area boundaries within the City of Highland including: 1) Union Street between Elmwood Court to Del Rosa Avenue, and 2) Elmwood Court between Union Court and north end.

Eligible Block Group

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

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

Block groups to be benefited are Block Group 006402 which includes both Union Street from Elmwood Court to Del Rosa Ave. and Elmwood Court from Union Court to north end.

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

The project includes improvements in two residential neighborhoods that are near and have convenient access to commercial and planned development areas. The project will improve public infrastructure from a deteriorated state to new condition, provide a safer and more convenient and attractive transportation environment, and will provide low-income residents with better access to job opportunities in the local area.

Exhibit 3: Project Characteristics

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

Legal property owner:

City of Highland

What is the current zoning?

Public Right-of-Way

Is this use permitted in this zoning?

Yes

Is a conditional use permit required? Yes/No

No

Complete applicable items for all construction projects:

- Assessor's parcel number:

N/A

- Square footage of proposed building or building addition:

N/A

- Square footage of construction site parcel:

29452

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

784

- Service capacity of existing facility:

N/A

- Improved service capacity of the facility:

N/A

- Age of structure:

N/A

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

N/A

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

Union Street (Elmwood Court to Del Rosa Avenue) and Elmwood Court (Union Court to north end) are located within existing CDBG area boundaries in some of the City's lowest socio-economic areas. See attached Project Location Map.

Exhibit 4: Priority Needs:

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

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

Exhibit 4: Priority Needs (continued)

HUD Demographics: (Please indicate Yes/No)

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

Why this project is considered a priority?

The project is priority for the City because it will rehabilitate public streets that are in poor pavement condition to new conditions extending their service life for another 20 years.

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

Current street conditions are poor and, without the rehabilitation proposed herein, would continue to deteriorate and would present hazards for the motoring public.

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

If not repaired now, these streets will deteriorate to the point that they become hazardous to the motoring public, and that these streets would need to be completely removed and replaced in the future at a much higher cost.

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

Street hazards and much higher repair cost in the future, as the streets continue deteriorating.

What is the project's population to be served?

54,000

What is the projects accomplishment level?

This project will rehabilitate neighborhood streets that have deteriorated to new conditions and will help to improve quality of life and property values in three of the City's lowest socio-economic neighborhoods.

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

The project will include design and construction of 29,452 SF of pavement rehabilitation in three low-income neighborhoods in the City of Highland.

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

The proposed street pavement rehabilitation will extend the service life of three streets in three of the City's lowest socio-economic neighborhoods for another 20 years.

Exhibit 5: Project Budget & Sources

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

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

Exhibit 5A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:	Local Funds	\$45,000.00	07/01/2023
Total Leveraging Funds		\$45,000.00	

Exhibit 6: Proposed Goals and Milestones

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

Design: 7/1/23 through 11/30/23.
 Bid Package Approval by CHD: 12/31/23
 Contractor Selection: 3/12/24
 Construction: 4/8/24 through 6/28/24

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

Date of Reimbursement:	Amount (\$):
05/04/2024	\$60,000.00
06/01/2024	\$70,000.00
07/01/2024	\$70,000.00
Total Reimbursement:	\$200,000.00

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

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

N/A

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

N/A

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

N/A

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

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

Exhibit 8: Civil Rights Laws Compliance And HUD Good Standing

Answer the following questions:

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

No

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

No

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

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



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2023 - 2024 Application

Martha Zepeda
Deputy Executive Officer

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2023 - 2024 Funding Application.

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

My signature on this form certifies that:

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

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

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

Non-collusion

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

Applicant Information	
Agency Name:	Federal Tax ID No.:
Mailing Address:	Phone No.:
Email Address:	Fax No:
Authorized Signature	
Print Name:	Print Title:
Signature:	Date:

Please send the signed copy of this one page agreement to:
San Bernardino County Community Development and Housing Department
215 North D Street, Suite 302, San Bernardino, CA 94215-0043
Attn: CDBG Application

Maintenance and Operations Agreement

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

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

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

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

Proposed Project:

2023/2024 Union Street and Elmwood Court Pavement Rehabilitation

Legal/ Incorporated Name of Prospective M&O Entity:

City of Highland

Address:

27215 Base Line Highland, CA 92346

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

33-0270638

Signature: _____ Title: Public Works Director/City Eng

Print Name: _____ Date: _____

Maintenance and Operations Expenses

Utilities	Amount (\$):
Electric	
Water	
Gas	
Telephone	
Disposal Service	
Other: Street pavement maintenance over 20-year service life.	\$184,900.00
Sub-Total	\$184,900.00
Materials	
Janitorial Supplies	
Office Supplies	
Recreational Supplies	
Ground Supplies	
Other:	
Sub-Total	\$0.00
Maintenance – Capital Improvements	
Building Repair	
Maintenance of Equipment	
Improvements to Property	
Other:	
Sub-Total	\$0.00
Insurance	
Liability	
Fire	
Other:	
Sub-Total	\$0.00

Personnel	
Maintenance	
Secretary	
Administrator	
Program Staff	
Other:	
Sub-Total	\$0.00
M& O Annual Expense Total	\$184,900.00

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

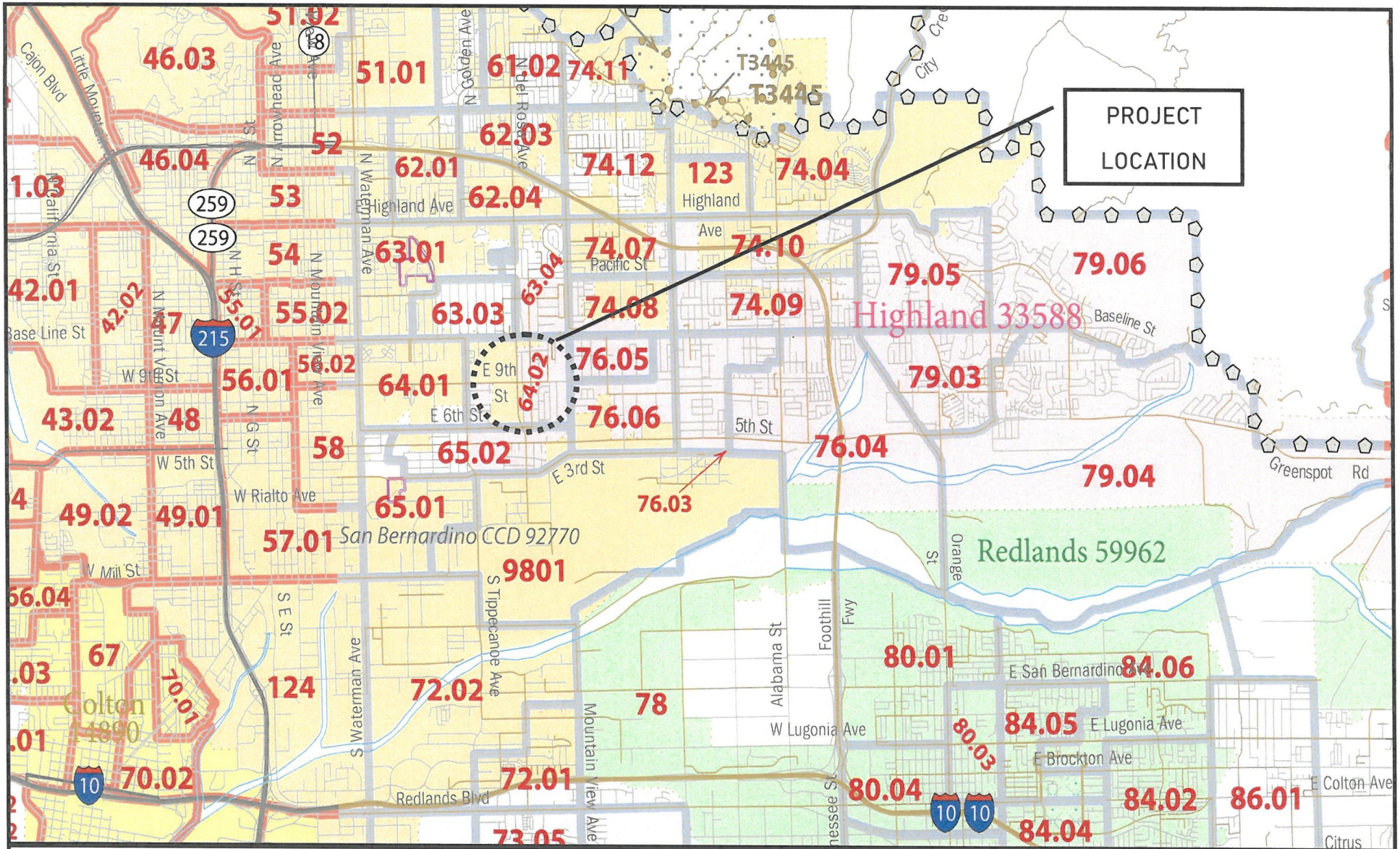
Revenue Sources:	Amount (\$):
Local Funds	\$184,900
Budgeted Revenue Total	\$184,900
Assets/ Liabilities	Amount (\$):
Budgeted Revenue minus M&O Expense	\$0.00

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

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

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

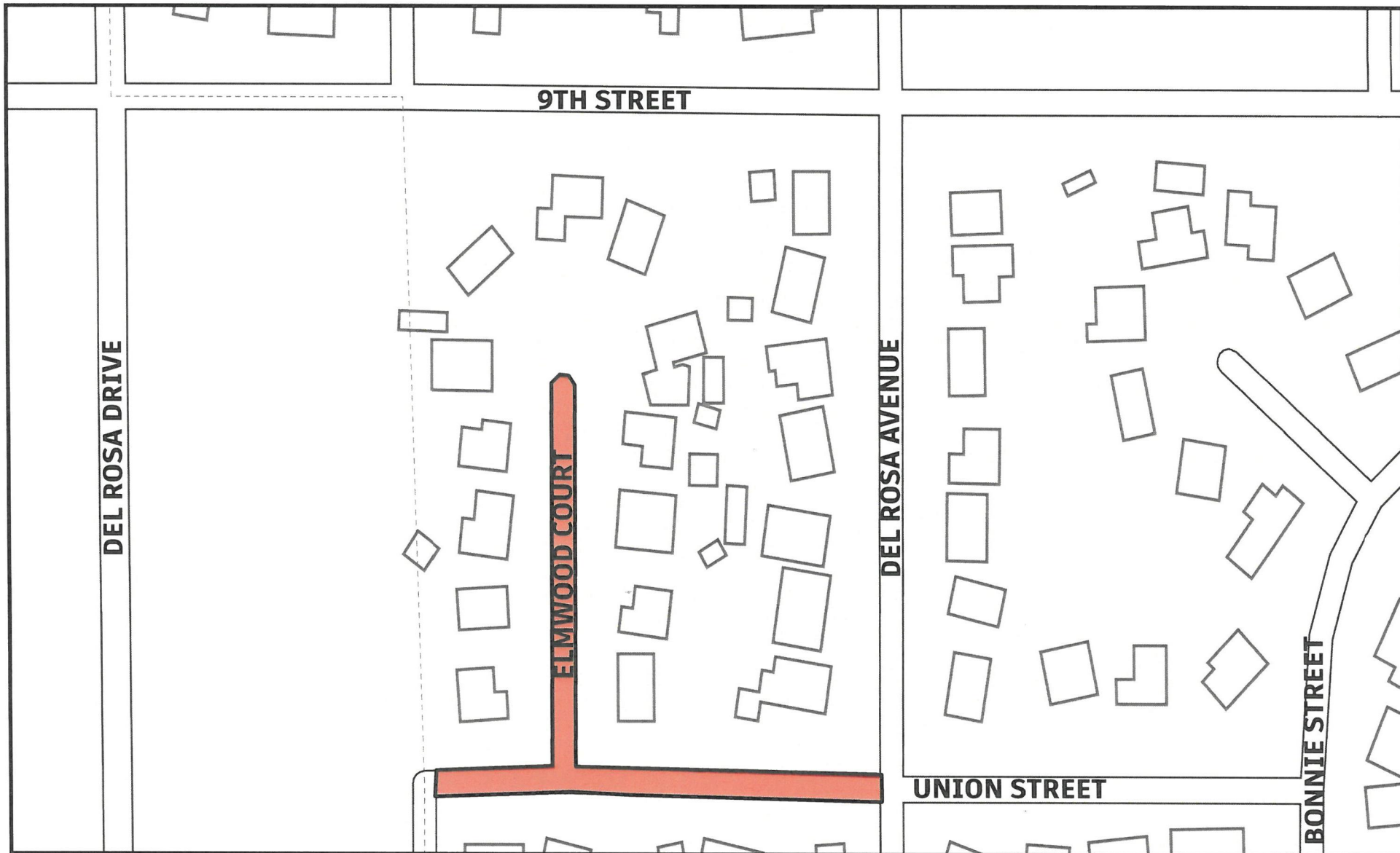
If your application is funded you will be required to provide a copy of your last audit and your Articles of Incorporation and Bylaws must be on file.



BLOCK GROUP

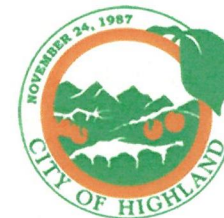
FY2023/2024 Union Street and Elmwood Court Pavement Rehabilitation





PROJECT LOCATION MAP

FY2023/2024 Union Street and Elmwood Court Pavement Rehabilitation





EXISTING SITE PHOTOS

Looking north on Elmwood Court between Union Street and north end





EXISTING SITE PHOTOS

Looking east on Union Street between Elmwood Road and Del Rosa Avenue





EXISTING SITE PHOTOS

Looking west on Union Street between Elmwood Road and Del Rosa Avenue





STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph A. Hughes

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

PREPARED BY: Matt Bennett, Assistant Public Works Director *MB*

SUBJECT: Final Map Approval/Tract 20142 (Beazer Homes)

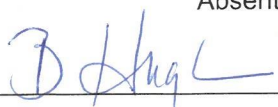
RECOMMENDATION: That the City Council adopt Resolution No. 2022-_____ to (1) approve the Final Map of Tract No. 20142, (2) accept the subdivision bonds, and (3) authorize the mayor to sign the standard subdivision agreement.

FISCAL IMPACT: The maintenance of streets, storm drains and street lighting improvements within this subdivision will be the City's responsibility upon future completion by the developer and acceptance of said improvements by the City. Maintenance costs for streetlights, street, and storm drain maintenance district improvements will be funded out of annual assessments collected within this subdivision.

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. 20142 is a 54-lot subdivision located north of Santa Ana Canyon Road, and west of Alta Vista (former Kiel property). This tract is being developed by KL BZR AIV, LLC (Beazer Homes) who has provided bonding for all required improvements. The tentative map was originally approved by the Planning Commission on December 4, 2018. All the conditions necessary for final map approval have been met by the developer, and the final map is now ready for City Council approval. The grading and street and storm drain, bonds required to guarantee construction and payment of the various improvements for Tract No. 20142, are listed individually in the resolution. The water and sewer improvement bonds have been processed directly through East Valley Water District and are not a part of the City Resolution.

