CITY OF HIGHLAND
REGULAR MEETING OF THE CITY COUNCIL
AGENDA

REGULAR MEETING

February 14, 2023
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

CITY COUNCIL MEMBERS

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

STAFF

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

MISSION STATEMENT

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

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

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

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

Pursuant to Government Code Section 54957.5, any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the City Council less than 72 hours prior to that meeting are available for public inspection at City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

Submission of Public Comments: For those wishing to make public comments by email to be read aloud at the meeting, please submit your comments by 5:00 p.m. on February 14, 2023, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 14, 2023 agenda, please identify the agenda item number in the subject line.

For those wishing to make a public comment regarding a public hearing item (Nos. 12 and 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
FEBRUARY 14, 2023 - 6:00 p.m.

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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

Comments received via email by February 14, 2023, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Email comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

CITY COUNCIL CONSENT CALENDAR

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

2. Minutes – January 10, 2023 City Council Regular Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

3. Minutes – January 10, 2023 City Council Special Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

4. Warrant Register
   RECOMMENDATION: Approve Warrant Register No. 750 for February 14, 2023, in the amount of $3,751,612.68 and Payroll of $255,228.37.

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

6. Easement Acceptance/Michael & Gina Roquet – "Mike Roquet Construction" Industrial Project (27114 Meines Street)
   RECOMMENDATION: That the City Council:
   1) Accept Grant of Easement for Road and Drainage purposes from Michael & Gina Roquet; and
   2) Direct the City Clerk to record the Grant of Easement.

7. Final Map Approval/Tract 19915 (Mastercraft Homes)
   RECOMMENDATION: That the City Council adopt Resolution No. 2023-_____ to:
   1) Approve the Final Map of Tract No. 19915;
   2) Accept the subdivision bond; and
   3) Authorize the Mayor to sign the standard subdivision agreement.

8. 27th Annual Highland Community Trails Day Event
RECOMMENDATION: The Community Trails Committee (CTC) recommends the City Council approve Saturday, June 3, 2023, as the Date for the 27th Annual Highland Community Trails Day Event.

9. Request for a Special Event Permit (SEP-22-015) by the Redlands Bicycle Classic for its Annual Highland Circuit Bicycle Race on Wednesday, April 12, 2023
RECOMMENDATION: That the City Council consider the following actions:
1) Authorize the one-day Highland Circuit bicycle race as part of the Redlands Bicycle Classic on various streets in Highland subject to the Conditions of Approval; and
2) Approve the Redlands Bicycle Classic request for co-sponsorship (waiving of City fees in the amount of approximately $23,224.96.

10. Preparation of Annual Engineer's Reports for 2023/2024 Assessments
RECOMMENDATION: That the City Council:
1) Adopt Resolution No. 2023-_____ ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and
2) Adopt Resolution No. 2023-_____ ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.

11. Environmental Services Proposal/Tom Dodson & Associates for Victoria Avenue Street and Storm Drain Improvements (Project No. str17002)
RECOMMENDATION: That the City Council:
1) Approve proposal from Tom Dodson & Associates (TDA) to provide environmental services for the Victoria Avenue Street and Storm Drain Improvements (Project No. str17002); and
2) Authorize the City Manager to approve contract amendments up to 10% of the contract amount.

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

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

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

For those wishing to make a public comment regarding a public hearing item (Nos. 12 and 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 as part of the record. Please email your comments to publiccomment@cityofhighland.org. The City Clerk shall read all email comments provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting.

12. Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2023-2024
RECOMMENDATION: That the City Council prioritize funding of FY 2023-2024 Community Development Block Grant Applications.

13. A Resolution of the City Council of the City of Highland approving Security Agreement, Assignment of Rents, and Cooperative Agreement between the City of Highland and Lumar Devco IV, LLC, MG Gasoline, Inc., and YN Properties, LLC for the Design and Construction of a Traffic Signal and Other Public Improvements along Base Line between Buckeye Street and SR-210 and Making a Finding that No Further Environmental Review is Required Under California Environmental Quality Act Guidelines Section 15162
RECOMMENDATION: That the City Council:
    1) Open and conduct a public hearing regarding the proposed economic subsidy in the amount of up to $250,000 pursuant to Government Code Section 53083;
    2) Adopt the Resolution Approving the Security Agreement, Assignment of Rents and Cooperative Agreement between the City of Highland; Lumar Devco IV, LLC, a California limited liability company; MG Gasoline, Inc., a California corporation and YN Properties, LLC, a California limited liability company;
    3) Authorize the Mayor to sign the final version of the Agreement, subject to review and approval by the City Attorney; and
    4) Approve the following Budget Adjustment: transfer $250,000 from 007-2100 (2007 Bond Fund Balance) to be expended from 007-8330-6550 (Traffic Improvements).

CITY COUNCIL LEGISLATIVE

14. 2023/2024 Work Program
RECOMMENDATION: That the City Council adopt the 2023/2024 Work Program.

15. HDR Contract Amendment for Professional Services – Victoria Avenue Street and Storm Drain Improvements (Project No. str17002)
RECOMMENDATION: That the City Council:
1) Approve a contract amendment to the Professional Services Agreement with HDR Engineering, Inc. (HDR), to provide right-of-way and additional engineering services for the Victoria Avenue Street and Storm Drain Improvements; and
2) Authorize the City Manager to approve contract amendments up to 10% of the revised contract amount.

16. Resolution No. 2023-_____ Amending the Hourly Rates for Various Categories of Legal Services of the City Attorney's Office (Richards, Watson & Gershon)
RECOMMENDATION: That the City Council approve Resolution No. 2023-_____ amending the hourly rates for various categories for legal services of the City Attorney's office (Richardson, Watson & Gershon).

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.

2023
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 February 9, 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: February 9, 2023

Betty Hughes, MMC
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Waive the Reading of All Ordinances

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

Approved _____ Motion _____ Second _____ Agenda Item No. 1

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – January 10, 2023 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 2

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

MINUTES
CITY COUNCIL REGULAR MEETING
JANUARY 10, 2023

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:01 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

Mayor McCallon presented Denise Moreno, Volunteer Services Coordinator, with a 15-Year Employee Service Recognition.

Andrea Valdes, Outreach Analyst, California Department of Insurance, gave a presentation regarding affordable auto insurance.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Solano, 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 – December 13, 2022 City Council Regular Meeting
   Approved the Minutes as submitted.

3. Warrant Register
Approved Warrant Register No. 749 for January 10, 2023, in the amount of $3,393,825.44 and Payroll of $206,657.21.

4. Treasurer's Report for November 2022
Received and filed Treasurer's Report for November 2022.

5. Records Destruction Authorization
Approved the destruction of certain records.

6. Second Reading of Ordinance No. 459 Amending Existing Portions of Chapter 2.40 (Purchasing System), Adding a New Section 2.40.150 to Address the Procurement Requirements of the Short-Lived Climate Pollutant Reduction Act Known as Senate Bill 1383 and Making a Finding of Exemption Under CEQA Guidelines Section 15061(B)(3)
Conducted a second reading, read by title only, and waived further reading of Ordinance No. 459, an ordinance amending portions of Chapter 2.40 (Purchasing System) and making a finding of exemption under CEQA guidelines section 15061(B)(3).

7. Contract Renewal – 2020-08, "City-Wide Concrete Maintenance"
   1) Extended the City-Wide Concrete Maintenance Contract with Above All Names Construction Services, Inc., for one-year; and
   2) Approved an 8.9% increase to the contract unit prices.

8. Amendment to the Household Hazardous Waste Collection Agreement between the City of Highland and the San Bernardino County Fire Protection District
   1) Approved the proposed amendment to the Household Hazardous Waste Collection Agreement; and
   2) Authorized the Mayor to execute the amendment to the Household Hazardous Waste Collection Agreement between the City of Highland and the San Bernardino County Fire Protection District.

9. Vehicle Purchase for Public Works Department
   1) Waived formal contract procedures per Municipal Code Section 2.40.100;
   2) Approved a quote for two new Ford trucks from Hemborg Ford, in the amount of $50,583.09 and $53,057.04, for a total cost of $103,640.13;
   3) Approved a budget adjustment to transfer $103,645.00 from 001-2512 (General Fund-Vehicle Replacement Reserves) to be expended from 001-6000-6060 (Parks Department-Vehicles); and
   4) Declared existing trucks #122 and #125 surplus to be auctioned off to the highest bidder at the Auction Company of Perris, CA.

CITY COUNCIL PUBLIC HEARING

10. A Resolution of the City Council of the City of Highland Vacating Berry Street between Cunningham Street and Hillview Street

Mayor McCallon opened the public hearing.

Public Works Director/City Engineer Zamano stated this item was brought up at the December 13 City Council meeting to initiate the process of vacating Berry Street and in that initiation, it was identified that today would be the public hearing. There are three items that need to be in place for the City Council to consider the vacation of Berry Street. The three items are: 1) the vacation of Berry Street conforms to the City's General Plan, it was an item that was presented to the Planning Commission at their January 3 meeting and confirmed 2) determine that this street vacation is exempt under CEQA, which staff believes that it is, and 3) staff has determined that Berry Street is not necessary for public use anymore, that section of roadway on 9th Street is already developed to its ultimate improvement and the section of Berry Street is a short roadway that only services three properties.

A MOTION was made by Council Member Solano, seconded by Mayor Pro Tem Lilburn, to adopt Resolution No. 2023-001 vacating Berry Street between Cunningham Street and Hillview Street. Motion carried, 5-0.

RESOLUTION NO. 2023-001
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, VACATING BERRY STREET BETWEEN CUNNINGHAM STREET AND HILLVIEW STREET

CITY COUNCIL LEGISLATIVE

11. Bid Award – Bid No. 2022-11, "Lankershim Avenue at 9th Street Traffic Signal Improvements" (Project No. sig19001)

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

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to award the construction contract to the lowest bidder, California Professional Engineering, Inc., (CPE) in the amount of $78,000. Motion carried, 5-0.

12. Construction Management and Inspection Services for Bid No. 2022-1, "Lankershim Avenue at 9th Street Traffic Signal Improvements (Project No. sig19001)""

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

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

1) Approve proposal from TKE Engineering, Inc. (TKE) to provide construction management and inspection services in the amount of $24,629 for Bid No. 2022-11, "Lankershim Avenue at 9th Street Traffic Signal Improvements (Project No. sig19001)"; and
2) Authorized the City Manager to approve contract amendments up to 10% of the proposal amount. Motion carried, 5-0.

13. Construction Management and Inspection Services for Bid No. 2022-05, "Pacific Street Pavement Rehabilitation Project from Victoria Avenue to Church Avenue (Project str20002a)"

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

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

1) Approved proposal from Willdan Engineering to provide construction management and inspection services in the amount of $118,536 for Bid No. 2022-05, "Pacific Street Pavement Rehabilitation Project from Victoria Avenue to Church Avenue (Project str20002a)";
2) Authorized the City Manager to approve contract amendments up to 10% of the proposal amount; and
3) Approved a budget adjustment to transfer $58,545 from 023-2526 (General Capital Financing for Pavement Impact Fee) to 023-3890-6530 (Street/Sidewalk Construction). Motion carried, 5-0.

14. Bid Award – Bid No. 2022-10, "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue and 9th Street, and Pedestrian Improvements on Olive Tree Lane" (Project swk19002) and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001)"

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

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to award the construction contract for Bid No. 2022-10, "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue and 9th Street, and Pedestrian Improvements on Olive Tree Lane (Project swk19002) and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001)" to the responsible low bidder, DM Contracting, Inc. (DM), in the amount of $167,013. Motion carried, 4-0, with Mayor Pro Tem Lilburn abstaining due to conflict of interest concerning real property owned within 500 feet of the project location.

15. Construction Management and Inspection Services for Bid No. 2022-10, "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue and 9th Street, and Pedestrian Improvements on Olive Tree Lane (Project swk19002) and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001)"

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

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

1) Approve the proposal from TKE Engineering, Inc., (TKE) to provide construction management and inspection services for Bid No. 2022-10, "Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue, and 9th Street, and Pedestrian Improvements on Olive Tree Lane (swk19002), and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (swk21001)" in the not-to-exceed amount of $33,234; and
2) Authorize the City Manager to approve contract amendments up to 10% of the proposal amount. Motion carried, 4-0, with Mayor Pro Tem Lilburn abstaining due to conflict of interest concerning real property owned within 500 feet of the project location.

16. Bid Award – Bid No. 2022-12, "FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street (Project ola20002) and FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue (Project ola22001)"

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

A MOTION was made by Council Member Solano, seconded by Council Member Timmer, to award the construction contract for Bid No. 2022-12, "FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street (Project ola20002) and FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue (Project ola22001)" to the responsible low bidder, Vance Corporation, in the amount of $542,779. Motion carried, 5-0.

17. Construction Management and Inspection Services for Bid No. 2022-12, "FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street (Project ola20002) and FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue (Project ola22001)"

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

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

1) Approve proposal from Willdan Engineering (Willdan) to provide construction management and inspection services in the amount of $58,988 for Bid No. 2022-12, "FY 2021-22 and FY 2022-23 CDBG Pavement Improvement Projects" (Project Nos. ola20002 and ola22001); and
2) Authorize the City Manager to approve contract amendments up to 10% of the proposal amount. Motion carried, 5-0.

18. 2023 Community Events

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

A MOTION was made by City Council Member Chavez, seconded by Mayor Pro Tem Lilburn, to confirm event dates and initiate planning for the events below:

Public Safety Appreciation Luncheon	April 18 through 21, 2023
July 4 Parade	Tuesday, July 4, 2023
National Night Out	Tuesday, August 1, 2023
State of the Community	Thursday, September 14, 2023
Volunteer Appreciation Dinner	Thursday, November 9, 2023

Motion carried, 5-0.

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

City Manager Hughes stated that on December 7, the City received a conditional use permit application to construct a new 176,000 square foot tilt-up warehouse on Victoria Avenue spanning between 3rd Street and 5th Street. The proposal includes an approximate half-acre parcel at the southeast corner of Victoria Avenue and 5th Street, within the jurisdiction of San Bernardino. The applicant and staff from both cities believe that this parcel would be best served if the parcel is merged and annexed into the City of Highland. The City will work with Local Agency Formation Commission for San Bernardino County (LAFCO) and Council for the detachment from the City of San Bernardino and bring it into the City of Highland.

The annual homeless Point-In-Time Count is scheduled for Thursday, January 26 beginning at 6:00 a.m. and conclude around 10:00 a.m. Seven staff members and three deputies will be assisting with the count this year.

The retail store, Big Lots, located at the southeast corner of Highland Avenue and Victoria Avenue will officially close its stores on January 15. The property was sold but the City has not been contacted by the new property owner or tenant. Mayor Pro Tem Lilburn inquired if the other tenants such as Food-4-Less were also being affected by this, and City Manager Hughes confirmed it's only Big Lots.

An update was given for the Highland Regional Connector bikeway improvement. The project extends between the City of Highland and the City of Redlands. Federal grant money was awarded for this project; however, the City had to give the money back because California Department of Fish and Wildlife required a four to one mitigation. Construction cost was $4,000,000 and the mitigation cost was $6,000,000. As a result, the City couldn't go forward with the federal grant. The City is still working on the project and started working with San Bernardino County Transportation Authority (SBCTA) staff to propose to their board that they allocate funding so that each City can do the tail-ends of the project. These areas would include areas of the project that aren't in the habitat conservation area. This will allow that some work from this project be done with an estimated cost of $800,000 per City. Subsequently, the City will go after some additional funding to close the gap on unconstructed habit area. The goal of the City is to keep the project moving with the new grant money offered by SBCTA and get the ends built for this project.

In 2022, the City Clerk's office processed 125 passport applications and processed 308 Public Records Requests.

The Police Department responded to 1,530 calls for service between January 10 and January 23. There were 152 total reports and they made 53 arrests.

Upcoming events announced: Monday, January 16, the Blood Drive Committee will be meeting at City Hall from 4:00 p.m. to 5:00 p.m. The Highland Improvement Team will be working on the YMCA Run on Sunday, January 29 from 6:30 a.m. to 10:30 p.m. The Blood Drive will be held on Monday, January 30 from 12:00 p.m. to 5:00 p.m. On Thursday, January 19, the Chamber Installation Dinner will be held at the Elks Lodge at 6:00 p.m. Lastly, on Wednesday, January 25, the Study Session for the Work Program will be held at 9:00 a.m.

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

Mayor Pro Tem Lilburn stated the inaugural flight for Las Vegas from Breeze Airlines will be February 16.

ANNOUNCEMENTS

None

CLOSED SESSION

No meeting.

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:39 p.m. in memory of Gary Broyles, Peter Michas and John Miller.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Larry McCallon
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Betty Hughes, MMC, City Clerk

SUBJECT: Minutes – January 10, 2023 Special Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. 3
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes
City Clerk

City Manager

MINUTES
CITY COUNCIL SPECIAL MEETING
JANUARY 10, 2023

CALL TO ORDER

The special meeting of the City Council of the City of Highland was called to order at 6:40 p.m. by Mayor McCallon at the Donahue Council Chambers, 27215 Base Line, Highland, California.

ROLL CALL

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

PUBLIC COMMENT (LIMITED TO ITEMS ON THIS AGENDA ONLY)

None

CITY COUNCIL LEGISLATIVE

1. Request for Deferment of Development Impact Fees for Ninety (90) Days by Dan Moore Electric Located at 27002 Meines Street (DR-19-008)

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

A MOTION was made by Council Member Solano, seconded by Mayor Pro Tem Lilburn, directing the City Attorney to draft a Development Impact Fee Deferral Agreement for the City Manager's signature. Motion carried, 5-0.

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:43 p.m.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Larry McCallon
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

FROM: Joseph A. Hughes, City Manager

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

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

SUBJECT: Warrant Register #750

RECOMMENDATION: City Council to approve Warrant Register #750; Warrants in the amount of $3,751,612.68 and Payroll in the amount of $255,228.37.

FISCAL IMPACT: The total of Cash and Expenditures is $4,006,841.05.

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

BACKGROUND: See Printouts Attached.

Approved _____ Motion_____ Second _____ Agenda Item No. 4

Denied _____ Ayes_____

Continued_____ Noes _____ File No. _____

Tabled_____ Abstain_____

Absent_____

D Hughes

City Clerk

City Manager

CITY OF HIGHLAND

WARRANT REGISTER #750

February 14, 2023

Warrants:

1/10/2023	Ck#86491-86514		128,183.54
1/13/2023	Payroll Wire #748-751 & Ck #86515-86516		83,917.49
1/17/2023	Ck#86517-86549		1,347,535.17
1/18/2023	Ck#86550		5,383.13
1/24/2023	Payroll Wire #752-754 & Ck #86551		474.01
1/24/2023	Ck#86552-86582		166,937.49
1/24/2023	Payroll Wire #755-758 & Ck #86583-86584		63,033.78
1/24/2023	Payroll Wire#759-761		1,193.15
1/27/2023	Payroll Wire#762-764		229.85
1/27/2023	Payroll Wire#765		3.78
1/31/2023	Ck#86585-86629		250,772.24
2/7/2023	Ck#86630-86682 & Wire#1002299176		1,703,949.05
		Total Warrants	$3,751,612.68

Payroll:

1/13/2023	Direct Deposits #12513-12554		141,264.39
1/13/2023	Ck #679		376.16
1/24/2023	Ck #680		1,121.74
1/24/2023	Ck#682		3,495.59
1/27/2023	Direct Deposits #12554-12595		107,397.25
1/27/2023	Ck #681		283.81
1/27/2023	Ck#683		1,161.20
1/27/2023	Ck#684		128.23
		Total Payroll	$ 255,228.37
	Total Warrants & Payroll		**$4,006,841.05**

APPROVED BY:

Larry McCallon
Finance Subcommittee

Joseph A. Hughes
City Manager

John Timmer
Finance Subcommittee

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86491	1/10/2023	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES-10/30-11/12/22		
			CROSSING GUARD SERVICES-10/30-11/12/22		
			002.8200.4530		2,950.68
			CROSSING GUARD SERVICES -11/13-11/26/22		
			CROSSING GUARD SERVICES -11/13-11/26/22		
			002.8200.4530		1,761.60
			CROSSING GUARD SERVICES-11/27-12/10/22		
			CROSSING GUARD SERVICES-11/27-12/10/22		
			002.8200.4530		3,471.82
				Total :	**8,184.10**
86492	1/10/2023	000071 DAVIS FARR LLP	GASB 34 UPDATE-OCT		
			GASB 34 UPDATE-OCT		
			001.1700.4510		1,800.00
				Total :	**1,800.00**
86493	1/10/2023	000108 HIGH TECH SECURITY	UPS BATTERIES		
			UPS BATTERIES		
			042.9510.4208		628.58
				Total :	**628.58**
86494	1/10/2023	000165 AT&T	POLICE DEPT-JAN		
			POLICE DEPT-JAN		
			001.2000.4060		2,067.81
				Total :	**2,067.81**
86495	1/10/2023	000165 AT&T	CORP YARD - JAN		
			CORP YARD - JAN		
			004.8310.4060		1,187.36
				Total :	**1,187.36**
86496	1/10/2023	000165 AT&T	BASELINE LITTLE LEAGUE-JAN		
			BASELINE LITTLE LEAGUE-JAN		
			001.6000.4060		1,000.23
				Total :	**1,000.23**
86497	1/10/2023	000165 AT&T	CITY HALL -JAN		
			CITY HALL -JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86497	1/10/2023	000165 AT&T	(Continued)		
			042.9510.4060		1,000.23
				Total :	**1,000.23**
86498	1/10/2023	000165 AT&T	CITY HALL - JAN		
			CITY HALL - JAN		
			042.9510.4060		1,000.23
				Total :	**1,000.23**
86499	1/10/2023	000165 AT&T	WHITE PAGES -JAN		
			WHITE PAGES -JAN		
			042.9510.4060		18.55
				Total :	**18.55**
86500	1/10/2023	000203 SOUTHERN CALIFORNIA EDISON	LS#3-DEC		
			LS#3-DEC		
			013.8510.4011		1,580.06
			UPLIGHTING LMD 48-DEC		
			UPLIGHTING LMD 48-DEC		
			012.8500.4010		2.86
			UPLIGHTING LMD 48-DEC		
			013.8510.4011		29.75
			LMD#48C-DEC		
			LMD#48C-DEC		
			012.8500.4010		497.37
			LS-3 METERS-DEC		
			LS-3 METERS-DEC		
			013.8510.4011		73.48
			LS 2 B CITY WIDE STREET LIGHTS-DEC		
			LS 2 B CITY WIDE STREET LIGHTS-DEC		
			013.8510.4011		14,209.62
			HIGHLAND AVE ALPR-DEC		
			HIGHLAND AVE ALPR-DEC		
			001.2000.4062		3.31
			AURANTIA PARK-DEC		
			AURANTIA PARK-DEC		
			001.6000.4010		136.08
			STATION #1-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86500	1/10/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			STATION #1-DEC	
			028.2050.4010	280.05
			STATION #1-DEC	
			029.2100.4010	280.05
			LS#2-DEC	
			LS#2-DEC	
			013.8510.4011	77.59
			CITY HALL-DEC	
			CITY HALL-DEC	
			042.9510.4010	436.65
			STATION #2-DEC	
			STATION #2-DEC	
			028.2050.4010	294.36
			STATION #2-DEC	
			029.2100.4010	294.35
			LS#2-DEC	
			LS#2-DEC	
			013.8510.4011	1,010.57
			BOULDER MEDIAN-DEC	
			BOULDER MEDIAN-DEC	
			004.8310.4010	512.39
			SEELEY PARK-DEC	
			SEELEY PARK-DEC	
			016.8540.4010	21.79
			CUNNINGHAM PARK-DEC	
			CUNNINGHAM PARK-DEC	
			016.8540.4010	16.34
			LS#1-DEC	
			LS#1-DEC	
			013.8510.4011	8,556.58
			CANYON OAK-DEC	
			CANYON OAK-DEC	
			016.8540.4010	24.64
			LS2-B-DEC	
			LS2-B-DEC	
			013.8510.4011	17.17
			HIGHLAND COMMUNITY PARK-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86500	1/10/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			HIGHLAND COMMUNITY PARK-DEC	
			001.6000.4010	742.72
			LS-3 METERS-DEC	
			LS-3 METERS-DEC	
			013.8510.4011	186.96
			LMDS-	
			LMD 09-DEC	
			012.8500.4010	16.58
			LMD 30-DEC	
			012.8500.4010	16.90
			LMD 20-DEC	
			012.8500.4010	16.34
			LMD 08-DEC	
			012.8500.4010	16.34
			LMD 29-DEC	
			012.8500.4010	16.34
			LMD 47-DEC	
			012.8500.4010	16.34
			LMD 17-DEC	
			012.8500.4010	72.75
			LMD 44-DEC	
			012.8500.4010	16.58
			LMD 36-DEC	
			012.8500.4010	15.40
			LMD 22-DEC	
			012.8500.4010	16.34
			LMD 10-DEC	
			012.8500.4010	54.54
			LMD 36-DEC	
			012.8500.4010	16.34
			LMD 37-DEC	
			012.8500.4010	16.34
			LMD 34-DEC	
			012.8500.4010	16.34
			LMD 02-DEC	
			012.8500.4010	16.34

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86500	1/10/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 11-DEC	
			012.8500.4010	16.34
			LMD 05-DEC	
			012.8500.4010	16.10
			LMD 06-DEC	
			012.8500.4010	15.71
			LMD 07-DEC	
			012.8500.4010	15.94
			LMD 04-DEC	
			012.8500.4010	16.68
			LMD 02-DEC	
			012.8500.4010	32.68
			LMD 15-DEC	
			012.8500.4010	32.68
			LMD 00-DEC	
			012.8500.4010	16.34
			LMD 21-DEC	
			012.8500.4010	16.34
			LMD 31-DEC	
			012.8500.4010	16.34
			LMD 01-DEC	
			012.8500.4010	16.34
			LMD 35-DEC	
			012.8500.4010	16.34
			LMD 02-DEC	
			012.8500.4010	16.34
			LMD 20-DEC	
			012.8500.4010	16.34
			LMD 16-DEC	
			012.8500.4010	16.10
			LMD 03-DEC	
			012.8500.4010	15.94
				Total : 29,917.10
86501	1/10/2023	000203 SOUTHERN CALIFORNIA EDISON	POLICE STATION-DEC	
			POLICE STATION-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86501	1/10/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			001.2000.4010 LS#3-DEC LS#3-DEC	4,983.28
			013.8510.4011 CITY HALL-DEC CITY HALL-DEC	50.05
			042.9510.4010 SIGNALS-DEC SIGNALS-DEC	1,272.13
			004.8310.4580 SIGNALS-DEC	46.65
			013.8510.4011 LS#3-DEC LS#3-DEC	40.55
			013.8510.4011 CORPORATION YARD-DEC CORPORATION YARD-DEC	93.83
			004.8310.4010 LS#3-DEC LS#3-DEC	1,122.92
			013.8510.4011 TRAFFIC SIGNAL BASE LINE-DEC TRAFFIC SIGNAL BASE LINE-DEC	24.64
			004.8310.4580 LS#3-DEC LS#3-DEC	76.55
			013.8510.4011 LS#3-DEC LS#3-DEC	24.76
			013.8510.4011 LS#3-DEC LS#3-DEC	31.70
			013.8510.4011 LIBRARY/ELC-DEC LIBRARY/ELC-DEC	30.55
			001.6000.4010 EVC STATIONS-DEC	3,970.36

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86501	1/10/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			EVC STATIONS-DEC		
			042.9510.4012		1,223.57
			STATION #3-DEC		
			STATION #3-DEC		
			028.2050.4010		684.32
			STATION #3-DEC		
			029.2100.4010		684.32
			TRAFFIC SIGNAL BASE LINE-DEC		
			TRAFFIC SIGNAL BASE LINE-DEC		
			004.8310.4580		58.88
			VICTORIA AVE AND 3RD ST-DEC		
			VICTORIA AVE AND 3RD ST-DEC		
			004.8310.4580		123.50
				Total :	**14,542.56**
86502	1/10/2023	000207 KONICA MINOLTA	COPIER LEASE-DEC		
			COPIER LEASE-DEC		
			001.2000.4205		603.40
			COPIER LEASE-DEC		
			042.9510.4205		1,698.14
				Total :	**2,301.54**
86503	1/10/2023	000208 STAPLES CREDIT PLAN	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.3200.4200		126.86
			OFFICE SUPPLIES		
			50% RECYCLED NOTEPADS		
			001.3200.4200		29.19
			OFFICE SUPPLIES		
			001.3200.4200		23.68
				Total :	**179.73**
86504	1/10/2023	000237 WILLDAN ASSOCIATES	CODE ENFORCEMENT-SEP		
			CODE ENFORCEMENT-SEP		
			001.4600.4538		13,975.00
				Total :	**13,975.00**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86505	1/10/2023	000487 SMART & FINAL	BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		33.39
				Total :	**33.39**
86506	1/10/2023	000979 VERIZON WIRELESS	AIR CARD -DEC		
			AIR CARD -DEC		
			001.2000.4061		38.01
			CELL PHONES-DEC		
			CELL PHONES-DEC		
			001.2000.4061		162.83
			AIR CARDS-DEC		
			001.2000.4062		1,064.28
			CELL PHONES-DEC		
			001.6000.4061		63.21
			CELL PHONES-DEC		
			001.6010.4061		30.27
			CELL PHONES-DEC		
			004.8310.4061		147.10
			AIR CARDS-DEC		
			004.8310.4062		38.01
			CELL PHONES-DEC		
			028.2050.4061		141.27
			AIR CARDS-DEC		
			028.2050.4062		304.08
			AIR CARDS-DEC		
			042.9510.4062		80.02
			CELL PHONES-DEC		
			042.9510.4061		1,000.11
			AIR CARDS-DEC		
			042.9510.4062		268.07
				Total :	**3,337.26**
86507	1/10/2023	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			042.9510.4200		51.31
				Total :	**51.31**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86508	1/10/2023	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL FEES-DEC		
			PROFESSIONAL FEES-DEC		
			023.3890.4554		3,000.00
				Total :	**3,000.00**
86509	1/10/2023	003044 THOMSON REUTERS WEST	CODE BOOKS-JAN		
			CODE BOOKS-JAN		
			001.1200.4626		1,447.41
				Total :	**1,447.41**
86510	1/10/2023	003689 TPX COMMUNICATIONS	CITY HALL/CORP YARD PHONES -		
			CITY HALL PHONES -DEC		
			042.9510.4060		1,376.62
			CORP YARD PHONES -DEC		
			004.8310.4060		281.82
				Total :	**1,658.44**
86511	1/10/2023	005018 FLYERS ENERGY, LLC	FUEL-DEC		
			FUEL-DEC		
			001.2000.4220		2,949.94
			FUEL-DEC		
			001.4200.4220		40.17
			FUEL-DEC		
			001.4600.4220		84.88
			FUEL-DEC		
			001.6000.4220		105.97
			FUEL-DEC		
			001.6010.4220		34.12
			FUEL-DEC		
			004.8310.4220		219.71
			FUEL-DEC		
			012.8500.4220		56.70
			FUEL-DEC		
			016.8540.4220		56.70
			FUEL-DEC		
			024.8470.4220		5.21
			FUEL-DEC		
			028.2050.4220		622.83

