

CITY COUNCIL STUDY SESSION AGENDA

STUDY SESSION

January 25, 2023

9:00 a.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

CITY COUNCIL

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, MMC - City Clerk

Lawrence Mainez - Community Development Director

Carlos Zamano - Public Works Director/City Engineer

Maricela Marroquin - City Attorney

CITY OF HIGHLAND 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 ITEMS ON THIS AGENDA ONLY: For those wishing to make public comments by email to be read aloud at the meeting, please submit your comments by 8:00 a.m. on January 25, 2023, to the City Clerk at publiccomment@cityofhighland.org. Members of the public will be permitted to make public comments in person.

**CITY COUNCIL STUDY SESSION
JANUARY 25, 2023 - 9:00 a.m.**

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT (LIMITED TO ITEMS ON THIS AGENDA ONLY)

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. Those wishing to speak on an item ON THE AGENDA will be heard at this time. 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 January 25, 2023, 8:00 a.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.

ITEMS FOR DISCUSSION

1. Work Program for 2023-2024
RECOMMENDATION: That the City Council discuss and rank the proposed work items, and place the urgent and high priority items on a time-table for completion.

ADJOURN

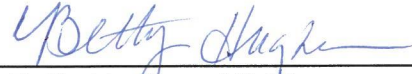
I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on the 9th day of January, 2023, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: January 9, 2023



Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: January 25, 2023

FROM: Joseph Hughes, City Manager

SUBJECT: Work Program 2023-2024

BACKGROUND:

The work program process is the most valuable policy direction the Council provides the organization.

Attached are the proposed work items that were prepared by Staff.

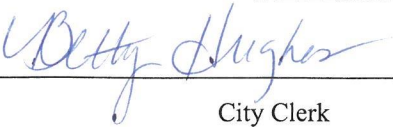
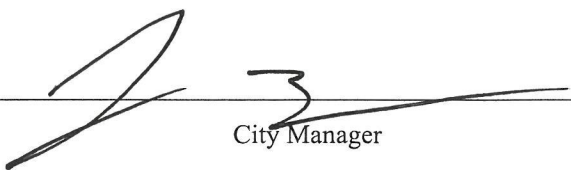
The purpose of this Study Session will be to discuss the proposed work items and allow the Council to ask questions of staff regarding the proposals. The Council will then be asked to rank the work items and place the urgent and high priority items on a time-table for completion.

Below is the rating system that has been used in the past to keep in mind during the review process:

URGENT PRIORITY (8 Points) Critically important that this item be completed during the two-year period. (So important that it would be all right if it were the only item accomplished - although there maybe more than one)

HIGH PRIORITY (6 Points) Very important that this item be completed during the two-year period.

PRIORITY (4 Points) This item maybe accomplished during the two-year period if urgent and high priorities are completed.

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

Staff Report: Work Program Study Session Page 2

LOW PRIORITY (2 Points) If the urgent, high and priority items are accomplished or time permits then this item should be accomplished.

DELETE (0 Points) This item should be removed from the Work Program.

Ranges

7.8 - 8.0	UP
7.1 - 7.7	UP-
6.4 - 7.0	HP+
5.7 - 6.3	HP
5.0 - 5.6	HP-
4.3 - 4.9	P+
3.6 - 4.2	P
2.9 - 3.5	P-
2.2 - 2.8	LP+
1.5 - 2.1	LP
0.8 - 1.4	LP-
0.0 - 0.7	D

The final step of the process will be the adoption of the Work Program during a regular City Council Meeting.

Attachments:

- New Proposed Work Items
- Rating Form

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Explore Updating City Logo

DEPARTMENTS RESPONSIBLE: City Clerk

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Work with a Subcommittee on gathering ideas for developing a new City logo and obtain City Council approval on final design.

Funding Source: General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

- Giving our logo a more polished and contemporary feel
- Compatibility with website

The intent is not to replace the City logo in all locations but only update where feasible such as City letterhead, business cards and website.

3. ORIGIN OF ISSUE:

COUNCIL _____

GEN. PLAN _____

OUTSIDE REQUEST _____

STAFF X

BOARD/COMMISSION _____

LEGAL OBLIGATION _____

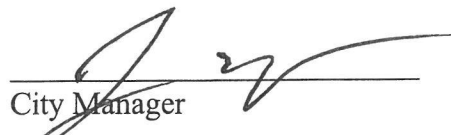
4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 20-30.

5. ARE CONTRACT SERVICES REQUIRED? Yes.

IF SO, WHAT TYPE? Graphic Artist Vendor.

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.

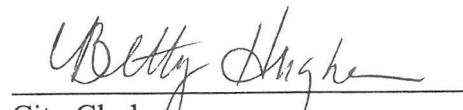
REVIEWED BY:



City Manager
12/28/22

DATE

PROPOSED BY:



City Clerk
1/3/2023

DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Explore the need to purchase and implement an updated version of Financial Management Software from existing vendor or competitor.

DEPARTMENTS RESPONSIBLE: Finance.

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Tyler Technologies will stop supporting our current Financial Management Software, Eden Inforum Gold, on March 1, 2027. Tyler Technologies has extended an offer to migrate to another Tyler Technologies product named Enterprise (Munis) at no relicensing cost to the City. Finance staff has met with Tyler and received a quote for conversion and implementation. Conversion and implementation will take approximately 2 years.

Funding Source: General Fund/Building Services.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Whether the City purchases the software from Tyler Technologies or a competitor, this item is essential because the current product will become obsolete on March 1, 2027. Tyler Technologies is a member of Sourcewell. As a member of Sourcewell, the City can take advantage of competitive pricing. Since 1995, the City has a long-standing relationship with Tyler Technologies and their products are very user friendly. Staff will also look at their competitors' products. Finance wanted to bring this item to the City Council's attention as an upcoming substantive item for the 2025-2027 biennial budget.

3. ORIGIN OF ISSUE:

COUNCIL___

GEN.PLAN___

OUTSIDE REQUEST___

STAFF X

BOARD/COMMISSION___

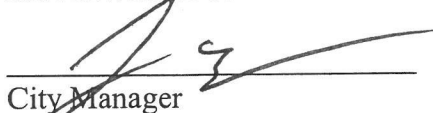
LEGAL OBLIGATION___

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 10 hours.

5. ARE CONTRACT SERVICES REQUIRED? Not currently. This item is for informational purposes about a substantial purchase in the next Work Program & Budget.
IF SO, WHAT TYPE? N/A.

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.

REVIEWED BY:


City Manager

12/29/22
DATE

PROPOSED BY:


Director of Administrative Services

12/29/22
DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Firearm Detection Canine

DEPARTMENTS RESPONSIBLE: Police Department

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

A firearm detection canine would be used to locate illegal firearms, ammunition and improvised explosive weapons during routine traffic enforcement, search warrants and complex criminal investigations. This item would reduce the number of weapons used in local crimes.

Funding Source: General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Both legal and illegal firearms used in criminal acts, are becoming more and more prevalent in our community. On average, Deputies assigned to the Highland Station, seize a firearm almost every day. These are often used in crimes or located on narcotics dealers and even transients. Typically, these firearms are found to be ghost guns. A ghost gun is an unregistered firearm or firearm manufactured without serial numbers so it cannot be traced.