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

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

LEGEND

FS

PUBLIC BUILDING

FS

FIRE STATION

E

ELEMENTARY SCHOOL

M

MIDDLE SCHOOL

H

HIGH SCHOOL

SC

SHOPPING CENTERS

PS

POLICE STATION

P

PARKS

H

HOSPITAL

C

CEMETERY

0 MILES

SCALE

1/2

ZIP CODE 92346

SITE

VICINITY MAP

ZIP CODE 92374

REDLAND

This map cannot be
especially for deter
adherent to sale or
where official govt
to verify any traffic
AD Publications as
in cases of mis rep
map data not confir

TRACT NO. 20142

BEING A SUBDIVISION OF A PORTION OF SECTION 1, TOWNSHIP 1 SOUTH, RANGE 3 WEST, SAN BERNARDINO BASE AND MERIDIAN, IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA.

adkan
ENGINEERS

MARCH 2021

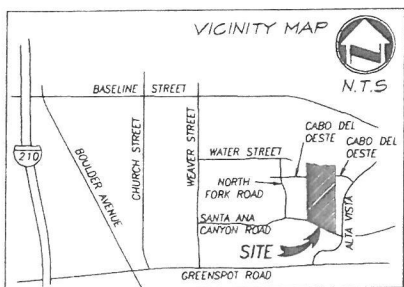
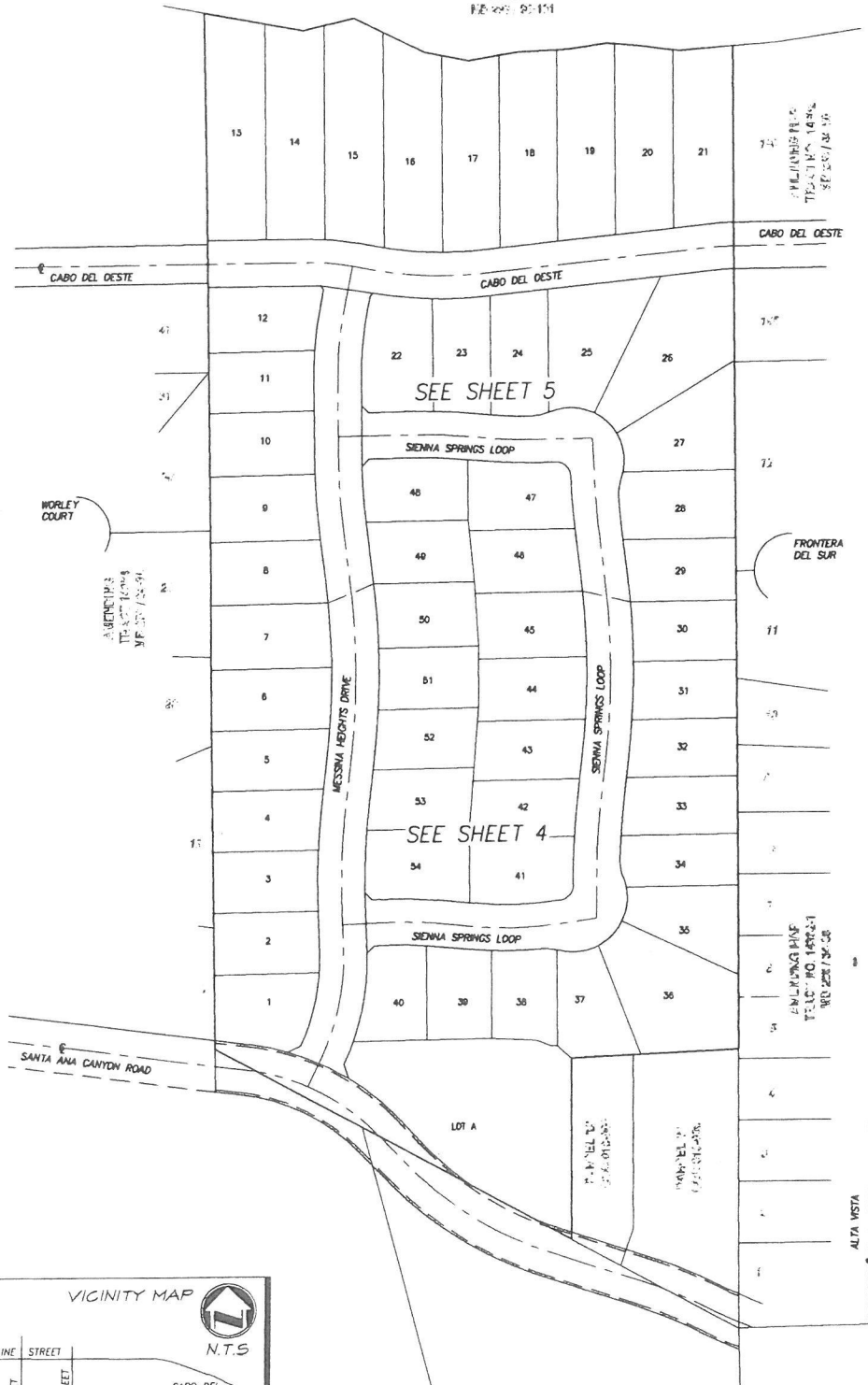


GRAPHIC SCALE



(IN FEET)
1 inch = 100 ft.

ENTIRE
TRACT NO.
P.E. NO. 92-154



NOTE

SEE SHEET 2 FOR BASIS OF BEARINGS, SURVEYOR'S, AND EASEMENT NOTES.

RESOLUTION NO. 2022 - _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, APPROVING THE FINAL MAP AND SUBDIVISION AGREEMENT,
AND ACCEPTING THE SUBDIVISION BONDS FOR TRACT NO. 20142
(Beazer Homes)**

WHEREAS, Tentative Tract No. 20142 has previously been filed with the City of Highland;

WHEREAS, all of the conditions for final map approval for Tract No. 20142 have been met by the subdivider;

NOW, THEREFORE, be it resolved by the City Council of the City of Highland that the City Council approve the Final Map of Tract No. 20142, accept the Faithful Performance, Labor and Materials, and Warranty Bonds for grading, street and storm drain, and community facility maintenance district improvements.

The bonds submitted by KL BZR AIV, LLC (Beazer Homes), which are to be accepted with this final map, are Faithful Performance, Labor and Materials, and Warranty bonds for the following:

<u>Improvement</u>	<u>Faithful Performance</u>	<u>Labor and Materials</u>	<u>Warranty</u>	<u>Bond Number</u>
Grading	\$339,500	N/A	N/A	K40569820
Street and Storm Drain	\$1,784,500	\$892,250	\$446,125	0249035

BE IT FURTHER RESOLVED that the Mayor be authorized to execute the Standard Subdivision Agreement on behalf of the City.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2022.

Larry McCallon
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Jay Tuttle IV, Assistant Engineer *JT*

SUBJECT: Easement Acceptance/Zavala (7568 Newcomb Street)

RECOMMENDATION: That the City Council (1) accept Grant of Easement for Road and Drainage purposes from Zavala Brothers, Inc., and (2) direct the City Clerk to record the Grant of Easement.

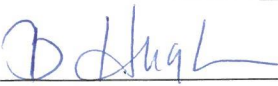
FISCAL IMPACT: None

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

BACKGROUND: The Conditions of Approval for a new single-family residence project, (DRA-021-011) located at 7568 Newcomb Street, requires dedication of additional public Right-of-Way to the City, via Grant-of-Easement as follows: 5' of additional Right-of-Way, from 25' to 30' from street centerline, across the project frontage on the west side of Newcomb Street to accommodate the construction of future street pavement, curb & gutter, drive approach and sidewalk. The Road and Drainage Grant of Easement from the property owner, Macario Zavala (Zavala Brothers, Inc.), is ready for City Council acceptance.

Attachments: (1) Vicinity Map
(2) Assessor's Parcel Map
(3) Grant of Easement Deed
(4) Right-of-Way Dedication Legal Description & Plat

L:\03017305600\3056 11 7568 Newcomb St ROW Ded staff report.doc

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



VICINITY MAP

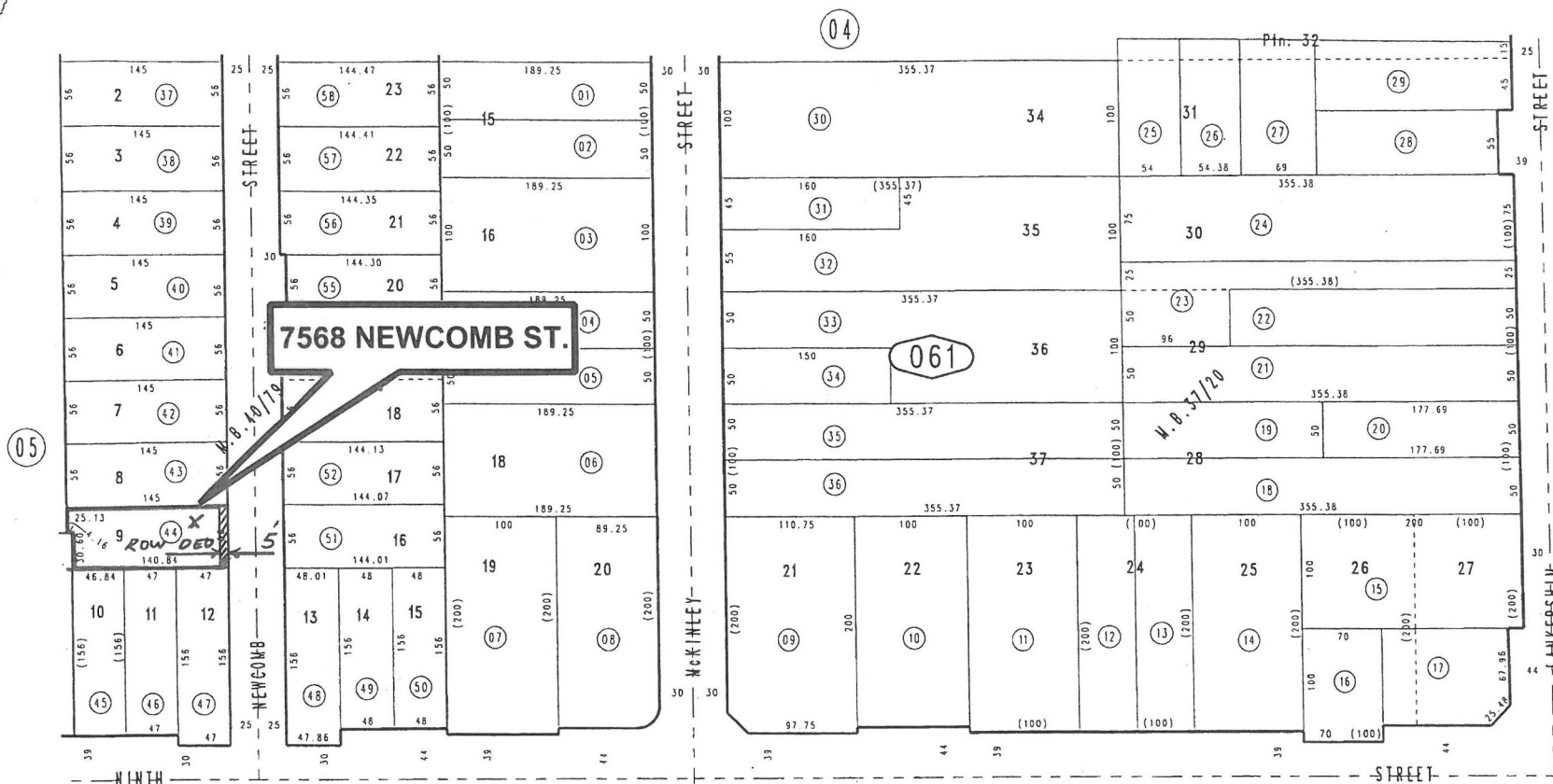
THIS MAP IS FOR THE PURPOSE
OF AD VALOREM TAXATION ONLY.



Ptn. McKinley Tract, No. 2614, M.B. 37/20

City of Highland
Tax Rate Area
18045,18142

1192 - 06



A.P. MAP

MAY 1997

Ptn. Tract No. 3001, M.B. 40/79

Ptn. N.W.1/4, Sec. 6
T.1S., R.3W.

Assessor's Map
Book 1192 Page 06
San Bernardino County

REVISED
04/06/09 KA

RECORDING REQUESTED BY:
LISA DEL RIO

WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346

No fee per GC 6103

Document Transfer Tax: \$0

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN: 1192-611-01

**GRANT OF EASEMENT
(ROAD AND DRAINAGE)**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, ZAVALA BROTHERS, INC.,

Hereby GRANT(S) to the City of Highland, a Municipal Corporation, an easement for roads, drainage, and public utility purposes upon, under, over, and across the real property in the City of Highland, County of San Bernardino, State of California, described as:

SEE EXHIBITS "A" AND "B" ATTACHED HERETO AND MADE A PART HEREOF

DATED: 10/06/2022

Macario Zavala
Macario Zavala, President

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

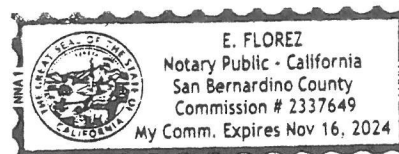
STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

On October 6, 2022, before me, E. Florez, Notary Public,
personally appeared MACARIO ZAVALA,
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.

Signature E. Florez



(This Area for Official Notary Seal)

EXHIBIT "A"
LEGAL DESCRIPTION
RIGHT OF WAY DEDICATION
APN: 1192-061-44

THE EASTERLY 5.00 FEET OF LOT 9 OF TRACT No. 3001, IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 40, PAGE 79 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

ASSESSOR'S PARCEL NUMBER: 1192-061-44

ROAD DEDICATION CONTAINS 280 SQUARE FEET, MORE OR LESS.

SEE EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

PREPARED UNDER MY SUPERVISION:

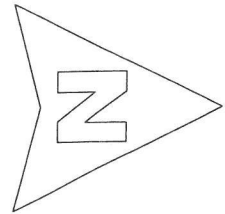


LEO A. AGUILERA, R.C.E. C-31397 DATE 09/23/2022
(951) 943-6042



EXHIBIT "B"

RIGHT OF WAY DEDICATION

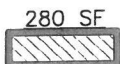


SCALE: 1"=30'



LEGEND:

R.O.W.
DEDICATION.