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86511	1/10/2023	005018 FLYERS ENERGY, LLC	(Continued)	
			FUEL-DEC	
			029.2100.4220	622.83
			FUEL-DEC	
			042.9510.4220	87.67
			FUEL-DEC	
			FUEL-DEC	
			001.2000.4220	3,959.74
			FUEL-DEC	
			001.4200.4220	53.92
			FUEL-DEC	
			001.4600.4220	113.93
			FUEL-DEC	
			001.6000.4220	142.24
			FUEL-DEC	
			001.6010.4220	45.79
			FUEL-DEC	
			004.8310.4220	294.91
			FUEL-DEC	
			012.8500.4220	76.11
			FUEL-DEC	
			016.8540.4220	76.11
			FUEL-DEC	
			024.8470.4220	7.00
			FUEL-DEC	
			028.2050.4220	836.02
			FUEL-DEC	
			029.2100.4220	836.02
			FUEL-DEC	
			042.9510.4220	117.68
			Total :	**11,446.20**
86512	1/10/2023	005337 VAN LANT & FANKHANEL, LLP	CITY AUDIT-21/22	
			CITY AUDIT-21/22	
			001.1700.4510	21,400.00
			Total :	**21,400.00**
86513	1/10/2023	005737 AGA ENGINEERS, INC.	ON CALL SIG MONITORING - NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86513	1/10/2023	005737 AGA ENGINEERS, INC.	(Continued)	
			ON CALL SIG MONITORING - NOV	
			020.8440.4550	1,335.00
			TRAFFIC SIG MONITORING-NOV	
			TRAFFIC SIG MONITORING-NOV	
			020.8440.4550	3,200.00
			Total :	**4,535.00**
86514	1/10/2023	006099 CHARTER COMMUNICATIONS	CITY HALL TELE/INT -JAN	
			CITY HALL TELE/INT -JAN	
			042.9510.4065	1,655.32
			POLICE - TELE/INT SERVICE-JAN	
			POLICE - TELE/INT SERVICE-JAN	
			001.2000.4065	1,143.87
			CORP YARD - TELE/INT SVC -JAN	
			CORP YARD - TELE/INT SVC -JAN	
			004.8310.4060	672.32
			Total :	**3,471.51**

24 Vouchers for bank code : wfb **Bank total :** **128,183.54**

24 Vouchers in this report **Total vouchers :** **128,183.54**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
748	1/13/2023	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 004.1170	1,267.14
			ICMA DEFERRED COMP 457: Payment 010.1170	939.85
			ICMA DEFERRED COMP 457: Payment 012.1170	12.51
			ICMA DEFERRED COMP 457: Payment 016.1170	12.51
			ICMA DEFERRED COMP 457: Payment 023.1170	71.30
			ICMA DEFERRED COMP 457: Payment 041.1170	830.78
			ICMA DEFERRED COMP 457: Payment 042.1170	1.50
			ICMA DEFERRED COMP 457: Payment 070.1170	465.35
			ICMA DEFERRED COMP 457: Payment 001.1170	13,794.37
			Total :	**17,395.31**
749	1/13/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS SURVIVOR: Payment 041.1145	0.33
			EPMC: Payment 042.1145	12.09
			EPMC: Payment 070.1145	57.50
			PERS: Payment 001.1145	14,374.22
			PERS: Payment 004.1145	2,741.91
			PERS: Payment 006.1145	344.44
			PERS: Payment 010.1145	946.62

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
749	1/13/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			012.1145	186.34
			PERS: Payment	
			016.1145	186.32
			PERS: Payment	
			023.1145	223.02
			PERS: Payment	
			024.1145	20.50
			PERS: Payment	
			041.1145	474.09
			PERS: Payment	
			042.1145	619.73
			PERS: Payment	
			070.1145	821.05
			PERS SURVIVOR: Payment	
			001.1145	24.60
			PERS SURVIVOR: Payment	
			004.1145	4.02
			PERS SURVIVOR: Payment	
			006.1145	0.60
			PERS SURVIVOR: Payment	
			010.1145	0.80
			PERS SURVIVOR: Payment	
			012.1145	0.57
			PERS SURVIVOR: Payment	
			016.1145	0.58
			PERS SURVIVOR: Payment	
			023.1145	0.41
			PERS SURVIVOR: Payment	
			024.1145	0.04
			PERS SURVIVOR: Payment	
			042.1145	1.79
			PERS SURVIVOR: Payment	
			070.1145	0.67
			EPMC: Payment	
			001.1145	528.13

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
749	1/13/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			004.1145	131.00
			EPMC: Payment	
			006.1145	20.81
			EPMC: Payment	
			010.1145	46.39
			EPMC: Payment	
			012.1145	2.50
			EPMC: Payment	
			016.1145	2.50
			EPMC: Payment	
			023.1145	6.95
			EPMC: Payment	
			024.1145	0.59
			EPMC: Payment	
			041.1145	33.18
			Total :	**21,814.29**
750	1/13/2023	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment	
			001.1140	4,162.70
			MEDICARE: Payment	
			004.1140	691.98
			MEDICARE: Payment	
			006.1140	92.50
			MEDICARE: Payment	
			010.1140	273.48
			MEDICARE: Payment	
			012.1140	60.22
			MEDICARE: Payment	
			016.1140	60.18
			MEDICARE: Payment	
			023.1140	49.64
			MEDICARE: Payment	
			024.1140	4.90
			MEDICARE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
750	1/13/2023	000119 INTERNAL REVENUE SERVICE	(Continued)	
			041.1140 MEDICARE: Payment	149.02
			042.1140 MEDICARE: Payment	165.46
			070.1140 FEDERAL TAXES: Payment	230.48
			001.1120 FEDERAL TAXES: Payment	18,284.27
			004.1120 FEDERAL TAXES: Payment	2,670.65
			006.1120 FEDERAL TAXES: Payment	436.02
			010.1120 FEDERAL TAXES: Payment	1,606.02
			012.1120 FEDERAL TAXES: Payment	155.96
			016.1120 FEDERAL TAXES: Payment	155.96
			023.1120 FEDERAL TAXES: Payment	128.13
			024.1120 FEDERAL TAXES: Payment	9.57
			041.1120 FEDERAL TAXES: Payment	930.57
			042.1120 FEDERAL TAXES: Payment	639.17
			070.1120 SOCIAL SECURITY: Payment	1,340.33
			001.1140 SOCIAL SECURITY: Payment	676.56
			070.1140	12.40
			Total :	**32,986.17**
751	1/13/2023	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130	7,694.93

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
751	1/13/2023	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			004.1130	1,312.13
			STATE TAXES: Payment	
			006.1130	186.61
			STATE TAXES: Payment	
			010.1130	669.54
			STATE TAXES: Payment	
			012.1130	68.88
			STATE TAXES: Payment	
			016.1130	68.88
			STATE TAXES: Payment	
			023.1130	52.89
			STATE TAXES: Payment	
			024.1130	5.64
			STATE TAXES: Payment	
			041.1130	366.08
			STATE TAXES: Payment	
			042.1130	196.44
			STATE TAXES: Payment	
			070.1130	546.83
			Total :	**11,168.85**
86515	1/13/2023	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	11.25
			ARROWHEAD UNITED WAY: Payment	
			004.1180	0.76
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.27
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.72
			Total :	**15.00**
86516	1/13/2023	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	84.62
			AFLAC ACCIDENT INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86516	1/13/2023	003804 AFLAC WWHQ	(Continued)	
			004.1181 AFLAC ACCIDENT INSURANCE: Payment	13.97
			012.1181 AFLAC ACCIDENT INSURANCE: Payment	3.57
			016.1181 AFLAC ACCIDENT INSURANCE: Payment	3.57
			023.1181 AFLAC ACCIDENT INSURANCE: Payment	5.80
			024.1181 AFLAC ACCIDENT INSURANCE: Payment	0.27
			042.1181 AFLAC CANCER INSURANCE: Payment	4.18
			001.1181 AFLAC DISABILITY INSURANCE: Payment	18.63
			001.1181 AFLAC DISABILITY INSURANCE: Payment	159.46
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.68
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.52
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	138.69
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	12.31
			042.1181 AFLAC DENTAL: Payment	4.96
			001.1181 AFLAC DENTAL: Payment	27.91

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86516	1/13/2023	003804 AFLAC WWHQ	(Continued)	
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181 AFLAC DENTAL: Payment	1.67
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.52
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	3.00
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.47
			016.1181	1.47
			Total :	**537.87**

6 Vouchers for bank code : wfb **Bank total : 83,917.49**

6 Vouchers in this report **Total vouchers : 83,917.49**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86517	1/17/2023	004206 #1 SON PLUMBING	BACKFLOW TESTING		
			SEELEY PARK-BACKFLOW TESTING		
			016.8540.4030		80.00
			PARKS-BACKFLOW TESTING		
			001.6000.4030		40.00
			STATION#3-BACKFLOW TESTING		
			028.2050.4030		40.00
			STATION#3-BACKFLOW TESTING		
			029.2100.4030		40.00
			CUNNINGHAM PARK-BACKFLOW TESTING		
			016.8540.4030		40.00
			CITY HALL-BACKFLOW TESTING		
			042.9510.4030		40.00
			PD-BACKFLOW TESTING		
			001.2000.4030		80.00
			LMD 54 BACKFLOW TESTING		
			012.8500.4030		40.00
			LMD 61 BACKFLOW TESTING		
			012.8500.4030		40.00
				Total :	**440.00**
86518	1/17/2023	004193 AECOM USA INC.	BRG07001 DES RDA07-JUL-SEP		
			BRG07001 DES RDA07-JUL-SEP		
			010.3830.6813		1,879.92
			BRG07001 DES HBP-JUL-SEP		
			BRG07001 DES HBP-JUL-SEP		
			030.8495.6813		14,509.91
			BRG07001 DES RDA07-OCT-DEC		
			BRG07001 DES RDA07-OCT-DEC		
			010.3830.6813		1,108.82
			BRG07001 DES HBP-OCT-DEC		
			BRG07001 DES HBP-OCT-DEC		
			030.8495.6813		8,558.35
				Total :	**26,057.00**
86519	1/17/2023	000774 ARROWHEAD CREDIT UNION-DEPT 91	DRI CRASH PLAN - DEC		
			DRI CRASH PLAN - DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86519	1/17/2023	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)		
			042.9510.4208		19.98
			EXEMPT 2023 CALENDAR		
			EXEMPT 2023 CALENDAR		
			001.1450.4200		45.19
			FREE CONFERENCE CALL FOR TELECONFERENCE		
			FREE CONFERENCE CALL FOR TELECONFERENCE		
			042.9510.4310		200.00
				Total :	**265.17**
86520	1/17/2023	000774 ARROWHEAD CREDIT UNION-DEPT 91	ZOOM MEETINGS-DEC		
			ZOOM MEETINGS-DEC		
			042.9510.4310		110.00
				Total :	**110.00**
86521	1/17/2023	001072 AUTO ZONE	FS#3 EQUIPMENT MAINT		
			FS#3 EQUIPMENT MAINT		
			028.2050.4240		18.07
			FS#3 EQUIPMENT MAINT		
			029.2100.4240		18.07
			FS#1 ENGINE MAINTENANCE		
			FS#1 ENGINE MAINTENANCE		
			028.2050.4240		22.02
			FS#1 ENGINE MAINTENANCE		
			029.2100.4240		22.02
				Total :	**80.18**
86522	1/17/2023	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG-12/15-1/6/23		
			SOLID WASTE PROG-12/15-1/6/23		
			051.1496		54,005.63
				Total :	**54,005.63**
86523	1/17/2023	003836 CALIFORNIA BUILDING	BSAR 10/22-12/22		
			BSAR 10/22-12/22		
			001.4500.4543		801.00
			BSAR 10/22-12/22		
			051.1480		-80.10
				Total :	**720.90**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86524	1/17/2023	002480 CASC ENGINEERING & CONSULTING	CWQ21-001-NOV	
			CWQ21-001-NOV	
			001.3200.4551	320.00
			WQP21-005-NOV	
			WQP21-005-NOV	
			001.3200.4551	757.50
			WQP22-005-NOV	
			WQP22-005-NOV	
			001.3200.4551	465.00
			WQP22-009-NOV	
			WQP22-009-NOV	
			001.3200.4551	757.50
			WQP22-010-NOV	
			WQP22-010-NOV	
			001.3200.4551	28.75
			WQP22-011-NOV	
			WQP22-011-NOV	
			001.3200.4551	493.75
			Total :	**2,822.50**
86525	1/17/2023	000143 COMMUNITY WORKS DESIGN GROUP	CUP 16-006 CLOSED PLAN CHECK & REIMB-NOV	
			CUP 16-006 CLOSED PLAN CHECK & REIMB-NOV	
			001.4100.4547	630.45
			CUP 22-013 PLAN CHECK - NOV	
			CUP 22-013 PLAN CHECK - NOV	
			001.4100.4547	310.00
			DRA 19-008 PLAN CHECK - NOV	
			DRA 19-008 PLAN CHECK - NOV	
			001.4100.4547	155.00
			DRA 20-006 PLAN CHECK & REIMB - NOV	
			DRA 20-006 PLAN CHECK & REIMB - NOV	
			001.4100.4547	2,170.00
			DRA 21-004 PLAN CHECK - NOV	
			DRA 21-004 PLAN CHECK - NOV	
			001.4100.4547	387.50
			DRA 21-007 PLAN CHECK - NOV	
			DRA 21-007 PLAN CHECK - NOV	
			001.4100.4547	721.70

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86525	1/17/2023	000143 COMMUNITY WORKS DESIGN GROUP	(Continued)		
			DRA 21-013 PLAN CHECK - NOV		
			DRA 21-013 PLAN CHECK - NOV		
			001.4100.4547		387.50
			DRA 22-017 PLAN CHECK - NOV		
			DRA 22-017 PLAN CHECK - NOV		
			001.4100.4547		77.50
			SPR 06-01A PLAN CHECK - NOV		
			SPR 06-01A PLAN CHECK - NOV		
			001.4100.4547		232.50
			ICH 09001 RDA07 BETTERMENT - NOV		
			ICH 09001 RDA07 BETTERMENT - NOV		
			010.3830.6813		155.00
			PLAN CHECK GENERAL - NOV		
			PLAN CHECK GENERAL - NOV		
			001.4100.4547		155.00
				Total :	**5,382.15**
86526	1/17/2023	005859 COUNTY OF SAN BERNARDINO DEPT	RADIO ACCESS - NOV		
			RADIO ACCESS - NOV		
			028.2050.4209		652.56
			RADIO ACCESS - NOV		
			029.2100.4209		652.56
				Total :	**1,305.12**
86527	1/17/2023	004860 CRIME SCENE STERI-CLEAN, LLC	MCKINLEY & BASELINE - BIOHAZARD CLEANUP		
			MCKINLEY & BASELINE - BIOHAZARD CLEANUP		
			001.2000.4240		850.00
				Total :	**850.00**
86528	1/17/2023	000213 DAILY JOURNAL CORPORATION	RES 22.57 NEWSPAPER PUBLICATIONS		
			RES 22.57 NEWSPAPER PUBLICATIONS		
			001.1200.4300		719.06
			ORD 458 NEWSPAPER PUBLICATIONS		
			ORD 458 NEWSPAPER PUBLICATIONS		
			001.1200.4300		1,016.76
				Total :	**1,735.82**
86529	1/17/2023	000056 DEPARTMENT OF CONSERVATION	SMIP 10/22-12/22		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86529	1/17/2023	000056 DEPARTMENT OF CONSERVATION	(Continued)		
			SMIP 10/22-12/22		
			001.4500.4543		1,957.60
			SMIP 10/22-12/22		
			051.1479		-97.88
				Total :	**1,859.72**
86530	1/17/2023	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS - DEC		
			FINGERPRINT APPS - FLEMING		
			001.1600.4236		32.00
			FINGERPRINT APPS - LOOPER		
			001.1600.4236		32.00
				Total :	**64.00**
86531	1/17/2023	003821 DIGITAL MAP PRODUCTS	GIS RENEWAL 23/24		
			GIS RENEWAL 23/24		
			001.4100.4534		11,143.50
			GIS RENEWAL 23/24		
			001.4500.4534		11,143.50
			GIS RENEWAL 23/24		
			001.4600.4534		11,143.50
				Total :	**33,430.50**
86532	1/17/2023	004879 DIV OF THE STATE ARCHITECT	AB1379 10/22-12/22		
			AB1379 10/22-12/22		
			051.1493		298.80
				Total :	**298.80**
86533	1/17/2023	000090 FEDEX	DRA-19-008 OVERNIGHT MAIL		
			DRA-19-008 OVERNIGHT MAIL		
			001.4100.4210		22.05
				Total :	**22.05**
86534	1/17/2023	005739 GORITZ, CAMILLE	MILEAGE REIMB-DEC		
			MILEAGE REIMB-DEC		
			001.4100.4332		10.00
				Total :	**10.00**
86535	1/17/2023	002653 H & H GENERAL CONTRACTORS	BRG04004A CON MSRC PPE#17		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86535	1/17/2023	002653 H & H GENERAL CONTRACTORS	(Continued)		
			BRG04004A CON MSRC PPE#17		
			027.1350		11,175.00
			BRG04004A CON DIF REG PPE#17		
			BRG04004A CON DIF REG PPE#17		
			007.1350		11,175.00
			BRG04004A CON PNRS Z230 PPE#17		
			BRG04004A CON PNRS Z230 PPE#17		
			030.1350		39,550.00
			BRG04004A CON DIF REG PPE#17		
			BRG04004A CON DIF REG PPE#17		
			007.1350		9,887.50
			BRG04004A CON DIF REG PPE#17		
			BRG04004A CON DIF REG PPE#17		
			007.1350		48,539.95
			BRG04004A CON COSB PPE#17		
			BRG04004A CON COSB PPE#17		
			027.1350		499.40
			BRG04004A CON PNRS LY40 RET PPE#17		
			BRG04004A CON PNRS LY40 RET PPE#17		
			030.1350		32,639.76
			BRG04004A CON DIF REG RET PPE#17		
			BRG04004A CON DIF REG RET PPE#17		
			007.1350		8,339.96
				Total :	**161,806.57**
86536	1/17/2023	001320 HIGHLAND SENIOR CENTER	CDBG REIMBURSMENT - DEC		
			CDBG REIMBURSMENT - DEC		
			006.8400.4348		2,100.00
			CDBG CV SENIOR CENTER MEAL REIMB-DEC		
			CDBG CV SENIOR CENTER MEAL REIMB-DEC		
			006.8400.4353		3,174.87
			CDBG: PS II HIGHLAND GROCERY		
			CDBG: PS II HIGHLAND GROCERY		
			006.8400.4353		717.66
				Total :	**5,992.53**
86537	1/17/2023	000127 K & L HARDWARE	FS#1 OUTSIDE LIGHTING		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86537	1/17/2023	000127 K & L HARDWARE	(Continued)		
			FS#1 OUTSIDE LIGHTING		
			028.2050.4045		32.30
			FS#1 OUTSIDE LIGHTING		
			029.2100.4045		32.29
			FS#3 MAINTAINCE SUPPLIES		
			FS#3 MAINTAINCE SUPPLIES		
			028.2050.4070		40.28
			FS#3 MAINTAINCE SUPPLIES		
			029.2100.4070		40.27
			FS#1 MAINTENANCE SUPPLIES		
			FS#1 MAINTENANCE SUPPLIES		
			028.2050.4070		60.32
			FS#1 MAINTENANCE SUPPLIES		
			029.2100.4070		60.32
			FS#2 OFFICE SUPPLIES		
			FS#2 OFFICE SUPPLIES		
			028.2050.4200		66.24
			FS#2 OFFICE SUPPLIES		
			029.2100.4200		66.23
				Total :	**398.25**
86538	1/17/2023	005285 LA VERNE POWER EQUIPMENT INC	ME543: CUTOFF SAW		
			ME543: CUTOFF SAW		
			029.2100.4203		869.98
			ME543: CUTOFF SAW		
			028.2050.4203		869.97
				Total :	**1,739.95**
86539	1/17/2023	001193 LIFE ASSIST, INC.	FS#1-3 PPE SUPPLIES		
			FS#1-3 PPE SUPPLIES		
			030.8495.4349		237.05
				Total :	**237.05**
86540	1/17/2023	006155 NEW CALIFORNIA BATHROOM CORP	97074 BUS LIC REFUND DUPLICATE		
			97074 BUS LIC REFUND DUPLICATE		
			001.1450.7450		180.00
			97074 BUS LIC REFUND DUPLICATE		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86540	1/17/2023	006155 NEW CALIFORNIA BATHROOM CORP	(Continued)		
			051.1493		4.00
				Total :	**184.00**
86541	1/17/2023	001439 OFFICE SOLUTIONS	FS#1: VARIOUS TONERS		
			FS#1: VARIOUS TONERS		
			029.2100.4200		155.17
			FS#1: VARIOUS TONERS		
			028.2050.4200		155.17
			FS#1: VARIOUS TONERS		
			FS#1: VARIOUS TONERS		
			029.2100.4200		51.62
			FS#1: VARIOUS TONERS		
			028.2050.4200		51.60
				Total :	**413.56**
86542	1/17/2023	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SERVICES - JAN		
			POLICE SERVICES - JAN		
			001.2000.4560		963,988.00
				Total :	**963,988.00**
86543	1/17/2023	003713 SATCOM GLOBAL LTD.	SATTELITE PHONES-JAN		
			SATTELITE PHONES-JAN		
			028.2050.4061		21.38
			SATTELITE PHONES-JAN		
			029.2100.4061		21.37
			SATTELITE PHONES-JAN		
			042.9510.4061		42.75
			SATTELITE PHONES-JAN		
			001.2000.4061		42.75
				Total :	**128.25**
86544	1/17/2023	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISIONS-JAN		
			PARCEL MAP REVISIONS-JAN		
			001.4100.4310		2.00
				Total :	**2.00**
86545	1/17/2023	000203 SOUTHERN CALIFORNIA EDISON	LS3 METER -JAN		
			LS3 METER -JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86545	1/17/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			013.8510.4011		31.36
				Total :	**31.36**
86546	1/17/2023	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SERVICES		
			EMPLOYEE SUPPORT SERVICES-DEC		
			001.1600.4537		150.00
				Total :	**150.00**
86547	1/17/2023	004920 TKE ENGINEERING	STI 21-003-SEP-OCT		
			STI 21-003-SEP-OCT		
			001.3200.4551		927.00
				Total :	**927.00**
86548	1/17/2023	000233 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES		
			50% RECYCLED TOILET TISSUE		
			001.2000.4055		217.71
			40% RECYCLED BIGFOLD TOWELS		
			001.2000.4055		311.75
			JANITORIAL SUPPLIES		
			001.2000.4055		166.40
				Total :	**695.86**
86549	1/17/2023	000237 WILLDAN ASSOCIATES	BUILDING & SAFETY PLAN CHECK-NOV		
			BUILDING & SAFETY PLAN CHECK-NOV		
			001.4500.4540		5,335.00
			BUILDING & SAFETY INSP-NOV		
			BUILDING & SAFETY INSP-NOV		
			001.4500.4540		15,172.50
			PERMIT TECH-NOV		
			PERMIT TECH-NOV		
			001.4500.4540		14,917.50
			BUILDING & SAFETY PLAN CHECK-DEC		
			BUILDING & SAFETY PLAN CHECK-DEC		
			001.4500.4540		4,580.00
			BUILDING & SAFETY INSP-DEC		
			BUILDING & SAFETY INSP-DEC		
			001.4500.4540		20,527.50
			PERMIT TECH-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86549	1/17/2023	000237 WILLDAN ASSOCIATES	(Continued)	
			PERMIT TECH-DEC	
			001.4500.4540	6,175.00
			CODE ENFORCEMENT-DEC	
			CODE ENFORCEMENT-DEC	
			001.4600.4538	14,673.75
			Total :	**81,381.25**

33 Vouchers for bank code : wfb **Bank total : 1,347,535.17**

33 Vouchers in this report **Total vouchers : 1,347,535.17**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86550	1/18/2023	000047 BEST COMPUTER	5 WORK STATIONS	
			5 WORK STATIONS	
			042.9510.4208	5,383.13
			Total :	**5,383.13**

1 Vouchers for bank code : wfb — **Bank total : 5,383.13**

1 Vouchers in this report — **Total vouchers : 5,383.13**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
752	1/24/2023	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT		
			FEDERAL TAXES: Payment		
			001.1120		98.26
			MEDICARE: Payment		
			001.1140		41.24
				Total :	**139.50**
753	1/24/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS: PAYMENT		
			PERS: Payment		
			001.1145		172.01
			PERS SURVIVOR: Payment		
			001.1145		0.93
				Total :	**172.94**
754	1/24/2023	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT		
			STATE TAXES: Payment		
			001.1130		29.24
				Total :	**29.24**
86551	1/24/2023	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT		
			AFLAC ACCIDENT INSURANCE: Payment		
			001.1181		14.28
			AFLAC CANCER INSURANCE: Payment		
			001.1181		18.63
			AFLAC DISABILITY INSURANCE: Payment		
			001.1181		69.12
			AFLAC HOSPITAL INSURANCE: Payment		
			001.1181		30.30
				Total :	**132.33**
4 Vouchers for bank code :		wfb		**Bank total :**	**474.01**
4 Vouchers in this report				**Total vouchers :**	**474.01**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86552	1/24/2023	004206 #1 SON PLUMBING	BACKFLOW TESTING	
			FS#1 BACKFLOW TESTING	
			028.2050.4030	20.00
			FS#1 BACKFLOW TESTING	
			029.2100.4030	20.00
			YMCA BACKFLOW TESTING	
			001.6000.4030	40.00
			LMD 21 BACKFLOW TESTING	
			012.8500.4030	80.00
			LMD 29 BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD 39 BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD BACKFLOW TESTING	
			LMD 10-BACKFLOW TESTING	
			012.8500.4030	80.00
			LMD 03-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD 00-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD 30-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD 22-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD 13-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD 02-BACKFLOW TESTING	
			012.8500.4030	80.00
			LMD 20-BACKFLOW TESTING	
			012.8500.4030	80.00
			LMD 31-BACKFLOW TESTING	
			012.8500.4030	40.00
			LMD 15-BACKFLOW TESTING	
			012.8500.4030	80.00
			LMD 01-BACKFLOW TESTING	
			012.8500.4030	80.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86552	1/24/2023	004206 #1 SON PLUMBING	(Continued)		
			LMD 44-BACKFLOW TESTING		
			012.8500.4030		40.00
			LMD 08-BACKFLOW TESTING		
			012.8500.4030		40.00
			LMD 17-BACKFLOW TESTING		
			012.8500.4030		160.00
			LMD 35-BACKFLOW TESTING		
			012.8500.4030		80.00
				Total :	**1,200.00**
86553	1/24/2023	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES - 12/11-12/24/22		
			CROSSING GUARD SERVICES - 12/11-12/24/22		
			002.8200.4530		1,497.36
				Total :	**1,497.36**
86554	1/24/2023	005771 AMAZON CAPITAL SERVICES	100% RECYCLE INDEX DIVIDERS		
			100% RECYCLE INDEX DIVIDERS		
			001.1600.4200		35.08
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.1700.4200		83.87
				Total :	**118.95**
86555	1/24/2023	000043 BALLARD PLUMBING HEATING & AIR	FS#3 PLUMBING REPAIRS		
			FS#3 PLUMBING REPAIRS		
			028.2050.4070		94.50
			FS#3 PLUMBING REPAIRS		
			029.2100.4070		94.50
				Total :	**189.00**
86556	1/24/2023	006099 CHARTER COMMUNICATIONS	FS#1 TELE/INT -JAN		
			FS#1 TELE/INT -JAN		
			028.2050.4065		185.80
			FS#1 TELE/INT -JAN		
			029.2100.4065		185.80
			FS#3 TELE/INT -JAN		
			FS#3 TELE/INT-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86556	1/24/2023	006099 CHARTER COMMUNICATIONS	(Continued)		
			028.2050.4065		225.47
			FS#3 TELE/INT-JAN		
			029.2100.4065		225.46
			FS#2 TELE/INT -JAN		
			FS#2 TELE/INT -JAN		
			028.2050.4065		107.60
			FS#2 TELE/INT -JAN		
			029.2100.4065		107.58
				Total :	**1,037.71**
86557	1/24/2023	000194 CITY OF SAN BERNARDINO	SHARED TRAFFIC SIGNAL MAINT-JUL-SEP 22		
			SHARED TRAFFIC SIGNAL MAINT-JUL-SEP 22		
			004.8310.4580		4,053.27
				Total :	**4,053.27**
86558	1/24/2023	005553 CLARK PEST CONTROL OF STOCKTON	FS#1-3 PEST CONTROL		
			FS#1-3 PEST CONTROL		
			028.2050.4589		24.50
			FS#1-3 PEST CONTROL		
			029.2100.4589		24.50
			FS#1-3 PEST CONTROL		
			FS#1-3 PEST CONTROL		
			028.2050.4589		24.50
			FS#1-3 PEST CONTROL		
			029.2100.4589		24.50
			YMCA & LIBRARY PEST CONTROL		
			YMCA & LIBRARY 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 :	**362.00**
86559	1/24/2023	000744 D&T AUTO REPAIR	VEH#127 MAINTENANCE		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86559	1/24/2023	000744 D&T AUTO REPAIR	(Continued)		
			VEH#127 MAINTENANCE		
			001.4500.4240		90.90
			VEH#125 MAINTENANCE		
			VEH#125 MAINTENANCE		
			001.6000.4240		155.27
				Total :	**246.17**
86560	1/24/2023	001764 DEPENDABLE COFFEE & WATER SVC.	CITY HALL - COOLER RENTAL 1/04/23		
			CITY HALL - COOLER RENTAL 1/04/23		
			042.9510.4200		23.40
			CITY HALL - COOLER RENTAL 1/18/23		
			CITY HALL - COOLER RENTAL 1/18/23		
			042.9510.4200		103.81
				Total :	**127.21**
86561	1/24/2023	000085 EAST VALLEY WATER DISTRICT	COMMUNITY PARK-DEC		
			COMMUNITY PARK-DEC		
			001.6000.4030		6,373.28
			LMD 34-DEC		
			LMD 34-DEC		
			012.8500.4030		151.06
			CUNNINGHAM PARK-DEC		
			CUNNINGHAM PARK-DEC		
			016.8540.4030		1,294.10
			COMM. CTR-DEC		
			COMM. CTR-DEC		
			001.6000.4030		52.70
			LMD 30-DEC		
			LMD 30-DEC		
			012.8500.4030		295.86
			LMD 10-DEC		
			LMD 10-DEC		
			012.8500.4030		1,774.85
			OAK CREEK PARK-DEC		
			OAK CREEK PARK-DEC		
			016.8540.4030		1,336.07
			LMD 10-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86561	1/24/2023	000085 EAST VALLEY WATER DISTRICT	(Continued) LMD 10-DEC 012.8500.4030 LIBRARY / ELC-DEC LIBRARY / ELC-DEC 001.6000.4030 CORP YARD-DEC CORP YARD-DEC 004.8310.4030 CORP YARD-DEC CORP YARD-DEC 004.8310.4030 CORP YARD-DEC CORP YARD-DEC 004.8310.4030 COMM. CTR - IRRIGATION-DEC COMM. CTR - IRRIGATION-DEC 001.6000.4030 LIBRARY / ELC-DEC LIBRARY / ELC-DEC 001.6000.4030 YMCA COMMUNITY PARK-DEC YMCA COMMUNITY PARK-DEC 001.6000.4030 LIBRARY / ELC-DEC LIBRARY / ELC-DEC 001.6000.4030 ATHLETIC CTR-DEC ATHLETIC CTR-DEC 001.6000.4030 COMMUNITY PARK-DEC COMMUNITY PARK-DEC 001.6000.4030	986.50 76.21 161.35 144.15 1,025.66 574.77 526.83 186.92 196.79 35.14 52.70 **Total : 15,244.94**
86562	1/24/2023	000085 EAST VALLEY WATER DISTRICT	LMD 17 - B-JAN LMD 17 - B-JAN 012.8500.4030	157.77