A firearm detection canine would help locate these weapons in an effort to combat their use in criminal activity. This program would require the purchase of the animal and a specially equipped vehicle. It would also require ongoing food and veterinary care for the life of the dog. An existing Deputy Sheriff position assigned to the Quality of Life Team, would be used as the handler.

3. ORIGIN OF ISSUE:

COUNCIL___

GEN.PLAN___

OUTSIDE REQUEST___

STAFF X

BOARD/COMMISSION

LEGAL OBLIGATION

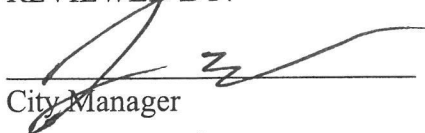
4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 1

5. ARE CONTRACT SERVICES REQUIRED? Yes

IF SO, WHAT TYPE? Amending the contract with the SB County Sheriff's Dept.

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

REVIEWED BY:



City Manager

12/21/22

DATE

PROPOSED BY:



Director of Administrative Services

12/29/22

DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: (2) Side by Side Off-Road Utility Vehicles

DEPARTMENTS RESPONSIBLE: Police Department

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

The Police Department is requesting (2) multi-purpose side by side off-road utility vehicles for use during regular enforcement and special events.

Funding Source: General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

With increasing crime and homeless issues occurring in the washes, hills and unpaved areas around the city, more robust and specialized off-road vehicles are needed. Currently, the Police Department has a single side by side Mule. However, it is primarily designed as farm equipment and not adequate for law enforcement operations in terms of speed and capability.

Purchasing two specially designed side by side utility vehicles will allow deputies to access and patrol more remote and off-road areas experiencing increases in homeless camps and illegal activity. Two vehicles would allow multiple employees and supervisors to work together and allow for prisoner transport and/or movement of equipment and property. In addition to their use in routine enforcement, the utility vehicles would be used for special events such as the Citrus Harvest Festival, 4th of July Parade, Immanuel Baptist Church fireworks show, YMCA 5k-10k run, and our local Bike Classic. Often with crowds of pedestrians at these events, it is difficult to maneuver around with a larger patrol car.

3. ORIGIN OF ISSUE:

COUNCIL ☐

STAFF ☒

GEN.PLAN ☐

BOARD/COMMISSION ☐

OUTSIDE REQUEST ☐

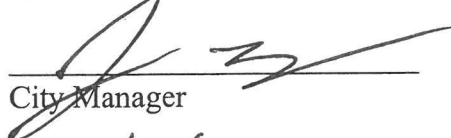
LEGAL OBLIGATION ☐

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 5

5. ARE CONTRACT SERVICES REQUIRED? No IF SO, WHAT TYPE? N/A

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

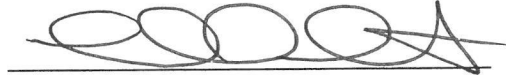
REVIEWED BY:



City Manager

12/29/22
DATE

PROPOSED BY:



Director of Administrative Services

12/29/22
DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Replacement Command Post Vehicle

DEPARTMENTS RESPONSIBLE: Police Department

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

The Police Department needs to replace the Command Post Vehicle for use during natural disasters and major events in the city. A previously used van conversion motorhome is currently being retired. It was found to be too large and not used frequently enough to keep it functional.

Funding Source: General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

In the event of a natural disaster such as flood or wildland fire, Police supervisors need a platform for control and management of personnel deployment and resources. In the past, larger motorhome type vehicles were thought to be the way to go. Currently, most public safety agencies use smaller vehicles like Suburban's or pickup trucks with a camper shell. These vehicles typically carry maps, supplies, ammunition and extra communication equipment like radios and satellite phones. The smaller footprint of a Suburban means it can be parked in locations a motorhome may not fit. It is easier to store and keep operational. The City of Highland is also very active with special events such as the Redlands Bicycle Classic, Citrus Harvest Festival and Fireworks show. Supervisors and managers responsible for these events currently have limited ability to coordinate them in the field as typical patrol cars lack the extra equipment and functional space. Obtaining a Suburban style Command Post would allow patrol supervisors to drive the vehicle during routine patrol, keeping it functional and always available.

3. ORIGIN OF ISSUE:

COUNCIL ☐

GEN.PLAN ☐

OUTSIDE REQUEST ☐

STAFF ☒

BOARD/COMMISSION ☐

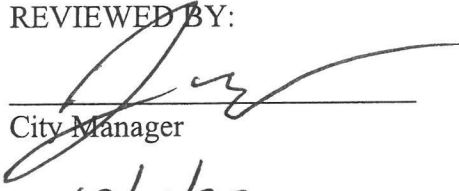
LEGAL OBLIGATION ☐

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 10

5. ARE CONTRACT SERVICES REQUIRED? No IF SO, WHAT TYPE? N/A

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

REVIEWED BY:



City Manager

12/21/22
DATE

PROPOSED BY:



Director of Administrative Services

12/29/22
DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: (1) Side by Side Off-Road Utility Vehicle

DEPARTMENTS RESPONSIBLE: Fire Department

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

The Fire Department is requesting a multi-purpose side by side off-road utility vehicle for use during special events.

Funding Source: Fire Department Equipment Reserve Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Purchasing a specially designed side by side utility vehicle will allow fire department personnel to access more remote and off-road areas. In addition to their use in remote areas of the city, the utility vehicle would be used for special events such as the Citrus Harvest Festival, 4th of July Parade, Immanuel Baptist Church fireworks show, YMCA 5k-10k run, and our local Bike Classic. Often with crowds of pedestrians at these events, it is difficult to maneuver around with a larger fire engine.

3. ORIGIN OF ISSUE:

COUNCIL___

STAFF X

GEN.PLAN___

BOARD/COMMISSION

OUTSIDE REQUEST___

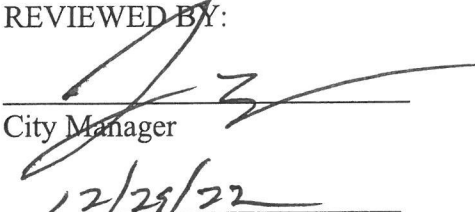
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 5

5. ARE CONTRACT SERVICES REQUIRED? No IF SO, WHAT TYPE? N/A

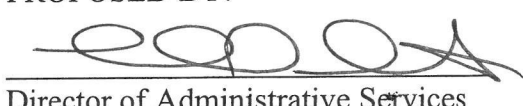
6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

REVIEWED BY:


City Manager

DATE

PROPOSED BY:


Director of Administrative Services

DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Purchase of Fire Training Structure

DEPARTMENTS RESPONSIBLE: Fire Department

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

The Fire Department is requesting a multi-purpose fire training structure with the goal of providing a better training experience for fire professionals.

Funding Source:

- #1. Fire Department Equipment Reserve Fund.
- #2. San Manuel.
- #3. CAL FIRE.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Purchasing a multi-purpose fire training structure will serve your current and future firefighters for decades to come.