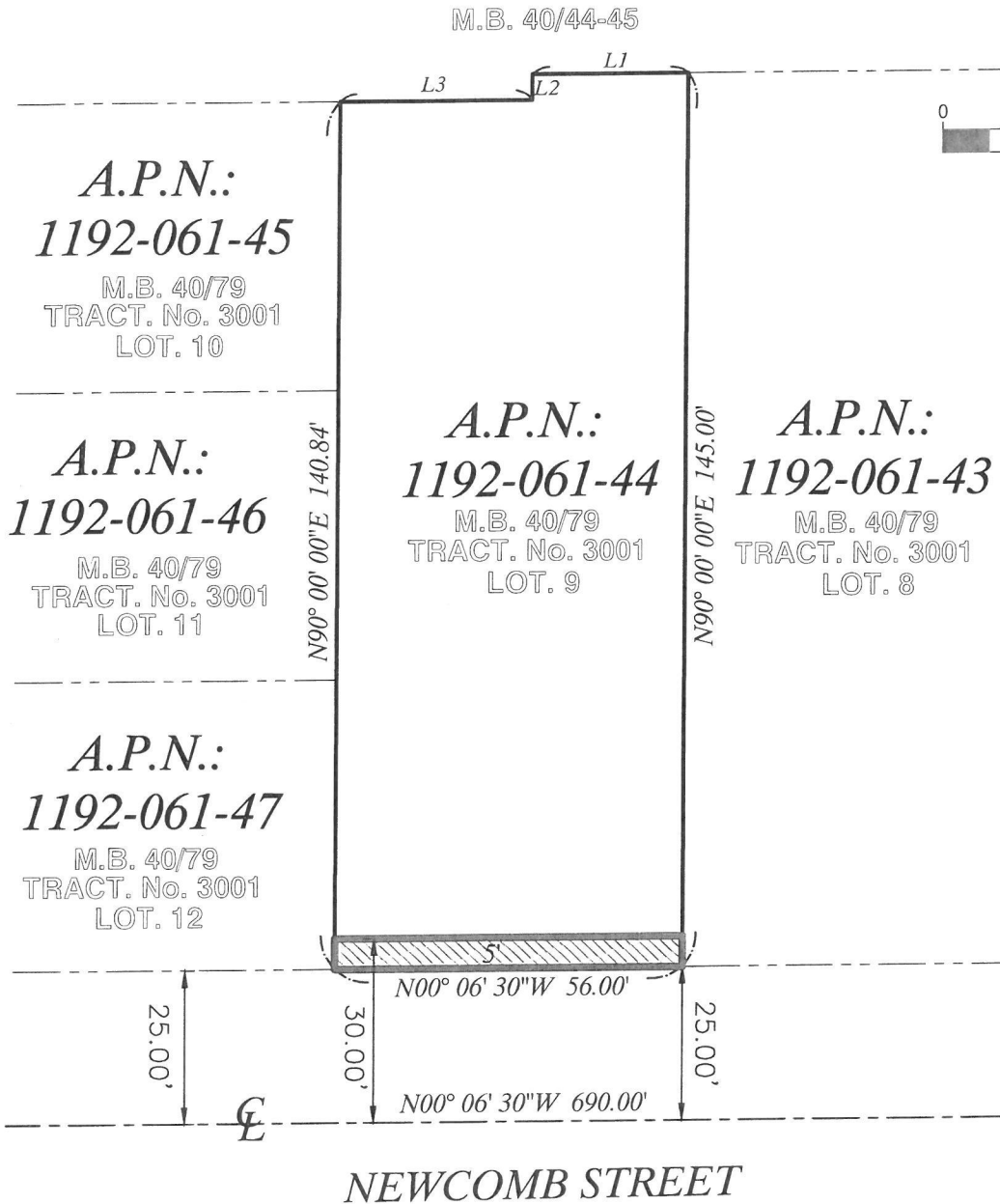
PROPERTY LINE



INDICATES DATA PER
MB40/79

LINE AND BEARING DATA:

L1 N00°06'30"W 25.10'
L2 N90°00'00"E 4.16'
L3 N00°06'30"W 30.90'



PROPERTY OWNER:

ZAVALA BROTHERS INC

ASSESSOR'S PARCELS NUMBER

1192-061-44

TITLE: ROAD DEDICATION

DATE OF PREPARATION: 08/09/2022

MAP PREPARED BY:

CIVIL ENGINEERING DIVISION
322 W. ORANGE SHOW LANE.
SAN BERNARDINO, CA. 92408
TEL: (909) 388-7200 FAX: (909) 388-2100

Leo A. Aguilera
LEO A. AGUILERA, R.C.E. C-31397 EX.

(909) 388-7200



09/23/2022

DATE



STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph Hughes, City Manager

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

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

SUBJECT: Application for CalRecycle Rubberized Pavement Program Grant Funds

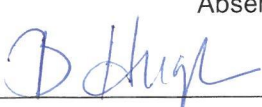
RECOMMENDATION: That the City Council adopt Resolution No. 2022- ____ authorizing the submittal of a joint regional application with the County of San Bernardino (County) for the CalRecycle Rubberized Pavement Program.

FISCAL IMPACT: If the regional application between the County and City is approved, the CalRecycle program will provide approximately \$100,000 to the City and \$250,000 to the County for the use of rubberized asphalt in the proposed street rehabilitation 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 October 11, 2022, the City Council approved an Agreement between the County and City for Pavement rehabilitation of Pumalo Street and other Road, City Project No. str22001. The Agreement includes 9 roadway segments of pavement rehabilitation within the jurisdictions of Highland (1) and County (8). The roadway segment list is shown on Exhibit A in the Agreement which is attached. The Agreement also states that the County agrees 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 State of California Department of Resources, Recycling and Recovery (CalRecycle) rubberized pavement grant regional application.

CalRecycle has an incentive program to promote the use of rubberized asphalt. The City has partnered with the County in the preparation of a regional application of CalRecycle funds in the amount of \$350,000 under the Rubberized Pavement Grant Program.

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

Relative to this regional application and the implementation of the grant projects, the County is the lead agency, and the City is the partnering agency. The City is required to provide an executed resolution to CalRecycle by November 9th to participate in the regional application.

This regional application with the County offers the following advantages over an individual application that contains only City of Highland projects:

1. The grant reimburses \$10 per ton of rubberized asphalt used in a regional project. If Highland were to submit an individual application, the reimbursement amount would be reduced to \$7 per ton.
2. A regional application will not count against the applicant's future applications under the same grant program. If Highland were to submit an individual application this year, the City will not be eligible to apply for funding under the same program next year because individual applications are only permitted every other year.
3. Regional applications receive priority consideration over individual applications in the grant funding competitive selection process.

The attached resolution authorizes the County of San Bernardino to submit regional applications for state funds under the CalRecycle Rubberized Pavement Program, to execute grant-related documents, and to implement the grant projects on behalf of the City and the partnering agencies through April 1, 2025.

Attachments: Resolution
Project Location Map
Exhibit A - Project List
CalRecycle Application

RESOLUTION NO. 2022- _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND AUTHORIZING
THE COUNTY OF SAN BERNARDINO SUBMITTAL OF A REGIONAL APPLICATION
FOR CALRECYCLE RUBBERIZED PAVEMENT PROGRAM GRANT FUNDS
ON BEHALF OF THE COUNTY OF SAN BERNARDINO AS LEAD AGENCY AND
THE CITY OF HIGHLAND AS ONE OF THE PARTICIPATING AGENCIES**

WHEREAS, pursuant to Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, CalRecycle allows regional grant projects; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants; and

NOW, THEREFORE, BE IT RESOLVED that the City of Highland authorizes the County of San Bernardino to submit a CalRecycle regional application on behalf of itself as a regional participant; and

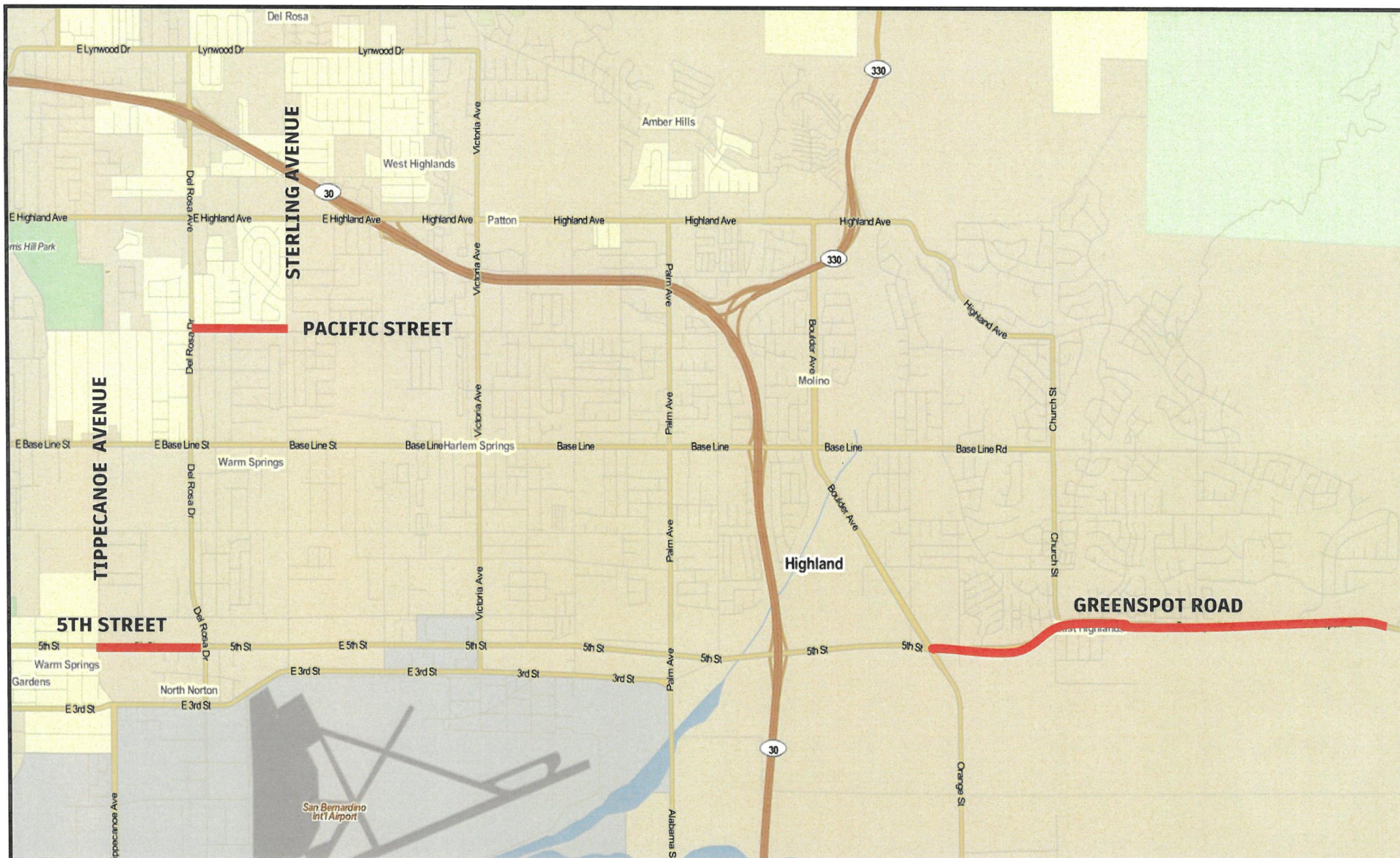
BE IT FURTHER RESOLVED that the County of San Bernardino is hereby authorized and empowered to execute on behalf of the City of Highland all grant-related documents, including, but not limited to, applications, payment requests, agreements, and amendments necessary to secure grant funds and to implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective from the date of adoption of this resolution through April 1, 2025.

PASSED, APPROVED AND ADOPTED this 8th day of November, 2022.

Larry McCallon, Mayor

Betty Hughes, MMC
City Clerk



PROJECT LOCATION MAP

CALRECYCLE GRANT 2022-2023

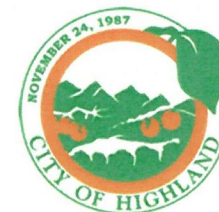


EXHIBIT A

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



Application

Generated By: Steven Sablan

Application Information**Applicant:** San Bernardino County**Cycle Name:** Rubberized Pavement Grant Program**Cycle Code:** TRP15**Grant ID:** 25872**Application Due Date:** 10/12/2022**Secondary Due Date:** 11/9/2022**Grant Funds Requested:** \$350,000.00**Matching Funds:** \$0.00 (if applicable)**Awarded Funds:** \$0.00

Project Summary: The County will act as the lead agency for the San Bernardino County/City of Highland Regional Project Rubberized Asphalt Concrete (RAC) project, partnering with the City of Highland as a regional participant. The County and City are applying for CalRecycle regional grant funding in the amount of \$350,000 to fund the use of rubberized asphalt concrete as part of a larger pavement improvement proposal which will include the following subprojects:

- Pumalo Street and Other Roads
- Arden Street and Other Roads
- Reche Canyon Road and Other Roads
- Third Street and Other Roads
- Alta Loma Driver and Other Roads

This larger project encompasses 103 road segments, totaling 42.05 roadway miles and also updates 127 Americans with Disabilities (ADA) curb ramps. The project will utilize 62,104 tons of RAC hot-mix material at a cost of \$434,728. The County intends to use 61,306 tons of material and 798 tons will be used by the City. The Project is in the planning phase, with construction anticipated to commence in the fall of 2024 and project termination upon completion of the Project, or by May 30, 2027, whichever occurs first. Should the grant be awarded funding for the project, the amount awarded will be used to offset both parties share of project costs.

Applicant/Participant**Name:** City of Highland**Federal Tax ID:****County:** San Bernardino**Name:** San Bernardino County**Federal Tax ID:** 95-6002748**County:** San Bernardino**Lead:****Jurisdiction:** Highland**Lead:** X**Jurisdiction:** San Bernardino**Contacts**

		Prime	Second	Auth	Cnst
Steven Sablan Department of Public Works 825 East Third Street San Bernardino, CA 92410	Title: Transportation Analyst Phone: 9093878172 Fax: 9093877847 Email: steven.sablan@dpw.sbcounty.gov		X		
Stephen Martinez Public Works 825 East Third Street Room #143 San Bernardino, CA 92407	Title: Supervising Transportation Analyst Phone: 9093878169 Fax: 9093877847 Email: smartinez@dpw.sbcounty.gov	X			
Brendon Biggs 825 East Third Street San Bernardino, CA 92407	Title: Director Phone: 9093877906 Fax: 9093877847 Email: bbiggs@dpw.sbcounty.gov			X	
Noel Castillo 825 East Third Street San Bernardino, CA 92410	Title: Assistant Director Phone: 9093877906 Fax: 9093877847 Email: noel.castillo@dpw.sbcounty.gov			X	

<https://secure.calrecycle.ca.gov/Grants/Grant/Grant.aspx?GrantID=25872>

Date Generated: September 23, 2022 3:54 PM

Page 1 of 3

Budget

Category Name	Amount
Materials	\$350,000.00

No Site Information Provided

Documents**Document Title****Received Date****Required**

Application Certification

Project Summary & Calculation

TDA Training Certificate of Completion

San Bernardino County/City of Highland Regional Project Summary and Calculation

TDA TRAINING CERTIFICATE OF COMPLETION

9/23/2022

9/21/2022

Required By Secondary Due Date

Resolution/Letter of Commitment

Other Supporting Document(s)

Draft Resolution

Inducement for Furthering Specific CalRecycle and Environmental Goals

Joint Powers Agreement

Letter of Authorization/Resolution

Letter of Designation

Resolution

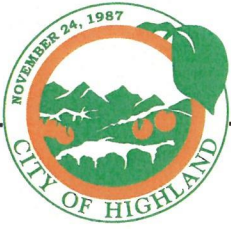
Check the following, as applicable. See Application Guidelines and Instructions for more information and examples.

- X Applicant acknowledges that a Resolution is uploaded in the application. The Resolution must be approved by its governing body, which authorizes submittal of the application and designates a signature authority. If applicable, applicant has uploaded a Letter of Designation (LOD) designating an additional signature authority(ies).

EPPP

Does your organization and any participants have an Environmentally Preferable Purchasing and Practices (EPPP) Policy?

- X Yes, our organization and any participants have an EPPP Policy. Organization refers to a company, business, or the entire city or county applicant, not an individual office or sub-unit of the larger entity.



STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager

SUBJECT: Contract Award – Storm Drain Cleaning

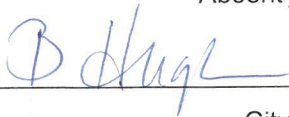
RECOMMENDATION: That the City Council award a contract to Houston Harris PCS, Inc. to perform storm drain cleaning services on a time and materials basis as directed by the City of Highland.