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86562	1/24/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			ATHLETIC CTR-JAN	
			ATHLETIC CTR-JAN	
			001.6000.4030	266.66
			LMD 11-JAN	
			LMD 11-JAN	
			012.8500.4030	447.82
			LMD 55-JAN	
			LMD 55-JAN	
			012.8500.4030	609.19
			LMD 17 - D-JAN	
			LMD 17 - D-JAN	
			012.8500.4030	56.07
			LMD 25-JAN	
			LMD 25-JAN	
			012.8500.4030	334.57
			LMD 17 - C-JAN	
			LMD 17 - C-JAN	
			012.8500.4030	125.18
			LMD 76-JAN	
			LMD 76-JAN	
			012.8500.4030	102.08
			LMD 17 - A-JAN	
			LMD 17 - A-JAN	
			012.8500.4030	98.81
			SEELEY PARK-JAN	
			SEELEY PARK-JAN	
			016.8540.4030	127.48
			LMD 43-JAN	
			LMD 43-JAN	
			012.8500.4030	175.12
			LMD 47-JAN	
			LMD 47-JAN	
			012.8500.4030	176.51
			LMD 16-JAN	
			LMD 16-JAN	
			012.8500.4030	55.58

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86562	1/24/2023	000085 000085 EAST VALLEY WATER DISTRICT	(Continued)	Total :	2,732.84
86563	1/24/2023	005358 FLEET SERVICES INC	ME541 REPAIRS ME541 REPAIRS 028.2050.4240		19.89
			ME541 REPAIRS 029.2100.4240		19.89
				Total :	39.78
86564	1/24/2023	006146 FM THOMAS AIR CONDITIONING	YMCA - HVAC MAINT YMCA - HVAC MAINT 001.6000.4588		2,506.80
				Total :	2,506.80
86565	1/24/2023	000623 HARBOR FREIGHT TOOLS	FS#3 EQUIPMENT MAINTENANCE FS#3 EQUIPMENT MAINTENANCE 028.2050.4240		17.92
			FS#3 EQUIPMENT MAINTENANCE 029.2100.4240		17.91
				Total :	35.83
86566	1/24/2023	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 CM IVDA-DEC STR18001 CM IVDA-DEC 027.8490.6550		8,092.30
			STR18001 CM RDA07-DEC STR18001 CM RDA07-DEC 010.3830.6550		8,092.31
			STR18001 CM SMBMI-DEC STR18001 CM SMBMI-DEC 027.8490.6550		8,092.30
			STR18001 CM EDA-DEC STR18001 CM EDA-DEC 030.8495.6550		17,648.86
				Total :	41,925.77
86567	1/24/2023	000662 HI WAY SAFETY INC	HIGHLAND AVE - FLASHER BEACON REPAIR HIGHLAND AVE - FLASHER BEACON REPAIR 004.8310.4206		141.77

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86567	1/24/2023	000662 000662 HI WAY SAFETY INC	(Continued)	Total :	141.77
86568	1/24/2023	005353 IDC CONSULTING ENGINEERS, INC.	BRG12001 DE HBP 6/1/22-12/31/22		
			BRG12001 DE HBP 6/1/22-12/31/22		
			030.8495.6813		10,940.01
			BRG12001 DE DIF REG 6/1/22-12/31/22		
			BRG12001 DE DIF REG 6/1/22-12/31/22		
			007.8330.6813		1,417.39
				Total :	12,357.40
86569	1/24/2023	000127 K & L HARDWARE	FS#2 BUILDING MAINTENANCE		
			FS#2 BUILDING MAINTENANCE		
			028.2050.4070		13.44
			FS#2 BUILDING MAINTENANCE		
			029.2100.4070		13.44
			FS#3 MAINTENANCE SUPPLIES		
			FS#3 MAINTENANCE SUPPLIES		
			028.2050.4070		12.38
			FS#3 MAINTENANCE SUPPLIES		
			029.2100.4070		12.37
			FS#3 MAINTENANCE SUPPLIES		
			FS#3 MAINTENANCE SUPPLIES		
			028.2050.4070		18.84
			FS#3 MAINTENANCE SUPPLIES		
			029.2100.4070		18.84
			CORP YARD - LOCKS		
			CORP YARD - LOCKS		
			004.8310.4206		90.45
			FS#3 MAINTENANCE SUPPLIES		
			FS#3 MAINTENANCE SUPPLIES		
			028.2050.4070		39.63
			FS#3 MAINTENANCE SUPPLIES		
			029.2100.4070		39.63
			FS#1 MAINTENANCE SUPPLIES		
			FS#1 MAINTENANCE SUPPLIES		
			028.2050.4070		64.71
			FS#1 MAINTENANCE SUPPLIES		
			029.2100.4070		64.71

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86569	1/24/2023	000127 K & L HARDWARE	(Continued)		
			FS#3 MAINTENANCE SUPPLIES		
			FS#3 MAINTENANCE SUPPLIES		
			028.2050.4070		104.13
			FS#3 MAINTENANCE SUPPLIES		
			029.2100.4070		104.12
				Total :	**596.69**
86570	1/24/2023	000426 LEAGUE OF CALIF CITIES	2023 PLANNING COMMISION ACADEMY		
			SUTORUS: 2023 PLANNING COMMISSION		
			001.4100.4320		675.00
			MILLER: 2023 PLANNING COMMISSION ACADEMY		
			001.4100.4320		675.00
			THOMAS: 2023 PLANNING COMMISSION ACADEMY		
			001.4100.4320		675.00
			AMAYA: 2023 PLANNING COMMISSION ACADEMY		
			001.4100.4320		675.00
				Total :	**2,700.00**
86571	1/24/2023	001193 LIFE ASSIST, INC.	FS#1-3 PARAMEDIC SUPPLIES		
			FS#1-3 PARAMEDIC SUPPLIES		
			028.2050.4207		232.74
			FS#1-3 PPE SUPPLIES		
			FS#1-3 PPE SUPPLIES		
			030.8495.4349		215.50
				Total :	**448.24**
86572	1/24/2023	000741 MACS SPRING INC	SPEED FEED BACK TRAILER REPAIR		
			SPEED FEED BACK TRAILER REPAIR		
			004.8310.4245		225.00
				Total :	**225.00**
86573	1/24/2023	006156 MORIHARA, ELTON	27318 NORWOOD-REFUND SELF HAULER FEE		
			27318 NORWOOD-REFUND SELF HAULER FEE		
			001.1450.9532		30.00
				Total :	**30.00**
86574	1/24/2023	001954 PACIFIC PRODUCTS & SERVICE LLC	STREET SIGN POST & SUPPLIES		
			STREET SIGN POST & SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86574	1/24/2023	001954 PACIFIC PRODUCTS & SERVICE LLC	(Continued)		
			004.8310.4206		2,168.20
				Total :	**2,168.20**
86575	1/24/2023	000458 ROBERTSON'S READY MIX LTD.	FS#2: SHED PROJECT CONCRETE		
			FS#2: SHED PROJECT CONCRETE		
			029.2100.4070		307.95
			FS#2: SHED PROJECT CONCRETE		
			028.2050.4070		307.95
				Total :	**615.90**
86576	1/24/2023	000424 SAN BERNARDINO COUNTY FIRE	HAZARDOUS WASTE FEE 1/23-3/23		
			HAZARDOUS WASTE FEE 1/23-3/23		
			001.4200.4596		12,218.89
				Total :	**12,218.89**
86577	1/24/2023	000203 SOUTHERN CALIFORNIA EDISON	LS#3 - JAN		
			LS#3 - JAN		
			013.8510.4011		132.95
			LS#3 -JAN		
			LS#3 -JAN		
			013.8510.4011		91.13
			LMD#76-JAN		
			LMD#76-JAN		
			012.8500.4010		5.92
				Total :	**230.00**
86578	1/24/2023	000222 UNDERGROUND SERVICE ALERT	UNDERGROUND SERVICE ALERTS USE CHARGES		
			UNDERGROUND SERVICE ALERTS USE CHARGES		
			004.8310.4553		710.00
			UNDERGROUND SERVICE ALERTS USE		
			UNDERGROUND SERVICE ALERTS USE		
			004.8310.4553		256.74
				Total :	**966.74**
86579	1/24/2023	000233 WAXIE SANITARY SUPPLY	FS#1 JANITORIAL SUPPLIES		
			FS#1 JANITORIAL SUPPLIES		
			028.2050.4055		89.39
			FS#1 JANITORIAL SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86579	1/24/2023	000233 WAXIE SANITARY SUPPLY	(Continued)	
			029.2100.4055 JANITORIAL SUPPLIES 30% RECYCLED KITCHEN TOWELS	89.38
			042.9510.4055 65% RECYCLED PAPER TOWEL ROLL	45.86
			042.9510.4055 65% RECYCLED BATH TISSUE	229.55
			042.9510.4055 JANITORIAL SUPPLIES	113.57
			042.9510.4055 JANITORIAL SUPPLIES 30% RECYCLED BATH TISSUE	356.90
			001.6000.4055 30% RECYCLEDBATH TISSUE	171.42
			001.6000.4055 JANITORIAL SUPPLIES	144.88
			001.6000.4055 FS#3 JANITORIAL SUPPLIES FS#3 JANITORIAL SUPPLIES	734.13
			028.2050.4055 FS#3 JANITORIAL SUPPLIES	60.36
			029.2100.4055	60.35
			Total :	**2,095.79**
86580	1/24/2023	003535 WEST COAST ARBORISTS, INC.	FS# 1 & 3 - TREE MAINT-DEC FS# 1 & 3 - TREE MAINT-DEC	
			028.2050.4680 FS# 1 & 3 - TREE MAINT-DEC	588.50
			029.2100.4680 CITY HALL-TREE MAINT-DEC CITY HALL-TREE MAINT-DEC	588.50
			042.9510.4680 CUNNINGHAM PARK-TREE MAINT-DEC CUNNINGHAM PARK-TREE MAINT-DEC	1,927.00
			016.8540.4680 CANYON OAK PARK-TREE MAINT-DEC CANYON OAK PARK-TREE MAINT-DEC	3,780.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86580	1/24/2023	003535 WEST COAST ARBORISTS, INC.	(Continued)	
			016.8540.4680 PARKS-TREE MAINT-DEC	910.00
			COMM PARK-TREE MAINT-DEC 001.6000.4680	7,770.00
			YMCA-TREE MAINT-DEC 001.6000.4680	980.00
			LIBRARY-TREE MAINT-DEC 001.6000.4680	1,037.00
			PD - TREE MAINT-DEC PD - TREE MAINT-DEC 001.2000.4680	2,026.00
			LMD-TREE MAINT-DEC LMD 03-TREE MAINT-DEC 012.8500.4585	864.00
			LMD 10-TREE MAINT-DEC 012.8500.4585	1,958.00
			STREET TREE MAINT- DEC STREET TREE MAINT- DEC 004.8310.4680	21,593.00
				Total : **44,022.00**
86581	1/24/2023	000237 WILLDAN ASSOCIATES	CODE ENFORCEMENT - OCT CODE ENFORCEMENT - OCT 001.4600.4538	7,377.50
				Total : **7,377.50**
86582	1/24/2023	006001 YUNEX LLC	29316 GOLDBUCKLE- INSTALL #70585H 29316 GOLDBUCKLE- INSTALL #70585H 013.8510.4664	4,600.00
			PALM & 5TH-KD DECO POLE PALM & 5TH-KD DECO POLE 013.8510.4664	4,825.74
				Total : **9,425.74**
31	**Vouchers for bank code :**	wfb		Bank total : **166,937.49**
31	**Vouchers in this report**			Total vouchers : **166,937.49**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
755	1/27/2023	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	10,257.57
			ICMA DEFERRED COMP 457: Payment 004.1170	1,110.89
			ICMA DEFERRED COMP 457: Payment 010.1170	939.89
			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	71.31
			ICMA DEFERRED COMP 457: Payment 041.1170	362.03
			ICMA DEFERRED COMP 457: Payment 042.1170	1.50
			ICMA DEFERRED COMP 457: Payment 070.1170	309.12
			Total :	**13,077.31**
756	1/27/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS SURVIVOR: Payment 041.1145	0.31
			PERS SURVIVOR: Payment 042.1145	1.78
			PERS SURVIVOR: Payment 070.1145	0.71
			EPMC: Payment 001.1145	528.18
			EPMC: Payment 004.1145	139.00
			EPMC: Payment 006.1145	20.79
			EPMC: Payment 010.1145	50.70

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
756	1/27/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			012.1145	2.49
			EPMC: Payment	
			016.1145	2.49
			EPMC: Payment	
			023.1145	6.96
			EPMC: Payment	
			024.1145	0.59
			EPMC: Payment	
			041.1145	33.19
			EPMC: Payment	
			042.1145	12.12
			EPMC: Payment	
			070.1145	57.42
			PERS: Payment	
			001.1145	14,141.36
			PERS: Payment	
			004.1145	2,867.53
			PERS: Payment	
			006.1145	311.80
			PERS: Payment	
			010.1145	1,008.10
			PERS: Payment	
			012.1145	186.32
			PERS: Payment	
			016.1145	186.32
			PERS: Payment	
			023.1145	223.03
			PERS: Payment	
			024.1145	20.49
			PERS: Payment	
			041.1145	474.09
			PERS: Payment	
			042.1145	837.73
			PERS: Payment	
			070.1145	821.05

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
756	1/27/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			001.1145	23.70
			PERS SURVIVOR: Payment	
			004.1145	4.62
			PERS SURVIVOR: Payment	
			006.1145	0.59
			PERS SURVIVOR: Payment	
			010.1145	1.12
			PERS SURVIVOR: Payment	
			012.1145	0.56
			PERS SURVIVOR: Payment	
			016.1145	0.57
			PERS SURVIVOR: Payment	
			023.1145	0.40
			PERS SURVIVOR: Payment	
			024.1145	0.05
			Total :	**21,966.16**
757	1/27/2023	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	11,358.92
			FEDERAL TAXES: Payment	
			004.1120	1,936.64
			FEDERAL TAXES: Payment	
			006.1120	210.81
			FEDERAL TAXES: Payment	
			010.1120	807.59
			FEDERAL TAXES: Payment	
			012.1120	94.61
			FEDERAL TAXES: Payment	
			016.1120	94.61
			FEDERAL TAXES: Payment	
			023.1120	121.22
			FEDERAL TAXES: Payment	
			024.1120	9.11
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
757	1/27/2023	000119 INTERNAL REVENUE SERVICE	(Continued)	
			041.1120 FEDERAL TAXES: Payment	424.23
			042.1120 FEDERAL TAXES: Payment	518.60
			070.1120 SOCIAL SECURITY: Payment	673.94
			001.1140 MEDICARE: Payment	616.72
			001.1140 MEDICARE: Payment	3,005.86
			004.1140 MEDICARE: Payment	579.36
			006.1140 MEDICARE: Payment	56.72
			010.1140 MEDICARE: Payment	185.22
			012.1140 MEDICARE: Payment	45.38
			016.1140 MEDICARE: Payment	45.36
			023.1140 MEDICARE: Payment	48.36
			024.1140 MEDICARE: Payment	4.76
			041.1140 MEDICARE: Payment	80.04
			042.1140 MEDICARE: Payment	178.96
			070.1140	140.88
			Total :	**21,237.90**
758	1/27/2023	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT STATE TAXES: Payment	
			001.1130 STATE TAXES: Payment	4,363.13
			004.1130	855.30

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
758	1/27/2023	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			006.1130	86.63
			STATE TAXES: Payment	
			010.1130	311.40
			STATE TAXES: Payment	
			012.1130	39.57
			STATE TAXES: Payment	
			016.1130	39.54
			STATE TAXES: Payment	
			023.1130	50.14
			STATE TAXES: Payment	
			024.1130	5.32
			STATE TAXES: Payment	
			041.1130	171.81
			STATE TAXES: Payment	
			042.1130	150.90
			STATE TAXES: Payment	
			070.1130	258.13
			Total :	6,331.87
86583	1/27/2023	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	70.33
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.97
			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	0.27
			AFLAC ACCIDENT INSURANCE: Payment	
			042.1181	4.18
			AFLAC DISABILITY INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86583	1/27/2023	003804 AFLAC WWHQ	(Continued)	
			001.1181 AFLAC DISABILITY INSURANCE: Payment	90.36
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.69
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.51
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	108.38
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.72
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	12.31
			042.1181 AFLAC DENTAL: Payment	4.97
			001.1181 AFLAC DENTAL: Payment	27.89
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181 AFLAC DENTAL: Payment	1.67
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.54
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.96
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.49
			016.1181	1.49
			Total :	405.54
86584	1/27/2023	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86584	1/27/2023	000433 ARROWHEAD UNITED WAY	(Continued)	
			ARROWHEAD UNITED WAY: Payment 001.1180	11.27
			ARROWHEAD UNITED WAY: Payment 004.1180	0.77
			ARROWHEAD UNITED WAY: Payment 041.1180	2.25
			ARROWHEAD UNITED WAY: Payment 070.1180	0.71
			Total :	**15.00**

6 Vouchers for bank code : wfb **Bank total :** **63,033.78**

6 Vouchers in this report **Total vouchers :** **63,033.78**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
759	1/24/2023	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT		
			FEDERAL TAXES: Payment		
			001.1120		724.89
			MEDICARE: Payment		
			001.1140		133.72
				Total :	**858.61**
760	1/24/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS: PAYMENT		
			PERS: Payment		
			001.1145		19.75
			PERS SURVIVOR: Payment		
			001.1145		0.93
				Total :	**20.68**
761	1/24/2023	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT		
			STATE TAXES: Payment		
			001.1130		313.86
				Total :	**313.86**
3 Vouchers for bank code : wfb				**Bank total :**	**1,193.15**
3 Vouchers in this report				**Total vouchers :**	**1,193.15**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
762	1/27/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment 004.1145	4.00
			EPMC: Payment 010.1145	2.15
			PERS: Payment 004.1145	57.08
			PERS: Payment 010.1145	30.74
			PERS SURVIVOR: Payment 004.1145	0.60
			PERS SURVIVOR: Payment 010.1145	0.33
			Total :	**94.90**
763	1/27/2023	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment 004.1120	52.61
			FEDERAL TAXES: Payment 010.1120	28.32
			MEDICARE: Payment 004.1140	24.08
			MEDICARE: Payment 010.1140	12.98
			Total :	**117.99**
764	1/27/2023	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 004.1130	11.02
			STATE TAXES: Payment 010.1130	5.94
			Total :	**16.96**

3 Vouchers for bank code : wfb **Bank total :** **229.85**

3 Vouchers in this report **Total vouchers :** **229.85**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
765	1/27/2023	000119 INTERNAL REVENUE SERVICE	MEDICARE: PAYMENT	
			MEDICARE: Payment 001.1140	2.26
			MEDICARE: Payment 006.1140	1.52
			Total :	**3.78**

1 Vouchers for bank code : wfb **Bank total :** **3.78**

1 Vouchers in this report **Total vouchers :** **3.78**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86630	2/7/2023	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SERVICES 1/8-1/21/23		
			CROSSING GUARD SERVICES 1/8-1/21/23		
			002.8200.4530		3,170.88
				Total :	**3,170.88**
86631	2/7/2023	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.4100.4200		172.48
			OFFICE SUPPLIES		
			STOOL-GREY		
			001.1700.4203		49.54
			100% RECYCLED STENO PAD		
			001.1700.4200		17.24
			OFFICE SUPPLY-RETURN STAPLER		
			OFFICE SUPPLY-RETURN STAPLER		
			001.1700.4200		-30.06
			OFFICE SUPPLIES		
			100% RECYCLED NOTEBOOK		
			001.1700.4200		47.30
			30% RECYCLED EXPANDING FILE FOLDERS		
			001.1700.4200		51.70
				Total :	**308.20**
86632	2/7/2023	000165 AT&T	POLICE DEPT-FEB		
			POLICE DEPT-FEB		
			001.2000.4060		2,073.74
				Total :	**2,073.74**
86633	2/7/2023	000165 AT&T	CORP YARD -FEB		
			CORP YARD -FEB		
			004.8310.4060		1,192.45
				Total :	**1,192.45**
86634	2/7/2023	000165 AT&T	CITY HALL - FEB		
			CITY HALL -FEB		
			042.9510.4060		1,003.14
				Total :	**1,003.14**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86635	2/7/2023	000165 AT&T	BASELINE LITTLE LEAGUE-FEB		
			BASELINE LITTLE LEAGUE-FEB		
			001.6000.4060		1,003.05
				Total :	**1,003.05**
86636	2/7/2023	000165 AT&T	CITY HALL -FEB		
			CITY HALL -FEB		
			042.9510.4060		1,003.05
				Total :	**1,003.05**
86637	2/7/2023	001072 AUTO ZONE	VEH#125: MAINTENANCE		
			VEH#125: MAINTENANCE		
			004.8310.4240		17.52
			ME543: MAINTENANCE		
			ME543: MAINTENANCE		
			028.2050.4240		33.74
			ME543: MAINTENANCE		
			029.2100.4240		33.74
			ME541: MAINTENANCE		
			ME541: MAINTENANCE		
			028.2050.4240		25.64
			ME541: MAINTENANCE		
			029.2100.4240		25.63
			VEH#138: MAINTENANCE		
			VEH#138: MAINTENANCE		
			004.8310.4240		45.50
				Total :	**181.77**
86638	2/7/2023	002480 CASC ENGINEERING & CONSULTING	FWQ20-003-FEB		
			FWQ20-003-FEB		
			001.3200.4551		1,400.00
			FWQ21-003-SEP		
			FWQ21-003-SEP		
			001.3200.4551		245.00
			FWQ21-004-SEP		
			FWQ21-004-SEP		
			001.3200.4551		436.25
			CWQ21-001-SEP		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86638	2/7/2023	002480 CASC ENGINEERING & CONSULTING	(Continued)		
			CWQ21-001-SEP		
			001.3200.4551		435.00
			WQP22-005-SEP		
			WQP22-005-SEP		
			001.3200.4551		376.25
			WQP22-008-SEP		
			WQP22-008-SEP		
			001.3200.4551		622.50
			WQP22-009-SEP		
			WQP22-009-SEP		
			001.3200.4551		783.75
			FWQ20-002-SEP		
			FWQ20-002-SEP		
			001.3200.4551		140.00
				Total :	**4,438.75**
86639	2/7/2023	006099 CHARTER COMMUNICATIONS	POLICE - TELE/INT SERVICE-FEB		
			POLICE - TELE/INT SERVICE-FEB		
			001.2000.4065		1,151.37
			CORP YARD - TELE/INT SVC -FEB		
			CORP YARD - TELE/INT SVC -FEB		
			004.8310.4060		672.75
				Total :	**1,824.12**
86640	2/7/2023	000068 CITY CLERK'S ASSOCIATION OF CA	2023 CCAC ANNUAL CONFERENCE: MUNOZ		
			2023 CCAC ANNUAL CONFERENCE: MUNOZ		
			001.1200.4320		500.00
				Total :	**500.00**
86641	2/7/2023	005553 CLARK PEST CONTROL OF STOCKTON	CORP YARD PEST CONTROL		
			CORP YARD PEST CONTROL		
			004.8310.4589		80.00
				Total :	**80.00**
86642	2/7/2023	003364 CMRTA	MEMBERSHIP RENEWAL 2023-LUDOLPH		
			MEMBERSHIP RENEWAL 2023-LUDOLPH		
			001.1700.4310		150.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86642	2/7/2023	003364 003364 CMRTA	(Continued)	Total :	150.00
86643	2/7/2023	000281 CMTA	22/23 CMTA DUES-NAVA-CRUZ 22/23 CMTA DUES-NAVA-CRUZ 001.1700.4310		95.00
			22/23 CMTA DUES-GOMEZ 22/23 CMTA DUES-GOMEZ 001.1700.4310		95.00
				Total :	190.00
86644	2/7/2023	002106 CODE PUBLISHING, INC.	MUNICIPAL CODE CODIFICATION MUNICIPAL CODE CODIFICATION 001.1200.4625		1,475.00
				Total :	1,475.00
86645	2/7/2023	001701 CSMFO	22/23 CSMFO DUES - NAVA-CRUZ 22/23 CSMFO DUES - NAVA-CRUZ 001.1700.4310		125.00
			22/23 CSMFO DUES - GOMEZ 22/23 CSMFO DUES - GOMEZ 001.1700.4310		50.00
				Total :	175.00
86646	2/7/2023	000213 DAILY JOURNAL CORPORATION	DRA22-017 NEWSPAPER PUBLICATIONS DRA22-017 NEWSPAPER PUBLICATIONS 001.1200.4300		295.41
				Total :	295.41
86647	2/7/2023	002274 DANIELS TIRE SERVICE	ME543: TIRE REPAIR ME543: TIRE REPAIR 029.2100.4240		238.62
			ME543: TIRE REPAIR 028.2050.4240		238.61
				Total :	477.23
86648	2/7/2023	001230 DEPARTMENT OF FORESTRY	MEDIC SERVICES 7/1-9/30/22 ACTUAL MEDIC SERVICES 7/1-9/30/22 ACTUAL 030.8495.4567		475,285.86
			FIRE SERVICES 7/1-9/30/22 ACTUAL		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86648	2/7/2023	001230 DEPARTMENT OF FORESTRY	(Continued)		
			FIRE SERVICES 7/1-9/30/22 ACTUAL		
			030.8495.4569		879,630.06
				Total :	**1,354,915.92**
86649	2/7/2023	000421 DFM ASSOCIATES	2023 ELECTIONS CODE BOOK		
			2023 ELECTIONS CODE BOOK		
			001.1200.4335		70.78
				Total :	**70.78**
86650	2/7/2023	000085 EAST VALLEY WATER DISTRICT	BOULDER MEDIAN-JAN		
			BOULDER MEDIAN-JAN		
			004.8310.4030		105.96
			BOULDER MEDIAN-JAN		
			BOULDER MEDIAN-JAN		
			004.8310.4030		153.36
			LMD 02 - E-JAN		
			LMD 02 - E-JAN		
			012.8500.4030		430.95
			LMD 48C-JAN		
			LMD 48C-JAN		
			012.8500.4030		119.70
			LMD 48C-JAN		
			LMD 48C-JAN		
			012.8500.4030		234.02
			LMD 48-JAN		
			LMD 48-JAN		
			012.8500.4030		78.69
			LMD 48B-JAN		
			LMD 48B-JAN		
			012.8500.4030		530.00
			LMD 31-JAN		
			LMD 31-JAN		
			012.8500.4030		210.86
			LMD 00 - BASELINE-JAN		
			LMD 00 - BASELINE-JAN		
			012.8500.4030		350.28
			LMD 22-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86650	2/7/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 22-JAN	
			012.8500.4030	101.11
			LMD 03 -YARNELL-JAN	
			LMD 03 -YARNELL-JAN	
			012.8500.4030	48.63
			LMD 02 - A-JAN	
			LMD 02 - A-JAN	
			012.8500.4030	54.92
			LMD 03 - BASELINE-JAN	
			LMD 03 - BASELINE-JAN	
			012.8500.4030	105.53
			LMD 20 - BASELINE-JAN	
			LMD 20 - BASELINE-JAN	
			012.8500.4030	170.47
			LMD 01 - A-JAN	
			LMD 01 - A-JAN	
			012.8500.4030	67.38
			LMD 70-JAN	
			LMD 70-JAN	
			012.8500.4030	62.30
			LMD 35-JAN	
			LMD 35-JAN	
			012.8500.4030	47.06
			LMD 06-JAN	
			LMD 06-JAN	
			012.8500.4030	44.52
			LMD 01 - B-JAN	
			LMD 01 - B-JAN	
			012.8500.4030	62.30
			BEATTIE - IRRIGATION-JAN	
			BEATTIE - IRRIGATION-JAN	
			001.6000.4030	2,201.64
			LMD 30-JAN	
			LMD 30-JAN	
			012.8500.4030	303.64
			LMD 39-JAN	
			LMD 39-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86650	2/7/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			012.8500.4030 CANYON OAKS PARK-JAN CANYON OAKS PARK-JAN		310.32
			016.8540.4030 LMD 02 - B-JAN LMD 02 - B-JAN		262.82
			012.8500.4030 LMD 13-JAN LMD 13-JAN		208.81
			012.8500.4030 LMD 02 - D-JAN LMD 02 - D-JAN		187.53
			012.8500.4030 LMD 02 - C-JAN LMD 02 - C-JAN		114.25
			012.8500.4030 LMD 08-JAN LMD 08-JAN		287.65
			012.8500.4030 LMD 20 - STREATER-JAN LMD 20 - STREATER-JAN		196.54
			012.8500.4030 LMD 70 IRRIGATION-JAN LMD 70 IRRIGATION-JAN		98.33
			012.8500.4030		280.19
				Total :	**7,429.76**
86651	2/7/2023	000085 EAST VALLEY WATER DISTRICT	LMD 36-JAN LMD 36-JAN		
			012.8500.4030 LMD 36-DEC		156.38
			012.8500.4030		288.61
				Total :	**444.99**
86652	2/7/2023	000090 FEDEX	OVERNIGHT MAIL DRA19-008 OVERNIGHT MAIL		
			001.4100.4210		31.23