The city currently possesses land/space to build a fire training structure behind Fire Station 3. A fire training structure would greatly enhance manipulative fire ground safety and tactics for commercial and residential structure fires which include force entry, search & rescue, ventilation, and self-firefighter rescue. Objective is to provide a training structure for firefighters to continue performing real life fire ground operations in a secured safe controlled environment. Exercising skills through training is critical for the safety and performance for the City's Firefighters as well as the life safety of the public within Highland.

3. ORIGIN OF ISSUE:

COUNCIL _____

GEN.PLAN _____

OUTSIDE REQUEST _____

STAFF

BOARD/COMMISSION

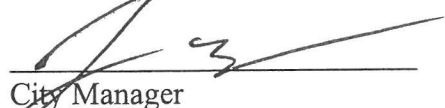
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 90

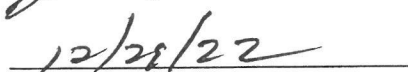
**5. ARE CONTRACT SERVICES REQUIRED? Yes.
IF SO, WHAT TYPE? Contractor.**

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

REVIEWED BY:



City Manager



DATE

PROPOSED BY:



Director of Administrative Services



DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Purchase of Backup Power Supply Industrial Generators for Fire Station No 1 & 2

DEPARTMENTS RESPONSIBLE:

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Solicit proposals and obtain Council approval for purchase two Industrial Generators.
For Fire Station 1 & Fire Station 2.

Funding Source: Fire Department equipment reserve account.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Currently generators at Fire Station 1 and Fire Station 2 are not Backup Power Supply Systems / Industrial Generators that can support normal fire station operations. Both fire stations have been utilizing large portable generators. Fire Station 1 and Fire Station 2 generators can only generate enough power to sustain a refrigerator and a smaller A/C unit, leaving each fire Station's personnel with no other option but having to resort to monitoring hand-held radios to receive critical dispatch information. Apparatus bay doors are left in an unlocked position to pull fire engines in and out of the apparatus bays. This also delays response to 911 emergencies because personnel must manually close bay doors. Manual operated bay doors leave the fire station unsecured during power outages due to wind events and other power loss events.

With the purchase of two new industrial generators, both Fire Stations will be able to continue normal operations responding to emergencies and safeguarding civilians when power is lost to a fire station due to a wind event or grid failure.

Since the last Work Program, we've been coordinating with Southern California Edison to obtain power usage for Fire Station No. 1 & Fire Station No. 2, so we have the correct spec for the power module to support our needs. Once completed, we will obtain the purchase price for the generators through Sourcewell and present this to the City Council. If approved, we anticipate a project start date in quarter 1 of next year.

3. ORIGIN OF ISSUE:

COUNCIL___

STAFF **X**

GEN.PLAN___

BOARD/COMMISSION

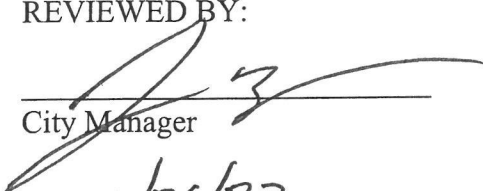
OUTSIDE REQUEST___

LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 50

5. **ARE CONTRACT SERVICES REQUIRED?** Yes
IF SO, WHAT TYPE? Yes. General Construction Contractor / Electrical Contractor
6. **IS THIS A CARRY-OVER ITEM FROM 2021-22?** Yes

REVIEWED BY:

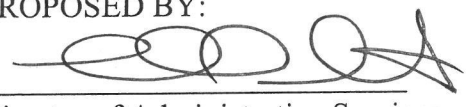


City Manager

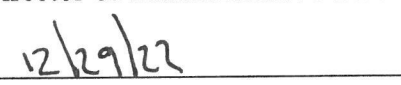


DATE

PROPOSED BY:



Director of Administrative Services



DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Purchase of a Type III Wildland Fire Engine

DEPARTMENTS RESPONSIBLE:

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Solicit proposals and obtain Council approval for purchase of a Type III Wildland Fire Engine.

Funding Source: Fire Department equipment reserve account.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The Highland Fire Department requests consideration for funding of actual costs, not to exceed \$500,000, to purchase one type III fire engine and associated equipment. The new vehicle would be in addition to the City of Highland's current fleet.

The Type III fire engine would be assigned to the East Highland Fire Station #2. The City would assume responsibility for all recurring costs and maintenance with the fire engine. The addition of this specialized fire engine enhances the operation of the department allowing us to meet our mission and provide for better public safety within the City of Highland more easily.

With the constant threat of deadly and destructive wildland fires in California, especially evident by the recent large fires that have impacted the City as well as the surrounding areas, a type III wildland fire engine is an invaluable asset. The City has large areas of wildlands as well as structures located in the wildland-urban interface. A type III wildland engine is greatly more effective than the City's current engines at suppressing wildfires due to its high clearance, short wheelbase, and four-wheel drive capability. The City does not currently have any wildland engines and utilize its larger municipal type I fire engines that have very limited capability in wildland incidents. The addition of a wildland engine will aid the City in being more consistent with industry standards such NFPA regulations as well as providing a greater capability for a wildfire within the City.

Since the last Work Program, the purchase of this equipment was approved by the City Council January 6, 2021, as a carry-over item. The bid was awarded to BME Boise Mobile Equipment. We "piggybacked" off the State contract. In August 2022, BME reported a 10-month delay of the build-up due to International's staffing shortages. In November 2022, BME Boise Mobile Equipment reported that due to a National steel and an International employee shortage, that they are waiting on the delivery of a chassis with an estimated time of arrival date of 3/5/2023. Once BME receives the chassis, they are looking at a 3-to-4-month build-up which will give us a July 2023 estimated delivery date.

3. ORIGIN OF ISSUE:

COUNCIL _____

GEN.PLAN _____

OUTSIDE REQUEST _____

STAFF X

BOARD/COMMISSION

LEGAL OBLIGATION

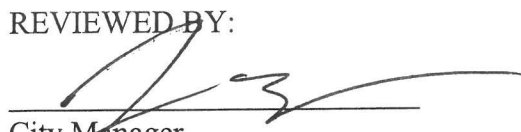
4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 10

5. ARE CONTRACT SERVICES REQUIRED? Yes.

IF SO, WHAT TYPE? We have "piggy-back" off the State contract.

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes.

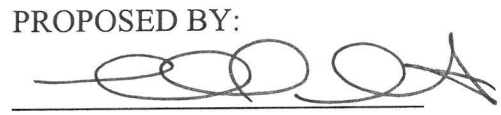
REVIEWED BY:



City Manager

12/29/22
DATE

PROPOSED BY:



Director of Administrative Services

12/29/22
DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Determine Funding Level and Prioritize Project Locations for 5-Year City-Wide Pavement Management Program

DEPARTMENTS RESPONSIBLE: Public Works/Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- Utilizing information included in the final report of the Pavement Management Program, which will be available in the first quarter of 2023, develop a priority list of locations for pavement projects based on various maintenance strategies such as crack seal, slurry seal, overlay and rehabilitation.
- Identify potential fund sources for implementation of the Pavement Management program City-wide.
- Obtain City Council policy direction relative to allocation of City resources and long-term fund level to implement the Pavement Management Program
- Based on the amount of anticipated City funds to be allocated to the Pavement Management Program, select street locations for pavement projects for incorporation in the City's future 5-year Capital Improvement Programs and Measure I 5-year CIP's.