FISCAL IMPACT: The cost for storm drain cleaning, at a not-to-exceed fee of \$51,935, will be paid for using City RDA 2007 Bond Proceeds.

PUBLIC NOTICE: Notices of the City Council agenda were posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: In 2013, a 72" storm drain was constructed in Greenspot Road/5th Street from east of SR-210 with the intent to discharge via connection to City Creek near an existing catch basin. However, because clearances and permits were not secured from San Bernardino County at the time, construction was terminated near the south curb of 5th Street. The connection to City Creek was never completed. Project No. str07004a will complete the 72" storm drain from its current termination point to a connection and outlet into City Creek.

With the environmental permitting process with the various resource agencies anticipated to be completed in the first quarter of 2023, and in preparation for the project that will complete the final tie in at City Creek, the 72" storm drain must be cleared of all debris and dirt that has accumulated in the bulkheaded storm drain. Houston Harris PCS, Inc. was selected to perform this work based on their experience with similar work that has been satisfactorily completed. City staff negotiated time and material rates because the extent of the cleaning is unknown. The scope of work to perform the cleaning of the pipe includes use of confined space equipment, Water Truck, Vacuum truck, skilled labor, and traffic control on 5th Street.

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

Following are the negotiated unit prices inclusive of prevailing rates with Houston Harris PCS, Inc.:

Traffic Control: \$772.50 per day (includes flag man)
Cleaner/Vac Truck: \$1,925 per day (2-man crew)
Water Truck with Operator: \$1,150 per day
Confined Space Equipment/ Safety Rope: \$600 per day
Air Pack & Mask with 2 bottles (60 minutes each bottle): \$596
Small Tools & Equipment: \$150 per day

The cost per day for the cleaning is \$5,193.50. City staff anticipates it will take approximately 10 days to complete the work. It is recommended that a contract with Houston Harris PCS, Inc. at not-to-exceed fee of \$51,935 be approved.

Attachments: Vicinity Map



Source: ESRI Aerial Imagery.



Michael Brandman Associates

07060015 • 02/2014 | 3_local_aerial.mxd



Local Vicinity Map Aerial Base

5TH STREET • GREENSPOT ROAD IMPROVEMENT PROJECT
HABITAT CONSERVATION PLAN



STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager

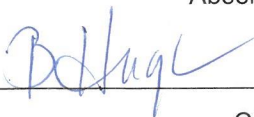
SUBJECT: Madvac LP-61 Trailer Mounted Trash/Debris Vacuum System

RECOMMENDATION: That the City Council (1) waive formal contract procedures per Municipal Code Section 2.40.100, (2) authorize the use of a "piggyback" contract through Sourcewell Contract No.93021-EXP between Sourcewell and Exprolink-Madvac, (3) approve Resolution 2022-___ for purchase of a Madvac LP61-G in the amount of \$30,202, and (4) approve a budget adjustment to transfer \$30,205 from 001-4200-4665 (Public Services-Contract Services Storm Drain) to 001-4200-6040 (Public Services-Equipment).

FISCAL IMPACT: This equipment purchase, in the amount of \$30,202, is being funded from current Public Services Storm Drain Funds.

PUBLIC NOTICE: Notices of the City Council agenda were posted at the three locations per Resolution No. 2011-047 and on the city's website.

BACKGROUND: This equipment will be used by Public Works to aid in cleaning of storm drain catch basins as well as general right of way clean up to comply with the new Zero Trash Total Maximum Daily Load Amendments that apply to all permittees under the NPDES municipal separate storm sewer systems (MS4) permits. It is compact and easy to use. Through a competitive bid process, Exprolink/Madvac manufacturer was awarded a contract by Sourcewell. As a member of Sourcewell, the City of Highland can take advantage of the competitive pricing and quality product through Sourcewell contract #93021-EXP. By utilizing the Sourcewell contract, the City is receiving a discount of \$5,595.00 off of the retail purchase price.

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

The contract price with Exprolink is summarized as follows:

1. LP61-G Gasoline Skid	\$25,775
2. Options – Trailer, spare wheel, hose extension & bags	5,375
3. Extended Warranty – 3 years/3,000 hours	2,475
4. Sale Tax	2,172
5. Sourcewell Discount	<u>(5,595)</u>
	\$30,202

Attachments:

1. LP61-G Photo
2. Exprolink Dealer Letter
3. Exprolink Quote
4. Resolution



RESOLUTION NO. 2022-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND FINDING THAT IT IS NECESSARY TO PROCURE ONE (1)-MADVAC LP-61-G PORTABLE LITTER VACUUM FOR THE HIGHLAND PUBLIC WORKS DEPARTMENT FROM A SINGLE SOURCE, AS AUTHORIZED BY THE HIGHLAND MUNICIPAL CODE § 2.40.070

A. Recitals.

(i) The City intends to comply with the WQMP standards being established by the Water Quality Control Board for the State of California by routine trash collection and removal in City Storm Water Catch Basins.

(ii) The City feels it is necessary to acquire this equipment to maximize staff time in its effort to comply with the new WQMP storm drain trash capture and removal requirements that will be phased in over the next 4 to 5 years. This equipment can also be used for general litter removal.

(iii) Highland Municipal Code § 2.40.070 allows the bidding to be dispensed of when the commodity can be obtained from only one vendor.

(iv) All legal prerequisites to the adoption of this Resolution have occurred.

B. Resolution.

NOW, THEREFORE, THE CITY COUNCIL HEREBY FINDS, DECLARES AND RESOLVES AS FOLLOWS:

1. The facts set forth in the Recitals are true and correct and are incorporated by reference as part of this Resolution.

2. In order to implement WQMP Storm Drain Trash Capture and Removal, the City Council hereby finds that it is necessary to specify the "MADVAC/Exprolink LP61-G Portable Litter Vacuum System, including all equipment and materials comprising that system, to be purchased through Sourcwell Contract Number 093021-EXP.

3. The City Council further finds that the finding and determination set forth in Section 2, above, is authorized by the Highland Municipal Code § 2.40.070.

4. The City Clerk shall certify to the adoption of this Resolution.

APPROVED and ADOPTED this 8th day of November, 2022.

Larry McCallon, Mayor

I, Betty Hughes, City Clerk of the City of Highland, California, do hereby certify that the foregoing Resolution was passed and adopted at a regular meeting of the City Council of the City of Highland held on the 8th day of November, 2022, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAINED: COUNCILMEMBERS:

ATTEST: _____
Betty Hughes, City Clerk



Wednesday October 19, 2022

TO WHOM IT MAY CONCERN

We hereby certify that:

Haaker Equipment Co | Total Clean

Corporate Headquarters
2070 North White Avenue
La Verne, CA 91750
Tel: 909-598-2706

We hereby confirm that Haaker Equipment Co | Total Clean is an authorized distributor of the complete line of Exprolink/Madvac products as well as all spare parts within the State of California, Arizona, and Nevada.

In the above-mentioned capacity, Haaker Equipment Co | Total Clean has the authority to: quote, accept orders for our equipment including parts, provide start-up, warranty and after sales service.

Please note we are a Sourcewell awarded contract vendor #122017-EXP. Haaker Equipment Co | Total Clean is entirely permitted to sell our equipment using this contract.

All courtesy and consideration extended to Haaker Equipment Co | Total Clean in the above capacity is greatly appreciated.

This certification is valid until further notice from Haaker Equipment Co | Total Clean and/or Exprolink/Madvac.

Should you require any additional information please do not hesitate to contact me.

Sincerely yours,

George Bally
Marketing Manager – USA / Canada
Exprolink/Madvac
2170 de la Province
Longueuil, Quebec, J4G 1R7
450-651-0444
gbally@exprolink.com
www.madvac.com



MADVAC LP61-G PORTABLE LITTER VACUUM

www.madvac.com



Date: 10/19/2022

Payment term: Net 30

SOURCEWELL QUOTE

CUSTOMER	City of Highland	Jim Richardson
	27215 Base Line Rd	jrichardson@cityofhighland.org
	Highland, Ca 92346	909-863-0284
	Sourcewell Member ID#: 97402	

Part #	Description	Unit Price	Quantity	Extended Price
Base Model				
LP61-G	LP61 Gasoline Skid Includes the following standard features: * 360° rotating vacuum hose support boom * Exhaust bag dust control system * Emergency stop button * Standard 25 ft. (7620 mm) vacuum hose	\$ 25,775	1	\$ 25,775
Available Options				
K61T	Trailer conversion kit	\$ 2,850	1	\$ 2,850
K63087	Spare wheel mounted on trailer	\$ 630	1	\$ 630
K13063	Additional 8 in. (203 mm) diameter X 25 ft (7620 mm) hose extension	\$ 770	1	\$ 770
63271	Litter collector bags (100 bags)	\$ 375	3	\$ 1,125
Extended Warranty Options				
	Exprolink Inc. offers a 1-year (1000 hours) limited parts & labor WARRANTY	N/C	1	N/C
WS61-3	Extended warranty coverage: 2 additional years (3-year / 3000 hours)	\$ 2,475	1	\$ 2,475

Sub Total	\$ 33,625
Sourcewell Discount	\$ (5,595.00)
7.75% Sales Tax	\$ 2,172
Total USD	\$ 30,202

Subject to all applicable taxes

Terms and Conditions

- Quota valid 30 days
 - Lead time: 4-5 months once purchase order has been received
 - Applicable taxes not included
 - Upon delivery, on-site operator and maintenance training provided by Exprolink / Madvac or authorized Madvac dealer
- Sourcewell members:**
- Freight is included with the exception of Hawaii and Alaska
 - For Hawaii and Alaska, Exprolink will cover \$1500 freight amount per machine, the rest will be paid by Sourcewell member (freight cost quoted upon shipment)
 - Freight will be charged to all Sourcewell members for any consumables/parts-only orders
- Non-Sourcewell sales:**
- Freight is not included and will be quoted upon shipment

Special Instructions

- Purchase order to the attention of
- Haaker/Total Clean
2070 N White Ave
La Verne, Ca 91750
Alfred Pappas
951-830-7281
alfred.pappas@haaker.com

* Please indicate on your purchase order:
Complete bill-to and ship-to address with contact name and phone number
Specify if ship-to address has a loading dock (or unit) for delivery (*important)
Sourcewell member number (if applicable) Your member # is XXXXXX
Exprolink / Madvac Sourcewell contract number 093021-EXP (if applicable)
Please provide Madvac quote name or number as applicable



STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Angela Tafolla, Assistant Planner *AT*

SUBJECT: Second Reading of Municipal Code Amendment 21-001: Ordinance No. 456 of the City of Highland 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 pertaining to vehicle fueling stations and making a finding of exemption under CEQA, and First Reading of an Ordinance repealing Ordinance Nos. 449, 450 and 454 which imposed a moratorium on vehicle fueling station uses.

LOCATION: City-Wide

RECOMMENDATION: The City Council (1) conduct a second reading, read by title only, and waive further reading of Ordinance No. 456 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 Pertaining to Vehicle Service Stations and Making a Finding of Exemption Under CEQA, and (2) conduct a first reading, read by title only, and waive further reading of an Ordinance repealing Ordinance Nos. 449, 450 and 454 which imposed a moratorium on vehicle fueling station uses.

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

PUBLIC NOTICE: A summary of Ordinance No. 456 was published in the San Bernardino Sun in compliance with Government Code section 36933. The ordinance repealing the moratorium was published in full in the San Bernardino Sun.

PREVIOUS ACTION: 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.

On October 8, 2022, the City Council held a public hearing and introduced an ordinance that establishes standards and regulates vehicle fueling stations. The Council provided direction to make some minor modifications to the ordinance which are reflected in Ordinance No. 456 that is attached.

Staff recommends that the City Council adopt Ordinance No. 456. Staff also recommends that the City Council conduct a first reading of an ordinance repealing the moratorium on the processing entitlements of new vehicle fueling station applications as this moratorium is no longer needed once Ordinance No. 456 goes into effect.

Attachment 1: Ordinance No. 456

Attachment 2: Ordinance No. ____

ATTACHMENT 1
Ordinance No. 456

ORDINANCE NO. 456

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 City Council did hold a public hearing at the Highland City Hall Council Chambers in Highland, California, on October 11, 2022, at 6:00 P.M. with a second reading held on November 8, 2022, and notice of said public hearing(s) 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 Amendment, and investigate and make findings and recommendations in connection herewith;

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 vehicle fueling station uses.

SECTION 2. 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 fuel and alternative fuel for automobiles, light trucks, heavy trucks, recreational vehicles (RV) and semi-trucks.”

SECTION 3. 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:

“Vehicle fueling stations.”

“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. Uses associated with 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 vehicle fueling stations.

B. Applicability. All 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 vehicle fueling stations and to all existing 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.
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.
4. Fueling Pumps. Fueling pumps shall be located no closer than 20 feet from any property line.

5. Canopies.

- 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.

6. Walls. 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.

7. Paving. The site shall be entirely paved, except for buildings and landscaping. Decorative stamped concrete or pavers shall be installed at each driveway.

8. Landscaping. The 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 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.

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 fueling pumps do not impede access to vehicles entering and exiting the charging station.

10. Air and Water. Each vehicle fueling station shall provide air and water to customers at a convenient location during hours when fuel is dispensed.

11. Restrooms. Each vehicle fueling station shall provide a public restroom which is accessible to the general public and physically disabled during all hours the vehicle fueling station is open to the public.

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.

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.

14. No outdoor vending machines. Coin-operated vending machines on the exterior of the building are prohibited.

15. Location of Activities. All retail-related activities and operations shall be conducted entirely within an enclosed building, except as follows:

a. The dispensing of fueling products, water, and air from pump islands.

b. Replacement 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.

16. Refuse Storage and Disposal. Trash areas shall be provided in compliance with City standards.

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 on site.

17. Equipment Rental. Rental of equipment such as trailers and trucks is prohibited.

18. Operation of Facilities.

a. The 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. Vehicle fueling station hours of operation shall be as approved by the conditional use permit.

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 Vehicle Fueling Stations.

1. Where 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 fueling 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 fuel has been received and operation of the station will commence within 30 days of the date of written correspondence.