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86652	2/7/2023	000090 FEDEX	(Continued)		
			OVERNIGHT MAIL		
			001.4100.4210		64.33
			OVERNIGHT MAIL-S WISNEIWSKI		
			001.1600.4210		174.38
				Total :	**269.94**
86653	2/7/2023	004956 FIDELITY SECURITY	VISION -FEB		
			VISION -FEB		
			001.1160		146.53
			VISION -FEB		
			004.1160		38.86
			VISION -FEB		
			006.1160		7.61
			VISION -FEB		
			010.1160		19.03
			VISION -FEB		
			012.1160		5.18
			VISION -FEB		
			016.1160		5.18
			VISION -FEB		
			024.1160		0.41
			VISION -FEB		
			041.1160		1.64
			VISION -FEB		
			042.1160		10.36
			VISION -FEB		
			070.1160		3.59
				Total :	**238.39**
86654	2/7/2023	005567 FIRE APPARATUS SOLUTIONS	ME541: ANNUAL SERVICE & REPAIRS		
			ME541: ANNUAL SERVICE & REPAIRS		
			029.2100.4240		9,137.92
			ME541: ANNUAL SERVICE & REPAIRS		
			028.2050.4240		9,137.91
				Total :	**18,275.83**
86655	2/7/2023	005018 FLYERS ENERGY, LLC	FUEL-FEB		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86655	2/7/2023	005018 FLYERS ENERGY, LLC	(Continued)	
			FUEL-FEB	
			001.2000.4220	1,169.06
			FUEL-FEB	
			001.4200.4220	5.20
			FUEL-FEB	
			001.4600.4220	31.28
			FUEL-FEB	
			001.6000.4220	39.77
			FUEL-FEB	
			001.6010.4220	40.81
			FUEL-FEB	
			004.8310.4220	104.70
			FUEL-FEB	
			012.8500.4220	20.70
			FUEL-FEB	
			016.8540.4220	20.70
			FUEL-FEB	
			024.8470.4220	2.42
			FUEL-FEB	
			028.2050.4220	172.84
			FUEL-FEB	
			029.2100.4220	172.84
			FUEL -FEB	
			001.4500.4220	3.38
			FUEL-FEB	
			042.9510.4220	25.57
			FUEL-FEB	
			FUEL-FEB	
			001.2000.4220	2,011.04
			FUEL-FEB	
			001.4200.4220	8.94
			FUEL -FEB	
			001.4500.4220	5.81
			FUEL-FEB	
			001.4600.4220	53.81
			FUEL-FEB	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86655	2/7/2023	005018 FLYERS ENERGY, LLC	(Continued)	
			001.6000.4220 FUEL-FEB	68.41
			001.6010.4220 FUEL-FEB	70.21
			004.8310.4220 FUEL-FEB	180.10
			012.8500.4220 FUEL-FEB	35.61
			016.8540.4220 FUEL-FEB	35.61
			024.8470.4220 FUEL-FEB	4.17
			028.2050.4220 FUEL-FEB	297.32
			029.2100.4220 FUEL-FEB	297.32
			042.9510.4220 FUEL-FEB	43.98
			FUEL-FEB	
			001.2000.4220 FUEL-FEB	4,675.72
			001.4200.4220 FUEL -FEB	20.78
			001.4500.4220 FUEL-FEB	13.52
			001.4600.4220 FUEL-FEB	125.10
			001.6000.4220 FUEL-FEB	159.06
			001.6010.4220 FUEL-FEB	163.24
			004.8310.4220 FUEL-FEB	418.74
			012.8500.4220 FUEL-FEB	82.79
			016.8540.4220	82.79

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86655	2/7/2023	005018 FLYERS ENERGY, LLC	(Continued)		
			FUEL-FEB		
			024.8470.4220		9.69
			FUEL-FEB		
			028.2050.4220		691.28
			FUEL-FEB		
			029.2100.4220		691.28
			FUEL-FEB		
			042.9510.4220		102.26
				Total :	**12,157.85**
86656	2/7/2023	004939 GUARDIAN	DENTAL -FEB		
			DENTAL -FEB		
			001.1160		946.76
			DENTAL -FEB		
			004.1160		256.46
			DENTAL -FEB		
			006.1160		14.83
			DENTAL -FEB		
			010.1160		125.85
			DENTAL -FEB		
			012.1160		10.11
			DENTAL -FEB		
			016.1160		10.11
			DENTAL -FEB		
			024.1160		1.82
			DENTAL -FEB		
			041.1160		30.43
			DENTAL -FEB		
			042.1160		20.22
			DENTAL -FEB		
			070.1160		16.06
				Total :	**1,432.65**
86657	2/7/2023	000662 HI WAY SAFETY INC	ROAD SIGNS		
			ROAD SIGNS		
			004.8310.4206		178.05

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86657	2/7/2023	000662 000662 HI WAY SAFETY INC	(Continued)	Total :	178.05
86658	2/7/2023	000108 HIGH TECH SECURITY	BURGLAR ALARM MONITORING & MAINTENANCE-F		
			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 & MAINTENANCE-FEB		
			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 MAINTENANCE-FEB		
			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
			CITY HALL: CCTV SYSTEM MAINTENANCE 042.9510.4066		25.00
			CANYON OAKS: CCTV SYSTEM MAINTENANCE 016.8540.4066		25.00
			LIBRARY - FIRE ALARM BATTERY REPLACMENT		
			LIBRARY - FIRE ALARM BATTERY REPLACMENT 001.6000.4066		588.07

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
86658	2/7/2023	000108	000108 HIGH TECH SECURITY	(Continued)	Total :	1,298.07
86659	2/7/2023	001996	HINDERLITER DE LLAMAS & ASSOC	SALES TAX AUDITS 1/23-3/23 SALES TAX AUDIT 01/23-03/23 001.1450.4505		450.00
					Total :	450.00
86660	2/7/2023	000718	HOUSTON & HARRIS PCS, INC	REMOVAL OF SOILS BUILT UP INSIDE CMP PIP REMOVAL OF SOILS BUILT UP INSIDE CMP 004.8310.4666		2,848.00
					Total :	2,848.00
86661	2/7/2023	005873	INTERSTATE STRIPING INC	TRAFFIC STRIPING MAINT TRAFFIC STRIPING MAINT 004.8310.4578		21,947.45
					Total :	21,947.45
86662	2/7/2023	000127	K & L HARDWARE	FS#3: MAINTENANCE SUPPLIES FS#3: MAINTENANCE SUPPLIES 028.2050.4070		53.30
				FS#3: MAINTENANCE SUPPLIES 029.2100.4070		53.29
				CITY HALL: KEYS CITY HALL: KEYS 042.9510.4070		45.10
				CORP YARD: YARD SUPPLIES CORP YARD: YARD SUPPLIES 004.8310.4206		11.79
				FS#2: MAINTENANCE SUPPLIES FS#2: MAINTENANCE SUPPLIES 028.2050.4070		54.86
				FS#2: MAINTENANCE SUPPLIES 029.2100.4070		54.86
				FS#3: MAINTENANCE SUPPLIES FS#3: MAINTENANCE SUPPLIES 028.2050.4206		55.98
				FS#3: MAINTENANCE SUPPLIES 029.2100.4206		55.97
				CORP YARD: MISC SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86662	2/7/2023	000127 K & L HARDWARE	(Continued)		
			CORP YARD: MISC SUPPLIES		
			004.8310.4206		15.27
			AURANTIA PARK: BLDG MAINT		
			AURANTIA PARK: BLDG MAINT		
			001.6000.4070		80.72
			VEH MAINTENANCE		
			VEH MAINTENANCE		
			001.6000.4240		74.05
			CORP YARD: MISC SUPPLIES		
			CORP YARD: MISC SUPPLIES		
			004.8310.4206		18.75
			CORP YARD: MISC SUPPLIES		
			CORP YARD: MISC SUPPLIES		
			004.8310.4206		33.43
				Total :	**607.37**
86663	2/7/2023	000426 LEAGUE OF CALIF CITIES	LOCC DUES 2023		
			LOCC DUES 2023		
			001.1000.4310		19,549.00
				Total :	**19,549.00**
86664	2/7/2023	000155 NEW YORK LIFE	LIFE -FEB		
			LIFE -FEB		
			001.1180		9.75
			LIFE -FEB		
			004.1180		0.65
			LIFE -FEB		
			041.1180		1.95
			LIFE -FEB		
			070.1180		0.65
				Total :	**13.00**
86665	2/7/2023	000598 PR PRINTING	BUS CARDS: LOOPER		
			BUS CARDS: LOOPER		
			001.3200.4200		52.37
				Total :	**52.37**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86666	2/7/2023	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL -FEB	
			PRINCIPAL -FEB	
			001.1200.3590	30.27
			PRINCIPAL -FEB	
			001.1450.3590	53.85
			PRINCIPAL -FEB	
			001.1600.3590	6.64
			PRINCIPAL -FEB	
			001.1700.3590	102.48
			PRINCIPAL -FEB	
			001.3200.3590	47.87
			PRINCIPAL -FEB	
			001.4100.3590	128.09
			PRINCIPAL -FEB	
			001.4200.3590	70.93
			PRINCIPAL -FEB	
			001.4500.3590	52.96
			PRINCIPAL -FEB	
			001.4600.3590	55.32
			PRINCIPAL -FEB	
			001.6000.3590	18.70
			PRINCIPAL -FEB	
			001.6010.3590	18.29
			PRINCIPAL -FEB	
			001.6020.3590	12.17
			PRINCIPAL -FEB	
			004.8310.3590	119.61
			PRINCIPAL -FEB	
			006.8400.3590	32.59
			PRINCIPAL -FEB	
			010.3830.3590	35.45
			PRINCIPAL -FEB	
			012.8500.3590	9.23
			PRINCIPAL -FEB	
			016.8540.3590	9.23
			PRINCIPAL -FEB	
			023.3890.3590	7.66

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86666	2/7/2023	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)		
			PRINCIPAL -FEB		
			024.8470.3590		0.97
			PRINCIPAL -FEB		
			041.9500.3590		14.96
			PRINCIPAL -FEB		
			042.9510.3590		15.28
			PRINCIPAL -FEB		
			070.7000.3590		31.92
				Total :	874.47
86667	2/7/2023	002800 RONDY'S GLASS SERVICE	CITY HALL - DOOR MAINT		
			CITY HALL - DOOR MAINT		
			042.9510.4070		180.00
				Total :	180.00
86668	2/7/2023	005731 SITEONE LANDSCAPE SUPPLY, LLC	LMD 10 - LANDSCAPE SUPPLY		
			LMD 10 - LANDSCAPE SUPPLY		
			012.8500.4206		878.99
				Total :	878.99
86669	2/7/2023	000487 SMART & FINAL	BREAKROOM SUPPLIES		
			BREAKROOM SUPPLIES		
			042.9510.4200		188.38
				Total :	188.38
86670	2/7/2023	000203 SOUTHERN CALIFORNIA EDISON	LS#3-JAN		
			LS#3-JAN		
			013.8510.4011		1,580.67
			UPLIGHTING LMD 48-JAN		
			UPLIGHTING LMD 48-JAN		
			012.8500.4010		2.86
			UPLIGHTING LMD 48-JAN		
			013.8510.4011		26.44
			HIGHLAND AVE ALPR-JAN		
			HIGHLAND AVE ALPR-JAN		
			001.2000.4062		3.86
			LMD#48C-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86670	2/7/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD#48C-JAN	
			012.8500.4010	497.69
			LS-3 METERS-JAN	
			LS-3 METERS-JAN	
			013.8510.4011	70.17
			LS 2 B CITY WIDE STREET LIGHTS-JAN	
			LS 2 B CITY WIDE STREET LIGHTS-JAN	
			013.8510.4011	15,733.97
			LS#3-JAN	
			LS#3-JAN	
			013.8510.4011	160.48
			HIGHLAND AVE ALPR-JAN	
			HIGHLAND AVE ALPR-JAN	
			001.2000.4062	13.57
			SIGNALS-JAN	
			SIGNALS-JAN	
			004.8310.4580	53.63
			SIGNALS-JAN	
			013.8510.4011	46.61
			AURANTIA PARK-JAN	
			AURANTIA PARK-JAN	
			001.6000.4010	141.77
			STATION #1-JAN	
			STATION #1-JAN	
			028.2050.4010	254.31
			STATION #1-JAN	
			029.2100.4010	254.30
			LS#3-JAN	
			LS#3-JAN	
			013.8510.4011	27.89
			TRAFFIC SIGNAL BASE LINE-JAN	
			TRAFFIC SIGNAL BASE LINE-JAN	
			004.8310.4580	105.69
			LS#2-JAN	
			LS#2-JAN	
			013.8510.4011	90.13
			CITY HALL-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86670	2/7/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			CITY HALL-JAN	
			042.9510.4010	466.90
			STATION #2-JAN	
			STATION #2-JAN	
			028.2050.4010	288.22
			STATION #2-JAN	
			029.2100.4010	288.22
			LS#2-JAN	
			LS#2-JAN	
			013.8510.4011	1,173.34
			LMD#48C-JAN	
			LMD#48C-JAN	
			012.8500.4010	5.64
			BOULDER MEDIAN-JAN	
			BOULDER MEDIAN-JAN	
			004.8310.4010	422.23
			LS#1-JAN	
			LS#1-JAN	
			013.8510.4011	9,053.96
			LS#3-JAN	
			LS#3-JAN	
			013.8510.4011	69.37
			LS2-B-JAN	
			LS2-B-JAN	
			013.8510.4011	19.75
			LMD #55-JAN	
			LMD #55-JAN	
			012.8500.4010	5.61
			OAK CREEK PARK-JAN	
			OAK CREEK PARK-JAN	
			016.8540.4010	5.88
			LMD#48B-JAN	
			LMD#48B-JAN	
			012.8500.4010	5.61
			TRAFFIC SIGNAL BASE LINE-JAN	
			TRAFFIC SIGNAL BASE LINE-JAN	
			004.8310.4580	68.64

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86670	2/7/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			LS-3 METERS-JAN		
			LS-3 METERS-JAN		
			013.8510.4011		328.41
				Total :	31,265.82
86671	2/7/2023	000203 SOUTHERN CALIFORNIA EDISON	POLICE STATION-JAN		
			POLICE STATION-JAN		
			001.2000.4010		5,720.44
			BASELINE MEDIAN-JAN		
			BASELINE MEDIAN-JAN		
			004.8310.4010		6.35
			CITY HALL-JAN		
			CITY HALL-JAN		
			042.9510.4010		1,420.96
			CORPORATION YARD-JAN		
			CORPORATION YARD-JAN		
			004.8310.4010		1,297.91
			LS#3-JAN		
			LS#3-JAN		
			013.8510.4011		28.40
			LIBRARY/ELC-JAN		
			LIBRARY/ELC-JAN		
			001.6000.4010		4,484.59
			EVC STATIONS-JAN		
			EVC STATIONS-JAN		
			042.9510.4012		1,662.93
			TRAFFIC SIG PALM/CYPRESS-JAN		
			TRAFFIC SIG PALM/CYPRESS-JAN		
			004.8310.4580		83.71
			STATION #3-JAN		
			STATION #3-JAN		
			029.2100.4010		692.48
			STATION #3-JAN		
			028.2050.4010		692.49
			VICTORIA AVE AND 3RD ST-JAN		
			VICTORIA AVE AND 3RD ST-JAN		
			004.8310.4580		149.97

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86671	2/7/2023	000203 000203 SOUTHERN CALIFORNIA EDISON	(Continued)	Total :	16,240.23
86672	2/7/2023	006150 SPECTRUM GAS PRODUCTS	FS#2 OXYGEN TANK REFILL		
			FS#2 OXYGEN TANK REFILL		
			028.2050.4207		37.50
				Total :	37.50
86673	2/7/2023	006127 STAPLES BUSINESS CREDIT	ALL IN ONE PRINTER		
			ALL IN ONE PRINTER		
			042.9510.4208		700.36
				Total :	700.36
86674	2/7/2023	003689 TPX COMMUNICATIONS	CITY HALL/CORP YARD PHONES - JAN		
			CITY HALL PHONES -JAN		
			042.9510.4060		1,380.89
			CORP YARD PHONES -JAN		
			004.8310.4060		282.88
				Total :	1,663.77
86675	2/7/2023	000222 UNDERGROUND SERVICE ALERT	MONTHLY DIG ALERT - FEB		
			MONTHLY DIG ALERT - FEB		
			004.8310.4553		762.50
			MONTHLY DIG ALERT - FEB		
			MONTHLY DIG ALERT - FEB		
			004.8310.4553		256.74
				Total :	1,019.24
86676	2/7/2023	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-FEB		
			LONG TERM DISABILITY-FEB		
			001.1180		725.55
			LONG TERM DISABILITY-FEB		
			004.1180		58.92
			LONG TERM DISABILITY-FEB		
			006.1180		18.50
			LONG TERM DISABILITY-FEB		
			023.1180		10.79
			LONG TERM DISABILITY-FEB		
			010.1180		40.60
			LONG TERM DISABILITY-FEB		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86676	2/7/2023	000226 UNUM LIFE INSURANCE	(Continued)		
			041.1180		25.69
			LONG TERM DISABILITY-FEB		
			070.1180		55.29
				Total :	**935.34**
86677	2/7/2023	000979 VERIZON WIRELESS	AIR CARD -JAN		
			AIR CARD -JAN		
			001.2000.4062		38.01
				Total :	**38.01**
86678	2/7/2023	000231 VISTA PAINT CORP	GRAFFITI ABATEMENT		
			GRAFFITI ABATEMENT		
			001.6010.4206		244.04
			GRAFFITI ABATEMENT		
			GRAFFITI ABATEMENT		
			001.6010.4206		244.25
				Total :	**488.29**
86679	2/7/2023	000113 VULCAN MATERIALS CO	ASPHALT REPAIRS		
			ASPHALT REPAIRS		
			004.8310.4206		203.65
				Total :	**203.65**
86680	2/7/2023	000237 WILLDAN ASSOCIATES	ICH17006 NON PART SMBMI-IGG-OCT		
			ICH17006 NON PART SMBMI-IGG-OCT		
			027.8490.6813		1,931.25
			ICH17004 NON PART IVDA-AGMT-SEP		
			ICH17004 NON PART IVDA-AGMT-SEP		
			027.8490.6813		525.00
			ICH17006 NON PART SMBMI-IGG-DEC		
			ICH17006 NON PART SMBMI-IGG-DEC		
			027.8490.6813		1,337.50
				Total :	**3,793.75**
86681	2/7/2023	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMB -NOV		
			MONTHLY REIMB -NOV		
			001.6000.4526		41,250.00
			MONTHLY REIMB-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86681	2/7/2023	001677 YMCA OF THE EAST VALLEY	(Continued)		
			MONTHLY REIMB-DEC		
			001.6000.4526		109,023.00
				Total :	**150,273.00**
86682	2/7/2023	006001 YUNEX LLC	ITERIS UPGRADE EQUIPMENT		
			ITERIS UPGRADE EQUIPMENT		
			004.8310.4580		15,617.87
				Total :	**15,617.87**
1002299176	2/7/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH -FEB		
			PERS HEALTH -FEB		
			001.1150		10,985.59
			PERS HEALTH -FEB		
			004.1150		1,791.35
			PERS HEALTH -FEB		
			006.1150		513.80
			PERS HEALTH -FEB		
			010.1150		1,223.41
			PERS HEALTH -FEB		
			012.1150		197.62
			PERS HEALTH -FEB		
			016.1150		197.62
			PERS HEALTH -FEB		
			041.1150		333.42
			PERS HEALTH -FEB		
			070.1150		316.66
			PERS HEALTH -FEB		
			001.1450.3511		69.70
			PERS HEALTH -FEB		
			041.9500.3515		2,200.00
				Total :	**17,829.17**

54 Vouchers for bank code : wfb — **Bank total : 1,703,949.05**

54 Vouchers in this report — **Total vouchers : 1,703,949.05**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86585	1/31/2023	005737 AGA ENGINEERS, INC.	ON CALL SIG MONITORING-DEC		
			ON CALL SIG MONITORING-DEC		
			020.8440.4550		1,500.00
			TRAFFIC SIG MONITORING-DEC		
			TRAFFIC SIG MONITORING-DEC		
			020.8440.4550		3,200.00
				Total :	**4,700.00**
86586	1/31/2023	005771 AMAZON CAPITAL SERVICES	COMPUTER EQUIPMENT		
			COMPUTER EQUIPMENT		
			042.9510.4208		591.82
			30% RECYCLED MANILA FOLDERS		
			30% RECYCLED MANILA FOLDERS		
			001.1700.4200		18.35
			BREAKROOM SUPPLIES		
			100% RECYCLED PAPER BOWLS		
			042.9510.4200		31.78
			100% RECYCLED PAPER PLATES		
			042.9510.4200		54.23
				Total :	**696.18**
86587	1/31/2023	005771 AMAZON CAPITAL SERVICES	OFFICE CHAIR		
			OFFICE CHAIR		
			001.4100.4200		129.29
				Total :	**129.29**
86588	1/31/2023	005516 BASE HILL, INC.	CITY HALL-JAN		
			CITY HALL-JAN		
			042.9510.4504		1,562.00
			COUNCIL CHAMBERS-JAN		
			042.9510.4504		311.00
			AURANTIA PARK-JAN		
			001.6000.4504		1,454.00
			COMMUNITY PARK-JAN		
			001.6000.4504		1,950.00
			POLICE DEPT-JAN		
			001.2000.4504		1,080.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86588	1/31/2023	005516 005516 BASE HILL, INC.	(Continued)	Total :	6,357.00
86589	1/31/2023	005543 BEAR SPRINGS HOTEL	2023 VOLUNTEER RECOGNITION DINNER		
			2023 VOLUNTEER RECOGNITION DINNER		
			001.6020.4336		7,470.44
				Total :	7,470.44
86590	1/31/2023	005543 BEAR SPRINGS HOTEL	2023 STATE OF THE CITY		
			2023 STATE OF THE CITY		
			001.1000.4336		6,627.84
				Total :	6,627.84
86591	1/31/2023	004241 BLICHARSKI, TONY	UNIFORM REIMB-BLICHARSKI		
			UNIFORM REIMB-BLICHARSKI		
			001.2000.4561		390.24
				Total :	390.24
86592	1/31/2023	004174 BMI	BMI LICENSE - 2023		
			BMI LICENSE - 2023		
			001.1450.4310		839.00
				Total :	839.00
86593	1/31/2023	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 1/7-1/13/23		
			SOLID WASTE PROG 1/7-1/13/23		
			051.1496		13,397.23
				Total :	13,397.23
86594	1/31/2023	002480 CASC ENGINEERING & CONSULTING	EXE 20-001-DEC		
			EXE 20-001-DEC		
			001.3200.4551		700.00
			FWQ19-001-DEC		
			FWQ19-001-DEC		
			001.3200.4551		140.00
			FWQ21-008-DEC		
			FWQ21-008-DEC		
			001.3200.4551		140.00
			FWQ21-002-DEC		
			FWQ21-002-DEC		
			001.3200.4551		700.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86594	1/31/2023	002480 CASC ENGINEERING & CONSULTING	(Continued)		
			FWQ21-007-DEC		
			FWQ21-007-DEC		
			001.3200.4551		140.00
			FWQ21-006-DEC		
			FWQ21-006-DEC		
			001.3200.4551		420.00
			FWQ20-002-DEC		
			FWQ20-002-DEC		
			001.3200.4551		560.00
				Total :	**2,800.00**
86595	1/31/2023	002480 CASC ENGINEERING & CONSULTING	FWQ20-002-DEC		
			FWQ20-002-DEC		
			001.3200.4551		436.25
			CWQ21-001-DEC		
			CWQ21-001-DEC		
			001.3200.4551		348.75
			WQP22-010-DEC		
			WQP22-010-DEC		
			001.3200.4551		145.00
				Total :	**930.00**
86596	1/31/2023	002756 CENTRAL LITTLE LEAGUE	CDBG CENRAL LITTLE LEAGUE		
			CDBG CENRAL LITTLE LEAGUE		
			006.8400.4348		4,560.00
				Total :	**4,560.00**
86597	1/31/2023	005553 CLARK PEST CONTROL OF STOCKTON	FS#3-PEST CONTROL		
			FS#3-PEST CONTROL		
			028.2050.4589		24.50
			FS#3-PEST CONTROL		
			029.2100.4589		24.50
			CORP YARD-PEST CONTROL		
			CORP YARD-PEST CONTROL		
			004.8310.4589		80.00
				Total :	**129.00**
86598	1/31/2023	000143 COMMUNITY WORKS DESIGN GROUP	DRA19-008 PLAN CHECK & REIM-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86598	1/31/2023	000143 COMMUNITY WORKS DESIGN GROUP	(Continued)		
			DRA19-008 PLAN CHECK & REIM-DEC		
			001.4100.4547		1,173.50
			DRA20-006 PLAN CHECK-DEC		
			DRA20-006 PLAN CHECK-DEC		
			001.4100.4547		620.00
			DRA21-004 PLAN CHECK-DEC		
			DRA21-004 PLAN CHECK-DEC		
			001.4100.4547		852.50
			DRA21-006 PLAN CHECK & REIMB-DEC		
			DRA21-006 PLAN CHECK & REIMB-DEC		
			001.4100.4547		254.50
			DRA22-011 PLAN CHECK-DEC		
			DRA22-011 PLAN CHECK-DEC		
			001.4100.4547		542.50
			DRA22-017 PLAN CHECK-DEC		
			DRA22-017 PLAN CHECK-DEC		
			001.4100.4547		1,240.00
				Total :	**4,683.00**
86599	1/31/2023	000143 COMMUNITY WORKS DESIGN GROUP	TRA20-001 DE GCF-DEC		
			TRA20-001 DE GCF-DEC		
			023.3890.6816		185.85
			TRA20-001 DE RTP-DEC		
			TRA20-001 DE RTP-DEC		
			030.8495.6816		256.65
				Total :	**442.50**
86600	1/31/2023	000744 D&T AUTO REPAIR	VEH#122 TROUBLESHOOT & REPAIR		
			VEH#122 TROUBLESHOOT & REPAIR		
			001.6000.4240		282.03
				Total :	**282.03**
86601	1/31/2023	000213 DAILY JOURNAL CORPORATION	ORD 459 NEWSPAPER PUBLICATIONS		
			ORD 459 NEWSPAPER PUBLICATIONS		
			001.1200.4300		263.35
				Total :	**263.35**
86602	1/31/2023	005394 DATA TICKET, INC.	PARKING CITATION-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86602	1/31/2023	005394 DATA TICKET, INC.	(Continued)		
			PARKING CITATION-DEC		
			001.1700.4516		59.99
				Total :	**59.99**
86603	1/31/2023	005493 DIAMOND SHEET METAL	SKYLIGHT COVER FOR TURTLE ENCLOSURE		
			SKYLIGHT COVER FOR TURTLE ENCLOSURE		
			001.6000.4070		3,000.00
				Total :	**3,000.00**
86604	1/31/2023	003360 DIRECTV	POLICE SATTELITE CABLE-JAN		
			POLICE SATTELITE CABLE-JAN		
			001.2000.4065		1,217.88
				Total :	**1,217.88**
86605	1/31/2023	005869 DOPP PROPERTY SERVICES	7115 NEWBURY ST-SECURE PROPERTY		
			7115 NEWBURY ST-SECURE PROPERTY		
			001.4600.4557		125.00
			7115 NEWBURY ST-SECURE PROP		
			7115 NEWBURY ST-SECURE PROP		
			001.4600.4557		440.00
				Total :	**565.00**
86606	1/31/2023	002396 DUDEK	HOUSING ELEMENT-DEC		
			HOUSING ELEMENT-DEC		
			001.4100.4662		880.00
				Total :	**880.00**
86607	1/31/2023	000085 EAST VALLEY WATER DISTRICT	LMD 04-JAN		
			LMD 04-JAN		
			012.8500.4030		52.14
			POLICE STATION-JAN		
			POLICE STATION-JAN		
			001.2000.4030		217.53
			POLICE STATION-JAN		
			POLICE STATION-JAN		
			001.2000.4030		494.65
			STATION#3-JAN		
			STATION#3-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86607	1/31/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			028.2050.4030 STATION#3-JAN	27.34
			029.2100.4030 LMD 29-JAN	27.34
			LMD 29-JAN 012.8500.4030 CITY HALL-JAN	119.75
			CITY HALL-JAN 042.9510.4030 LMD 15A-JAN	107.94
			LMD 15A-JAN 012.8500.4030 LMD 07-JAN	292.06
			LMD 07-JAN 012.8500.4030 BASELINE MEDIAN-JAN	69.25
			BASELINE MEDIAN-JAN 004.8310.4030 STATION#1-JAN	228.99
			STATION#1-JAN 028.2050.4030 STATION#1-JAN	75.61
			029.2100.4030 LMD 21B-JAN	75.61
			LMD 21B-JAN 012.8500.4030 STATION#2-JAN	77.05
			STATION#2-JAN 028.2050.4030 STATION#2-JAN	203.42
			029.2100.4030 CITY HALL-JAN	203.41
			CITY HALL-JAN 042.9510.4030 AURANTIA PARK-JAN	64.84
			AURANTIA PARK-JAN 001.6000.4030	521.02

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86607	1/31/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 44-JAN	
			LMD 44-JAN	
			012.8500.4030	488.49
			LMD 15B-JAN	
			LMD 15B-JAN	
			012.8500.4030	479.26
			STATION#2-JAN	
			STATION#2-JAN	
			028.2050.4030	17.57
			STATION#2-JAN	
			029.2100.4030	17.57
			BASELINE MEDIAN-JAN	
			BASELINE MEDIAN-JAN	
			004.8310.4030	358.44
			LMD 73-JAN	
			LMD 73-JAN	
			012.8500.4030	69.25
			LMD 37-JAN	
			LMD 37-JAN	
			012.8500.4030	341.57
			STATION#3-JAN	
			STATION#3-JAN	
			028.2050.4030	152.16
			STATION#3-JAN	
			029.2100.4030	152.16
			LMD 21A-JAN	
			LMD 21A-JAN	
			012.8500.4030	75.23
			STATION#3-JAN	
			STATION#3-JAN	
			028.2050.4030	40.98
			STATION#3-JAN	
			029.2100.4030	40.97
			POLICE STATION-JAN	
			POLICE STATION-JAN	
			001.2000.4030	52.70
			BOULDER MEDIAN-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86607	1/31/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			BOULDER MEDIAN-JAN		
			004.8310.4030		277.82
			POLICE STATION-JAN		
			POLICE STATION-JAN		
			001.2000.4030		54.68
				Total :	**5,476.80**
86608	1/31/2023	000090 FEDEX	DRA 21-007 OVERNIGHT MAIL		
			DRA 21-007 OVERNIGHT MAIL		
			001.4100.4210		69.82
			OVERNIGHT MAIL		
			001.4100.4210		33.93
				Total :	**103.75**
86609	1/31/2023	000090 FEDEX	OVERNIGHT MAIL		
			OVERNIGHT MAIL		
			001.4100.4210		33.64
				Total :	**33.64**
86610	1/31/2023	006157 FIGUEROA, LEON	UNIFORM REIMB-FIGUEROA		
			UNIFORM REIMB-FIGUEROA		
			001.2000.4566		189.62
				Total :	**189.62**
86611	1/31/2023	006126 HCI ENVIRONMENTAL & ENGINEER	HAZARDOUS MATERIAL DISPOSAL		
			HAZARDOUS MATERIAL DISPOSAL		
			004.8310.4570		2,732.70
				Total :	**2,732.70**
86612	1/31/2023	005123 HDL SOFTWARE, LLC	BUSINESS LICENSE USE FEE 23/24		
			BUSINESS LICENSE USE FEE 23/24		
			001.1700.4255		5,078.87
				Total :	**5,078.87**
86613	1/31/2023	006154 HEMBORG FORD	2022 FORD TRUCKS		
			2022 F350 SUPER DUTY TRUCK VIN-NEG41327		
			001.6000.6060		53,057.04
			2022 F250 SUPER DUTY TRUCK VIN-NEG03980		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86613	1/31/2023	006154 HEMBORG FORD	(Continued)		
			001.6000.6060		50,583.09
				Total :	**103,640.13**
86614	1/31/2023	002664 INLAND LIGHTING SUPPLIES, INC.	LIBRARY-LIGHT REPAIR MAINT.		
			LIBRARY-LIGHT REPAIR MAINT.		
			001.6000.4247		34.80
			CITY HALL-RETRO FIT LAMPS		
			CITY HALL: RETROFIT EXTERIOR LAMPS		
			042.9510.4070		587.25
			LIBRARY-LIGHTING SUPPLIES		
			LIBRARY-LIGHTING SUPPLIES		
			001.6000.4070		178.35
			CORP YARD-LIGHTING SUPPLIES		
			CORP YARD-LIGHTING SUPPLIES		
			004.8310.4070		174.54
			PD-LIGHTING SUPPLIES		
			PD-LIGHTING SUPPLIES		
			001.2000.4070		159.86
			CITY HALL-LIGHTING SUPPLIES		
			CITY HALL-LIGHTING SUPPLIES		
			042.9510.4070		253.17
			FS#3-LIGHTING SUPPLIES		
			FS#3-LIGHTING SUPPLIES		
			028.2050.4070		67.21
			FS#3-LIGHTING SUPPLIES		
			029.2100.4070		67.21
				Total :	**1,522.39**
86615	1/31/2023	000127 K & L HARDWARE	CORP YARD SUPPLIES		
			CORP YARD SUPPLIES		
			004.8310.4206		180.89
			GRAFFITI SUPPLIES		
			GRAFFITI SUPPLIES		
			001.6010.4206		38.73
			PARKS SUPPLIES		
			PARKS SUPPLIES		
			001.6000.4206		51.70