Funding Source: Gasoline Tax (SB-1), Measure I Local Street Program Pass-Thru funds, CDBG funds, General Capital Financing (MOE and Pavement Impact Fee) and CalRecycle RAC Grant funds

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The City-wide Pavement Maintenance Program is an effective tool to quantitatively analyze and evaluate pavement conditions, and to develop the best strategies to maintain pavement of the City's 152 centerline miles of streets. Proper planning and construction of pavement projects, which is supported by an appropriate level of available funding, is essential for the City to keep its streets in good conditions for an extended period of time. Additionally, the proposed multi-year pavement program with specific street locations will facilitate better coordination of construction projects among the City and the various public agencies and utilities.

3. ORIGIN OF ISSUE:

COUNCIL

GEN.PLAN

OUTSIDE REQUEST

STAFF X

BOARD/COMMISSION

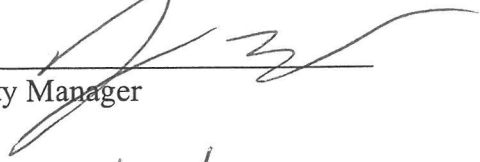
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Engineering

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes

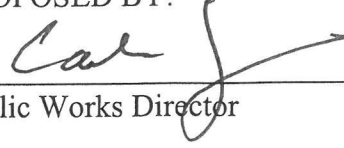
REVIEWED BY:



City Manager

12/29/22
DATE

PROPOSED BY:



Public Works Director

12/29/2022
DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Initiate Development of the Highland/San Bernardino 5th Street Corridor Improvement Project

DEPARTMENTS RESPONSIBLE: Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- Initiate discussions with City of San Bernardino, IVDA, San Manuel Band of Mission Indians and East Valley Water District for a joint project for 5th Street between Victoria Avenue and Del Rosa Drive.
- Seek approval of cooperative agreement with participating agencies.
- Seek potential grant funding to construct the proposed 5th Street improvements.

Funding Source: Gasoline Tax (SB-1), Measure I Local Street Program Pass-Thru funds, City of San Bernardino, County of San Bernardino, IVDA, San Manuel Band of Mission Indians, and EVWD.

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The pavement condition for 5th Street is in very poor condition. The proposed joint pavement rehabilitation project will provide a good and safe roadway surface to support traffic circulation and emergency services.

3. ORIGIN OF ISSUE:
COUNCIL
GEN.PLAN
OUTSIDE REQUEST

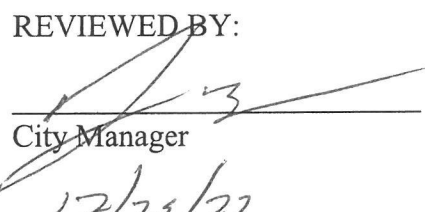
STAFF **X**
BOARD/COMMISSION
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 60

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Engineering

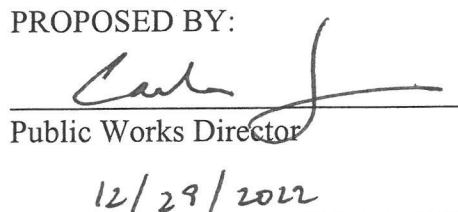
6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

REVIEWED BY:


City Manager

12/29/22
DATE

PROPOSED BY:


Public Works Director

12/29/2022
DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Complete Construction of the 3rd Street and 5th Street Corridors Improvement Project

DEPARTMENTS RESPONSIBLE: Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Complete construction of street, storm drain and traffic signal improvements.

Funding Source: Federal EDA grant, State SB1 State Local Partnership Program grant, City 2007 RDA bond proceeds, IVDA, and San Manuel Band of Mission Indians

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The proposed improvements will complete street and drainage improvements along 5th Street and 3rd Street, extend 3rd Street to connect to 5th Street, and realign the Palm Avenue/3rd Street intersection thereby improving traffic circulation to access the SR 210/5th Street interchange from areas west of Palm Avenue.

3. ORIGIN OF ISSUE:

COUNCIL

GEN.PLAN X

OUTSIDE REQUEST

STAFF X

BOARD/COMMISSION

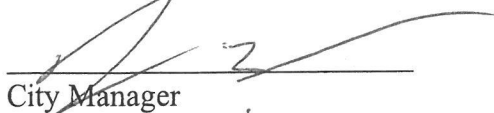
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Construction Management and Inspection Services

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes

REVIEWED BY:



City Manager

12/29/22
DATE

PROPOSED BY:



Public Works Director

12/29/2022
DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Seek Grant Funding to Complete Right-of-Way and Construction of the Highland/Redlands Regional Connector Project

DEPARTMENTS RESPONSIBLE: Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- Construction of new Class I and II bikeways in the cities of Highland and Redlands.
- Apply for federal grant funds for right-of-way and construction of the proposed public improvements.

Funding Source: Federal ATP grant, SBCTA TDA Article 3 grant, and City of Redlands

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Construction of this project was funded through ATP Cycle 2 grant. However due to extremely high environmental mitigation measures for the San Bernardino Kangaroo Rat required by the California Department of Fish and Wildlife (CDFW), the cities of Highland and Redlands were forced to cancel the ATP funds. With environmental and design phases complete, this project will compete well for ATP Cycle 7 Grant cycle. SBCTA has offered to take the lead with preparation of this grant application. The proposed widening and improvement of Boulder Avenue/ Orange Street will provide an adequate and safer link of travel between the cities of Highland and Redlands.

3. ORIGIN OF ISSUE:

COUNCIL

GEN.PLAN X

OUTSIDE REQUEST

STAFF X

BOARD/COMMISSION

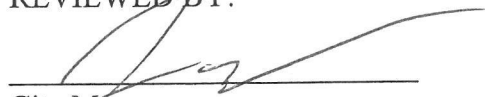
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 60

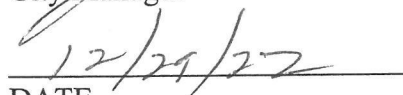
5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Right of Way, Construction Management and Inspection Services

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes

REVIEWED BY:

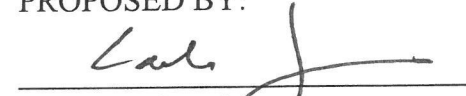


City Manager

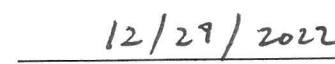


DATE

PROPOSED BY:



Public Works Director



DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Complete Construction of the City Creek/Alabama Street Bikeway Project

DEPARTMENTS RESPONSIBLE: Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Complete construction of the proposed bikeway/walkway on the west City Creek levee.

Funding Source: Federal ATP grant, Measure I Local Street Program Pass-Thru funds, and City of San Bernardino

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The proposed widening and improvement of Alabama Street and the proposed bikeway/walkway on the City Creek levee will improve traffic safety on Alabama Street and promote active transportation in the City.

3. ORIGIN OF ISSUE:

COUNCIL

GEN.PLAN~~X~~

OUTSIDE REQUEST

STAFF~~X~~

BOARD/COMMISSION

LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 60

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Construction Management and Inspection Services

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes

REVIEWED BY:



City Manager

12/29/22
DATE

PROPOSED BY:



Public Works Director

12/29/2022
DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Complete right-of-way and obligate federal funds for construction of the Base Line Bridge over City Creek.