3. Resumption of 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. 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 Vehicle fueling Stations. The conversion of vehicle fueling station structures and sites to another use may require upgrading and remodeling including but not limited to removal of all fueling 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 4. 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:

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
2. Adult entertainment (subject to Chapter 16.72 HMC)	SR	■	SR	■

Use	CG	NC	PC	VC
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	■
34. Check cashing	C	■	■	■

Use	CG	NC	PC	VC
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	■
63. Home improvement (outdoor)	C	■	SR	■

Use	CG	NC	PC	VC
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
92. Recycling collection facilities: reverse vending machines, small collection facilities (refer to HMC 16.44.170)	SR	SR	■	■

Use	CG	NC	PC	VC
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. Sporting goods stores	SR	SR	SR	SR
100. Shoe stores (sales)	SR	SR	SR	SR
101. Stamp and coin shops	SR	SR	SR	SR
102. Stationery stores	SR	SR	SR	SR
103. Statue shops	SR	■	SR	SR
104. Sign painting shops within completely enclosed buildings	C	■	SR	SR
105. Surveying services	SR	■	SR	SR
106. Swimming pool supplies	SR	■	SR	SR
107. Swimming pool sales/service, outdoor display	SR	■	■	■
108. Telegraph offices	C	■	■	■
109. Tailor shops	SR	SR	SR	SR
110. Taxidermists (no processing)	SR	■	SR	SR
111. Television (radio sales and repair)	SR	SR	SR	SR
112. Theaters, including both motion picture and live performing arts (excludes open air)	C	■	C	C
113. Tire sales and service	SR	■	SR	■
114. Toy stores	SR	SR	SR	SR
115. Transportation facilities	C	C	C	C
116. Travel agencies	SR	SR	SR	SR
117. Trophy store	SR	SR	SR	SR
118. Upholstering shops (automotive)	SR	■	SR	■
119. Variety stores	SR	SR	SR	SR
120. Vehicle fueling stations (automotive, without convenience sales)	C	C	C	C

Use	CG	NC	PC	VC
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
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

Use	CG	NC	PC	VC
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 5. 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:

“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 “SR” appears in the column beneath employment zone designations, the corresponding land use or activity may be permitted subject to the approval of a 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

SR Permitted Subject to approval of a 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	SR	■
	2. Bottling plants	C	SR	■
	3. Carpenter and cabinet shops	SR	SR	■
	4. Cement products manufacturing	C	SR	■
	5. Citrus products manufacturing, including frozen foods	■	SR	■
	6. Electronics: electrical and related parts; electrical appliances, motors, and devices; radio, television, and phonograph		SR	■
	7. Furniture upholstery	SR	SR	■
	8. Instruments: electronic and precision; medical and dental; timing and measuring	SR	SR	■
	9. Laboratories: chemical, dental, electrical, optical, mechanical, and medical	SR	SR	■
	10. Manufacture and maintenance of electrical and other signs	SR	SR	■

Uses	BP	I	OP
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	SR	■
12. Office and related machinery: audio machinery; computers, electrical and manual; visual machinery	SR	SR	SR
13. Packing houses	■	SR	■
14. Pharmaceuticals: cosmetics, Drugs, perfumes, toiletries, and soap (not including refining or rendering of fats or oils)	SR	SR	■
15. Rubber and metal stamp manufacturing	C	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	SR	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	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)	SR	SR	■
4. Recreational vehicle storage (screening of outdoor storage required)	C	SR	■
5. Vehicle storage/towing services	C	SR	■
6. Vehicle wrecking and storage	■	C	■
7. Mini storage	C	SR	■
C. Commercial uses and services			
1. Adult entertainment (subject to Chapter 16.72 HMC)	SR	SR	■
2. Ambulance services	SR	SR	■
3. Appliance repair	SR	SR	■
4. Art galleries	SR	■	SR
5. Art studio	SR	SR	■

Uses	BP	I	OP
6. Art supply shops	SR	■	■
7. Athletic and health clubs (indoor)	SR	SR	C
8. Auction house	C	SR	■
9. Automotive fleet storage	C	SR	■
10. Automotive rental agencies	SR	SR	■
11. Automotive and light truck repair (minor)	SR	SR	■
12. Automotive and light truck repair (major)	■	SR	■
13. Bakery shops	SR	■	■
14. Banks, savings and loans, credit unions	SR	■	SR
15. Barber and beauty colleges	SR	■	SR
16. Blueprinting and photocopying	SR	SR	SR
17. Boat and camper repairs	C	SR	■
18. Car wash	SR	■	■
19. Cleaning and pressing establishments	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	SR	■
24. Emergency shelters – 25 persons or less (excludes transitional housing and permanent support type housing facilities) (refer to HMC 16.44.270)	SR	■	■
25. Florist shop	SR	■	SR
26. Furniture stores (repair and upholstery)	C	SR	■
27. Glass shops and glass studio	SR	SR	■
28. Hotels and motels	C	■	C
29. Janitorial services and supplies	SR	SR	C
30. Insurance services	SR	■	SR
31. Kennel and catteries	C	C	■
32. Laundry pickup and delivery services	SR	SR	■
33. Locksmith shops	SR	SR	■
34. Lumber and buildings material yards	C	SR	■
35. Massage establishments	C	■ ¹	■ ¹

Uses	BP	I	OP
36. Newspaper and magazine shops (printing and publishing)	C	SR	SR
37. Office and business machine (service and repair)	SR	■	C
38. Commercial parking facilities	C	■	C
39. Political or philanthropic headquarters	SR	■	SR
40. Printing and copy shops	SR	SR	SR
41. Plumbing shops and supplies	SR	SR	■
42. Real estate services	SR	■	SR
43. Recycling facilities: large collection facilities and processing facilities (refer to HMC 16.44.170)	■	SR	■
44. Restaurants (including Drive-through)	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	SR	■	SR
46. Sign painting shops	SR	SR	■
47. Stationery stores	SR	■	SR
48. Statue shop	SR	■	■
49. Surveying services	SR	■	SR
50. Swimming pool and spa sales	SR	■	■
51. Swimming pool supply and cleaning services	SR	SR	■
52. Tailor shops	SR	■	SR
53. Taxidermist	SR	SR	■
54. Travel agencies	SR	■	SR
55. Truck wash	■	SR	■
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	SR	SR	■
60. Veterinary offices and animal hospitals, excluding exterior kennels, pens or runs	C	■	C
61. Weight reduction center	SR	■	SR

Uses	BP	I	OP
62. Wireless telecommunication facility			
a. Major	C	C	C
b. Minor	SR	SR	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	SR	SR	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)	SR	SR	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	SR	SR	SR
5. Day nurseries, nursery schools, and child care facilities, per state law	C	■	C
6. Postal services	SR	SR	SR
7. Public administration buildings and civic center	SR	SR	SR
8. Public utility services offices	SR	■	SR
F. Office and related uses			
1. Administrative and executive offices (incidental to primary use)	SR	SR	SR
2. Clerical and professional offices (incidental to primary use)	SR	SR	SR
3. Financial/mortgage services and institutions	SR	SR	SR
4. Medical, dental and related health services for humans, including laboratories, clinics, and the sale of articles clearly incidental to the services provided	SR	■	SR
5. Prescription pharmacies when located within a building containing the offices of medical practitioners	SR	■	SR
G. Temporary uses			
1. Temporary uses as prescribed in HMC 16.08.120	SR	SR	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 6. 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:

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

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)				tandem. Up to 50 percent of visitor parking may be provided on private driveways if the driveway 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 driveway may be designated for visitor parking.
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

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
b. Guest Parking ⁷	0.5 space per unit	50%	None	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. 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 bedroom: 1.5 per unit	None	None	⁸ Minimum of 1 parking space shall be covered within a garage or carport.
	2 bedrooms: 1.9 per unit	None	None	
	3 bedrooms: 2.1 per unit	None	None	
	4 bedrooms: 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.

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
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 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

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) 2. Uses located in neighborhood, community, and convenience shopping centers (less than 750,000 ft. of gross leasable area) 3. Freestanding commercial and service uses	1 space per 200 ft. of gross floor area 1 space per 250 ft. of gross floor area¹⁸	25% 25%	20% 20%	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. 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.)

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
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. Vehicle Fueling station	1 space per 200 ft. of retail area	25%	None	²² Special design requirements shall apply for Drive-through facilities (see Chapter 16.44 HMC, Specific Use Development Standards).
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%	
g. Business and personal services, general	1 space per 250 ft. of gross floor area	25%	None	
h. Eating and Drinking establishments				
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,

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
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.			Specific Use Development Standards).
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%	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
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%	
2. Hospitals	1 space per 1.5 beds	25%	25%	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
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				
1. Arcades, games	1 space per 75 gross ft. of floor area or 1 space per 2.5 persons of the	25%	None	Applicant shall submit a floor plan with the occupancy noted in each room and space as

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
	occupancy of the building, whichever is greater. In addition, 1 space per every 3 employees on the premises in a 24-hour period			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	
6. Golf course (executive and regulation)	6 spaces per hole 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
7. Golf, miniature	3 spaces per hole plus required parking for other on-site uses	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.) ²⁵ Applicant must submit a parking study (see HMC 16.52.020 for parking study submittal requirements).
8. Health club	1 space per 80 ft. floor area ²⁴	25%	None	
9. Parks, public and private (over 10 acres in size)	To be determined for the proposed use based upon the parking study findings ²⁵			
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	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
11. Tennis, handball, racquetball facilities	3 spaces per court plus required parking for other on-site uses	25%	None	Applicant shall submit a floor plan with the occupancy noted in each room and space as required by the city building code. ²⁶ Parking requirements are determined based upon maximum capacity of proposed facility.
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	
G. Public and quasi-public uses				
1. Day care, preschools, nursery schools, family day care, residential care homes ²⁶				
a. Day care centers	1 space per employee plus 1 space per 5 children	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	

Use	Minimum Off-Street Parking Requirements	Maximum % Compact Uses	Maximum % Noncompact Uses That May Be Long Term	Notes
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 7. 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:

“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 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 8. 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 15061(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 fueling 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 9. 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 10. 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

ATTACHMENT 2
Ordinance No. ____

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA REPEALING ORDINANCE NOS. 449, 450 AND 454
ESTABLISHING A MORATORIUM ON THE APPROVAL OF LAND USE
ENTITLEMENTS FOR NEW VEHICLE FUELING STATIONS**

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. The moratorium is scheduled to expire on its own terms on August 23, 2023.

WHEREAS, on October 11, 2022, the Highland City Council conducted a first reading of an Ordinance No. 456, 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 of 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) at a duly noticed public hearing. On November 8, 2022, the City Council adopted Ordinance No. 456.

WHEREAS, once the permanent regulations set forth in Ordinance No. 456 are in place pertaining to vehicle fueling stations, the moratorium imposed by Ordinance Nos. 449, 450 and 454 will no longer be needed.

SECTION 2. The City Council of the City of Highland hereby repeals Ordinance Nos. 449, 450 and 454 in their entirety.

SECTION 3. 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: November 8, 2022

FROM: Joseph A. Hughes, City Manager

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

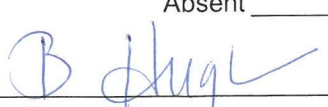
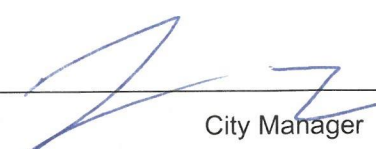
PREPARED BY: Matt Wirz, Building Official

SUBJECT: Ordinance 457, 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 making a finding of exemption under the California Environmental Quality Act; and 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

RECOMMENDATION: That the City Council:

1. Open and conduct a public hearing, and conduct a second reading of Ordinance No. 457, and
2. Adopt Resolution ____, making express findings for modifications to the 2022 California Fire Code

FISCAL IMPACT: There is no fiscal impact related to this action other than staff time to prepare the staff reports and documents.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>13</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

PUBLIC NOTICE: The agenda was posted at the City's three (3) designated posting locations as required by Resolution No. 2011-047 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 City Clerk during regular business hours.

Consistent with Government Code Section 6066, a public hearing notice was published on October 21, 2022 and October 28, 2022 in the San Bernardino Sun, providing notice of the public hearing to consider the adoption of Ordinance No. 457.

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 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 to the previous code versions. While there are hundreds of modifications, 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 8, 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 the planning department 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 the planning department 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 disciplines not listed above do not have proposed amendments.

Ordinance 438 will be amended when the new building code ordinance is adopted by the City.

Exhibits:

- A. Resolution
- B. Ordinance 457

Exhibit “A”

Resolution

RESOLUTION NO. 2022-__

**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. 457 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 any one or more sections, subsections, subdivisions, 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. 457 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 8th day of November, 2022.

Larry McCallon
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk

Exhibit “B”

Ordinance

ORDINANCE NO. 457

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 than 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 American 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) 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 8th day of November, 2022.

Larry McCallon
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk

APPROVED AS TO FORM:

Maricela Marroquin
City Attorney



STAFF REPORT TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Brian D. Wolfe, Senior Engineer, TKE Engineering, Inc.

SUBJECT: KOA Contract Amendment for Professional Services – City Creek/Alabama Street Bikeway Project (Project No. str17001)

RECOMMENDATION: It is recommended that the City Council:

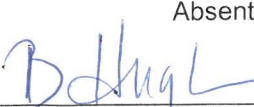
1. Approve a contract amendment to the Professional Services Agreement with KOA Corporation (KOA) to extend the term of contract by one year and provide additional environmental and engineering services for the City Creek/Alabama Street Bikeway Project; and
2. Authorize the City Manager to approve contract amendments up to 10% of the revised contract amount.

FISCAL IMPACT: On March 27, 2018, the City Council approved a professional services agreement with KOA in the amount of \$574,898 to provide environmental and engineering services for the City Creek/Alabama Street Bikeway Project. The fund sources of the original contract are as follows:

SBCTA TDA Article III Grant	\$372,000 (64.71%)
City of Highland	201,898 (35.12%)
City of San Bernardino	<u>1,000 (0.17%)</u>
Total	\$574,898 (100%)

A 10% contingency in the amount of \$57,490 was also authorized by the City Council, to be used to cover any additional services if needed and requested by City staff during the course of the project.

Supplement No. 1, in the amount of \$37,123.46, has been approved by staff under the 10% contingency previously authorized by City Council for processing of an Incidental Take Permit with

Approved _____	Motion _____	Second _____	Agenda Item No. <u>14</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
City Clerk		City Manager	

California Department of Fish and Wildlife due to impacts to the San Bernardino kangaroo rat (SBKR). The additional cost for Supplement No. 1 was funded using Measure I Local Pass-through funds.

Supplement No. 2, in the amount of \$18,950.00, has been approved by staff under the 10% contingency previously authorized by City Council to perform a focused survey for slender-horned spinyflower and SBKR trapping. The additional cost for Supplement No. 2 was funded using Measure I Local Pass-through funds.

The proposed contract amendment will increase the fee for professional services by \$161,321.00, for a total fee of \$792,292.46, a 37.8% increase. Funding source for the fee increase and 10% contingency, if necessary, is Measure I Local Pass-through funds.

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: This project will construct a multi-use trail along the west levee of City Creek from the Base Line bridge to Alabama Street, and along both sides of Alabama Street from 3rd Street to the south city limits. The project will construct bicycle and pedestrian improvements including pavement widening, pavement markings and striping, signage, curb ramps, a concrete bike path, an on-street bike lane, bike signals, in-roadway bicycle detection, signal pedestrian heads, enhanced crosswalks, and bikeway lighting.