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86615	1/31/2023	000127 K & L HARDWARE	(Continued)		
			CORP YARD SUPPLIES		
			CORP YARD SUPPLIES		
			004.8310.4206		30.13
				Total :	**301.45**
86616	1/31/2023	000207 KONICA MINOLTA	COPIER LEASE - JAN		
			COPIER LEASE - JAN		
			001.2000.4205		603.40
			COPIER LEASE - JAN		
			042.9510.4205		1,698.14
				Total :	**2,301.54**
86617	1/31/2023	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-JAN		
			PETTY CASH-JAN		
			001.0020		93.68
				Total :	**93.68**
86618	1/31/2023	001404 LOWE'S	CITY HALL: FLOOR MATS		
			CITY HALL: FLOOR MATS		
			042.9510.4070		149.41
				Total :	**149.41**
86619	1/31/2023	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES		
			LAMINATING CARTRIDGE REFILL		
			042.9510.4200		159.35
			30% RECYCLED CANARY COPY PAPER		
			042.9510.4200		93.10
			30% RECYCLED PINK COPY PAPER		
			042.9510.4200		65.26
			30% RECYCLED GREEN COPY PAPER		
			042.9510.4200		87.02
			30% RECYCLED BLUE COPY PAPER		
			042.9510.4200		65.26
			30% RECYCLED LUNAR BLUE COPY PAPER		
			042.9510.4200		78.32
			30% RECYCLED GOLDENROD COPY PAPER		
			042.9510.4200		43.51

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86619	1/31/2023	001439 OFFICE SOLUTIONS	(Continued)		
			30% RECYCLED GALAXY GOLD COPY PAPER		
			042.9510.4200		55.18
			30% RECYCLED CANARY COPY PAPER		
			042.9510.4200		74.48
			HP 12A TONER		
			042.9510.4200		106.60
			APPROVED ENGINEERING STAMP		
			APPROVED ENGINEERING STAMP		
			001.3200.4200		164.59
			OFFICE SUPPLIES		
			30% RECYCLED CREAM COPY PAPER		
			042.9510.4200		62.00
				Total :	**1,054.67**
86620	1/31/2023	000598 PR PRINTING	BUS CARDS: BOOTH		
			BUS CARDS: BOOTH		
			001.3200.4200		52.73
				Total :	**52.73**
86621	1/31/2023	005326 RP LANDSCAPE & IRRIGATION	LANDSCAPING-JAN		
			MEMORIAL PARK LANDSCAPING-JAN		
			001.6000.4585		400.00
			POLICE STATION LANDSCAPING-JAN		
			001.2000.4585		500.00
			CITY HALL LANDSCAPING-JAN		
			042.9510.4585		500.00
			LIBRARY LANDSCAPING-JAN		
			001.6000.4585		600.00
			YMCA LANDSCAPING-JAN		
			001.6000.4585		600.00
			CORP YARD LANDSCAPING-JAN		
			004.8310.4585		400.00
			AURANTIA PARK LANDSCAPING-JAN		
			001.6000.4585		933.00
			COMMUNITY PARK LANDSCAPING-JAN		
			001.6000.4585		3,691.00
			CANYON OAKS PARK LANDSCAPING-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86621	1/31/2023	005326 RP LANDSCAPE & IRRIGATION	(Continued)		
			016.8540.4585 CUNNINGHAM PARK LANDSCAPING-JAN		356.00
			016.8540.4585 SEELEY PARK LANDSCAPING-JAN		453.00
			016.8540.4585 OAK CREEK LANDSCAPING-JAN		299.00
			016.8540.4585 BOULDER MEDIAN-JAN		556.00
			004.8310.4585		2,476.00
				Total :	**11,764.00**
86622	1/31/2023	005731 SITEONE LANDSCAPE SUPPLY, LLC	LMD55-IRRIGATION SUPPLIES LMD55-IRRIGATION SUPPLIES		
			012.8500.4585 COMM PARK-IRRIGATION SUPPLIES COMM PARK-IRRIGATION SUPPLIES		244.60
			001.6000.4206		214.72
				Total :	**459.32**
86623	1/31/2023	004662 SKYLINE SAFETY AND SUPPLY	CORP YARD: PPE SUPPLIES CORP YARD: PPE SUPPLIES		
			004.8310.4206 PARKS: PPE SUPPLIES PARKS: PPE SUPPLIES		264.67
			001.6000.4206		246.35
				Total :	**511.02**
86624	1/31/2023	000204 SOCALGAS	STATION #2-JAN STATION #2-JAN		
			028.2050.4020 STATION #2-JAN		77.17
			029.2100.4020 STATION #3-JAN STATION #3-JAN		77.16
			028.2050.4020 STATION #3-JAN		258.70
			029.2100.4020		258.69

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
86624	1/31/2023	000204 SOCALGAS	(Continued)		
			CITY HALL-JAN		
			CITY HALL-JAN		
			042.9510.4020		1,824.08
			STATION#1-JAN		
			STATION#1-JAN		
			028.2050.4020		122.65
			STATION#1-JAN		
			029.2100.4020		122.64
			POLICE-JAN		
			POLICE-JAN		
			001.2000.4020		6,713.22
				Total :	**9,454.31**
86625	1/31/2023	000203 SOUTHERN CALIFORNIA EDISON	SIGNALS-JAN		
			SIGNALS-JAN		
			004.8310.4580		3,330.73
			SMART N FINAL SCE FEES-JAN		
			SMART N FINAL SCE FEES-JAN		
			013.8510.4011		26.53
			LMD 70-JAN		
			LMD 70-JAN		
			012.8500.4010		4.07
			TRAFFIC SIG PALM/CYPRESS-JAN		
			TRAFFIC SIG PALM/CYPRESS-JAN		
			013.8510.4011		82.15
				Total :	**3,443.48**
86626	1/31/2023	001527 STERICYLCE INC.	SHREDDING SERVICES-JAN		
			SHREDDING SERVICES-JAN		
			001.1200.4626		142.42
				Total :	**142.42**
86627	1/31/2023	005258 THE ATLAS FORKLIFT TRUST	ANNUAL FORK LIFT OSHA TRAING & CERTIFICA		
			ANNUAL FORK LIFT OSHA TRAING &		
			004.8310.4330		750.00
				Total :	**750.00**
86628	1/31/2023	004413 TWISTED IMAGES INK	DIGITAL PRINTED REFLECTIVE DECAL		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
86628	1/31/2023	004413 TWISTED IMAGES INK	(Continued)	
			DIGITAL PRINTED REFLECTIVE DECAL	
			001.6000.4206	215.50
			Total :	**215.50**
86629	1/31/2023	006001 YUNEX LLC	STREET LIGHT MAINT-OCT	
			STREET LIGHT MAINT-OCT	
			013.8510.4664	2,528.50
			TRAFFIC SIGNAL MAINT-DEC	
			TRAFFIC SIGNAL MAINT-DEC	
			004.8310.4580	3,283.64
			STREET LIGHT MAINT-DEC	
			STREET LIGHT MAINT-DEC	
			013.8510.4664	2,528.50
			BOULDER & WEBSTER-STL POLE INSTALL	
			BOULDER & WEBSTER-STL POLE INSTALL	
			004.8310.4580	4,600.00
			26913 CYPRESS-STL POLE INSTALL	
			26913 CYPRESS-STL POLE INSTALL	
			013.8510.4664	4,600.00
			5TH & CUNNINGHAM-STL POLE INSTALL	
			5TH & CUNNINGHAM-STL POLE INSTALL	
			013.8510.4664	4,600.00
			GREENSPOT & ALTA VISTA-STL POLE INSTALL	
			GREENSPOT & ALTA VISTA-STL POLE INSTALL	
			013.8510.4664	4,600.00
			PALM & MEINES-STL POLE INSTALL	
			PALM & MEINES-STL POLE INSTALL	
			013.8510.4664	4,600.00
			TRAFFIC SIGNAL CALL OUTS-DEC	
			TRAFFIC SIGNAL CALL OUTS-DEC	
			004.8310.4580	7,167.90
			HIGHLAND & CLEAR VW-KD#30103H	
			HIGHLAND & CLEAR VW-KD#30103H	
			013.8510.4664	2,372.30
			Total :	**40,880.84**

45 Vouchers for bank code : wfb **Bank total :** **250,772.24**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
45 Vouchers in this report			Total vouchers :	250,772.24

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Treasurer's Report for December 2022

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

FISCAL IMPACT: Cash and Investments:

General Fund	$ 8,622,008.70
Special Revenue Funds	$42,182,581.69
Internal Service Funds	$ 4,672,428.97
Capital Projects Funds	$20,905,466.74
Agency Funds	$ 4,085,863.99
Housing Authority Fund	$ 3,638,707.53
SARDA Funds	$ 3,877,355.46

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. 5

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

BDHugh

City Clerk

City Manager

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

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking Account	20,269,133.98

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	2.173%		
General Fund			9,255,310.23	
Special Revenue Funds			22,928,924.00	
Internal Service Funds			5,127,251.00	
Capital Projects Funds			17,427,917.00	
Total City LAIF Funds				54,739,402.23
Housing Authority Fund			3,576,634.53	
Total Housing Authority LAIF Funds				3,576,634.53
Total LAIF Funds				58,316,036.76
1) Maximum limits on accounts are $75M City and $75M Housing Authority.				
2) Market Value is based on the December 31, 2022 applicable percentage of 0.981389258.				
3) Market Value is $57,230,732.05 ($58,316,036.76 x 0.981389258).				
California Asset Management Program (CAMP)	n/a	4.300%		
General Fund			134,072.49	
Special Revenue Funds			1,581,416.00	
Capital Projects Funds			5,800,332.00	
Total CAMP Funds				7,515,820.49
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%	100,829.10	100,829.10
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	266,531.28	266,531.28
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	98,580.07	98,580.07
Community Facilities District (CFD) 2001-1				
Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	179,906.61	179,906.61
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%	21,919.59	21,919.59
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	29,279.00	29,279.00
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	10,976.24	10,976.24
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	13,423.27	13,423.27
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	4,965.33	4,965.33
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				726,410.49

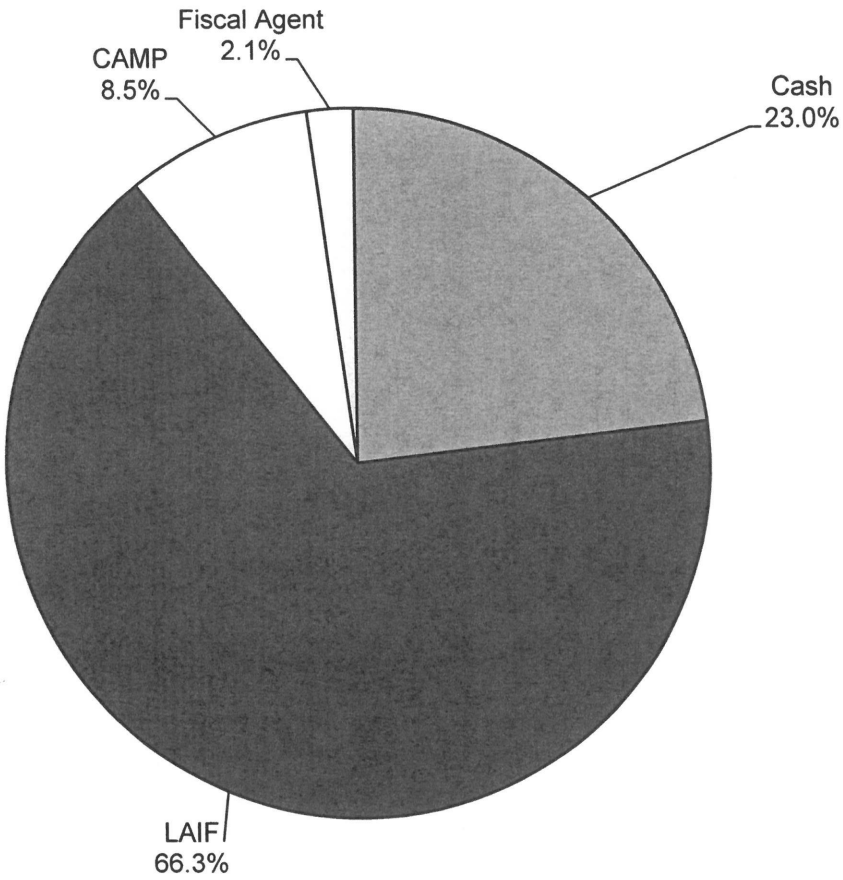
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
US Bank Corporate Trust Services (SARDA)				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.90%	1,284.82	1,284.82
Interest 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	3.90%	176,176.51	176,176.51
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.90%	929.36	929.36
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.90%	8.67	8.67
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.90%	963,622.36	963,622.36
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.90%	13,644.41	13,644.41
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.90%	82.13	82.13
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.90%	113.10	113.10
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,155,861.36
TOTAL CASH AND INVESTMENTS				**87,984,413.08**

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.

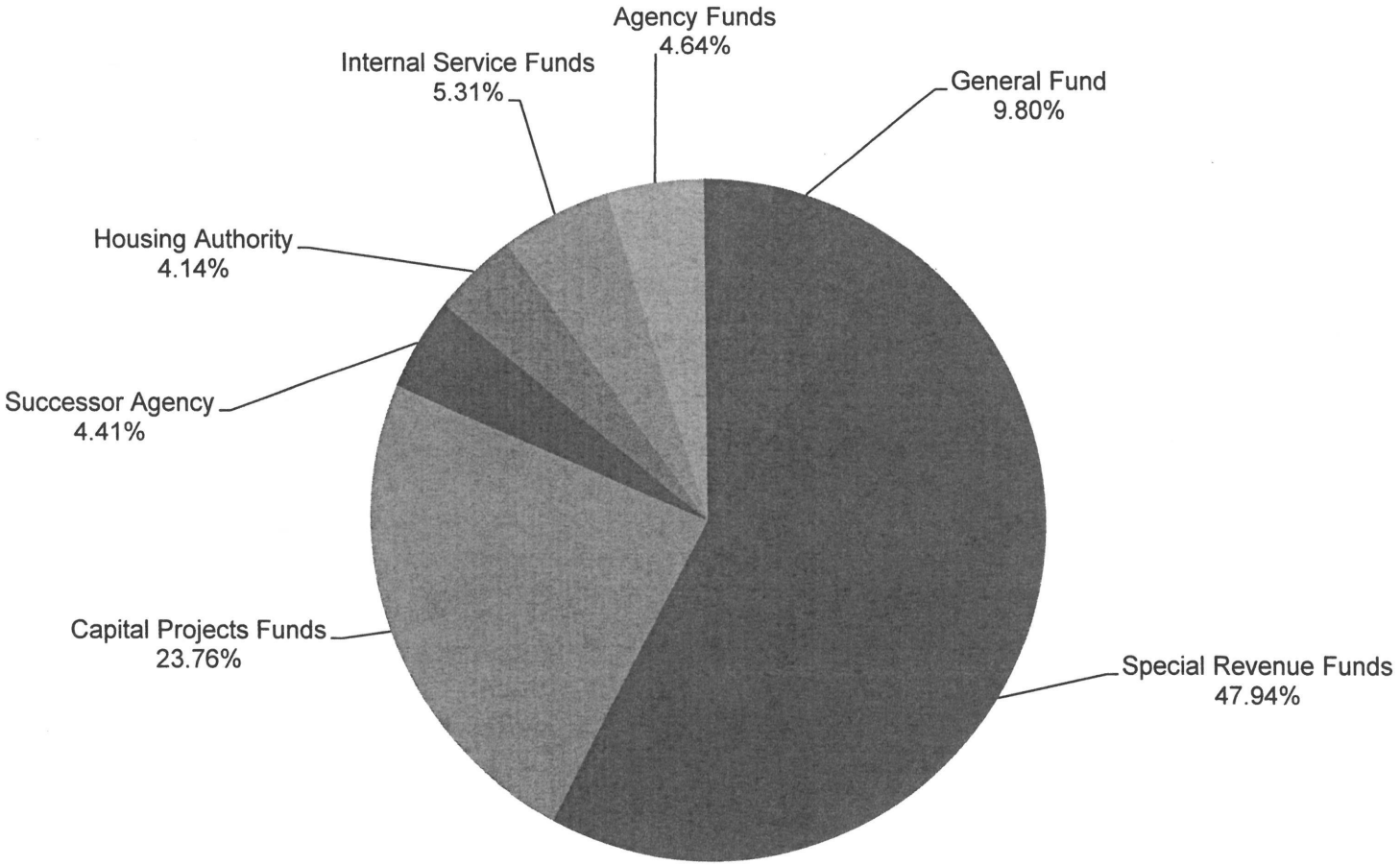
SIGNED:_____
Joseph A. Hughes
CITY MANAGER

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

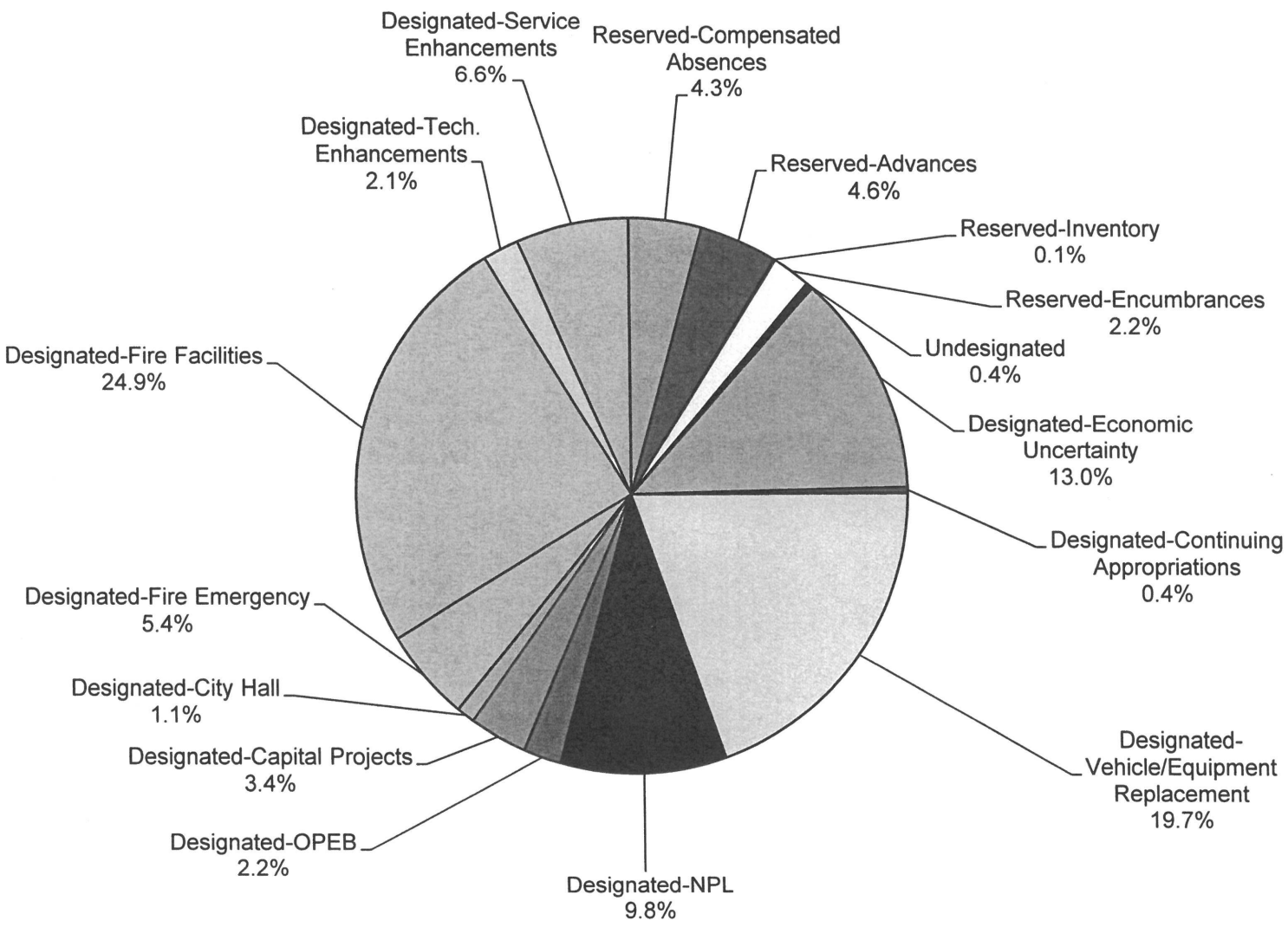
Treasurer's Report



Cash & Investments



General Fund Reserves



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

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/Michael & Gina Roquet - "Mike Roquet Construction" Industrial Project. (27114 Meines Street)

RECOMMENDATION: That the City Council (1) accept Grant of Easement for Road and Drainage purposes from Michael & Gina Roquet, 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 "Mike Roquet Construction", (DRA 022-003) an industrial project for a new office and equipment/material storage building, located at 27114 Meines Street, requires a Road and Drainage easement for dedication of additional Right-of-Way on the north side of Meines Street to accommodate the required new street improvements along the project frontage. The Grant of Easement from the owners, Michael, and Gina Roquet, is ready for City Council acceptance.

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

L:\Engineering_Backup\030173069 DRA 022-003-27114 Meines St-Mike Roquet Construction\3069 11 ROW Ded staff report.doc

Approved _____ Motion _____ Second _____ Agenda Item No. 6

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hugh
City Clerk

City Manager



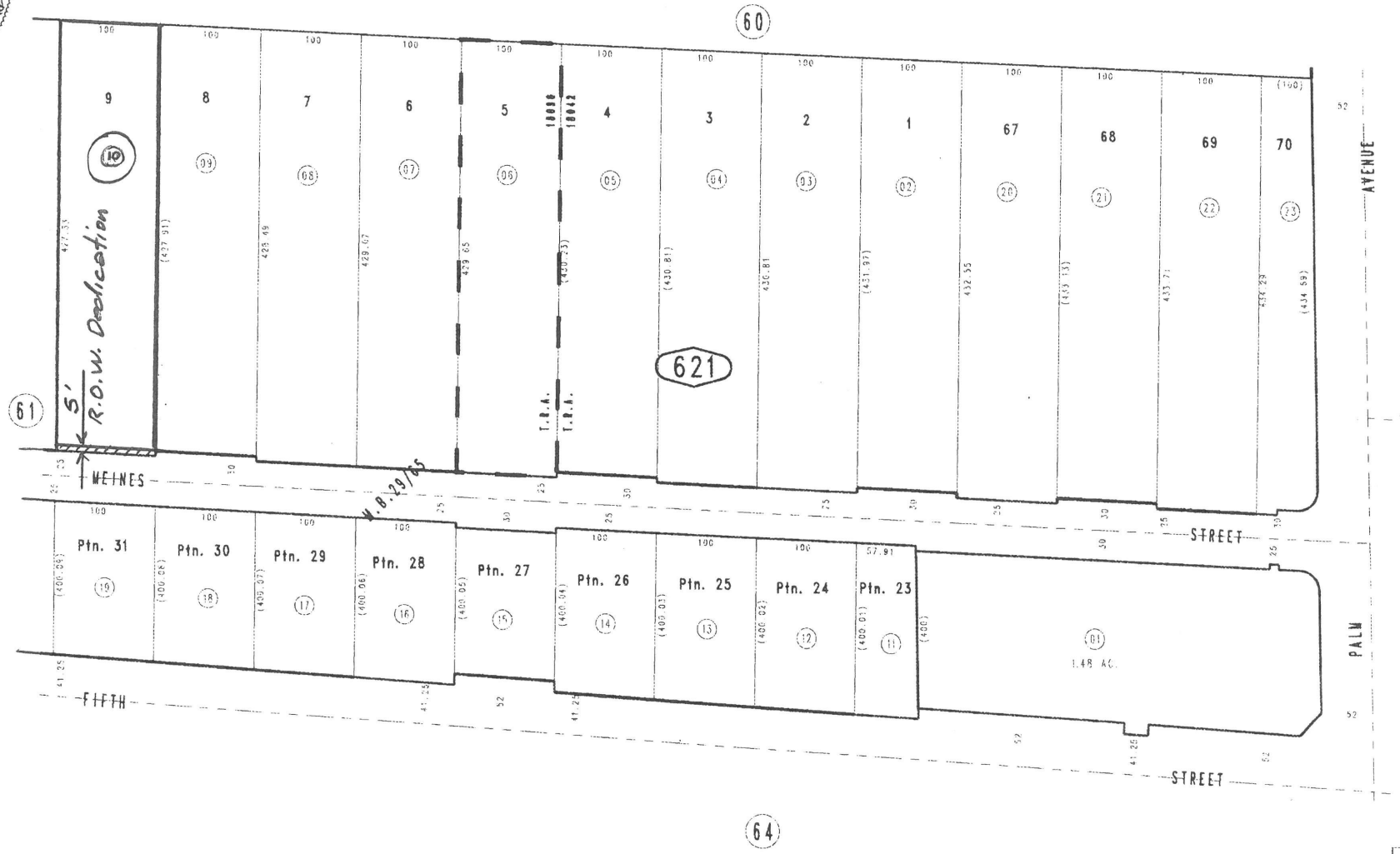
VICINITY MAP

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

Ptn. S.1/2, S.E.1/4 Sec. 5, T.1S.,R.3W., S.B.M.

City of Highland
Tax Rate Area
18042 18096

1192 - 62



A.P. MAP

REVISED
10/30/08 TY

OCTOBER 1997

Ptn. Tract No. 2060, Blue Ribbon Farms, M.B. 29/65

Ptn. S.E.1/4, Sec. 5
T.1S., R.3W.

Assessor's Map
Book 1192 Page 62
San Bernardino County

RECORDING REQUESTED BY:
ALONDRA MUNOZ

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: 1192-621-10

GRANT OF EASEMENT
(ROAD AND DRAINAGE)

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **THE FAMILY TRUST OF MICHAEL JOHN ROQUET AND GINA MARIE ROQUET**

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: 1-24-23

Michael John Roquet
Michael John Roquet, Trustee

DATED: 1-24-23

Gina Marie Roquet
Gina Marie Roquet, Trustee

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 January 24, 2023, before me, E. Florez, Notary Public, personally appeared Michael John Roquet and Gina Marie Roquet, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

E. Florez
Signature

E. FLOREZ
Notary Public - California
San Bernardino County
Commission # 2337649
My Comm. Expires Nov 16, 2024

(This Area for Official Notary Seal)

LEGAL DESCRIPTION OF PROPERTY
EXHIBIT "A"
GRANT OF PUBLIC RIGHT-OF-WAY

THE SOUTHERLY 5' OF LOT 9 OF TRACT NO. 2060, BLUE RIBBON FARMS, IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER PLAT RECORDED IN BOOK 29, PAGE 65 OF MAPS, RECORDS OF SAID COUNTY.

AREA = 500.0 SQUARE FEET

THIS LEGAL DESCRIPTION WAS PREPARED BY ME OR UNDER MY DIRECTION.

BERNHARD K. MAYER L.S. 7319 — DATE: 1-10-2023

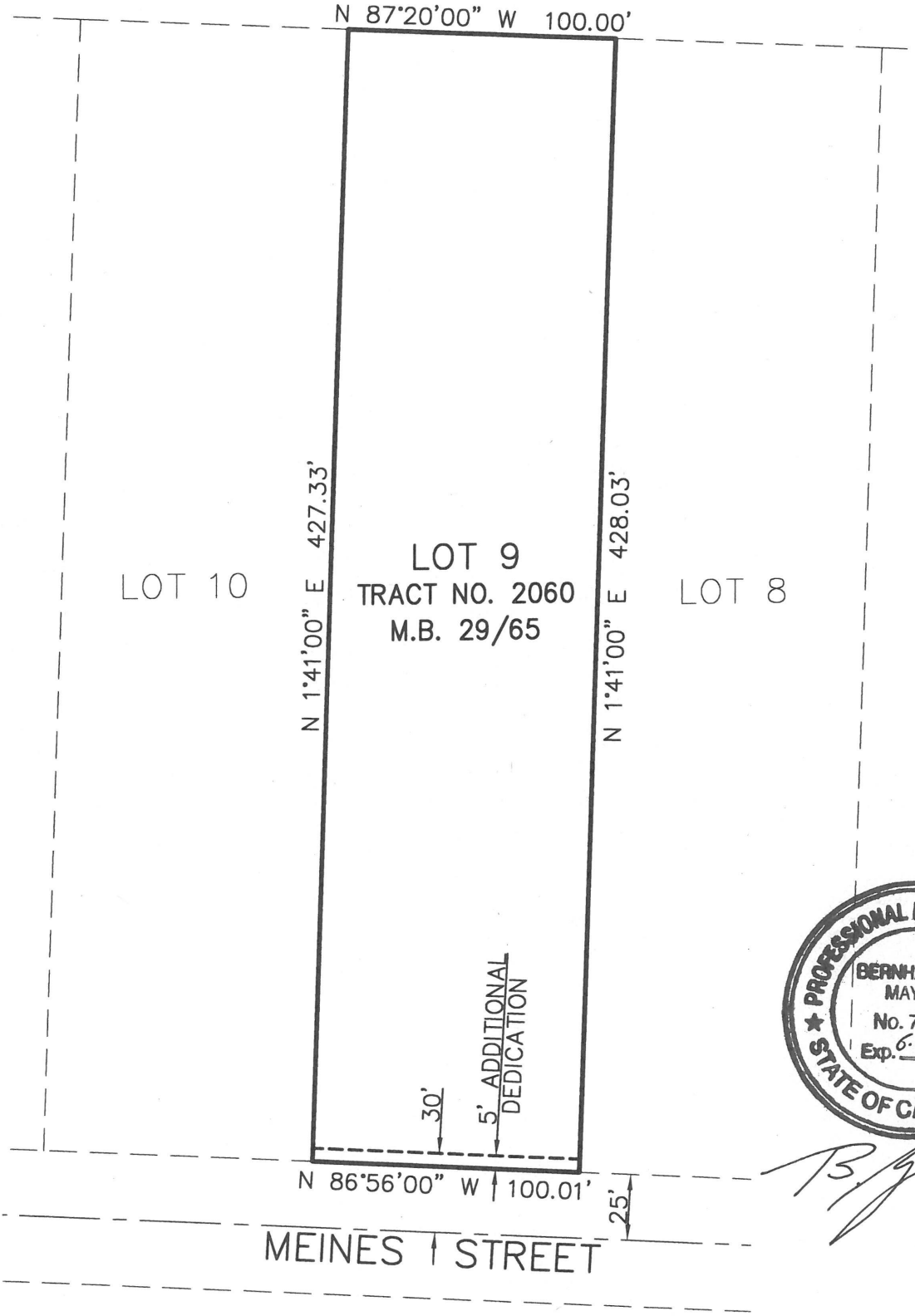


GRANT OF PUBLIC RIGHT-OF-WAY

EXHIBIT B

PLAT

SCALE: 1"=60'



PROFESSIONAL LAND SURVEYOR
BERNHARD K. MAYER
No. 7319
Exp. 6.20.23
STATE OF CALIFORNIA

DATE: 1-10-2023

STAFF REPORT
TO THE CITY COUNCIL

DATE: February 14, 2023

FROM: Joseph A. Hughes

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

PREPARED BY: Jay Tuttle IV, Assistant Engineer JT

SUBJECT: Final Map Approval/Tract 19915 (Mastercraft Homes)

RECOMMENDATION: That the City Council adopt Resolution No. 2023-_____ to (1) approve the Final Map of Tract No. 19915, (2) accept the subdivision bonds, and (3) authorize the Mayor to sign the standard subdivision agreement.