DEPARTMENTS RESPONSIBLE: Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- Secure FHWA approval for additional Federal funds needed for project right of way and construction.
- Complete right of way for the proposed bridge, roadway and channel improvements.
- Secure FHWA commitment of Federal Highway Bridge Program funds for construction of the proposed Base Line Bridge as a high cost project that is expected to exceed \$20 million in construction cost.

Funding Source: Federal Highway Bridge Program grant, and City RDA bond proceeds

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Replacing the low water crossing with a new 600'- long bridge on Base Line across City Creek will alleviate the periodic flooding and traffic circulation problems at this location during heavy storms.

3. ORIGIN OF ISSUE:

COUNCIL **X**

GEN.PLAN

OUTSIDE REQUEST

STAFF

BOARD/COMMISSION

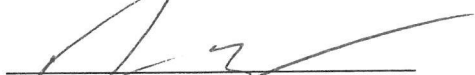
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 120

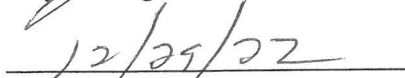
5. ARE CONTRACT SERVICES REQUIRED? Yes **IF SO, WHAT TYPE?**
Engineering and Right of Way Services

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes

REVIEWED BY:



City Manager

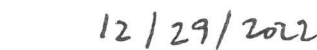


DATE

PROPOSED BY:



Public Works Director



DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Complete environmental and initiate design of Orange Street Bridge over Plunge Creek Overflow.

DEPARTMENTS RESPONSIBLE: Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- Obtain concurrence from FHWA to expand project scope and cost to include a raised bridge and roadway profile.
- Complete environmental studies and obtain clearance from all resource agencies.
- Initiate final project design.

Funding Source: Federal Highway Bridge Program Grant, and City Development Impact Fee

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Replacing the existing 2-lane bridge over Plunge Creek Overflow with a 4-lane bridge along with a raised roadway profile will accommodate future increased traffic volumes and reduce potential of flooding at this location during heavy storms.

3. ORIGIN OF ISSUE:
COUNCIL
GEN.PLAN X
OUTSIDE REQUEST

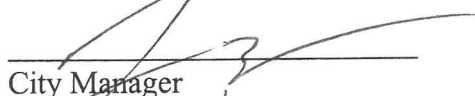
STAFF X
BOARD/COMMISSION
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 100

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Environmental and Engineering Services

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes

REVIEWED BY:



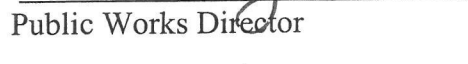
City Manager


12/29/22

DATE

PROPOSED BY:



Public Works Director


12/29/2022

DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Implementation of the Project Approval & Environmental Documents Phase of the Victoria Avenue Interchange Project

DEPARTMENTS RESPONSIBLE: Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- Work with stakeholders to identify 3 alternatives for the new interchange at SR-210/Victoria Avenue.
- Complete Project Approval & Environmental Documents Phase for preferred alternative.
- The City will serve as sponsor and implementing agency with Caltrans on this project.

Funding Source: Indian Gaming Special Distribution Grant, San Manuel Community and Credit Fund and San Manuel Band of Mission Indians

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Construction of a new interchange at SR-210/Victoria Avenue will relieve traffic congestion at the existing interchange at SR-210/Highland/Arden and along Highland Avenue east of the existing interchange. The new interchange at Highland Avenue will provide direct, safe and efficient freeway access from SR-210 to major activity centers such as San Manuel Indian Casino and San Bernardino International Airport.

3. ORIGIN OF ISSUE:

COUNCIL X

GEN.PLAN X

OUTSIDE REQUEST X

STAFF

BOARD/COMMISSION

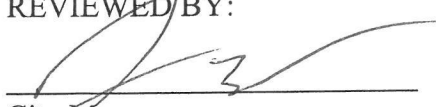
LEGAL OBLIGATION X

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Environmental and Engineering Services

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes

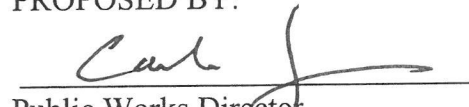
REVIEWED BY:



City Manager

12/29/22
DATE

PROPOSED BY:



Public Works Director

12/29/2022
DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Implementation of the project approval and environmental document phase of the 5th Street Interchange Project.

DEPARTMENTS RESPONSIBLE: Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- The Project Approval and Environmental Document (PAED) for the proposed 5th Street Interchange project includes eastbound on and off ramp additional lanes and widening of 5th Street at SR-210 to ultimate width.
- Negotiate funding contributions from CEMEX/Robertson's Ready Mix
- Prepare Request for Proposal, select consultants for the PAED work.
- Begin PAED work.

Funding Source: City Measure I Arterial Funds, City Development Impact Fees, and SBCTA Freeway Interchange Program Funds,

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Construction of these interchange improvements at SR-210/5th Street will provide direct, safe and efficient freeway access for vehicular and truck traffic.

3. ORIGIN OF ISSUE:
COUNCIL **X**
GEN.PLAN
OUTSIDE REQUEST

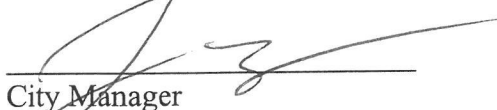
STAFF
BOARD/COMMISSION
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 160

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Environmental and Engineering Services

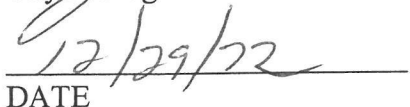
6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes

REVIEWED BY:



City Manager

DATE



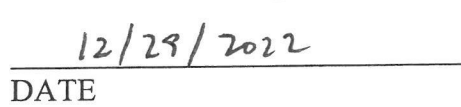
12/29/22

PROPOSED BY:



Public Works Director

DATE



12/29/2022

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Implement Strategies to Balance Landscape Maintenance District Budget

DEPARTMENTS RESPONSIBLE: Public Works/Public Services

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- Evaluate various options to reduce expenditures and/or increase revenues such as:
 - a. Reduction of maintenance services;
 - b. Increase hardscape;
 - c. Increase annual assessment for zones that have a deficit.
- Develop viable strategies for implementation to balance the district's annual budget.
- Conduct public outreach to gain understanding and support from affected residents and businesses.

Funding Source: General Fund and Assessment District

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

With the continued increase of maintenance charges various zones in the Landscape Maintenance District are operating with a deficit. Due to legal restrictions these zones annual assessments cannot be increase without balloting all affected property owners. An increase in revenue is required for the district to maintain its current level of service.

3. ORIGIN OF ISSUE:

COUNCIL___

STAFF X

GEN.PLAN___

BOARD/COMMISSION

OUTSIDE REQUEST___

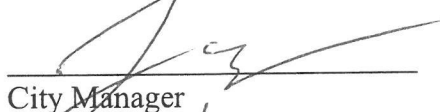
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Assessment Engineering Services and Legal Services

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes

REVIEWED BY:



City Manager

12/25/22

DATE

PROPOSED BY:



Public Works Director

12/29/2022

DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Aurantia Park Trash and Recycle Dumpster Enclosure

DEPARTMENTS RESPONSIBLE: Public Works/Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Install trash and recycle dumpster enclosure to manage trash and recyclables on site.