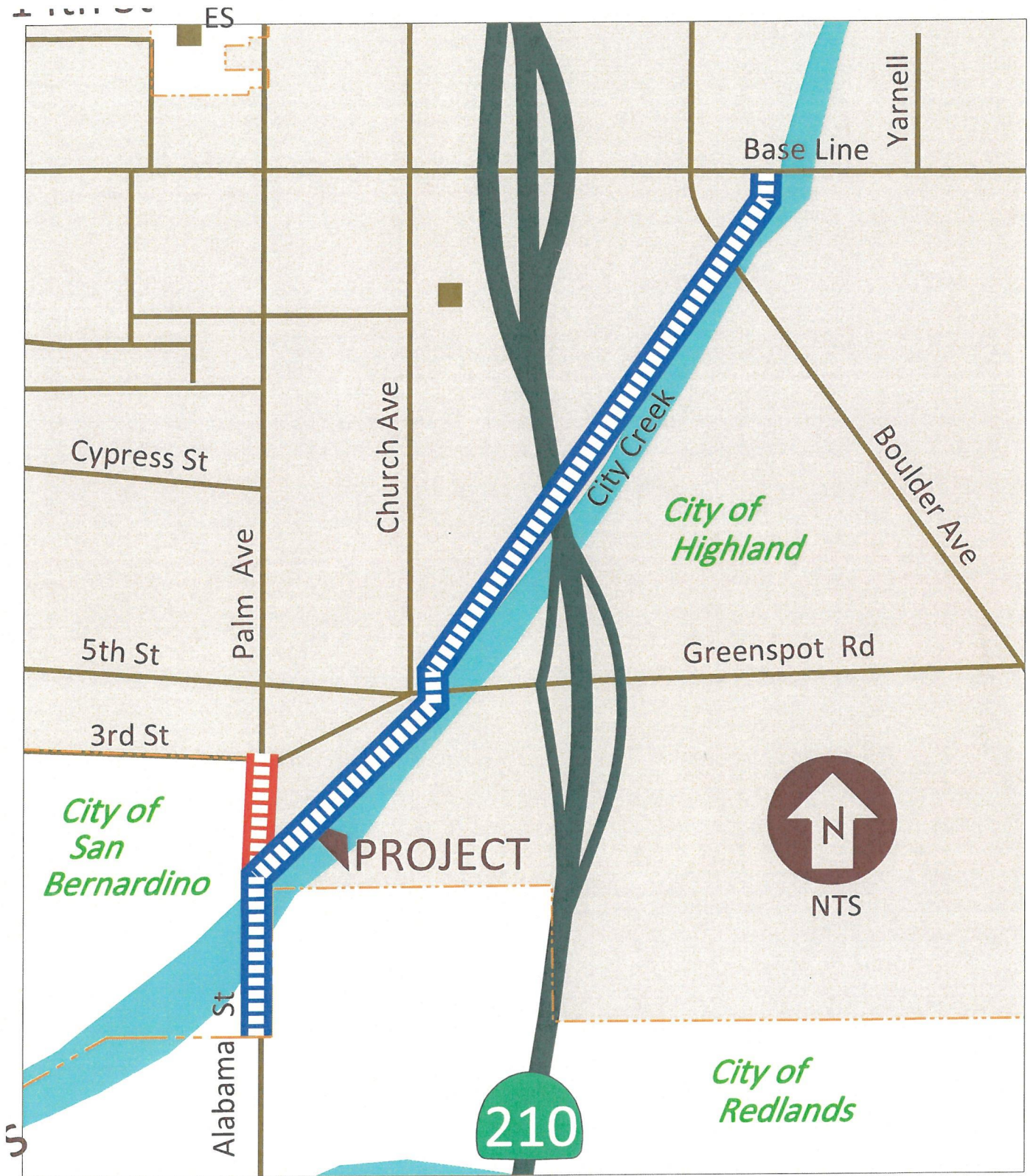
Several challenges have arisen during project design requiring in additional services and effort by the engineer of record. Additional services include:

- The current contract terminated on March 27, 2022. It is necessary to extend the term of the project by one year.
- The Initial Study/Mitigated Negative Declaration needs to be updated to reflect new project description in order to tie-in with the Base Line Bridge over City Creek project. This document will be presented to the Planning Commission for adoption at the November 15th meeting.
- Additional subsurface investigation is needed at the Interstate 210 crossing. Investigation and testing results will provide new design recommendations that will be implemented into final construction documents.
- The need for a retaining wall west of the trail crossing underneath Interstate 210 will initiate various design changes for the multi-use trail. This includes structural calculations and design.
- Additional topography, mapping and design is needed at 5th Street and Church Avenue intersection. New driveways and sidewalk are proposed for both side of 5th Street, prompting the need for new survey data that will enable final design.
- The project has been underway for several years and site visits will be conducted to determine any changes in existing conditions. This includes photographing and additional land surveying as needed. Also includes utility coordination to verify accuracy of utility documents to date.

KOA has not enacted rate increases as allowed per their original contract. This proposed contract amendment will enable 100% completion of environmental and design documents, and account for all necessary project management including meetings with city staff.

Staff recommends approval of the contract amendment for additional professional services by KOA to complete environmental and design of this project.

Attachments: Vicinity Map
KOA Cost Proposal



LEGEND

-  Class 1 Bikeway
-  Class 2 Bikeway

STR17001

CITY OF HIGHLAND

City Creek/Alabama Street Bikeway

August, 2017

VICINITY MAP



October 26, 2022

Mr. Carlos Zamano,

Public Works Director/City Engineer
27215 Base Line
Highland, CA 92346

**Subject: Proposal for Extension of Professional Services Agreement for Highland City
Creek/Alabama Street Bikeways Project**

Dear Mr. Zamano:

KOA Corporation (KOA) is pleased to provide this proposal to extend engineering services for the City Creek/Alabama Street Bikeways Project with the City of Highland. The project is currently in process of Environmental clearance. Due to project delays and changes related to obtaining the Environmental permit, the City has requested a contract amendment to extend the agreement and include the added design changes. Specific project changes include the following:

Task 1 and 2: Extend the project term by one year. The KOA team will continue to meet with the City and will be responsible for maintaining contact with the City's Project Manager to keep him/her informed of the developments on the project. It is anticipated that additional meetings, reports, etc. will be needed for this project. The KOA team will work with the City staff to review and modify the preliminary alignment for the environmental assessment report.

Task 3: An Addendum to the IS/MND prepared in August/September 2022 will be prepared to update the analysis as needed to reflect the revised project. The Addendum will provide the new project description, including figures.

Task 4: KOA will coordinate with the City and agencies for changes to the alignment and design. The I-210 bikeway undercrossing design will require additional coordination with Caltrans District 8 encroachment permit. Changes include rate revisions.

Task 5: KOA will continue to coordinate with utility agencies, no additional hours will be required. Changes include rate revisions.

Task 6: KOA will need to verify changes and the plans will be updated accordingly. Underground and overhead utility information will be verified. No added fee is requested.

Task 7: The purpose of the geotechnical services will be to perform a subsurface investigation at the site and provide additional design recommendations for the geotechnical aspects of the proposed improvements. Additional boring is required for the I-210 undercrossing with laboratory testing on soil samples.

Task 8: Includes changes in internal rate revisions. The KOA team will prepare the Preliminary Floodplain/Bridge Hydraulics and Scour Study, Location Hydraulic Study (LHS) and Summary Floodplain Encroachment Report (SFER) and Preliminary On-site Hydrology Study in support of the Bikeway City Creek/Alabama Street Project in the City of Highland. No added fee is requested.



Task 9: The proposed trail alignment involves additional retaining walls adjacent to the north abutments of the SR-210 City Creek Bridge (Br. No. 54-108 L/R). One retaining wall, approximately 300 feet long, creates a bench for the trail along the channel slope, while the other retaining wall, approximately 150 feet long, meanders at the northeast corner of the abutments for an ADA ramp. In addition to the retaining walls, the regraded front earthen slope of the abutments will be protected by reinforced concrete slope paving to control erosion. We will reallocate existing budget to these tasks. No added fee is requested.

Task 11: The KOA team will continue to work with the City staff to review and modify the PS&E. Changes include rate revisions and additional hours required to complete the project.

No added fee is requested for Tasks 12 or 13 or Reimbursables.

Changes include additional project management time, design changes, environmental requirements and rate revisions.

SUPPLEMENT DETAIL

FEE ESTIMATE

KOA will perform the work specified in the scope above based on the fee schedule below.

Description	Approved Budget including Previous Supplements	This Supplemental Request	Total Revised Budget
Task 1 - Project Management and Administration	\$47,652.73	\$24,449.00	\$72,101.73
Task 2 - Preliminary Alignment / Preliminary Environmental Assessment Report / Preliminary Cost Estimate	\$47,469.03	\$2,486.00	\$49,955.03
Task 3: Environmental Document	\$160,955.92	\$22,448.00	\$183,403.92
Task 4: Agency Coordination and Permitting	\$16,948.25	\$3,776.00	\$20,724.25
Task 5: Utility Research and Coordination	\$20,302.30	\$0.00	\$20,302.30
Task 6: Data Review, Field Surveying, Base Mapping	\$46,494.94	\$0.00	\$46,494.94
Task 7: Geotechnical Design Report	\$13,977.34	\$6,076.00	\$20,053.34
Task 8: Hydrology Study	\$35,727.93	\$0.00	\$35,727.93
Task 9: Preliminary Structural Design	\$17,408.51	\$0.00	\$17,408.51



Task 10: Right-of-Way Engineering	\$75,997.90	0.00	\$75,997.90
Task 11: Prepare Interim and Final Plans, Specifications and Estimate	\$120,907.53	\$102,086.00	\$222,993.53
Task 12: Caltrans and Federal Forms	\$6,757.70	\$0.00	\$6,757.70
Task 13: Engineering Support during Bidding, Award & Construction Phase	\$18,871.38	\$0.00	\$18,871.38
Reimbursable	\$1,500.00	0.00	\$1,500.00
Total	\$630,971.46	\$161,321.00	\$792,292.46

The remaining project budget is currently \$217,764.16. The total fee for this supplement request no. 3 is \$161,321.00 which will increase the total budget from \$630,971.46 to \$792,292.00. The breakdown of the original budget, this supplement, and the revised budget are summarized in the **Attachment A** fee table.

Early approval of this supplement will help us to keep the project moving forward for timely completion. Thank you for your consideration.

The budget is based upon the work scope and level of effort presented above and includes the cost of all related technical and administrative services. The work scope is considered complete upon submittal of a final document by KOA. Any additional services requested after study submittal will be considered as extra work and those fees will be negotiated prior to start of work and secured in writing.

If the work described within this letter is not authorized in 30 days, if changes occur in the work scope or level of effort, or if our work is suspended for more than 180 days due to any circumstances beyond KOA's control, we reserve the right to revise the work scope, budget and schedule to reflect current conditions. Such revisions will be effected through mutually agreed upon amendments or modifications to this agreement.

The proposal is valid for 30 days and is subject to a 5% annual adjustment. Also, any individual tasks that are not authorized within 30 days of the date of this proposal are also subject to fee adjustments.

TERMS AND CONDITIONS

If any additional services and or change/modifications to Consultant's scope of services are proposed by Client, KOA shall, upon receipt of such written change or modification, determine the impact on both time and compensation and notify Client in writing. Upon agreement between Client and KOA as to the extent of said impacts to time and compensation, an amendment to this agreement shall be prepared describing such changes. Execution of the amendment by Client and Consultant shall constitute the Consultant's notice to proceed with the changed scope.

STAFFING

I will be the project manager and the person to contact regarding the status of this project. KOA reserves the right to change the assigned staffing on this project if necessary.



INVOICING

Invoices will be submitted monthly, based upon our estimated percentage of completion. Accounts are past due after 30 days. All work will be immediately stopped if any invoice is unpaid for 60 days or more, and such delinquent invoice payments may be subject to a late payment penalty of 1.5 percent per month and/or turned over to a collections agency at our discretion.

ATTORNEY'S FEES

In the event that legal action is necessary to enforce the payment terms of this agreement, KOA shall be entitled to collect from the client any judgment or settlement sums due plus reasonable attorney's fees, court costs and other expenses incurred by KOA for such collection action and, in addition, the reasonable value of the KOA's time and expenses spent for such collection action, computed according to the KOA's prevailing fee schedule and expense policies.

TERMINATION

The Client or KOA may terminate this agreement by giving the other party seven days written notice of such termination. KOA shall receive fee payments from the Client proportionate to the services completed as of the date of termination. The Client will be entitled to receive deliverables at the level of completion relative to the fee payments received by KOA. All outstanding valid invoices shall be paid to KOA. The client shall within thirty (30) calendar days of termination pay KOA for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract.

CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or KOA, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

DISPUTE RESOLUTION

Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party. The Client and KOA shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

LIMITATION OF LIABILITY

In recognition of the relative risks and benefits of the project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of KOA to the Client and to all of Client's other consultants, construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or



claims expenses from any cause or causes, so that the total aggregate liability of KOA to all those named shall not exceed \$50,000, KOA's total fee for services rendered on this project, whichever is greater. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contractor warranty.

INSURANCE

KOA is fully able to meet the insurance requirements of projects of this type. The firm has coverage in the following areas: Professional Liability (\$1 million per claim, \$2 million aggregate), Automobile Liability (\$2 million) and General Liability (\$5 million). Our Worker's Compensation coverage meets the insurance requirements of California State law.

WORK SCHEDULE

KOA envisions a 20 month schedule from authorization, to the delivery of an initial report version to the client. Incorporation of comments can be accomplished within one to two business days.

KOA is not responsible for delays caused by factors beyond KOA's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or approve or disapprove of the KOA's services or work product promptly, or delays caused by faulty performance by the Client or by other consultants or contractors of any level. When such delays beyond KOA's reasonable control occur, the Client agrees the KOA is not responsible for damages, nor shall KOA be deemed to be in default of this Agreement.

GOVERNING LAW

The laws of the State of California will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

AUTHORIZATION

The signature below and receipt of the required deposit indicates acceptance of this proposal and authorization to proceed.

Sincerely,
KOA Corporation

A handwritten signature in blue ink, appearing to read 'C Stephan'.