FISCAL IMPACT: The maintenance of streets, storm drains, street lighting improvements and LMD areas 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 and LMD 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. 19915 is a 46-lot subdivision located north of Base Line, and west of Weaver Street. This tract is being developed by Sam-Highlands 46, LLC (Mastercraft Homes) who has provided bonding for all required improvements. The tentative map was originally approved by the Planning Commission on June 14, 2016. 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, street and storm drain, and LMD bonds required to guarantee construction and payment of the various improvements for Tract No. 19915, 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

L:\Engineering_Backup\03017539 - Tr 19915; SPR 015-001, DRA 015-002, CUP 015-001, TTM 015-004\Tr 19915-Bonds-Agreement\539 13 Tr 19915 Staff Report drft.doc

Approved _____ Motion _____ Second _____ Agenda Item No. 7

Denied _____ Ayes _____

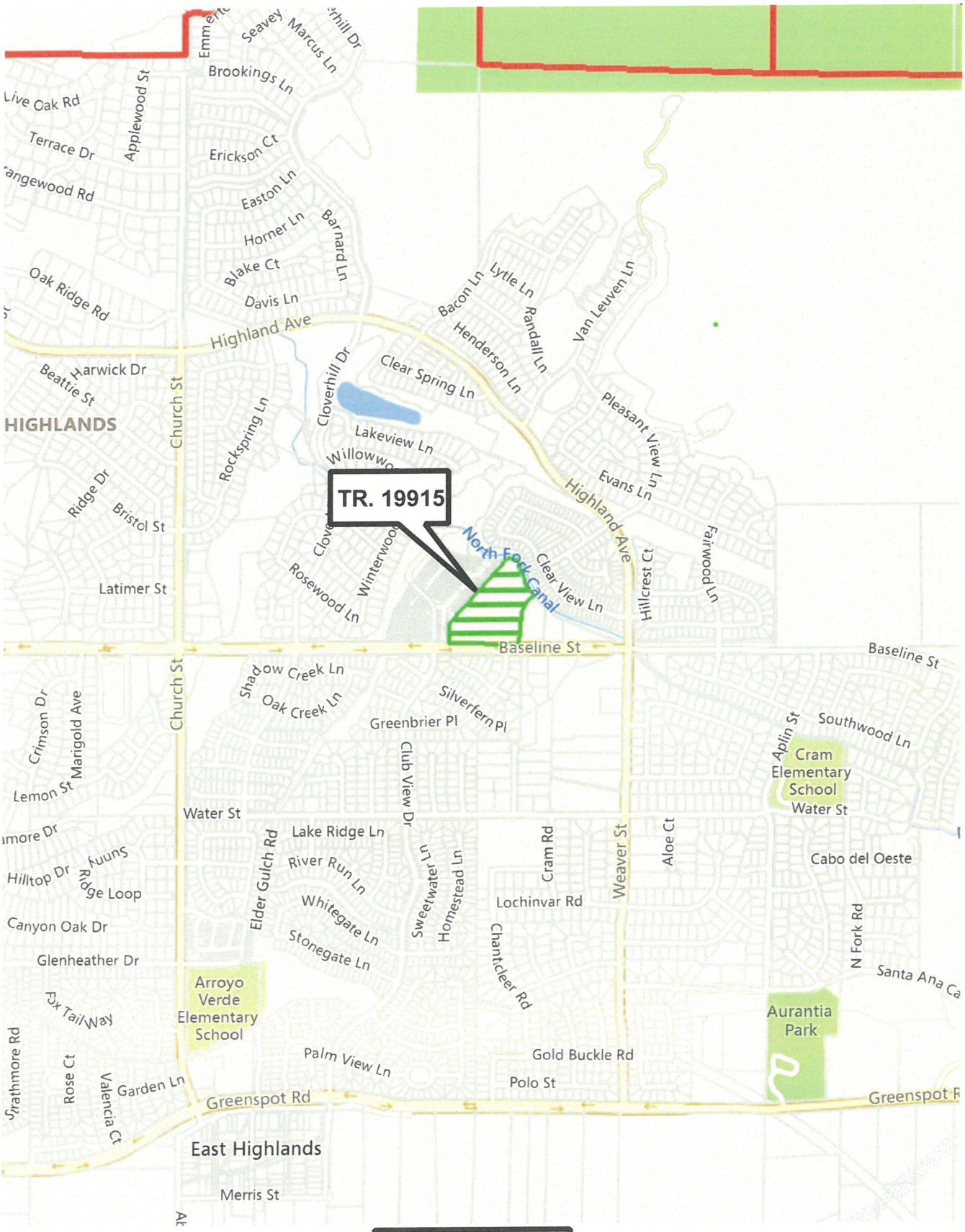
Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes
City Clerk

City Manager



VICINITY MAP

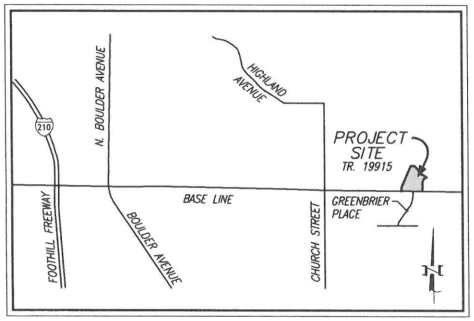
NUMBERED LOTS	46
LETTERED LOTS	3
GROSS ACREAGE	8.32
NET ACREAGE	7.60

TRACT NO. 19915

IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA

BEING A SUBDIVISION OF A PORTION OF THE SOUTHWEST QUARTER, OF THE SOUTHEAST QUARTER OF SECTION 35, AND THE SOUTHEAST QUARTER, OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 1 NORTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN, IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA.

MDS CONSULTING JULY, 2022 DARYL J. CHRISTIAN, L.S. 8554



VICINITY MAP
N.T.S.

SCALE: 1" = 80'

INDEX MAP

BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS TRACT IS THE SOUTH LINE OF THE SOUTHWEST QUARTER (1/4) OF SECTION 35, TOWNSHIP 1 NORTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN, BEING NORTH 89°50'43" EAST, PER PARCEL MAP NO. 31555, P.M.B. 155/89-90.

SURVEYOR'S NOTES

● — INDICATES FOUND MONUMENTS AS NOTED.

SET 1" I.P. TAGGED L.S. 8554, AT ALL TRACT BOUNDARY CORNERS, UNLESS OTHERWISE NOTED.

SET 1" I.P. TAGGED L.S. 8554, AT ALL CENTERLINE INTERSECTIONS, BC'S, EC'S, FLUSH, UNLESS OTHERWISE NOTED.

SET 1" IRON PIPE TAGGED L.S. 8554, FLUSH, OR LEAD, TACK AND TAG, STAMPED LS 8554 IN CONCRETE, TO BE SET AT ALL REAR AND SIDE LOT LINE CORNERS. LEAD, TACK AND TAG, STAMPED LS 8554 TO BE SET IN TOP OF CURB AT PROLONGATION OF FRONT LOT LINES. IF PROPERTY CORNER FALLS ON EXISTING WALL, SET NAIL AND TAG, STAMPED LS 8554 ON TOP OF WALL OR WALL FOOTING.

(R1) – INDICATES RECORD DATA PER PARCEL MAP NO. 13555, P.M.B. 155/89-90.

(R2) – INDICATES RECORD DATA PER TRACT MAP NO. 15985-4, M.B. 292/38-42.

(R3) – INDICATES RECORD DATA PER TRACT MAP NO. 13469, M.B. 205/78-83.

(R4) – INDICATES RECORD DATA PER PARCEL MAP NO. 7210, P.M.B. 86/43-44.

(R5) – INDICATES RECORD DATA PER MAP SHOWING RIGHT OF WAY OF NORTH FORK DITCH, M.B. 9/40.

(#) – INDICATES MONUMENT TIED OUT PER SCHEDULE OF TIES ON FILE WITH THE CITY OF HIGHLAND ENGINEERING DEPARTMENT.

THIS TRACT MAP CONTAINS 46 NUMBERED LOTS, AND 3 LETTERED LOTS.

THIS TRACT MAP CONTAINS 8.39 ACRES.

EASEMENT NOTES

[1] – INDICATES 5' PUBLIC UTILITY AND SIDEWALK EASEMENT DEDICATED HEREON TO THE CITY OF HIGHLAND.

[2] – INDICATES 14' WIDE EMERGENCY ACCESS AND DRAINAGE EASEMENT DEDICATED HEREON TO THE CITY OF HIGHLAND.

RESOLUTION NO. 2023 - _____

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. 19915 (Mastercraft Homes)

WHEREAS, Tentative Tract No. 19915 has previously been filed with the City of Highland;

WHEREAS, all of the conditions for final map approval for Tract No. 19915 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. 19915, accept the Faithful Performance, Labor and Materials, and Warranty Bonds for grading, street and storm drain, and landscape maintenance district improvements.

The bonds submitted by Sam-Highland 46, LLC (Mastercraft Homes), which are to be accepted with this final map, are Faithful Performance, Labor and Materials, and *Warranty bonds for the following:

Improvement	Faithful Performance	Labor and Materials	*Warranty	Bond Number
Grading	$164,000	N/A	N/A	PB01748500046
Street and Storm Drain	$1,048,200	$524,100	$262,050	PB01748500049
LMD	$140,200	$70.100	$35,050	PB01748500050

*Warranty Bonds are to be submitted prior to release of the Faithful Performance Bonds.

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 _____, 2023.

_____
Larry McCallon
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director

PREPARED BY: Angela Tafolla, Assistant Planner AT

SUBJECT: 27th Annual Highland Community Trails Day Event

RECOMMENDATION: The Community Trails Committee (CTC) recommends the City Council approve Saturday, June 3, 2023, as the date for the 27th Annual Highland Community Trails Day Event.

FISCAL IMPACT: The Community Trails Committee has an approved Budget of $1,200.00 to sponsor this year's Event. The funds come from the City's 2022/2023 Fiscal Year Planning Division Budget for Community Events.

PUBLIC NOTICE: As required by City Council Resolution, notice of the Agenda was posted at the City's designated posting locations and the Agenda was also posted on the City's website. No further notice is required.

BACKGROUND/ANALYSIS: The Trails Day Event is used annually to promote the establishment and use of Highland's growing trail system. The CTC recommends we coordinate with the San Bernardino Valley Municipal Water District to propose the use of their Tres Lagos property (the Seven Oaks Policy Area located easterly of the Historic Iron Bridge) for the location of the 27th Annual Trails Day Event. By the end of February, the CTC will finalize the location and routes for the event.

The recommended June 3, 2023 date was selected to coincide with National Trails Day and to give staff sufficient time to prepare for the event, send out letter to sponsors, and get the word out to the community and schools.

Approved _____ Motion _____ Second _____ Agenda Item No. 8

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: February 14, 2023

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Angelica Martinez, Planning Technician II

SUBJECT: A request for a Special Event Permit (SEP-22-015) by the Redlands Bicycle Classic for its Annual Highland Circuit bicycle race on Wednesday, April 12, 2023.

LOCATION: Various Streets in Highland (see attachment 2)

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

1. Authorize the one-day Highland Circuit bicycle race as part of the Redlands Bicycle Classic on various streets in Highland subject to the Conditions of Approval; and

2. Approve the Redlands Bicycle Classic request for Co-Sponsorship (waiving of City fees in the amount of approximately $23,224.96)

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

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

City Clerk

City Manager

Department	Cost type	Amount
Fire	Permit Fee	$140.00
Public Works	Staff Time	$1,760.68
Police	Staff Time	$21,464.28
	Total	**$23,364.96**

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

PROJECT DESCRIPTION: The Redlands Bicycle Classic is seeking approval of its Annual Highland Circuit bicycle race. The Highland Circuit bicycle race is scheduled for Wednesday, April 12, 2023, from 6:00 A.M. thru 4:00 P.M. It is anticipated the Event will draw approximately 1,000 people consisting of professional bike racers, Redlands bicycle personnel, race marshals, medical personnel, USA cycling officials, media and spectators.

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

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

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

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

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

Attachment 1

Redlands Bicycle Classic Co-Sponsorship Letter

November 2, 2022

City of Highland
27215 Baseline Road
Highland, CA 92346

On behalf of the Redlands Bicycle Classic Organizing Committee, please allow me to say "thank you" for our continued partnership with the City of Highland and to share my excitement for the 2023 Redlands Bicycle Classic. It was fantastic to bring our event back to Highland in 2022 after two years of pandemic-related cancellations!

This letter serves as a formal request for sponsorship of the opening day of racing, Stage 1, Highland "Circuit" race on Wednesday, April 12, 2023. As in previous years, our Committee respectfully requests a fee waiver for public safety services, permit fees and any other fees associated with the City of Highland hosting the race. In return, we will provide recognition through the benefits outlined in our sponsorship guide, such as marketing and promotional opportunities. This event will provide an excellent opportunity for both groups to highlight our local community.

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

Sincerely,

Marc Shaw, President
Redlands Bicycle Classic, Inc.

Attachment 2

Every Day Details

Additional information for City of Highland Stage 1

General –

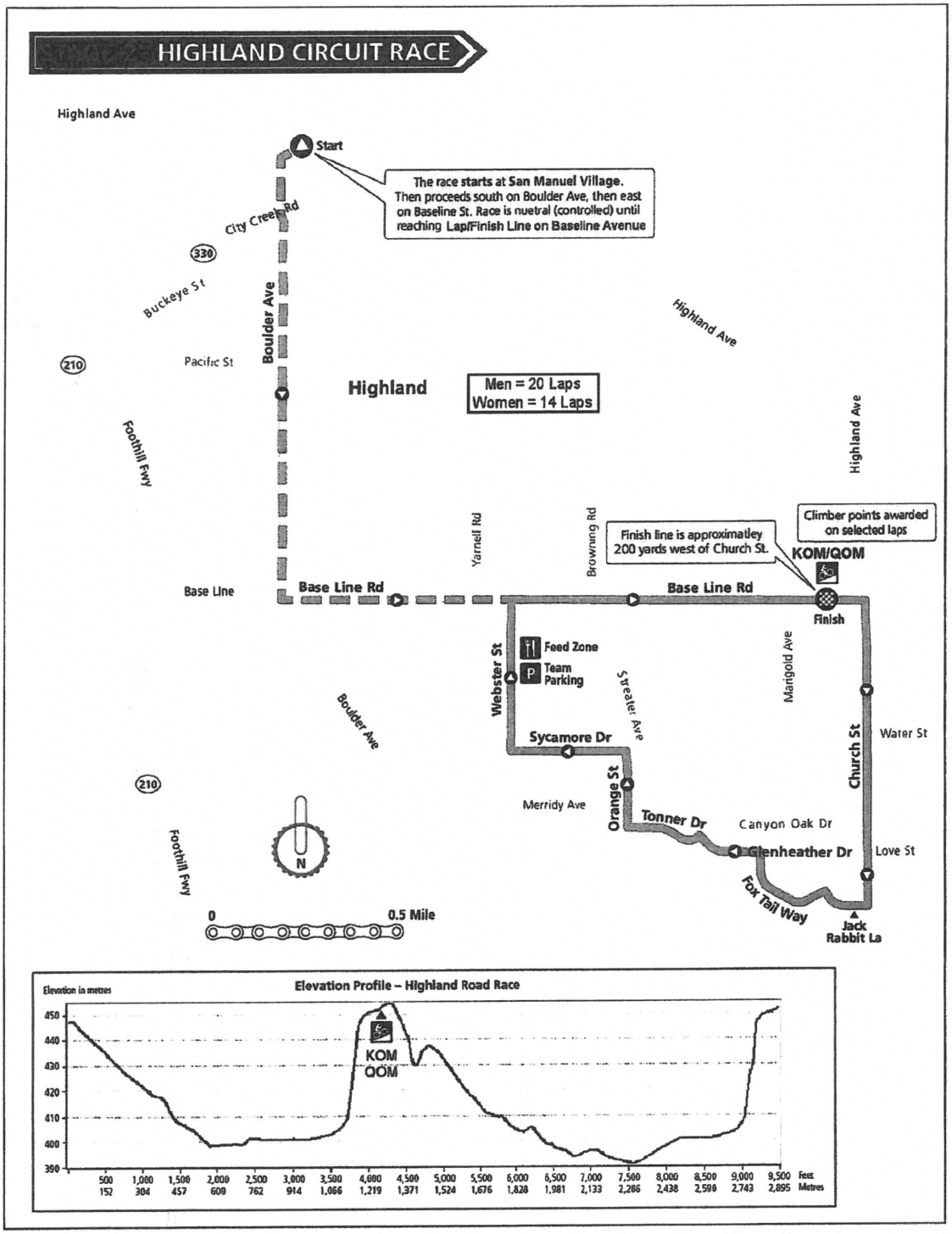
2 weeks prior to the event: Mail notification will be made to affected residents, businesses, and organizations within or adjacent to the race boundaries. Notifications will include instructions for entering and exiting the course and alternative routes.

April 12, 2023 – Stage 1 "Highland Circuit Race"

3 days prior to the event: No parking signs will be posted along the course
Race Day:
6:00am – Partial closure of Baseline Road. Begin placement of fencing and portable stage. Set fencing at key intersections. Begin deployment of law enforcement, race marshals and other course personnel.
8:15am – Complete closure of course. Placement of barricades on affected streets.
8:45am – Women's race begins
11:15am – Men's race begins
1:45pm – Race concludes and all barricades are removed. Streets re-open, with Church street being the priority to allow for Arroyo Verde traffic. Baseline will remain closed to facilitate clean-up and tear down.
2:15pm – Awards ceremony
4:00pm – All disassembly complete and Baseline re-opens completely

Attachment 3

Site Plan


HIGHLAND CIRCUIT RACE
Highland Ave
Start
The race starts at San Manuel Village. Then proceeds south on Boulder Ave, then east on Baseline St. Race is nuetral (controlled) until reaching Lap/Finish Line on Baseline Avenue
City Creek Rd
330
Buckeye St
Boulder Ave
Highland Ave
210
Pacific St
Highland
Men = 20 Laps
Women = 14 Laps
Foothill Fwy
Highland Ave
Yarnell Rd
Browning Rd
Finish line is approximatley 200 yards west of Church St.
Climber points awarded on selected laps
KOM/QOM
Base Line
Base Line Rd
Base Line Rd
Finish
Feed Zone
Team Parking
Webster St
Marigold Ave
Sycamore Dr
Sweetser Ave
Boulder Ave
Church St
Water St
Orange St
Merridy Ave
Tonner Dr
Canyon Oak Dr
Glenheather Dr
Love St
Fox Tail Way
Jack Rabbit La
210
Foothill Fwy
N
0
0.5 Mile
Elevation Profile – Highland Road Race
Elevation in metres
450
440
430
420
410
400
390
KOM
QOM
500 1,000 1,500 2,000 2,500 3,000 3,500 4,000 4,500 5,000 5,500 6,000 6,500 7,000 7,500 8,000 8,500 9,000 9,500 Feet
152 304 457 609 762 914 1,066 1,219 1,371 1,524 1,676 1,828 1,981 2,133 2,286 2,438 2,590 2,743 2,895 Metres

Attachment 4

Special Event Permit Application

CITY OF HIGHLAND

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

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

SPECIAL EVENT PERMIT APPLICATION

BASIC FEE: $0

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

1. In addition, a Public Hearing at City Council, along with City Council approval, shall be required for issuance of a Special Event Permit for any event anticipated to accommodate 2,500 or more persons at any given time (Highland Municipal Code, Title 16, Section 8.130.B).

2. A minimum of one million dollars ($1,000,000.00) of insurance and an approved General Liability Special Endorsement Form is required and can be obtained from the Assistant City Manager. The insurance must be provided and the City's approval of the Form must be completed prior to issuance of a Special Event Permit.

1. APPLICANT: Redlands Bicycle Classic, Inc TEL #: 909-963-9099

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

3. DATE(S) OF EVENT: April 12, 2023

4. GENERAL LOCATION OF EVENT: See attached maps

5. PROPOSED EVENT INCLUDING SITE PLAN, PARTICIPANTS, HOURS OF OPERATION, DESCRIPTION OF EQUIPMENT AND MATERIALS TO BE USED IN THE EVENT, ETC:
See attached documents. Updated insurance document will be issued after January 1 and a copy will be provided at that time.

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

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

Marc Sc
Signature

11/3/2022
Date

(FOR OFFICE USE ONLY)

FILE NO.: SEP 22-015 FILING DATE: 12-27-22 FEE:

Attachment 5

Conditions of Approval

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: January 18, 2023
Applicant: Redlands Bicycle Classic, Inc. – Applicant
File/Index: Special Event Permit (SEP-22-015)
Proposal: Highland Circuit Bicycle Race
Location: Various streets in Highland

PLANNING CONDITIONS OF APPROVAL

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

Special Event Permit No. 22-015 is approved, subject to compliance with the conditions of approval contained herein. The conditions of approval listed below are continuing conditions; failure of the Applicant and/or operator to comply with any/all conditions at any time, shall result in initiating revocation of the subject permit.

General

1. This Special Event Permit approval shall become null and void:

    a. Unless all conditions have been complied with and authorized by Special Event Permit No. 22-015 has occurred.

2. The subject event shall be in compliance with the approved plans on file with the City of Highland Planning Division, and shall be in compliance with all conditions of approval contained herein.

    a. The Site Plan is included as Exhibit "A".

3. Revisions, modifications, and/or deletions to the approved plans must be submitted to the Planning Division for review and approval prior to the event date.

4. Times of said event is as follows:

    a. Wednesday, April 12th from 6 am – 4 pm

5. In compliance with the Highland Municipal Code, the Applicant/Owner shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, set aside, challenge, void, or annul an approval of the City Council, Planning Commission, or other decision-making body, including staff, concerning

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

6. The applicant shall submit to the Planning Division written evidence of agreement with all conditions of this approval before the approval becomes effective.

7. The owner/applicant is responsible for implementing all conditions of approval to the satisfaction of the Community Development Director, City Engineer, Fire Department, Public Services, Public Works, and Police Department. Final clearances shall not be given until all conditions are met. Each condition of approval is separately enforced, and if one of the conditions of approval is found to be invalid by a court of law, all the other conditions shall remain valid and enforceable.

8. All Ordinances, Policy Resolutions, and Standards of the City in effect at the time this project is approved shall be complied with as a condition of this approval.

9. The applicant shall comply with all Federal, State, and Local laws.

10. No intensification of use event scope and nature described in the application (i.e., SEP-22-015), which would tend to increase the projected scale of the event, shall be permitted except upon application for, and approval of, modification of this permit in compliance with all procedures and requirements therefore.

11. (NS) If police/sheriff personnel are required to stay over the time suggested on the attached comment sheet, the applicant will be responsible for paying additional fees pertaining to the overtime. Overtime fee's will need to be paid within forty-eight (48) hours of the event end date and time to the City of Highland.

12. (NS) An informational handout shall be mailed to residents affected by the April 12th race. Handouts shall be distributed a minimum of two weeks prior to the event informing all residents, schools and business directly affected by the race day street closures.

Signage

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

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

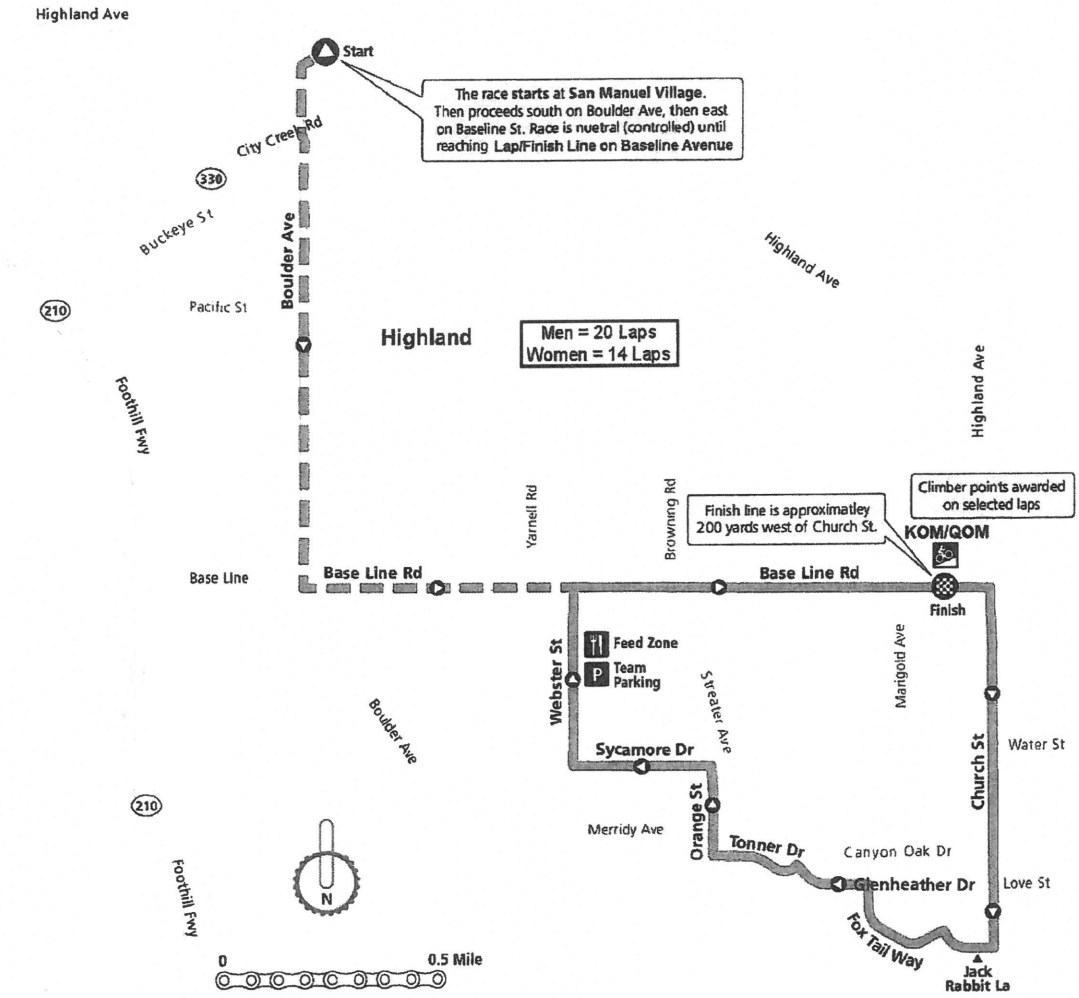
Maintenance

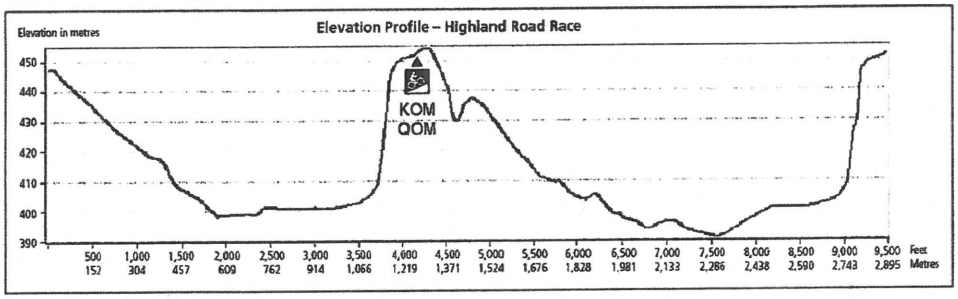
15. All trash, litter, debris, etc. that may be generated outside of the property (off-site) by the participants and organizer of the event shall be the responsibility of the applicant or property owner.

Exhibit “A”

Site Plan

HIGHLAND CIRCUIT RACE





SHANNON D. DICUS, SHERIFF-CORONER

SAN BERNARDINO COUNTY

January 17, 2023

City of Highland
27215 Base Line Street
Highland, CA 92346

Re: Police Response to Event Application: Redlands Bicycle Classic 2023 (SEP 22-015)

The Redlands Bicycle Classic has become a popular and well attended event in the San Bernardino valley, attracting thousands of visitors to the three participating cities and several unincorporated county areas.

According to their website; After more than 35 years, the Redlands Bicycle Classic (RBC) continues to be the longest, continuously running invitational stage race in the country and is well-known throughout the world. The race has hosted riders who have gone on to compete in the Olympics, Tour de France and other world championships and has certainly earned the tag line, Where Legends are Born.

Last year, the City of Highland hosted the "Highland Circuit Race", comprised of a repeating loop mostly along Baseline, Church, Webster and several smaller residential streets. The event was staffed by Sheriff's Department personnel both from the Highland Station and from other Sheriff's Stations and Divisions throughout the county. The event lasted anywhere between 4-6 hours depending on the specific location and/or part of the event. For example, at the beginning of racing, additional streets are closed and at the end of the event, during the awards ceremony, only a small part of the course is used. Last year's event impacted residents, businesses, schools, churches, trash pickup and even the mail service.