Funding Source: General Funds

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Aurantia Park is one of the City's most used parks and does not have on site trash or recyclable containers for disposal of trash, dog waste, and recyclable materials. This work item would allow staff and janitorial service to manage waste and recyclables on site.

3. ORIGIN OF ISSUE:

COUNCIL__

STAFF X

GEN.PLAN__

BOARD/COMMISSION

OUTSIDE REQUEST__

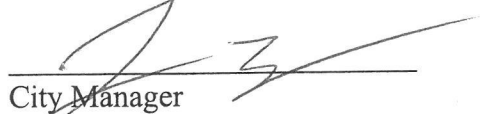
LEGAL OBLIGATION__

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 32

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Concrete/Masonry, Fencing/Ironwork and Paint.

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

REVIEWED BY:



City Manager

12/25/22

DATE

PROPOSED BY:



Public Works Director

12/29/2022

DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Improve City Hall Solid Waste Enclosure to Increase Security and Prevent Illegal Dumping

DEPARTMENTS RESPONSIBLE: Public Works/Public Services

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

- Prepare design improvements to include solid roof and cage structure
- Construct solid waste enclosure

Funding Source: General Fund and General Capital Finance

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The City Hall solid waste enclosure is currently open and accessible to the public which results in continuous illegal dumping and scavenging incidents. Improving the facility with a solid roof and a cage structure will allow staff to secure the area to minimize these occurrences.

3. ORIGIN OF ISSUE:

COUNCIL___

STAFF X

GEN.PLAN___

BOARD/COMMISSION

OUTSIDE REQUEST___

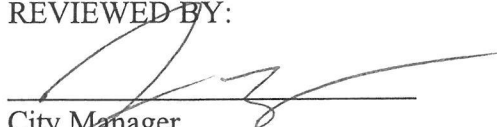
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 20

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Construction

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

REVIEWED BY:

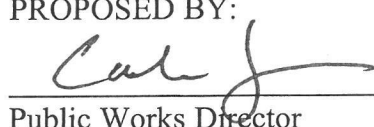


City Manager

12/29/22

DATE

PROPOSED BY:



Public Works Director

12/29/2022

DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Paint City Hall Exterior Stucco and Trims

DEPARTMENTS RESPONSIBLE: Public Works

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Power wash, preparation and painting of City Hall.

Funding Source: General Funds

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

City Hall wood trim is in need of treatment for protection from elements and stucco is degrading in appearance.

3. ORIGIN OF ISSUE:

COUNCIL ☐

GEN. PLAN ☐

OUTSIDE REQUEST ☐

STAFF ☒

BOARD/COMMISSION ☐

LEGAL OBLIGATION ☐

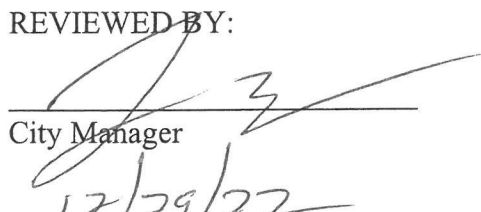
4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 25

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?

Painting, Miscellaneous surface repairs

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

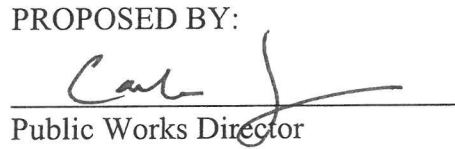
REVIEWED BY:



City Manager

12/29/22
DATE

PROPOSED BY:



Public Works Director

12/29/2022
DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Fire Station #3 HVAC System Replacement and Modification

DEPARTMENTS RESPONSIBLE: Public Works

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Remove existing HVAC system components and install new energy efficient system with ducted distribution throughout, including new thermostats and controls.

Funding Source: General Funds

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

In recent years the ageing HVAC system at Fire Station #3 has required frequent repairs. The current system is very specialized with proprietary controls and requires technical ability to perform maintenance and repairs. Several system components are currently inoperable, and repairs would be costly. The current system has been operating in bypass mode which is inefficient with very limited control. The proposed new system would be a conventional HVAC system with non-proprietary controls that would be more accessible to available technicians and flexible for occupants and staff.

3. ORIGIN OF ISSUE:

COUNCIL___

STAFF X

GEN.PLAN___

BOARD/COMMISSION

OUTSIDE REQUEST___

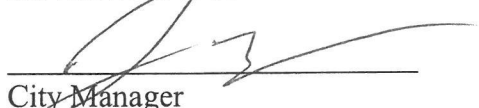
LEGAL OBLIGATION___

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 32

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Mechanical Engineering Services and HVAC Contractor.

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

REVIEWED BY:


City Manager

12/29/22
DATE

PROPOSED BY:


Public Works Director

12/29/2022
DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Replace Fuel Dispensing System at Police Station

DEPARTMENTS RESPONSIBLE: Public Works

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Replace existing fuel control and dispensing equipment for gas and diesel tanks.

Funding Source: General Funds

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The fuel dispensing equipment at the Police Station is obsolete and repair parts are not readily available in the event there is a failure. Due to upgraded emission standards, new equipment that is available is not compatible with the existing system. As result, the pedestals, pumps, and controller need to be replaced at the same time.

3. ORIGIN OF ISSUE:

COUNCIL___

GEN.PLAN___

OUTSIDE REQUEST___

STAFF **X**

BOARD/COMMISSION

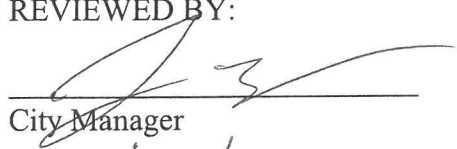
LEGAL OBLIGATION___

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 32

5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?
Fuel System Contractor

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

REVIEWED BY:


City Manager

12/29/22
DATE

PROPOSED BY:


Public Works Director

12/28/2022
DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Residential Solar On-line Permitting

DEPARTMENTS RESPONSIBLE: Building & Safety

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Staff to develop a streamlined permitting process for the installation of small residential rooftop solar energy systems and residential energy storage systems. The permitting process would include the implementation of an online/web based, permitting platform that verifies code compliance and allows for permit issuance online (using iWorQ services).

Funding Source: General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

This work program item will align with the State Energy Resources Conservation and Development Commission (Energy Commission), which includes administering programs for the installation of solar energy systems.

The City currently offers expedited review under Ordinance 401 (expedited & streamlined process for residential solar). The proposed on-line permitting process would significantly reduce or even eliminate delays in processing solar permits.