Chuck Stephan
Vice President



AUTHORIZATION

The person signing and executing this contract for Client represents and warrants that he or she is duly authorized and has legal capacity and actual authority to bind the Client to each and every term, condition and obligation of this Contract and that all requirements of the Client have been fulfilled to provide such actual authority. **By signing below, Client agrees with the terms and conditions attached hereto and hereby made a part of this agreement.**

Signature

Name (Please Print)

Date

Title (Please Print)

Client Purchase Order or Project Number

Attachment A

 Proposal Fee Professional Services for Engineering and Environmental Services for the City Creek/Alabama Street Bikeways City of Highland, City Project No. Str17001													
TASKS	Principal In Charge \$220	Project Manager \$157	Senior Engineer \$205	Associate Engineer \$94	Admin. Assist. \$85	Drainage Aguilar Consulting	Surveying CALVADA Surveying, Inc.	Structural CNS Engineers, Inc.	Environmental ECORP Consulting, Inc.	Right of Way Epic Land Solutions	Utilities RT Engineering & Associates	Geotechnical OneAtlas	TOTAL COST
PHASE I - PROJECT COMMENCEMENT AND PRELIMINARY STUDIES													
Task 1 - Project Management and Administration													
1) Management of project team including sub-consultant	2	16											\$2,952.00
2) Development/Agreement on Design Standards	2	12											\$2,324.00
3) Conduct PDT Meetings including Preparing Agenda and Meeting Minutes		12						\$1,557	\$3,100				\$6,541.00
4) Submitting of Monthly Progress Reports and Invoices including Updating Schedules		12			28								\$4,376.00
5) Quality Control of Submittals	2	8	32										\$8,256.00
Subtotal	6	60	32		28	\$0	\$0	\$1,557	\$3,100	\$0	\$0	\$0	\$24,449.00
Task 2 - Preliminary Alignment / Preliminary Environmental Assessment Report / Preliminary Cost Estimate													
1) Prepare Conceptual Alignment Plan and Cost Estimates (up to 30%)		8	6										\$2,486.00
2) Conduct Design Review Field Meetings													\$0.00
3) Preliminary Environmental Assessment Report(PES)													\$0.00
Subtotal		8	6			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,486.00
PHASE II - ENVIRONMENTAL DOCUMENT													
Task 3 - Environmental Document													
1) Initial Study/Mitigated Negative Declaration(IS/MND)	2	2							\$17,610				\$18,364.00
2) Categorical Exclusion	2	2											\$754.00
3) Technical Studies	2	2											\$1,068.00
3a) Historical Resources Evaluation Report (HRER) (optional)	2	2											\$754.00
4) Regulatory Permits	2	2											\$754.00
5) Section 7 Agency Consultation	2	2											\$754.00
Subtotal	12	14				\$0	\$0	\$0	\$17,610	\$0	\$0	\$0	\$22,448.00
PHASE III - FINAL PS&E													
Task 4 - Agency Coordination and Permitting													
1) Agency Coordination and Permitting (Caltrans Encroachment Permit)	4	8	8										\$3,776.00
Subtotal	4	8	8			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,776.00
Task 5 - Utility Research and Coordination													
1) Contact and Obtain Utility Information													\$0.00
2) Prepare notices and follow up requests with plans to utility companies													\$0.00
3) Pot-holing (up to 4 holes)													\$0.00
Subtotal						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Task 6 - Data Review, Field Surveying, Base Mapping													
1) Obtain and Review Ex Documents & Reports													\$0.00
2) Conduct Field Surveys for Control & Mapping													\$0.00
3) Preparation of Base Map													\$0.00
Subtotal						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Task 7 - Geotechnical Design Report													
1) Analyze Data and Prepare a Preliminary Geotechnical Design Report		2											\$314.00
2) Coordinate and Perform Field Exploration												\$1,850	\$1,850.00
3) Perform Geotechnical Laboratory Testing												\$1,250	\$1,250.00
4) Conduct Analyses and Prepare a Geotechnical Design Report		2	2	2								\$1,850	\$2,592.00
Subtotal		4	2	2		\$0	\$0	\$0	\$0	\$0	\$0	\$4,850	\$6,076.00
Task 8 - Hydrology Study													
1) Data Collection and Review													\$0.00
2) Floodplain/Bridge Hydraulics and Scour Study													\$0.00
3) On-site Hydrology Study													\$0.00
4) Location Hydraulic Study and Summary Floodplain Encroachment Report													\$0.00
Subtotal						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Task 9 - Preliminary Structural Design													
1) Structural Analysis													\$0.00
2) Preliminary Bridge Plan													\$0.00
Subtotal						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Task 10 - Right-of-Way Engineering													
1) Identify Right-of-Way Requirements													\$0.00
2) Obtain Right of Entry													\$0.00
3) Prepare Legal Document (2 Parcels)													\$0.00
4) Prepare R/W Data Sheet Report													\$0.00
5) Appraisal and Negotiation Services													\$0.00
Subtotal						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Task 11 - Prepare Interim and Final Plans, Specifications and Estimate													
1) Specifications and Special Provisions and Engineers Estimate	8	16	24	30									\$12,012.00
2) 2nd Review 65% Submittal	8	40	80	120				\$6,860					\$42,530.00
3) 3rd Review 95% Submittal	4	24	60	80				\$3,436					\$27,904.00
4) Final 100% Review and Submittal	2	20	40	60				\$2,170					\$19,590.00
Subtotal	22	100	204	290		\$0	\$0	\$12,466	\$0	\$0	\$0	\$0	\$102,096.00
Task 12 - Caltrans and Federal Forms													
1) Prepare the Request for Authorization for Construction													\$0.00
Subtotal						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Task 13 - Engineering Support during Bidding, Award & Construction Phase													
1) Bidding Services													\$0.00
2) Preconstruction meeting													\$0.00
3) Review Inquiries, submittals and change orders during construction													\$0.00
4) Prepare As Built Drawings													\$0.00
Subtotal						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Reimbursables													
1) Reports, Printing and Mylars													
2) Mileage													
TOTAL HOURS	44	194	252	292	28								
TOTAL COST	\$9,680.00	\$30,458.00	\$51,660.00	\$27,448.00	\$2,492.00	\$0.00	\$0.00	\$14,023.00	\$20,710.00	\$0.00	\$0.00	\$4,850.00	\$161,321.00



STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Camille Goritz, Administrative Assistant III 

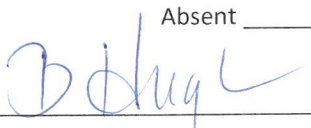
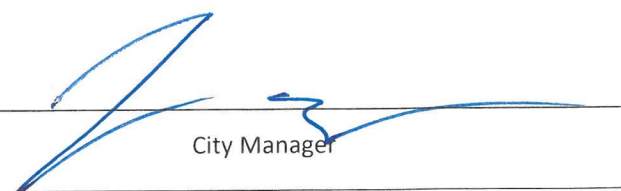
SUBJECT: Appoint three (3) Members of the Public to the Historic and Cultural Preservation Board.

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

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

BACKGROUND: On August 9, 2022, the City Council declared one (1) seat vacant due to a resignation of a Board Member (Colin Childs) and posted that vacancy in accordance with the Maddy Act and this term expires February 2025. On September 6, 2022, the City Council declared (2) seats vacant (Pamela Bible and Gail Shelton) and posted that vacancy in accordance with the Maddy Act and both terms expire November 2022. Pursuant to Chapter 2.20.050 of the Highland Municipal Code, the Historic and Cultural Preservation Board shall consist of five members appointed by the City Council and shall serve without compensation. All members of the board shall have a demonstrated interest in or knowledge of historic preservation and the cultural resources of the city. Five (5) applications have been submitted for consideration. Therefore, it would be appropriate for the City Council to appoint three (3) individuals to the Historic and Cultural Preservation Board.

Attachments: 1. Public Service Applications
2. Attendance Record

Approved _____	Motion _____	Second _____	Agenda Item No. <u>15</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ City Clerk		 _____ City Manager	

ATTACHMENT 1

Public Service Applications

Public Service Application
Pamela Beachtel Bible



RECEIVED

OCT - 3 2022

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2023

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Pamela Beachtel Bible

Address: 27263 Main Street, Highland, CA 92346

How long have you resided in Highland? 1968

Home phone: (909) 425-9349 Cell phone: (909) 633-3777

Work phone: (909) 864-4040

Email address: pjbible48@gmail.com

Occupation/Employer: self employed - Calif. Eviction Serv.

Employer address: 27141 E. Base Line #9, Highland, CA 92346

Position held: owner

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

I would like to see more improvements within the Historic District. Although some properties have new owners and are being restored correctly, there are others that are now in worse condition. Overall the District improved greatly when the City was able to offer grants to pay for needed repairs. Hopefully grants might be available again in the future. One of the biggest detriments are new owners that purchase without knowledge that the property is within a Historic District.

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

I have served on the Historic Board since 1997 and have attended the yearly training seminars. In addition to my home, I own two other Victorian houses within the District. I have personal knowledge about their restoration and unique problems.

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

Current Secretary for the Highland Area Historical Society.

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

If so, please list the name and dates served:

Historical and Cultural Preservation Board
from 1997 through now.

REMARKS:

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

SIGNATURE: R. P. A. R. B. L. e

DATE: October 3, 2022

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

When you have completed this application, please submit to:

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

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

Public Service Application

Tyler Dean Brown



RECEIVED

MAY 17 2021

CITY OF HIGHLAND

For Office Use Only:

Expires: 05/2022

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Tyler Dean Brown

Address: 6677 La prairie st Highland ca 92346

How long have you resided in Highland? 9 years

Home phone: _____ Cell phone: (909) 800-2254

Work phone: _____

Email address: Tyler.Brown@Southwire.com

Occupation/Employer: Southwire Company

Employer address: 1 Southwire Dr Carrollton Ga 30119

Position held: Contractor Solutions Professional

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

To Create and Preserve Rules that
Build and maintain a sense of pride
in the beauty of the history of
the City of Highland.

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

(5) years (2000) education hours (8000) working hours
at the NJATC (14) year Electrician
(12) year IBEW member (6) year Journeyman
Inside Wireman "General Electrician"

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

I currently educate construction workers
(Journeyman, Apprentices, Pre-Apprentices, &
High school students) on proper construction
etiquette and procedure to correctly
complete projects.

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

If so, please list the name and dates served:

REMARKS:

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

I plan to use my Knowledge and
fresh perspective to elevate and
drive the agenda of this Committee
while Preserving the history of Highland

SIGNATURE: 

DATE: 5/13/2021

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

When you have completed this application, please submit to:

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

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

Public Service Application

Daniel Lowry



RECEIVED

OCT 17 2022

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2023

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: DANIEL LOWRY

Address: 7738 CENTINIA VISTA

How long have you resided in Highland? 20 + YEARS

Home phone: 909-335-8304 Cell phone: 909-215-7121

Work phone: _____

Email address: (ALL LOWER CASE) HYPERWAX11@GMAIL.COM

Occupation/Employer: CURRENTLY EMPLOYED AT SANBERNARDINO SUPERIOR COURT

Employer address: 247 W. THIRD STREET SECOND FLOOR DEPT 551

Position held: CIVIL GRAND JUROR SANBERNARDINO CO, CA 92415

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

I WISH TO SERVE THE CITY OF HIGHLAND
AND ITS PEOPLE ON THE HISTORICAL
AND CULTURAL PRESERVATION BOARD OR THE
COMMUNITY TRAILS COMMITTEE

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

I HAVE TAKEN GOVERNMENT CLASSES IN
HIGH SCHOOL / COLLEGE, AND HAVE BEEN PART (PART
OF THE PROCESS) OF THE GOVERNMENT AS A POLL WORKER
ON ELECTION DAY.

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

I HAVE SERVED THE COUNTY OF SAN BERNARDINO
AS A CIVIL GRAND JUROR AND BELIEVE
THIS SERVICE WILL HELP ME EXECUTE
MY DUTIES EFFECTIVELY HEREIN.

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

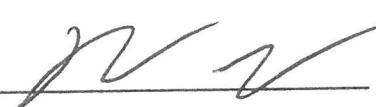
If so, please list the name and dates served:

WARRANT 2022 CIVIL GRAND JUROR
TERM ENDS DECEMBER 31ST 2022

REMARKS:

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

I WISH TO SERVE THE CITY OF HIGHLAND
AND THE PEOPLE HERE-IN, AND I FORMALLY
SUBMIT MY APPLICATION FOR THIS
POSITION.

SIGNATURE: 

DATE: 10-16-2022



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

When you have completed this application, please submit to:

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

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

Public Service Application

Wadsworth H. Murad



RECEIVED

OCT 17 2022

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2023

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: WADSWORTH H MURAD

Address: 27259 NORA AVE HIGHLAND, CA 92342

How long have you resided in Highland? 100 + years

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

Work phone: 909 -224-5521

Email address: WMURAD 777@Gmail.com

Occupation/Employer: Physician Self Employed

Employer address: 255 TERRACINA BLVD REDLANDS CA 92373

Position held: Staff Psychiatrist

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

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

If so, please list the name and dates served:

REMARKS:

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

Please see my Attached CV

SIGNATURE: 

DATE: 10/14/2022

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

When you have completed this application, please submit to:

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

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

INTEREST IN THE POSITION:

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

Protecting our Natural Resources
and Historical Features
of our City

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

BS - Biology
Doctor of Osteopathic Medicine
Board Certified in Psychiatry / Neurology
and Family Practice

I have extensive experience in Administration/Management
Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

- Rotary
- U of R Volunteer
- Volunteer Faculty - Loyola Law University
- Elko County Board of Education

Curriculum Vitae

NAME

Wadsworth H. Murad, D.O.

PRE-MEDICAL EDUCATION

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

GRADUATE EDUCATION

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

POST GRADUATE EDUCATION

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

Iowa State Hospital, - Cherokee Mental Health Institute /
VA Hospital, Des Moines, Iowa
Residency – Psychiatry, 1990 – 1993. Chief Resident

CERTIFICATIONS

Board Certified in Family Practice, Diplomate 2003, Recertified 2011
Board Certified in Psychiatry, Diplomate 1994, Life-time Certificate

ACADEMIC APPOINTMENTS

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

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

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

- Assistant Clinical Professor of Psychiatry, October 2005 to Present

University of California, Irvine,

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

Touro University California, College of Osteopathic Medicine

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

PROFESSIONAL APPOINTMENTS

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

- Appointed Member, Board of Directors, 2015-2018
 - Education Committee – Chair 2013-2015
 - Strategic Planning Committee, 2013-2015
 - Awarded Most Valuable Physician, 2/2014
- Vice President - 2018/2019, President Elect - 2019-2020
- President - February 2020 – February 2021

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

Murad CV

PREVIOUS ACADEMIC APPOINTMENT

University of Utah, School of Medicine, Department of Psychiatry

Clinical Instructor in Psychiatry 1995 to 1998

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

CURRENT EMPLOYMENT - FULL TIME,

Staff Psychiatrist

- Inland Psychiatric Redlands, Redlands, CA.

Active Medical Staff, Redlands Community Hospital

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

PRIOR EMPLOYMENT - FULL TIME,

Department of State Hospitals – Patton, Retired December 2019

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

Duties include: supervising 12 FTE psychiatrists.

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

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

PREVIOUS APPOINTMENTS, Patton State Hospital;

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

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

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

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

Duties included;

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

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

Murad CV

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

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

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

ACADEMIC APPOINTMENT DUTIES

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

Duties included;

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

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

Duties included;

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

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

Duties include;

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

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

Murad CV

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

Duties included;

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

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

Duties included;

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

Covering for the Medical Director in her absence

Chair, Department of Psychiatry x 2

- June 2006 to May 2008

- June 1999 to May 2000

Duties included;

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

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

Murad CV

PREVIOUS APPOINTMENTS CONTINUED

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

PAST EMPLOYMENT and EXPERIENCE

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

Murad CV

MILITARY

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

COMMUNITY SERVICE

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

HOSPITAL

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

PAST COMMITTEE APPOINTMENTS

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

Murad CV

OTHER ACCOMPLISHMENTS:

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

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

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

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

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

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

- Chief of Psychiatry,**
 - Program Director Medical**
 - Medical Director in the Department of Mental Health,**
 - Chief Medical Officer in the Department of Corrections**
- for the State of California.

PROFESSIONAL AFFILIATIONS:

American Osteopathic Association,
American Medical Association
California Medical Association,
Nevada Osteopathic Association,
San Bernardino County Medical Society,
American Psychiatric Association
American College of Neuropsychiatrists,
American Academy of Family Physicians
American College of Family Physicians in Osteopathic Medicine and Surgery
American Osteopathic Academy of Sports Medicine,
Forensic Mental Health Association of California,
Osteopathic Physicians and Surgeons of California

Murad CV

OTHER CERTIFICATIONS

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

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

PUBLICATIONS

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

Murad CV

LECTURES / PRESENTATIONS GIVEN;

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

Murad CV

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

Murad CV

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

References submitted upon request

Public Service Application
Gail Shelton



RECEIVED

OCT 13 2022

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2023

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Gail M Shelton

Name: _____

29255 Silverfern Place, Highland, CA 92346

Address: _____

How long have you resided in Highland? 7 years

Home phone: n/a Cell phone: 860.394.9366

Work phone: 909.862.5411

Email address: gail.shelton@coldwellbanker.com

Occupation/Employer: Realtor

Employer address: Coldwell Banker - 27880 E Baseline Street - Ste. A, Highland, CA 92346

Position held: Realtor

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

Planning and design that preserves the past and balances the quality of life in Highland with expansion of new businesses and services for residents.