Sheriff's personnel did a fantastic job of keeping cyclists, visitors and residents safe. In total, it cost approximately $13,400 in overtime positions, which came out of the general police department overtime budget. This budget is normally used for patrol staffing, court and investigations. Approximately 1/2 of the personnel used in the event, were pulled from regular law enforcement duties or their shifts were adjusted; so, their cost did not come out of the overtime budget. However, they were not able to perform regular duties that day such as investigations, homeless outreach, patrol and/or citywide traffic enforcement.

After the 2022 event, the Highland Sheriff's Station conducted a debrief and completed an after-action report. The after-action report highlighted both areas of success and improvement, including minor staffing revisions. It should be noted, during and after the event in 2022, the Highland Sheriff's Station received several complaints, mostly from residents of the neighborhoods directly involved in the race. Out of these complaints, the majority were about the closures and lack of immediate access in and out. None of the complaints involved Sheriff's or city personnel conduct, but mostly about the RBC itself and the fact residential streets were closed, even if only for a few minutes at a time.

For the 2023 event, the Highland Station has the following findings and recommendations.

For many years, events like these were handled with more volunteers than regular personnel. That is no longer possible for a few reasons, including dwindling numbers of volunteers, fulltime personnel shortages and increased liability concerns. Because of these challenges, the Highland Sheriff's Station recommends the following as condition of approval.

Recommended staffing for the event with associated overtime costs are listed below. The overtime costs are figured at the County's 2022/2023 public gathering event fee schedule (attached) and may be mitigated based on the on-duty personnel used. For this event, we are using the average of six hours per employee. It is hard to determine regular on-duty staffing costs, so the largest amount which is in overtime will be listed. Most cities and special districts use this amount to determine costs and then pass those costs along to the event holder.

In the past, Reserve Deputies were used for events like this at a lower cost. However, Highland Sheriff's Station only has one remaining Reserve Deputy and he is not always available. Should he or a Reserve Deputy from another station chose to work the event, they would take the place of a Deputy Sheriff at a lower cost. Volunteers are also encouraged to work the event and a request for additional Sheriff's Department volunteers will be sent out around the county.

Sheriff's Volunteers "may" be used in the place of Deputies depending on the location and/or assignment as decided by the event supervisor. It is NOT recommended the city utilize RBC Race Marshalls for any traffic control or street closures. RBC Race Marshalls are not officially trained in traffic control, nor equipped with appropriate safety equipment like vehicles, radios and recognizable uniforms. We encourage their participation on a limited basis and under the direct supervision of either Sheriff's or City personnel, but cannot authorize their use to replace appropriate traffic control personnel at critical locations. An example of where it could be appropriate to use them is to help close a driveway or entrance to a business or residence.

As a way to reduce general and overtime costs, the Highland Station proposes city employees could also be used in place of Sheriff's Department personnel or volunteers in some locations. Examples could be Code Enforcement and Public Works personnel. Employees of these units typically have the aforementioned training, uniforms and safety equipment.

Recommended Staffing (6-hour average)

(2) Sergeants (Supervisors)	$1,972.08
(2) Corporal / Detectives	$1,664.88
(23) Deputy Sheriffs	$17,347.98
(3) Sheriff's Service Specialist	$479.34
(17) Citizen Volunteers / Explorer Scouts	No Cost
Total Overtime Amount	**$ 21,464.28**

If you have any questions or require additional information, please reach out to me.

Phill Dupper, Lieutenant
Highland Sheriff's Station
(909) 425-9793
pdupper@sbcsd.org

Intra-office Memorandum
City of Highland

DATE: January 9, 2023

TO: Angelica Martinez, Planning Tech II

FROM: Carlos Florez, Public Services Coordinator

CC: Melissa Morgan, Public Services Manager

SUBJECT: **SPECIAL EVENT PERMIT ISSUANCE CLEARANCE FORM (SEP 22-015) REDLANDS BICYCLE CLASSIC – HIGHLAND CIRCUIT RACE**

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

1. Refuse Collection Day Service: The applicant must make arrangements with the City's franchised hauler to alter the residential solid waste/recycling collection services, due to the race day Wednesday, is also the residential weekly refuse collection route day. Burrtec Waste Industries can be contacted at (909) 889-1969

2. Food/Beverage: If plastic bottles and aluminum cans are available during this event in the Feed Zone there must be recycling opportunities onsite. If there is food available during this event there must be organic recycling opportunities onsite. There must be one recycling and one organics container next to each trash receptacle throughout the duration of the event. Portable can and bottle recycling containers may be borrowed from the Public Services Division (see agreement attached). The applicant must make arrangements for event solid waste/recycling collection services with the City's franchised hauler. Burrtec Waste Industries can be contacted at (909) 889-1969.

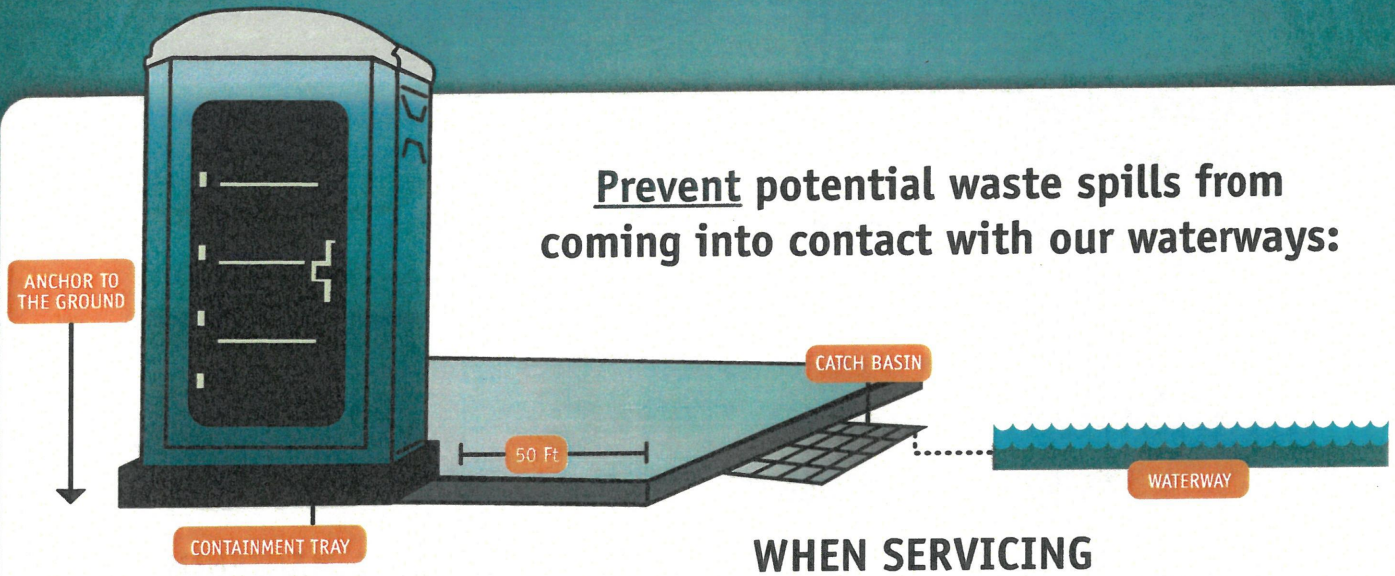
3. Portable Toilets: Please be sure that all portable toilets on site are equipped with a containment tray throughout the duration of the event. Provide the Portable Toilet Business flyer (attached) to the company you have selected for further suggestions on how to prevent potential spills when delivering or servicing the portable toilets during this event. If there is a storm drain within 50 feet of where the portable toilets are being placed, it must be protected throughout the duration of the event.

4. Parking: Designated handicap parking stalls and access areas (indicated in blue) shall not be obstructed for any reason per California Vehicle Code (CVC) 2507.8(b) – Obstruction of a Disabled Zone.

5. Event Cleanup: Redlands Bicycle Classic volunteers shall restore event areas to their pre-event condition. All trash and debris shall be removed and disposed of in the proper pre-established locations.

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

PORTABLE TOILET BUSINESSES



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

WHEN DELIVERING

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

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

WHEN SERVICING

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

WHAT IS STORMWATER POLLUTION?

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

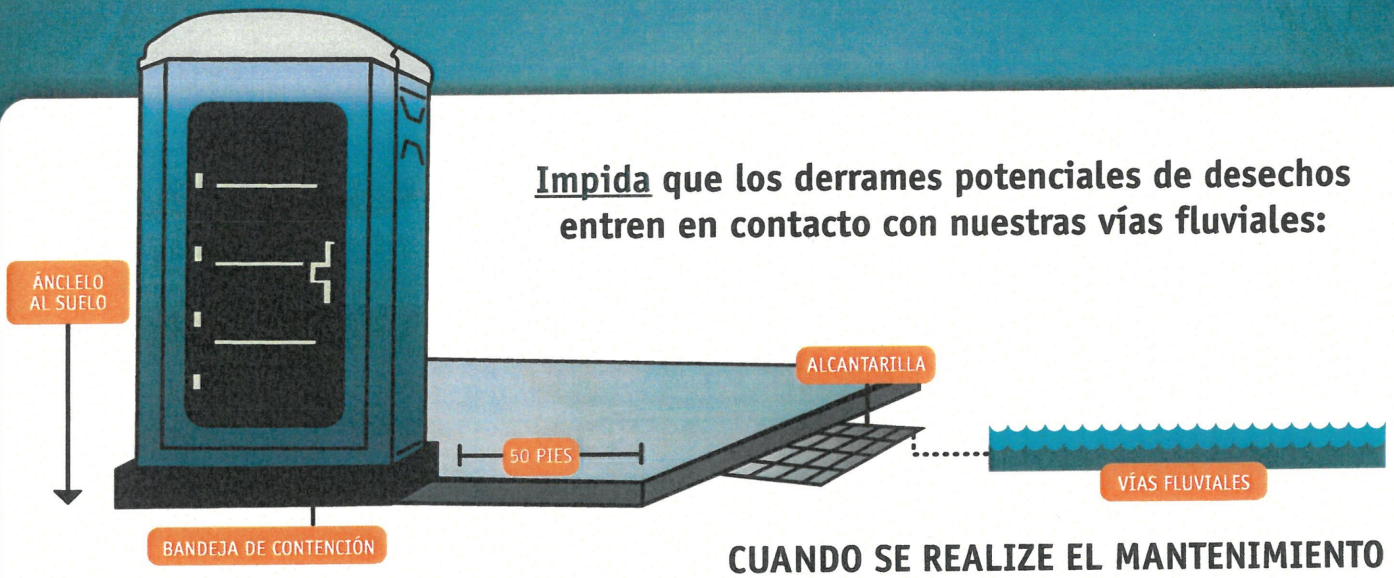
THANK YOU FOR BEING A RESPONSIBLE BUSINESS AND HELPING TO KEEP SAN BERNARDINO COUNTY CLEAN AND HEALTHY!

In the event of a spill or discharge to a storm drain or waterway, contact San Bernardino County Stormwater immediately: **(877) WASTE18 | sbcountystormwater.org/report**
To dispose of hazardous waste call the San Bernardino County Fire Dept. - CUPA Program **(909) 386-8401**

sbcountystormwater.org

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

NEGOCIOS DE BAÑOS PORTÁTILES



Impida que los derrames potenciales de desechos entren en contacto con nuestras vías fluviales:

AL MOMENTO DE LA ENTREGA

- ✓ Coloque los Baños Portátiles a una distancia mínima de 50 pies de un sumidero o vía fluvial.
- ✓ En áreas de vientos fuertes, proteja los Baños Portátiles anclando la unidad en forma segura al suelo.
- ✓ Coloque la bandeja de contencion abajo del Baño Portatil.

! Cuando exista la posibilidad de un uso mayor de lo normal, **recuerde** a sus clientes **que soliciten unidades adicionales o que adapten el programa de mantenimiento** para garantizar las condiciones sanitarias y **prevenir desbordes.**

CUANDO SE REALIZE EL MANTENIMIENTO

- ✓ En el vehículo de servicio:
  - Mantenga en condiciones óptimas todas las mangueras acoples, tanques y equipo a fin de prevenir derrames.
  - Almacene y maneje en forma apropiada los contaminantes potenciales (desechos del Baño Portátil, desinfectantes, aceites, detergentes, etc) para impedir cualquier derrame o que se produzcan descargas hacia la calle, la alcantarilla o el sumidero.
- ✓ Al enjuagar o lavar los Baños Portátiles, asegúrese de que la bandeja de contención capture toda el agua residual, para impedir que ésta llegue a la calle, alcantarilla o sumidero.
- ✓ Al completar el proceso de limpieza, bombee el agua capturada en el vehículo de servicio.

¿QUÉ ES LA CONTAMINACIÓN DE AGUAS PLUVIALES?

La contaminación de aguas pluviales se crea cuando el agua o el viento transportan bacterias, materia orgánica, desinfectantes y sólidos suspendidos hacia los sumideros y el sistema de drenaje pluvial. Los residuos líquidos urbanos sin tratar luego fluyen directamente hacia los lagos y ríos contaminando nuestras comunidades con altos niveles de bacterias y plantean una amenaza para la salud pública y la vida silvestre.

GRACIAS POR SER UN NEGOCIO RESPONSABLE Y AYUDAR A MANTENER LIMPIO Y SALUDABLE EL CONDADO DE SAN BERNARDINO.

En caso de un derrame o descarga en un drenaje pluvial o vía fluvial, comuníquese de inmediato con San Bernardino County Stormwater: **(877) WASTE18 | sbcountystormwater.org/report**

Para deshacerse de los residuos peligrosos llame al Condado de San Bernardino Departamento de Bomberos - programa CUPA **(909) 386-8401**

sbcountystormwater.org

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Redlands • Rialto • San Bernardino • San Bernardino County • San Bernardino County Flood Control District • Upland • Yucaipa

City of Highland
Public Services Division



Portable Recycling Container Loan-Out Program Agreement

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

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

Please PRINT all information except signature

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

Event Date(s): _____

Event's Sponsoring Organization: _____

Event Location: _____

Event Address: _____

Contact Name & Phone Number: _____

Contact E-mail: _____

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

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

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

Loan-Out Program Guidelines for Portable Recycling Containers:

1. Upon completion of your event, you must recycle the collected items in Highland. Here are the recycling centers within city limits:
- Sunset Recycling Center: 1470 E Highland Ave
- Roberto's Recycling – 25496 Base Line

2. A recycling receipt MUST provide the Public Services Division with total lbs recycled upon returning the containers.

3. All Portable Recycling Containers must be returned in the same condition in which received (i.e. clean and undamaged).

4. All Portable Recycling Containers must be returned no later than date specified on this form, see above.

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

Signature _____ Date_____

FOR OFFICE USE ONLY
Portable Recycling Container Drop-Off Checklist (to be completed at time of pick-up):
Number of Portable Recycling Containers picked up: _____
Number of Portable Recycling Containers dropped off: _____

Date Dropped Off: _____

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

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

DATE : December 27, 2022

EVENT : Redlands Bicycle Classic – Highland Circuit

APPLICANT : Redlands Bicycle Classic, Inc.

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

EVENT TIME & DATE: Wednesday April 12, 2023 6am – 4pm

FILE / INDEX No.: SEP 22-015

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

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

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

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

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

1. No vehicle or internal combustion powered equipment shall be parked or located less than one hundred feet from any tent. Vehicles or other internal combustion engines necessary for the operation of the establishment and/or event, and with prior approval by the City Fire Marshal, may be parked or located less than one hundred feet from a tent or combustible structure. Said equipment and/or vehicles, shall not be located less than twenty (20) feet from same. (CFC, CCR T-19)

2. A California State Fire Marshal flame-retardant certificate must accompany this application (CCR T-19), if tent and/or air supported structures are used.

3. The stage shall be free of flammable items, and stage equipment shall be secured from accidental movement.

4. Fire extinguisher and other fire-protection equipment shall be provided as required. (CCR T-19 and CFC).

Minimum rating for fire extinguishers shall be:

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

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

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

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

5. Electrical and electrical wiring/generator(s) shall be installed per the California Electrical Code, inspected and approved by the Fire Marshal, City Building & Safety Official before the event. Fueling shall not be performed with the engines in operation. Extension cords that are exposed to public traffic shall be secured to prevent a tripping hazard. Cords shall be of the proper gauge, in good repair, and not be affixed to structures, extend thru doorways, windows, or walls. A cord bridge or ramp shall be provided to facilitate wheelchairs.

6. Cooking and heating equipment shall not be allowed within (20) feet of combustible materials, such as canopies and membrane structures. CFC

7. A plot plan, to scale, showing location of: tent(s); carnival apparatus; power generation equipment; flammable liquid/gas storage; mid-way and/or faire event stalls relative to buildings, property lines, roads, parking and other tents shall be submitted to Fire Marshal's Office for Review and approval seven working days prior to event. A separate sheet shall be used and attached.

8. Emergency fire and rescue access lanes shall be identified on plan. Minimum width for emergency access lanes shall be twenty (20) feet and support a minimum live load for fire apparatus of 75,000 pounds. Emergency access lanes shall be provided, so that any point at event shall not exceed one hundred fifty (150) feet from emergency access road. Emergency access lanes shall remain clear at all times to allow for quick response in the event of an emergency incident. Emergency access shall be maintained in all

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

9. Temporary control barriers shall be erected to allow immediate removal for emergency access. Banners and signs attached to fencing shall be secured in place.

10. Provide each Race Marshal, Corner worker and Volunteer, direction on how to report emergency or other requests for assistance to minimize delay in responding.

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

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

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Melissa Morgan, Public Services Manager

SUBJECT: Preparation of Annual Engineer's Reports for 2023/2024 Assessments

RECOMMENDATION: Staff recommends the City Council:

(1) Adopt Resolution No. 2023- __ ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and

(2) Adopt Resolution No. 2023-__ ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.

FISCAL IMPACT: The fee quoted by Harris & Associates for the preparation of an annual report and an assessment roll for both districts is $14,000.00. In addition, each new zone added is charged $400 for the annexation process. The City will be reimbursed through assessments on the benefitting properties within the district.

PUBLIC NOTICE: Public notice is not required prior to the City Council taking action on this matter. However, the Agenda was posted at the three (3) locations within the City, as required by Council Resolution and on the City's Website.

BACKGROUND: The Landscaping and Lighting Act of 1972 requires that an Engineer's Report be prepared if the City intends to levy assessment within a district, regardless whether the proposed amount of assessment is different from that of the current assessment. The Act requires that the report include items such as a description of the properties proposed to be assessed, the types of maintenance or construction activities that are anticipated, an estimate of the costs to be incurred on behalf of the district, and the method for assessing the benefitting properties.

Approved _____ Motion _____ Second _____ Agenda Item No. 10

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

_____ _____

City Clerk City Manager

Furthermore, Proposition 218 approved by voters on November 5, 1996 specifically requires that the annual report be prepared by a registered civil engineer, that public agency parcels cannot be exempted from assessment, and that the report must distinguish between general benefit and special benefit, and only assess for special benefit.

The fee will be allocated to the various districts, based on the assessment amount, as follows:

Consolidated Landscape and Lighting District 96-1	
Street Lighting	$6,900
Landscaping	3,700
Trail	600
Park	600
Sub-Total:	$11,800
Street and Drainage Maintenance District 96-1	$2,200
Total:	$14,000

Attachment: Resolutions

RESOLUTION NO. 2023-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, CALIFORNIA ORDERING THE PREPARATION OF ENGINEER'S REPORT FOR CONSOLIDATED LANDSCAPE & LIGHTING DISTRICT NO. 96-1 FOR FISCAL YEAR 2023/2024

WHEREAS, the City Council of the City of Highland, County of San Bernardino, California, has heretofore determined that the public interest, convenience and necessity required the installation, operation and maintenance of public street lights, landscape and irrigation facilities, community trails and public parks as set forth in Section 22525 of the Streets and Highways Code, State of California, and

WHEREAS, Section 22625 requires that an Engineer's Report be prepared for the assessment district and filed annually, outlining the assessments to be levied against the benefitting properties within the assessment district; and

WHEREAS, the City Council desires to appoint Harris & Associates as the "Engineer of Work" for the Consolidated Landscaping & Lighting District No. 96-1; and

NOW, THEREFORE, be it resolved by the City Council of the City of Highland that the Engineer of Work is ordered to prepare the annual report for fiscal year 2023/2024 in accordance with Article 4, Division 15, of the Streets and Highways Code, "Landscaping and Lighting Act of 1972" of the State of California.

APPROVED AND ADOPTED this 14th day of February 2023.

_____
Larry McCallon
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

RESOLUTION NO. 2023-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, CALIFORNIA ORDERING THE PREPARATION OF AN ENGINEER'S REPORT FOR STREET AND DRAINAGE MAINTENANCE DISTRICT 96-1 FOR FISCAL YEAR 2023/2024

WHEREAS, the City Council of the City of Highland, County of San Bernardino, California, has heretofore determined that the public interest, convenience and necessity required the operation and maintenance of certain streets as set forth in Section 54703 et seq of the government code, State of California known as the "Benefit Assessment Act of 1982" (the "Act"); and

WHEREAS, Section 54716 of the Act requires that a report be prepared and filed, outlining the assessments to be levied against the benefitting properties within the assessment district; and

WHEREAS, the City Council desires to appoint Harris & Associates as the "Engineer of Work" for the Street and Drainage Maintenance District 96-1; and

NOW, THEREFORE, be it resolved by the City Council of the City of Highland that the Engineer of Work is ordered to prepare the annual report for fiscal year 2023/2024 for the proposed assessment district in accordance with Section 54716 of the Act.

APPROVED AND ADOPTED this 14th day of February 2023.

_____
Larry McCallon
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

STAFF REPORT
TO THE CITY COUNCIL

DATE: February 14, 2023

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: Environmental Services Proposal/Tom Dodson & Associates for Victoria Avenue Street and Storm Drain Improvements (Project No. str 17002)

RECOMMENDATION: It is recommended that the City Council:

1. Approve proposal from Tom Dodson & Associates (TDA) to provide environmental services for the Victoria Avenue Street and Storm Drain Improvements (Project No. str 17002); and

2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.

FISCAL IMPACT: On September 26, 2017, the City Council approved an on-call professional environmental services agreement with TDA. The agreement included a proposal to assist the City to compile an environmental document for compliance with CEQA for the Victoria Avenue Improvement at a fee of $36,000. The fund source of the original contract was 100% out of the $9,356,000 Community Credit Funds (CCF) from the San Manuel Band of Mission Indians allocated to this Project. A 10% contingency in the amount of $3,600 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.

City staff did not approve any extra work with TDA within the 10% contingency authorized by the City Council. The current CCF balance is $7,317,900. TDA completed the CEQA document within the budget amount. The notice of determination was recorded on August 9, 2018. The proposed fee, not to exceed $77,500 for compliance with NEPA and 10% contingency, if necessary, will be funded using CCF.

Approved _____	Motion _____	Second _____	Agenda Item No. 11
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

D Hughes
City Clerk

City Manager

In 2022, the city was awarded a $2 million federal grant for this project under the 2022 Appropriations Act. These funds are currently programmed in the construction phase in Federal Fiscal Year 2024/2025. With the award of these funds, the project is now subject to compliance with federal requirements such as NEPA for environmental and Unform Act for right of way.

PUBLIC NOTICE: Notices of Council Meeting agenda were posted at the three locations required by resolution.

BACKGROUND: This project consists of the improvement of Victoria Avenue between 3rd Street and 9th Street within the cities of Highland and San Bernardino. Highland is the lead agency. It has four major components:

1. Drainage Improvements – Victoria Avenue (3rd Street to 9th Street)
2. Intersection Improvements – Victoria Avenue/5th Street intersection
3. Street Improvements – Victoria Avenue (3rd Street to 6th Street)
4. Pavement Rehabilitation – Victoria Avenue (3rd Street to 9th Street)

Storm drain facilities will be constructed on Victoria Avenue to remove the existing open ditch along the west side of Victoria Avenue. The proposed storm drain will discharge into the existing City Creek Channel along the south side of 3rd Street to intercept and convey street flows during a 100-year storm event via underground storm drains. The street improvements include construction of curbs, gutters, sidewalks, curb ramps, streetlights and pavement widening on both sides of Victoria Avenue between 3rd Street and 6th Street.

The proposal from TDA covers environmental services for all four major components of this project. The scope of services includes technical studies and preparation of Environmental Assessment to achieve compliance with NEPA.

TDA is familiar with the project area as it provided similar services for CEQA and other projects located in the area for the city and IVDA/SBIAA. Staff has reviewed and negotiated the proposed scope and fee; and recommends City Council approval of the proposal.

Attachments:

A. Vicinity Map
B. Tom Dodson & Associates Proposal



LEGEND
- Drainage Improvements
- Intersection Improvements
- Street Improvements

COMMUNITY CREDIT FUND
Cities of Highland & San Bernardino
Victoria Avenue Improvements

March, 2019

TOM DODSON & ASSOCIATES

Mailing Address: **PO Box 2307, San Bernardino, CA 92406**
Physical Address: **2150 N. Arrowhead Avenue, San Bernardino, CA 92405**
Tel: (909) 882-3612 ✦ Fax: (909) 882-7015 ✦ Email: tda@tdaenv.com



MEMORANDUM

December 13, 2022

From: Tom Dodson & Kaitlyn Dodson-Hamilton, Tom Dodson & Associates

To: Carlos Zamano, City of Highland

Subject: Proposal to Provide an Environmental Scope of Work for the Victoria Avenue Improvements Project

Charles,

Tom Dodson & Associates (TDA) appreciates the opportunity to provide National Environmental Policy Act (NEPA) services to the City and to work with HDR as the environmental consultant on the Victoria Avenue Improvements project. TDA feels that we will meet the City's needs to provide NEPA consulting services for the proposed improvements to Victoria Avenue extending from 9th Street south to the City Creek Bypass channel.

The scope of work outlined below will lead to a fully substantiated NEPA environmental determination for the proposed project over a period of less than six months, utilizing an Environmental Assessment as the compliance process to comply with NEPA. I believe that this schedule is reasonable to comply with to meet the City's objectives for the proposed project. Should you have any questions regarding the proposal, please feel free to give me a call.

Sincerely,

Tom Dodson

Tom Dodson
President, Tom Dodson & Associates

PROPOSAL

This proposal summarizes the work effort that Tom Dodson & Associates (TDA) assumes will be required to implement the project with the City. We assume that an Environmental Assessment (EA) is the appropriate NEPA document for this project. What follows is a checklist compilation of the environmental issues that must be addressed as part of an EA leading to a Finding of No Significant Impact (FONSI). We have sufficient experience to make the following estimates, but they will be subject to final confirmation with our subconsultants (technical studies) when the project description is finalized with the you and the City.

Project Description: TDA will compile a draft project description (proposed action) subject to your and the City's review and approval. The fee for this is effort is included in TDA's EA preparation fee provided below.

1. Aesthetics: assume no technical study (visual simulations); fee included in the cost of the EA preparation.
2. Agricultural/Timber Resources: The fee is included in the EA preparation cost.
3. Air Quality/Greenhouse Gas (GHG), Climate Change: technical study to be prepared by Giroux & Associates. Estimated fee will be $4,500.
4. Biology: TDA will need to conduct a limited Biological Resource Assessment to meet Caltrans requirements. The estimated fee for this effort is $5,500.
5. Cultural: technical study required; CRM TECH (our cultural associate) will prepare this study to meet Caltrans cultural resource requirements, estimated fee is $7,500, unless cultural resources are found that must be evaluated.
6. Geology/Soils: data to be obtained from the City General Plan or from a geotechnical report prepared by the City in support of the project.
7. GHG, see #3 above.
8. Hazards: TDA recommends a Phase 1 Environmental Site Assessment be prepared to meet Caltrans requirements. LOR Geotechnical will prepare this document for an estimated fee of $4,500.
9. Hydrology/Water Quality: One of the most complex issues related to this project is how surface runoff will be delivered to the City Creek Bypass channel. SBIAA has expressed concerns with the capacity of this channel. It is assumed that HDR will provide all requested hydrology information and TDA will utilize Mr. Joe Castaneda (JLC Engineering & Consulting, Inc.) to review and analyze the hydrology data provided. The fee for this effort is estimated to be $10,000.
10. Land Use/Planning: No technical study needed; fee included in the EA preparation fee.
11. Mineral Resources: No technical study needed; fee included in the EA preparation.
12. Noise: This is a complicated issue for this segment of Victoria. TDA proposes a noise study that would be prepared by Urban Crossroads. Fee is estimated to be $7,500.
13. Population and Housing: No technical study needed; fee included in the EA preparation.
14. Public Services: No technical study needed; fee included in the EA preparation.
15. Recreation: No technical study needed; fee included in the EA preparation.
16. Traffic/Circulation: A trip generation/VMT study must be provided. If not provided by HDR, TDA will utilize Urban Crossroads to prepare these studies. Estimated fee is $21,000.
17. Utilities and Service Systems: No technical studies required; fee included in the EA preparation.
18. Energy: No technical study needed; fee included in the EA preparation.
19. Wildfire: No technical study needed; fee included in the EA preparation.

The fee for all of the technical studies identified in the preceding proposal: We estimate about $60,500 for the basic technical studies.

The fee for preparing the EA is an estimated $15,000.

The fee for processing the EA to a final package for consideration by the City is $2,000.

Total Estimated Fee is $77,500.

As stated above, the EA will require about five-to-six months to complete and get to the City and federal lead agency for a decision, barring any controversy or other unforeseeable delays. TDA appreciates the opportunity to provide the above proposal on the Victoria Avenue Improvements Project.

FEE SCHEDULE

Environmental Specialist I	$150/hour
Environmental Specialist II	$115/hour
Environmental Specialist III	$75/hour
Environmental Specialist IV	$60/hour
Admin / WP / Graphics	$50/hour
Legal Expert Witness	$225/hour

ODCs: All other direct costs are charged at actual cost plus a 10 percent management/handling charge. Mileage will be billed at $0.625 per mile. No surcharge for work completed by subconsultants will be charged as part of this contract.

Authorization to Proceed / Acceptance of Proposal:

_____

Signature

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director

PREPARED BY: Kim Stater, Assistant Community Development Director

SUBJECT: Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2023-2024.

RECOMMENDATION: The City Council prioritize funding of FY 2023-2024 Community Development Block Grant Applications.

FISCAL IMPACT: Highland's Community Development Block Grant (CDBG) allocation is estimated to be **$413,501**, a decrease of approximately 7% compared to last year. A maximum of 15% of the funding may be used for Public Service Projects; $62,025. A minimum of 85% must be allocated to Construction Improvement Projects; $351,476.

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

PREVIOUS ACTION: On November 8, 2022, the City Council reviewed and recommended certain City Applications for FY 2023-24.

1. Approve the City's Application in the amount of $120,000 for Enhanced Code Enforcement to support 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 in the amount of $200,000 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.

Approved _____ Motion _____ Second _____ Agenda Item No. 12

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

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

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

BACKGROUND: The County of San Bernardino received six (6) eligible CDBG Applications for Highland. These are now presented to the City Council for consideration. The total amount requested is **$386,000**. Two (2) applications are categorized as Construction Improvement Projects, totaling **$320,000**. The remaining four (4) Applications are categorized as Public Service projects, totaling **$66,000**.