3. ORIGIN OF ISSUE:

COUNCIL

GEN.PLAN

OUTSIDE REQUEST

STAFF X

BOARD/COMMISSION

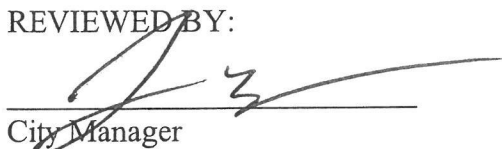
LEGAL OBLIGATION X

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 40

5. ARE CONTRACT SERVICES REQUIRED? No IF SO, WHAT TYPE?

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

REVIEWED BY:


City Manager

12/29/22
DATE

PROPOSED BY:


Community Development Director

12/29/22
DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Airport Gateway Specific Plan

DEPARTMENTS RESPONSIBLE: Planning / Public Works

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Coordinate with SBIA, IVDA, City of San Bernardino, County of San Bernardino, EVWD and the San Manuel Band of Mission Indians to draft and adopt a Specific Plan for the corridor. Identify goals, vision and administrative procedures that will ensure the success north of the San Bernardino International Airport. During this process, the City will evaluate its existing Business Park and Industrial Zoning District permitted uses, and standards. The City will review the boundaries of the Business Park and Industrial Zoning District and explore ways to facilitate employment generating uses.

Funding Source: SBIAA/IVDA Funded (nominal General Fund – Planning Division to conduct public meetings)

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?
WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

It is in the City's best interest to have input into the regional plan and work collaboratively with all other agencies affected. The City's Business Park and Industrial Zoning Districts are strategically located close to the San Bernardino International Airport with exceptional access to SR210. The Districts also provide some of the best opportunity areas for local employment for the City. A detailed evaluation of the City's existing Business Park and Industrial Zoning District uses, and standards are necessary to ensure the districts are permitting the appropriate mix of uses consistent with the General Plan goals inclusive of the Economic Development Element.

3. ORIGIN OF ISSUE:

COUNCIL X

GEN.PLAN

OUTSIDE REQUEST X

STAFF

BOARD/COMMISSION

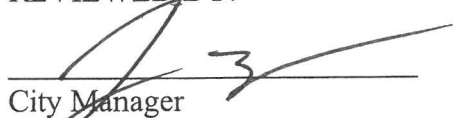
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 120

5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes.

REVIEWED BY:


City Manager

12/29/22
DATE

PROPOSED BY:


Community Development Director

12/29/22
DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Annex Southeast Corner of Victoria & 5th Street

DEPARTMENTS RESPONSIBLE: Planning / Finance

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

A warehouse/logistics development proposal at the southeast corner of Victoria and 5th Street straddles the boundary of the City of Highland and City of San Bernardino with the majority located in Highland. A Local Agency Formation Commission (LAFCO) annexation application for approximately .5 acres from San Bernardino to Highland is proposed.

Funding Source: Developer-funded Entitlement Application Fees

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

Allow for the orderly development of Business Park uses in the City and adjust boundaries between the Cities in a way that provides for the ease of entitling the project and the provision of services following entitlement. It would be best if the entire property were one jurisdiction. The developer, San Bernardino staff and Highland staff agree that Highland is the logical choice as it contains most of the project footprint.

3. ORIGIN OF ISSUE:

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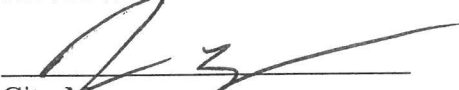
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 160

5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.

REVIEWED BY:

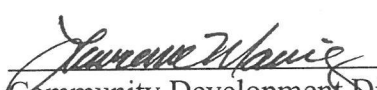


City Manager

DATE

12/29/22

PROPOSED BY:



Community Development Director

DATE

12/29/22

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Host the Annual Citrus Harvest Festival

DEPARTMENTS RESPONSIBLE: Planning / Public Works / Public Services / Finance

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Coordinate the 2023 and 2024 Citrus Harvest Festivals (25th and 26th Annual). Manage the vendors, historic home tour, car show, entertainment, marketing, and other aspects of the event.

Funding Source: Prior year's proceeds and General Fund

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?
WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

To foster public awareness of the City's citrus heritage, Historic District, and cultural resources.

3. ORIGIN OF ISSUE:

COUNCIL ☐

GEN. PLAN ☐

OUTSIDE REQUEST ☐

STAFF ☒

BOARD/COMMISSION

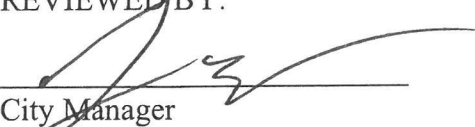
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 300+

5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.

REVIEWED BY:



City Manager

DATE

12/29/22

PROPOSED BY:



Community Development Director

DATE

12/29/22

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Community Trails Signage (Trail Identification and Way Finding Signage)

DEPARTMENTS RESPONSIBLE: Planning / Public Works

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Identify appropriate locations in need of community trail signage. The proposed trail signage will help identify the name of the city trail and/or help users get to the trail head. These signs could also include helpful information, such as, but not limited to, length and interesting features/facts/history along the trails. The program will include a promotion of the City's existing "Adopt a Trail" and "Mile Markers" programs, and a portion of the State's Recreational Trails Program grant will be used to off-set the cost of manufacturing and installation of the new identification and wayfinding signs directing the public to the City's Natural Parkland facility.

Funding Source: State Recreational Trails Grant and General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The City currently has approximately 12 miles of constructed community trails with established names identified on an official trails map. The trails map showing the constructed trails is available on the City's website. Some of the trails constructed have obvious identifying features such as white picket fencing, but most are hidden or not identified for the general public's convenience, therefore signage would be helpful to guide them in the right direction.

3. ORIGIN OF ISSUE:

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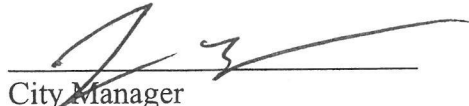
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80

5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes

REVIEWED BY:


City Manager

12/28/22
DATE

PROPOSED BY:


Community Development Director

12/29/22
DATE

2023 AND 2024
PROPOSED NEW WORK ITEM

ITEM: Historically and Culturally Significant Art Program

DEPARTMENTS RESPONSIBLE: Planning

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Develop and implement a review and approve process for requests to install murals and artwork around the City with a focus on local historical and cultural significant images and events. This program is intended to reduce graffiti in the City and create an attractive community identity. It is envisioned that all proposed murals and artwork will be reviewed by the Planning Commission and City Council prior to installation.

Funding Source: General Fund, Business Donations, Grants

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The City's General Plan Chapter 10, Community Design Element Policies and Goals encourages the City to continue to identify opportunities to incorporate public art in conjunction with development and capital improvement projects. Once initiated, the work program will create a unified and attractive community identity. In addition, several billion dollars a year are spent in dealing with the illegal graffiti vandalism issues in the United States. If graffiti is not controlled or cleaned up quickly it can seriously affect the perception of crime within a community. The perception impacts the quality of life in Highland, decreases the value of real estate, and impacts local businesses. This Work Program is intended to deter and reduce graffiti, and to help the City's public works graffiti clean-up efforts.

3. ORIGIN OF ISSUE:

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OUTSIDE REQUEST

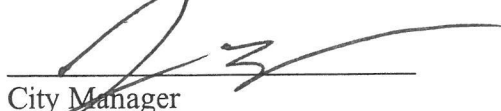
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 100

5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No

REVIEWED BY:


City Manager

12/25/22
DATE

PROPOSED BY:


Community Development Director

12/29/22
DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Jeffrey Court Refinance (term extension & unit upgrades)

DEPARTMENTS RESPONSIBLE: Housing Authority

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

Facilitate the early repayment of loans by Housing Ventures I of their outstanding debts to the Housing Authority/Former Redevelopment Agency related to Jeffrey Court Senior Apartments on Central Avenue. The repayment will be accompanied by the extension of affordable housing covenants on the property for an additional 24 years. The repayment will assist Housing Ventures I in refinancing the project and making funds available for interior and exterior upgrades to Jeffrey Court.