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

Background as Strategic Planning Consultant and working with Leadership Greater Hartford on Mayor's Initiative on consensus building. Especially enjoyed the chance to incorporate historic buildings into meetings I scheduled. Past service on 5 non-profit Boards and current position as President of the Highland Area Chamber of Commerce.

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

As a Realtor serving the Inland Empire, I have the opportunity to promote our City of Highland and the historic district. Volunteer work as President of the Highland Area Chamber of Commerce, Race Director for the Discover Highland Run in 2021 & 2022, member of the EVWD Advisory Commission, city clean-up initiative, and as sponsor of various community events.

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

If so, please list the name and dates served:

Yes - City of Highland Historic & Cultural Preservation Board member & service on East Valley Water District Advisory Commission.

REMARKS:

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

~~I thank the City Council for appointing me to serve on the Historic & Cultural Preservation for the 2022 calendar year, and it would be my honor to continue to serve. I am especially looking forward to working on the Citrus Harvest Festival in this Anniversary year and to being a partner with the City on marketing initiatives to preserve our historic buildings and to further develop interest in the historic district within our community.~~

SIGNATURE: 

DATE: 10-13-22



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

When you have completed this application, please submit to:

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

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

ROLES AND RESPONSIBILITIES

COMMUNITY TRAILS COMMITTEE: The Community Trails Committee is required to meet at least once per year on the second Thursday of February to select a chairman and vice chairman of the committee, and the time, manner, and location of meetings thereafter shall be on an as-needed basis as determined by the Community Development Director. The Community Trails Committee works with the Community Development Director and recommends priorities for public trails development, improvements, and maintenance for budget consideration and grant funding. The Committee encourages citizen involvement in the use, development and maintenance of trails, and receives input from members of the public about public trails-related matters. The Committee members are required to complete the Form 700 (Statement of Economic Interests Form) annually, and every two (2) years, pursuant to AB1234, complete a two (2) hour minimum ethics training course.

HISTORIC AND CULTURAL PRESERVATION BOARD: The Historic and Cultural Preservation Board is required to meet at least once per year on the first Thursday of February to select a chairman and vice chairman of the Board, and the time, manner, and location of meetings thereafter shall be on an as-needed basis as determined by the Community Development Director. The Board shall be familiar with surveys of cultural heritage resources within the City and its sphere of influence, and periodically update and publish results; be familiar with local register of designated cultural resources consistent with the National Register of Historic Places criteria; recommend the designation of cultural resources, including properties, landmark sites, landmark and historic districts to the City Council; adopt prescriptive standards to be used by the board in reviewing applications for permits to construct, change, alter, modify, remodel, remove, or significantly affect any designated cultural resource; recommend to the Community Development Director, Planning Commission and City Council criteria and guidelines for historic preservation; when requested by the City Council, review and comment upon the impact of land use, housing, redevelopment, municipal improvement programs, and other types of planning and programs undertaken by any agency of the City, County, or State, as they relate to the survey results and cultural resources of the community; investigate and make recommendations to the City Council on the use of various federal, state, local, or private funding sources and mechanisms available to promote cultural and historical preservation in the City; approve or disapprove, in whole or in part, and approve with conditions, applications for certificate of appropriateness or certificate of economic hardship; provide the opportunity for direct public participation in all board responsibilities including the surveys and review process; participate in, promote, and conduct public information, educational, and interpretative programs pertaining to cultural resources preservation (such as, but not limited to, the City's Annual Citrus Harvest Festival); and perform such other functions as may be delegated from time to time to the Historic and Cultural Preservation Board by the City Council. The Board members are required to complete the Form 700 (Statement of Economic Interests Form) annually, and every two (2) years, pursuant to AB1234, complete a two (2) hour minimum ethics training course.

PLANNING COMMISSION: The City of Highland Planning Commission serves at the discretion of the City Council, and it has duties as provided in the City's Municipal Code and State laws. The Commission is required to meet on the first and third Tuesdays of each month commencing at 6:00 p.m. unless the meeting is canceled and/or rescheduled by the Community Development Director. The Commission is authorized to determine if projects are consistent with the City's General Plan, meet the City's Land Use and Development Code standards and guidelines, to approve or deny applications for design review, and to impose reasonable conditions upon such approval subject to requirements for open space, screening, and buffering of the adjacent properties, fences and walls, requirements for installation and maintenance of landscaping and erosion control measures, regulations of signs, grading requirements, regulations for hours of operations, establishment of development schedules or time limits for performance and completion of improvements, and such other matters the Commission may deem necessary to ensure compatibility with surrounding uses; to preserve the public health, safety, and general welfare; and to enable the Commission to make findings necessary for approval. The Commission is also responsible for reviewing public trails systems as part of entitlements and development applications. The Commission serves as the City's Appeals Board and Building Appeals Board, and presides over administrative hearings involving municipal code or state code violations cited by the City or authorized enforcement officer. The Commission also reviews and approves new street names for new development and/or housing tracts. The City of Highland Planning Commissioners are also required to complete the Form 700 (Statement of Economic Interests Form) annually, and every two (2) years, pursuant to AB1234, complete a two (2) hour minimum ethics training course.

ATTACHMENT 2

Attendance Records

2022 Historic and Cultural Preservation Board Attendance

Legend: **A - Absent** **C - Canceled** **P - Present** **V - Vacant** **Meeting Date: 1st Thursday, Even Months**

Date	Colin Childs	Pam Bible	Tony Mauricio	Patrick Sandford	Gail Shelton	Notes
1/6/2022	P	P	P	A	A	REGULAR
2/3/2022	P	P	A	P	P	SPECIAL
3/3/2022	A	P	P	P	P	SPECIAL
4/7/2022	P	P	A	P	P	SPECIAL
5/11/2022	P	A	P	P	P	SPECIAL
6/2/2022	A	P	P	P	P	SPECIAL
8/4/2022	V	P	A	P	P	SPECIAL
10/6/2022	V	P	P	P	P	SPECIAL
TOTALS	P-4	P-7	P-5	P-7	P-7	
	A-3	A-1	A-3	A-1	A-1	
	V-2					



STAFF REPORT

TO THE CITY COUNCIL

DATE: November 8, 2022

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Camille Goritz, Administrative Assistant III *[Signature]*

SUBJECT: Appoint three (3) Members of the Public to the Community Trails Committee

RECOMMENDATION: Staff recommends the City Council appoint three (3) members of the public to the Community Trails Committee.

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

BACKGROUND: On September 6, 2022, the City Council declared three (3) seats vacant (Richard Bowman, Robert LaChausse, and Brent Merideth) and posted that vacancy in accordance with the Maddy Act and the terms expired October 2022. Pursuant to Chapter 2.32.020 of the Highland Municipal Code, the Community Trails Committee shall consist of five members appointed by the City Council and shall serve without compensation. Each member of the Committee shall serve a two-year term of office and have a demonstrated knowledge and interest in one or more of the following: equestrian activities, bicycling, hiking, nature studies, or landscape/open space design. Four (4) applications have been submitted for consideration. Therefore, it would be appropriate for the City Council to appoint three (3) individuals to the Community Trails Committee.

Attachments: 1. Public Service Applications
2. Attendance Records

Approved _____	Motion _____	Second _____	Agenda Item No. <u>16</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>[Signature]</i> City Clerk		<i>[Signature]</i> City Manager	

ATTACHMENT 1

Public Service Applications

Public Service Application

Richard Bowman



RECEIVED

OCT -5 2022

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2023

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Richard D. Bowman

Address: 29842 Cabo Del Oeste Highland, CA 92346

How long have you resided in Highland? 23 years

Home phone: (909) 425-1233 Cell phone: (909) 645-9071

Work phone: (909) 425-0110

Email address: RD.BOWMAN@ADVANCETELECO.COM

Occupation/Employer: ADVANCE TELECO USA, INC

Employer address: 29842 Cabo Del Oeste Highland, CA 92346

Position held: CEO, CFO

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

TRAILS IN City and planning and design of property

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

BS, MS, PhD in Electronic Engineering. Held 4 State Contractors
License classifications. A General Engineering, B- General Building,
C-7 Low Voltage, C-10 Electrical.

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

existing Trails Committee member

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

If so, please list the name and dates served:

TRAILS Comm. Hec

REMARKS:

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

SIGNATURE: R. O. B.

DATE: 9/23/22

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

When you have completed this application, please submit to:

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

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

Public Service Application
Dr. Robert G. LaChausse



RECEIVED

SEP 19 2022

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 09/2023

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Dr. Robert G. LaChausse

Address: 7799 Santa Angela St.

How long have you resided in Highland? 12 years

Home phone: _____ Cell phone: _____

Work phone: 909-496-8148

Email address: rlachausse@calbaptist.edu

Occupation/Employer: California Baptist University

Employer address: _____

Position held: Professor

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

Helping create a healthy, positive community.

I want to serve the community so citizens, friends, and neighbors have an opportunity to have input into the city and the city's trail system and recreational areas.

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

I am a psychologist with training in public health, grant writing, research methods, and public health.

I have been active vounteer for over 20 years with the Redlands Bicycle Classic.

I plan and hold a Christmas 5k run/walk each year in Highland. I have served on the Trails

Comittee for the past 4 years. I use the trails frequently.

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

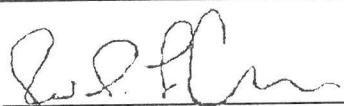
Have you been, or are you now, a member of a governmental board, commission or committee? ☒ Yes ☐ No

If so, please list the name and dates served:

City of Highland Trails Committee

REMARKS:

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

SIGNATURE: 

DATE: 9/19/22

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

When you have completed this application, please submit to:

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

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

Public Service Application

Daniel Lowry



RECEIVED

OCT 17 2022

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2023

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: DANIEL LOWRY

Address: 7738 CENTINIA VISTA

How long have you resided in Highland? 20 + YEARS

Home phone: 909-335-6306 Cell phone: 909-215-7121

Work phone: _____

Email address: (ALL LOWER CASE) HYPERWAX11@GMAIL.COM

Occupation/Employer: CURRENTLY EMPLOYED AT SANBERNARDINO SUPERIOR COURT

Employer address: 247 W. THIRD STREET SECOND FLOOR DEPT 556

Position held: CIVIL GRAND JUROR SANBERNARDINO, CA 92415

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

I WISH TO SERVE THE CITY OF HIGHLAND
AND ITS PEOPLE ON THE HISTORICAL
AND CULTURAL PRESERVATION BOARD OR THE
COMMUNITY TRAILS COMMITTEE

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

I HAVE TAKEN GOVERNMENT CLASSES IN
HIGH SCHOOL / COLLEGE, AND HAVE BEEN PART (PART
OF THE PROJECT) OF THE GOVERNMENT AS A POLL WORKER
ON ELECTION DAY.

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

I HAVE SERVED THE COUNTY OF SAN BERNARDINO
AS A CIVIL GRAND JUROR AND BELIEVE
THIS SERVICE WILL HELP ME EXECUTE
MY DUTIES EFFECTIVELY HEREIN.

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

If so, please list the name and dates served:

CURRENT 2022 CIVIL GRAND JUROR
TERM ENDS DECEMBER 31ST 2022

REMARKS:

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

I WISH TO SERVE THE CITY OF HIGHLAND
AND THE PEOPLE HERE-IN, AND I FORMALLY
SUBMIT MY APPLICATION FOR THIS
POSITION.

SIGNATURE: _____

DATE: _____



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

When you have completed this application, please submit to:

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

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

Public Service Application
Brent Merideth



RECEIVED

OCT 11 2022

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: _____

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Brent Merideth

Address: 29733 Southwood Ln

How long have you resided in Highland? 18 years

Home phone: 909 425 2153 Cell phone: 909 725-4884

Work phone: 909 382 6690

Email address: meridethbl@gmail.com

Occupation/Employer: Engineer / Northrop Grumman

Employer address: 182 S 1070 W, ^{Ogden} ~~Pay~~, UT 84404

Position held: Committee member

Available for meetings: ☐ Daytime ☒ Evenings ☐ Both

INTEREST IN THE POSITION:

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

My primary interest in Highland City Government is with the city's trail system.
Highland's unique location offers its residents quick access to the conveniences
of living within a city together with the benefits of the outdoors. The city has
improved on that by extending some of the trails into the residential areas.
I would like to ensure city continues to build on that legacy as it continues
to grow so residents have safe, easy access to what I believe are
some of the city's greatest assets.

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

I proudly served on the Highland Trails committee from 2010 until 2016
and was chairperson for many of those years. I pursued a Master's in engineering
whose coursework included technical and business subject matter that should
further my ability to help the committee. I then returned to the committee in 2020

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

I served ~~six~~ eight years on the city trails committee, which included development
oversight of the Natural Parkland Trail and speaking at the Santa Ana Bridge Class I
trail ribbon cutting. I've participated in Highland Improvement Team activities. In
2022, I reached the Lifestream 12-gallon blood donor club. As an engineer for Northrup
Grumman, I performed as a Control Account Manager responsible for a project's financial
and schedule metrics and I'm currently a Program Manager for a DoD project. I
understand the lifecycle of projects from concept through completion and understand
trail projects have a similar cycle

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

If so, please list the name and dates served:

City of Highland Community Trails Committee 2010-2016 + 2020-present

REMARKS:

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

I have walked all of Highland's Trails and biked each of the city's bike lanes. While I worked in an office in San Bernardino I biked over 30,000 miles, much of them in Highland. I have two children (10 and 13), so I'm interested in ensuring the trails meet the needs of all users and abilities. I participate in the city's pedestrian and cycling outreach initiatives and continue to provide feedback geared toward additional access and accessibility. I've been a strong and vocal advocate for the construction of the Highland/Redlands Regional Connector Trail

SIGNATURE: Brenda Merdeth

DATE: 10/12/22

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

When you have completed this application, please submit to:

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

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ATTACHMENT 2

Attendance Records

2022 Community Trails Committee Attendace

Legend:

A - Absent

C - Canceled

P - Present

Meeting Date: 2nd Thursday

Date	Richard Bowman	Erwin Fogerson	Robert LaChausse	Brent Merideth	Michael McMillan	Notes
2/10/2022	P	P	P	P	P	REGULAR
3/10/2022	P	P	P	P	P	SPECIAL
4/14/2022	P	A	P	A	P	SPECIAL
5/12/2022	P	P	P	P	P	SPECIAL
6/9/2022	P	A	P	P	A	SPECIAL
8/11/2022	P	P	P	P	A	SPECIAL
TOTALS	P-6	P-4	P-6	P-5	P-4	
	A-0	A-2	A-0	A-1	A-2	



STAFF REPORT

TO THE CITY COUNCIL

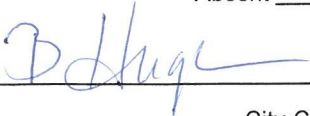
DATE: November 8, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

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

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>17</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ City Clerk		 _____ City Manager	



STAFF REPORT

TO THE CITY COUNCIL

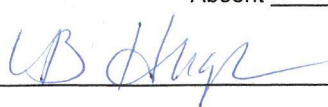
DATE: November 8, 2022

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Council Member Comments
(Agency/Committee/AB1234 Reports, District Updates, etc.)

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>18</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 _____ City Clerk		 _____ City Manager	