Funding Source: Housing Authority

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

The project's refinancing will upgrade and improve Jeffrey Court and will extend its affordable housing covenants. This will further the Housing Authority's goals to create and maintain affordable housing in Highland.

3. ORIGIN OF ISSUE:

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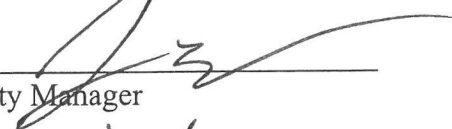
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 240

5. ARE CONTRACT SERVICES REQUIRED? Yes. IF SO, WHAT TYPE?
Housing Consultant (TKE) and Special Legal Counsel (RWG).

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.

REVIEWED BY:



City Manager

12/29/22

DATE

PROPOSED BY:



Community Development Director

12/29/22

DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Adoption of Vehicle Miles Traveled (VMT) Guidelines

DEPARTMENTS RESPONSIBLE: Planning / Engineering

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

The State has found that local government agencies should review a project's traffic-related impacts in terms of "Vehicle Miles Traveled" instead of the more antiquated "Level of Service" method. The State as well as San Bernardino County have initiated modeling that determines traffic impacts and appropriate mitigation. However, it is a city's prerogative to adopt its own standards specific to its land use patterns and traffic circulation so long as it is in keeping with the overall state guidelines.

Funding Source: Planning / Public Works Division General Fund

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

It would provide for more individualized standards relevant to the City of Highland instead of relying on the county-wide model.

3. ORIGIN OF ISSUE:

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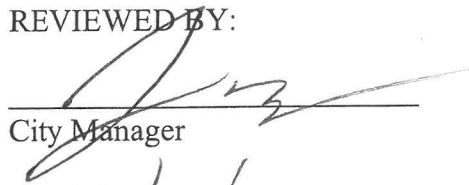
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80

5. ARE CONTRACT SERVICES REQUIRED? Unknown. IF SO, WHAT TYPE?

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.

REVIEWED BY:


City Manager

12/29/22
DATE

PROPOSED BY:


Community Development Director

12/29/22
DATE

**2023 AND 2024
PROPOSED NEW WORK ITEM**

ITEM: Wakeland Affordable Housing Agreement and Ground Lease (Central Ave)

DEPARTMENTS RESPONSIBLE: Housing Authority

1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?

The project is to secure an Affordable Housing Agreement (AHA) between the Highland Housing Authority/City of Highland and Wakeland Housing and Development Corporation. The AHA and related Ground Lease will detail the development of an approximately 89 unit affordable senior housing community on 3.75 acres owned by the Housing Authority. Wakeland is a non-profit housing organization that responded to the Authority's inquiry for a development partner to further the Authority's efforts in building new affordable senior apartments in Highland.

Funding Source: Housing Authority

2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?

It has been a long term goal of the Housing Authority to develop affordable senior housing units at its property at 7433 Central Avenue. The 3.75 acre property was purchased for this purpose which will construct approximately 89 affordable housing units with modern amenities to lower income senior citizens.

3. ORIGIN OF ISSUE:

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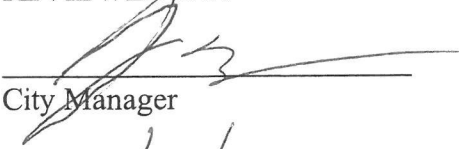
LEGAL OBLIGATION

4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 200

5. ARE CONTRACT SERVICES REQUIRED? Yes. IF SO, WHAT TYPE?
Housing Consultant (TKE) and Special Legal Counsel (RWG).

6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.

REVIEWED BY:


City Manager

DATE

12/29/22

PROPOSED BY:


Community Development Director

DATE

12/29/22



CITY OF HIGHLAND

2023/2024

GOALS AND OBJECTIVES RANKING

LEGEND

UP	Urgent Priority
HP	High Priority
P	Priority
LP	Low Priority
D	Delete

ADMINISTRATION - CITY CLERK/PERSONNEL/CITY ATTORNEY

GOAL/OBJECTIVE	JC	PL	LM	AS	JT	AVERAGE
Explore Updating City Logo						
Explore the need to purchase and implement an updated version of Financial Management Software from existing vendor or competitor						

PUBLIC SAFETY - FIRE/POLICE

GOAL/OBJECTIVE	JC	PL	LM	AS	JT	AVERAGE
Firearm Detection Canine						
(2) Side by Side Off-Road Utility Vehicles						
Replacement Command Post Vehicle						
(1) Side by Side Off-Road Utility Vehicle						
Purchase of Fire Training Structure						
Purchase of Backup Power Supply Industrial Generators for Fire Station No 1 & 2						
Purchase of a Type III Wildland Fire Engine						

PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES

GOAL/OBJECTIVE	JC	PL	LM	AS	JT	AVERAGE
Determine Funding Level and Prioritize Project Locations for 5 - Year City - Wide Pavement Management Program						
Initiate Development of the Highland/San Bernardino 5th Street Corridor Improvement Project						
Complete construction of the 3rd Street and 5th Street Corridors Improvement Project						
Seek Grant Funding to Complete Right-of-Way and construction of the Highland/Redlands Connector Project						
Complete Construction of the City Creek/Alabama Street Bikeway Project						
Complete Right-of-Way and obligate Federal Funds for construction of the Base Line Bridge over City Creek						
Complete Environmental and Initiate Design of Orange Street Bridge over Plunge Creek Overflow						
Complete Environmental and Initiate Design of Orange Street Bridge over Plunge Creek Overflow						
Implement of the Project Approval & Environmental Documents Phase of the Victoria Interchange Project						
Implement of the Project Approval & Environmental Documents Phase of the 5th Street Interchange Project						
Implement Strategies to Balance Landscape Maintenance District Budget						
Aurantia Park Trash and Recycle Dumpster Enclosure						

PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES Continued...

GOAL/OBJECTIVE	JC	PL	LM	AS	JT	AVERAGE
Improve City Hall Solid Waste Enclosure to Increase Security and Prevent Illegal Dumping						
Paint City Hall Exterior Stucco and Trims						
Fire Station #3 HVAC System Replacement and Modification						
Replace Fuel Dispensing System at Police Station						

COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT

GOAL/OBJECTIVE	JC	PL	LM	AS	JT	AVERAGE
Residential Solar On-line Permitting						
Airport Gateway Specific Plan						
Annex Southeast Corner of Victoria & 5th Street						
Host the Annual Citrus Harvest Festival						
Community Trails Signage (Trail Identification and Way Finding Signage)						
Historically and Culturally Significant Art Program						
Jeffrey Court Refinance (term extension & unit upgrades)						
Adoption of Vehicle Miles Traveled (VMT) Guidelines						
Wakeland Affordable Housing Agreement and Ground Lease (Central Ave)						