Grant funding in the Construction category exceeds the amount requested in applications by $31,476. Staff recommends this funding remain unallocated for use during the fiscal year for Construction Improvement Projects that may run over budget.

With respect to Public Service Projects, there is a shortfall of $3,975 ($66,000 - $62,025). The amount of funding requested exceeds the amount available. Staff recommends the following options to reduce the awards within budget. Option 1 would reduce all awards by the same amount. Option 2 would reduce the awards proportional to the amount available. See the table below. The Council may choose one of these or an altogether different option so long as the Public Service totals do not exceed $62,025.

Applicant	Funding Requested	Option 1 Equivalent reduction by $994 each	Option 2 Proportional reduction
Highland Library	10,000	9,007	9,385
Highland YMCA	15,000	14,006	14,108
Highland Senior Center	25,000	24,006	23,492
Central Little League	16,000	15,006	15,040
Total	66,000	**62,025**	**62,025**

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

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

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

ATTACHMENT 1

Correspondence from the County of San Bernardino

Kim Stater

From: Graham, Kelly <Kelly.Graham@cdh.sbcounty.gov>
Sent: Friday, January 6, 2023 10:36 AM
To: Joseph Hughes; Kim Stater
Cc: Anderson, Bryan; Dearen, Elizabeth; Ramirez, Tom
Subject: 2023-24 Annual Action Plan - Request for Prioritization - Highland

Some people who received this message don't often get email from kelly.graham@cdh.sbcounty.gov. Learn why this is important

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

Good Morning:

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

For the 2023-24 Program Year (PY), the County anticipates receiving $6.9 million to support the activities to be listed in its 2023-24 Annual Action Plan.

To ensure the timely submittal of the County's Annual Action Plan, an ***estimate*** has been used. It is important to note that it is possible that this ***estimate*** may change (+/-) between now and when the U.S. Congress approves the 2023-24 federal budget. Once the final federal allocation is released, adjustments to the distribution of County funds may be necessary. For PY 2023-24 your city's estimated annual allocation is **$413,501.**

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

The County has received a number of proposals in response to its PY 2023-24 Notice of Funding Availability (NOFA) and has evaluated each proposal for its conformance to the federal requirements. To involve your city in the decision-making process, please provide us with a prioritized list of those eligible proposals that best meet your city's goals and objectives.

To assist you in this effort, please use this Dropbox link to access the following documents:

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

As a Cooperative City participating in the County's CDBG program, it is imperative that you complete your public hearing for your CDBG funding recommendations and submit the action made by your City Council on the attached Cooperating City Recommended Projects Form and a copy of your City Council minutes to our office by or before **Friday, February 24, 2023. After this date we may be unable to include your City Council recommendations in the list of projects for the County Board of Supervisor's consideration.**

Grant Process and Funding Thresholds

The 15% Public Service Cap applies for cities that receive $150,000 or more in CDBG funding allocation. The total allowable number of newly funded projects is based on the percentage of each city's formula share of the CDBG allocation and the maximum number allowed for newly funded construction projects is based on the City's CDBG Administrative Cap. The cities of Big Bear Lake, Grand Terrace, Needles, Loma Linda, and the Town of Yucca Valley, which are receiving less than $150,000, may only fund four (4) projects. The remaining cities have the following funding opportunities:

City	Total Allowable Projects	Maximum Number of Construction Projects	Estimated 15% Public Service Cap
Adelanto	**9**	**2**	$49,372
Barstow	**5**	**2**	$39,307
Colton	**11**	**5**	$60,630
Highland	**10**	**5**	$62,025
Montclair	**9**	**2**	$40,728
Redlands	**9**	**2**	$51,037
Twentynine Palms	**5**	**1**	$24,450
Yucaipa	**7**	**2**	$35,991

Thank you for your past and continuing support in the CDBG program. We appreciate your assistance in returning your funding recommendations no later than **Friday, February 24, 2023**. Should you have any questions or need additional assistance, please feel free to contact your Analyst.

Analyst	Phone Number	Email Address
Kelly Graham	(909) 501-0626	Kelly.Graham@cdh.sbcounty.gov
Tom Ramirez	(909) 501-0635	Tom.Ramirez@cdh.sbcounty.gov
Sandra Becerra	(909) 501-0636	Sandra.Becerra@cdh.sbcounty.gov

Your City Council-approved funding recommendations will be included in the County 2023-24 Annual Action Plan and is anticipated to be approved by the County Board of Supervisors in early April.

Sincerely,

Kelly Graham
CDH Analyst II
Community Development and Housing Department
www.SBCountyCDHA.com
Phone: 909-501-0626
560 E. Hospitality Lane, Suite 200
San Bernardino, CA 92415-0043

SAN BERNARDINO COUNTY

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

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

San Bernardino County
Department of Community Development and Housing
2023-24 CDBG Project Proposals

Location	Applicant	Application #	Project Title	Amount Requested	Comments	Eligible: Yes/NO
Highland	Lawrence Mainez, Community Development Director City of Highland 27215 Base Line Highland, CA 92346 lmainez@city of highland.org 909-864-8732	HIGH23CN-001	Highland: Neighborhood Revitatization - Code Enforcement	$120,000.00	Expanding Eligible Code Enforcement - Contingent upon the City officially defining, via a City Council Action or using the State of California definition of deteriorated or deteriorating; and the City demonstrating that the area(s) where CDBG funds will be reimbursing for enhanced code enforcement activities meet the City's definition of deteriorated or deteriorating; and the City will ensure there are other programs (public activities, and/or private investments) coordinated in a effort with enhanced code enforcement that may be expected to arrest the decline of the deteriorated or deteriorating areas. If the City is does not adhere to the items listed above, the City may not get reimbursed for monies spent on Code Enforcement and/or the City will have to pay back the County, using non-CDBG funds, such as City general fund dollars, any and all monies the County has reimbursed the City. 24,815 residents of which 19,125 are low-to moderate-income, will benefit from increased code enforcement activities therefore eliminating or preventing targeted areas from blighting influences.	Yes
Highland	Carlos Zamano, Public Works Director/ City Engineer City of Highland 27215 Base Line Highland, CA 92346 czamano@cityofhighland.org 909-864-6861	HIGH23CN-002	Highland: Street Improvements in targeted areas - including Union St	$200,000.00	Construction project. Compliance with the Davis-Bacon and other related Acts could increase the cost of this project by 20% or more. This project is for various street improvements to the CDBG target areas in the City of Highland. These improvements can include but not be limited to reconstruction of streets, installation of curb, gutter, sidewalks.	Yes
Highland	Michelle Williamson, President Central Little League 7717 Church Avenue #100 Highland, CA 92346 socialbugshell@yahoo.com 909-362-0538	HIGH23PS-019	Highland: Youth Recreation - Central Little League	$16,000.00	The purchase of equipment is NOT eligible under the CDBG program. Central Little League is requesting $16,000 from the City of Highland which included $6,000 for equipment. CDBG funds can be used to pay for the registration fees for players who are from low to moderate income households. Expanding Eligible Public Service - Central Little League, under contract with the City of Highland, will provide recreational activities for approximately 252 youth in the City of Highland and the surrounding area. Public Services are limited to low-and moderate-income households and require monthly documentation that at least 51% of the households served qualify as low-and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes

San Bernardino County
Department of Community Development and Housing
2023-24 CDBG Project Proposals

Location	Applicant	Application #	Project Title	Amount Requested	Comments	Eligible: Yes/NO
Highland	Penny Lilburn, Executive Director Highland Senior Center 3102 E. Highland Avenue Patton, CA 92369 Highsenctr@aol.com 909-862-8104	HIGH23PS-044	Highland: Senior Center Services and Programs	$25,000.00	Expanded Public Service- This program provides nutrition and support services to low to moderate income seniors. The City of Highland will contract with Highland Senior Council who will provide these services. Public Services are limited to low-and moderate-income households and require monthly documentation that at least 51% of the households served qualify as low-and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes
Highland	Darwin Barnett, Chief Executive Officer Highland Family YMCA 7793 Central Avenue Highland, CA 92346 dbarnett@ymcaeastvalley.org 909-798-9622	HIGH23PS-051	Highland: Highland Family YMCA Scholarships	$15,000.00	Expanding Eligible Public Service - Highland YMCA, under contract with the City of Highland, will provide scholarships for recreation and community service related programs to approximately 4,238 unduplicated persons from low-and moderate-income families in Highland and the surrounding area. Public Services are limited to low-and moderate-income persons and require monthly documentation that at least 51% of the persons served qualify as low-and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes

San Bernardino County
Department of Community Development and Housing
2023-24 CDBG Project Proposals

Location	Applicant	Application #	Project Title	Amount Requested	Comments	Eligible: Yes/NO
Highland	Melanie Orosco, County Librarian 268 W. Hospitality Lane, 3rd Floor San Bernardino, CA 92415 melanie.orosco@lib.sbcounty.gov 909-387-2220	HIGH23PS-057	Highland: Adult Literacy Program	$10,000.00	Expanding Eligible Public Service. Services are limited to low- and moderate-income clients and requires documentation of at least 51% of the clients are low- to moderate-income. Client eligibility (for all clients including illiterate adults) must be evidenced by documentation and data concerning beneficiary family size and income. This activity was funded in previous fiscal years and is a continuing activity. Therefore a quantifiable increase in the level of service is required. CDBG funds will be used to pay for personnel services. Services are provided by San Bernardino County Library Department staff and volunteers. Service Location: 7863 Central Avenue, Highland, CA 92346.Prior to COVID-19, the San Bernardino County Library Adult Literacy Program saw gradual increases in the number of learners served at each location. However, after COVID-19, the number of patrons who visited the library has significantly decreased. This has directly impacted how many potential learners came into the branch as well as how many current learners felt comfortable returning to the program due to health and safety. Therefore, the number of learners served has not increased this year, but the expansion of the program has included the following: (1) expansion of support hours provided by the library staff to tutors who need training; (2) expansion of support hours provided by the library staff to learners who need additional resources and meetings to revisit roles and goals; (3) expansion of library of materials and curriculum used to teach adult learners how to improve reading and writing; (4) expansion of hours available for tutors and learners to meet together in the Library for tutoring sessions (formerly limited to 1-2 hours per week will now expand to 3+ hours per week, depending on the tutor-learner pair's availability, willingness to meet more, and need to meet a specific goal); and (5) expansion of outreach and planning to promote the program to the local community (higher number of community connections, more meetings with adult-literacy-assigned-library-staff to develop awareness events and strategize to bring in more learners and tutors).	Yes

ATTACHMENT 2

Summary of Past CDBG Recipients

CDBG
PUBLIC SERVICE PROJECTS (15% Max.)

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Central Little League	10,000	11,500	11,000	11,000	11,000	11,000	14,334	14,678	15,000	16,000
Highland Senior Center	23,000	25,000	24,000	24,000	24,000	24,000	23,890	24,234	25,000	25,000
Highland YMCA	11,143	12,443	11.632	11.632	11,289	11,289	10,787	11,131	12,500	13,750
Highlanders Boxing Club	5,000	7,000	7,000	7,000						
San Bernardino County Library Highland Branch	10,000	10,000	9,500	9,500	9,000	8,069	9,556	9,900	10,000	10,000
Total Public Service Allocation	**59,143**	**65,943**	**63,132**	**63,132**	**55,289**	**$54,358**	**$58,567**	**$59,943**	**$62,500**	**$64,750**

CDBG
CONSTRUCTION / NON-PUBLIC SERVICE PROJECTS (85% Min.)

	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
City of Highland Public Works	223,025	239,000	206,000	233,752	189,308	148,760	172,613	220,805	200,000	200,000
City of Highland SW Highland Revitalization Enhanced Code Enforcement	123,997	123,997	123,997	123,997	123,997	159,271	159,271	159,271	159,271	159,271
GRID Alternatives		12,000								
Total Construction Allocation	**347,022**	**364,356**	**357,749**	**357,749**	**313,305**	**308,031**	**331,884**	**380,076**	**359,271**	**359,271**

ATTACHMENT 3

Summary of Current CDBG Project Proposals

CONSTRUCTION AND OTHER COMMUNITY IMPROVEMENT PROJECTS - FISCAL YEAR 2023-2024			
LOG NUMBER	**APPLICANT**	**FUNDING REQUESTED BY APPLICANT**	**CITY COUNCIL ALLOCATION**
HIGH23CN-002	**City of Highland** Street improvements in Target Areas including Union Street & Elmwood Court	$200,000	
HIGH23CN-001	**City of Highland** Enhanced Code Enforcement within the low- and moderate-income target areas.	$120,000	
	Total Requested	***$320,000***	
	Total Available	***$351,476***	

PUBLIC SERVICE PROJECTS/PROGRAMS - FISCAL YEAR 2022-2023			
LOG NUMBER	**APPLICANT**	**FUNDING REQUESTED BY APPLICANT**	**CITY COUNCIL ALLOCATION**
HIGH23PS-057	San Bernardino County Library Highland Branch Adult Literacy Program	$10,000	
HIGH23PS-051	**Highland Family YMCA** Improve accessibility, resources for health, youth development, and social responsibility programs.	$15,000	
HIGH23PS-044	**Highland Senior Center** Senior programs, activities and services to improve quality of life, physical fitness, social programs, daily interaction and nutrition.	$25,000	
HIGH23PS-019	Central Little League Scholarships for youth baseball and softball.	$16,000	
	Total Requested	***$62,025***	
	Total Available	***$66,000***	

ATTACHMENT 4

CDBG Applications

HIGH23CN-001

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)
Highland	$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
Example: Have you received federal funds in the past five years?	***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.

Martha Zepeda
Deputy Executive Officer

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

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

HIGH23CN-002
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:

2023/2024 Union Street and Elmwood Court Pavement Rehabilitation

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?

New Construction Project

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

Project Type (Description):

Construct pavement rehabilitation and ancillary work on 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: *(CDBG Share + Other Source)*		$245,000.00

Exhibit 5A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount ($):	Date Available: *(11/22/2016)*
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:	Local Funds	$45,000.00	07/01/2023
	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: 12/31/23Contractor Selection: 3/12/24Construction: 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
Example: Have you received federal funds in the past five years?	***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.

Martha Zepeda
Deputy Executive Officer

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

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 Highland CA 92346	Phone No.: (909) 864-6861
Email Address: czamano@cityofhighland.org	Fax No: (909) 862-3180
Authorized Signature	
Print Name: Carlos Zamano	Print Title: Public Works Director/City Engineer
Signature: Carlos Zamano, Public Works Director/City Engineer	Date: 11/09/2022

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:
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: Carlos Zamano Title: Public Works Director/City Eng

Print Name: Carlos Zamano Date: 11/09/2022

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

Fiscal Year 2023– 2024

HIGH23PS-019

Log Number
(Office Use Only)

San Bernardino County
Fiscal Year 2023 - 2024
Public Services Program Application

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

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

Exhibit 1: Organization Information

Organization Name:
CENTRAL LITTLE LEAGUE

Organization Address:
7717 church ave

City/State/Zip: highland / 6 / 92346

Phone: 19093629145

Fax:

Email: stephen91967@yahoo.com

Applicant Type:

Authorized Person Name: michelle williamson

Authorized Person's Title: president

Address: 7717 CHURCH AVE

City/State/Zip: highland / CA / 92346

Phone: 19093620538

Fax:

Email: socialbugshell@yahoo.com

Application Contact Person's Name: STEVE E WILLIAMSON

Application Contact Person's Title: vice president

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

keeping our community children active, safe and learning life skills through youth sports. we service approx 300 children and we have been established for 73 years. we offer low-income families with support on fee waivers. our community children benefit from this.

Exhibit 2: Project Information

Project Title:

central little league

Project Address:

7717 church ave #100 highland ca 92346

County Supervisorial District where project will be located:

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

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

New Public Service Project

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

we plan on servicing more children this season

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

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

No

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

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

keeping our community children active, safe and learning life skills through youth sports. we service approx 300 children and we have been established for 73 years. we offer low-income families with support on fee waivers. our community children benefit from this.

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

highland and san bernardino

Exhibit 3: Community Needs and Target Population (continued)

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

highland and san bernardino

HUD Demographics: *(Yes/No)*

- Does this project help prevent homelessness?

  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

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

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

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

more opportunity to play

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

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

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

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

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

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

Exhibit 4: Project Budget & Sources

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

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

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

Exhibit 5: Performance and Outcomes

Definitions:

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

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

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

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

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

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

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

Describe how your agency determines client(s) success.

Describe your methodology to evaluate project outcomes.

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2023 – June 30, 2024). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

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

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

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

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

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

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

we do not have experience in the task, we submit paperwork to kim stater and she processes it for us

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

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

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

No

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

No

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

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

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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 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: stephen williamson	Print Title: vice president
Signature: stephen williamson, vice president	Date: 12/04/2022

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

CDBG Application Checklist
(Non-Profit Organizations Only)

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

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

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

HIGH23PS-044

Log Number
(Office Use Only)

San Bernardino County
Fiscal Year 2023 - 2024
Public Services Program Application

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

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

Exhibit 1: Organization Information

Organization Name:
Highland District Council On Aging, Inc.

Organization Address:
3102 E. Highland Ave.,

City/State/Zip: Patton / Calif. / 92369

Phone: 909-862-8104

Fax: 909-862-8196

Email: Highsenctr@aol.com

Applicant Type: Senior Programs & Services

Authorized Person Name: Penny Lilburn

Authorized Person's Title: Executive Director

Address: 3102 E. Highland Ave.

City/State/Zip: Patton / Calif. / 92369

Phone: 909-862-8104

Fax: 909-862-8196

Email: PLilburn@aol.com

Application Contact Person's Name: Penny Lilburn

Application Contact Person's Title: Executive Director

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

The mission of the Highland Senior Center is to "enrich, maintain and protect the quality of life for Senior Adults." 2) Our purpose is to provide quality programs, activities and service to enrich their quality of living by focusing on physical fitness, social interaction, nutritional meals, food bank, education and assisted transportation as well as "free shuttle" service to and from the center as well and community outings. 3) Seniors served monthly range on average from 6,000 to 12,000. 4) The Highland Senior Center is in its 43rd year of success 5) Our funding sources come from community donations, seniors financial support, night/weekly events, grants, newsletter advertising, thrift store sales, community donations, fundraisers as well as individual contributions. The center has been not had a community fundraiser in the past three years due to the Covid Pandemic. We are fully operational and hope to resume all fundraisers.

Exhibit 2: Project Information

Project Title:

Senior Services & Programs

Project Address:

3102 E. Highland Ave., Patton, CA 92369

County Supervisorial District where project will be located:

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

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

Expansions of Service to an Existing Project

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

Our center continues to expand it's many services and Programs. This year we have been able to open fully and continue with programs and expand our services to Grab & Go lunch and Dinner meals as well as deliver meals daily to homebound Seniors. Our home meal delivery program increased over last year by 60%. This service will continue along with other services.

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

High-22-1-02A-1219

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

No

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

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

The Highland Senior Center continues to meet the County-Wide Vision by continuing to provide quality programs, activities and services specifically designed to meet the needs of the senior community by continuing quality of life. Our social programs allow daily interaction, and many services are provided to help eliminate hunger, depression and loneliness. Our Senior Center has adopted the Grab & Go program, offered services designed to help seniors remain in their homes as well as providing activities to encourage them to come to the senior center. Seniors can patriciate in free food commodities, Grab & Go meals, Transportation Assisted rides to vital appointments, free shuttle services, provide resource services and help maintain their basic needs to continue their independence.

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

The Highland Senior Center borders the cities of Highland and San Bernardino. Although they are the primary cities served, the center serves many seniors from most cities of the Inland Empire due to the number of programs and services offered that most Senior Centers do not offer.

Exhibit 3: Community Needs and Target Population (continued)

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

The Highland Senior Center will not decline services or event participation to any senior regardless where they live, however, the majority who benefit from the services provided reside in the City of Highland. Seniors DO NOT have to be a member in order to participate.

HUD Demographics: *(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?

  Yes
- Does this project primarily help persons with disabilities?

  Yes

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

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

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

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

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

Our ongoing needs assessment continues to identify the most significant problems seniors face, now more then ever which are depression, loneliness, anxiety and lack of social interaction. The center and its programs, activities and services offer help to alleviate such problems post COVID. We remain diligent with daily phone calls, delivery services and transportation while operating routinely.

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

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

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

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

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: ($)	**Other Source: ($)**
Personnel	$20,000.00	$203,000.00
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent	$5,000.00	$10,000.00
Insurance		
Consumable Supplies		
Other		
Total Costs	$25,000.00	$213,000.00
Total Project Budget Cost: *(CDBG Share + Other Source)*		$238,000.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount ($):	Date Available: *(11/22/2016)*
Federal Funding			
State Funding		$0.00	
County Funding	Department of Aging, Inc	$47,000.00	06/01/2023
Private Funding	Fundraiser - In house	$120,000.00	06/01/2023
Other:	Omintrans / measure I	$46,000.00	06/01/2023
	Total Leveraging Funds	$213,000.00	

Exhibit 5: Performance and Outcomes

Definitions:

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

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

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

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

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Daily Recreational & Social activity	800	9600
Commodities / Lunch & Dinners	450	4800
Assisted Transporation Services	175	5200

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

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

Each day is outlined in our monthly newsletter twhich we mail out directly to membership. The center also promotes all programs and upcoming events through our web-site, e-blast, flyers and calendar entries.

Describe how your agency determines client(s) success.

Growth and participation is a continuing sign of success now that the Pandemic is mostly behind us. Programs continue to be monitored monthly, evaluated and planned accordingly.

Describe your methodology to evaluate project outcomes.

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

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2023 – June 30, 2024). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

Each month our goals our met and are generally exceeded due to a large amount of activity and programs. At the end of each month, we compile a monthly report that shows the amount of participation the center has as well as the activity's and programs provided. The center operations daily and also allows for night time activity for special events, dinner shows and outside meetings for community groups. During the shut down of COVID, the center still continued to serve a high volume of seniors and we now see increases monthly.

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	$2,100.00
08/01/2023	$2,100.00
09/01/2023	$2,100.00
10/01/2023	$2,100.00
11/01/2023	$2,100.00
12/01/2023	$2,100.00
01/01/2024	$2,100.00
02/01/2024	$2,100.00
03/01/2024	$2,100.00
04/01/2024	$2,100.00
05/01/2024	$2,100.00
06/30/2024	$1,900.00
Total Reimbursement: ($)	$25,000.00

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

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

Ex. Dir - Oversee budgets, Vol., board. 5 Staff oversee programs and volunteers which help with programs, lunches, classes, transportation

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

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

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

As long as the center can continue to provide the programs/services/meals/rides to community seniors without going into a deficit, we will continue to provide for and advocate for community seniors

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

No

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

No

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

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

Martha Zepeda
Deputy Executive Officer

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

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: Highland District Council On Aging, Inc. DA Highland Senior Center	Federal Tax ID No.: 95-3374790
Mailing Address: P.O. Box 948, Highland, CA 92346	Phone No.: **(909) 862-8104**
Email Address: HighSenCtr@aol.com	Fax No: **(909) 862-8196**
Authorized Signature	
Print Name: Diane Harvey	Print Title: **Board President**
Signature: E-signature page attached with Board President signature	Date: 12/01/2022

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

CDBG Application Checklist
(Non-Profit Organizations Only)

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

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

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

Fiscal Year 2023– 2024

HIGH23PS-051

Log Number
(Office Use Only)

San Bernardino County
Fiscal Year 2023 - 2024
Public Services Program Application

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

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

Exhibit 1: Organization Information

Organization Name:
Highland Family YMCA

Organization Address:
7793 Central Ave

City/State/Zip: Highland / CA / 92346

Phone: 909-425-9622

Fax:

Email: dthorne@ymcaeastvalley.org

Applicant Type: Public Service

Authorized Person Name: Darwin Barnett

Authorized Person's Title: Chief Executive Officer

Address: 500 E. Citrus Ave

City/State/Zip: Redlands / Ca / 92374

Phone: 909-798-9622

Fax:

Email: dbarnett@ymcaeastvalley.org

Application Contact Person's Name: Doug Thorne

Application Contact Person's Title: Chief Financial Officer

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

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

Exhibit 2: Project Information

Project Title:

2023-2024 Scholarship Fund

Project Address:

7793 Central Ave

County Supervisorial District where project will be located:

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

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

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

Highland Family YMCA'S goal is to extend the opportunity to all in the community to achieve goals for a healthier lifestyle with aims to eliminate the financial barriers prohibiting families and individuals from engaging in wellness programs. In 2021-2022 the Highland Family YMCA served over 4,000 members and awarded $92,450 in scholarship funds to families and is consistently striving to grow our impact among the community.

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

HIGH-17-2-05Z/2443

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

No

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

Not applicable. For 2023-24 Scholarship project's purpose is to improve accessibility, resources for health, youth development, and social responsibility programs. The ultimate goal is to build a healthier generation by creating opportunity for all to participate in life-changing programs via our Financial Assistance Program

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

The 2023-2024 Scholarship project's purpose is to improve accessibility to health and wellness resources. One in four residents in the East Valley area live below the poverty line and our financial assistance program aims at reducing this gap among the residents of Highland. The ultimate goal is to build healthy communities together by creating access to wellness programs and connections to healthy resources.

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

Highland

Exhibit 3: Community Needs and Target Population (continued)

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

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

HUD Demographics: *(Yes/No)*

- Does this project help prevent homelessness?

  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

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

The Highland Family YMCA extends an opportunity for all families and community members to improve their health and well-being. It aims to instill healthy habits that last a lifetime. The Y aims to close the gaps and eliminate the barriers that stand in the way of healthy living. Through preventative and enriching programming we are able to serve the community of Highland and it's surrounding cities. The Highland Family YMCA works with 7 after school sites within Highland and has served over 400 youth basketball participants, over 400 youth in our itty bitty sports and over 700 dance/gymnastic participants in the year of 2021-2022.For 2021- 2022 our Adventure Day Camp served over 700 students of San Bernardino, Highland, and Redlands where we provide a safe, encouraging environment for our youth to thrive while on break. Through all our dedicated efforts and financial resources the Y is able to push our cause forward to strengthen community

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

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

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

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

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

At the YMCA, 33 percent of our members rely on financial assistance to participate in our health and wellness programs. Whether it is providing quality child care services, youth recreational programs or simply access to group exercise classes and fitness equipment. Within our childcare programs, we serve balanced, nutritious meals to each child enrolled. No individual is turned away due to an inability to pay.

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

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

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: ($)	**Other Source: ($)**
Personnel		
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent		
Insurance		
Consumable Supplies		
Other Scholarships/Financial Assista	$15,000.00	
Total Costs	$15,000.00	$0.00
Total Project Budget Cost: *(CDBG Share + Other Source)*		$15,000.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested ($): (This amount should match the grand total requested from CDBG Share)
Highland	$15,000.00

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	2023-2024	$15,000.00	07/01/2023
Private Funding			
Other:	Operating Fund- Scholarships	$92,384.00	07/01/2023
	Total Leveraging Funds	$107,384.00	

Exhibit 5: Performance and Outcomes

Definitions:

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

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

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

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

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
2023-2024 Scholarships Awarded	3180	17229

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

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

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

Describe how your agency determines client(s) success.

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

Describe your methodology to evaluate project outcomes.

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

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2023 – June 30, 2024). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

45% of scholarships will be awarded by November 30, 2023, 65% by February 28, 2024, 91% by May 30, 2024 and 100% by June 30th 2024.

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

Date of Reimbursement:	Amount ($):
08/08/2023	$1,300.00
09/08/2023	$1,300.00
10/08/2023	$1,300.00
11/08/2023	$1,300.00
12/08/2023	$1,200.00
01/08/2024	$1,200.00
02/08/2024	$1,200.00
03/08/2024	$1,200.00
04/08/2024	$1,200.00
05/08/2024	$1,200.00
06/08/2024	$1,200.00
07/08/2024	$1,400.00
Total Reimbursement: ($)	$15,000.00

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

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

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

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

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

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

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

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

No

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

No

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

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

Martha Zepeda
Deputy Executive Officer

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

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: YMCA of the East Valley	Federal Tax ID No.: 95-1684787
Mailing Address: 7793 Central Ave Highland, CA 92346	Phone No.: **(909) 425-9622**
Email Address: dthorne@ymcaeastvalley.org	Fax No:
Authorized Signature	
Print Name: Darwin Barnett	Print Title: **CEO**
Signature: Darwin Barnett CEO	Date: 11/30/2023

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

CDBG Application Checklist
(Non-Profit Organizations Only)

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

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

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

Fiscal Year 2023– 2024

HIGH23PS-057

Log Number
(Office Use Only)

San Bernardino County
Fiscal Year 2023 - 2024
Public Services Program Application

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

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

Exhibit 1: Organization Information

Organization Name:
San Bernardino County Library

Organization Address:
268 W. Hospitality Lane 3rd Floor

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

Phone: 909-387-2220

Fax: 909-387-2288

Email: Melanie.Orosco@lib.sbcounty.gov

Applicant Type: CDBG Funding

Authorized Person Name: Melanie Orosco

Authorized Person's Title: County Librarian

Address: 268 W. Hospitality Lane 3rd Floor

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

Phone: 909-387-2220

Fax: 909-387-2288

Email: Melanie.Orosco@lib.sbcounty.gov

Application Contact Person's Name: Ina Feeney

Application Contact Person's Title: Regional Manager

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

The San Bernardino County Library System is a network of branch libraries that serve a diverse population over a vast geographic area. We strive to provide equal access to information, technology, programs, and services for all the people who call San Bernardino County home. Our Adult Literacy Program has been in place over 30 years, allowing us to help those struggling with illiteracy in our communities. We are supported with funds from the State and the County through this Current Fiscal Year from July 2022-June 2023

Exhibit 2: Project Information

Project Title:

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

Project Address:

7863 Central Avenue, Highland, CA 92346

County Supervisorial District where project will be located:

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

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

Expansions of Service to an Existing Project

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

We are expanding our services for the individuals who are in our Adult Literacy Program. Moving forward we hope to continually increase the quality of materials and services that the Highland Branch is able to provide. See attached document for more detailed explanation.

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

HIGH-16-1-05Z/1533

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

No

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

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

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

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

Highland

Exhibit 3: Community Needs and Target Population (continued)

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

Highland

HUD Demographics: *(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

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

The San Bernardino County Library (SBCL), Highland Branch Adult Literacy Services Program will provide programming and instruction for low-to-moderate income illiterate adults and senior residents of Highland. Individualized tutoring and one-on-one Literacy instruction (reading, spelling, and basic computer skills) will be provided to qualifying adult participants during Fiscal Year 23-24. Library Adult Literacy Services are provided free of charge to all learners participating in the program. Direct services and assistance are provided by Library staff as well as a ream of trained Literacy Tutors. Dedicated tutoring space and special Adult Literacy Program materials (leveled student readers, workbooks, dictionaries, GED Test Prep packets) are provided to participating learners at no charge. Learners are strongly encouraged to attend free Basic Computer Skills Classes taught in the library. Those with young children are encouraged to attend Early Learning and Preschool Storytime Activities to foster a love of reading and ensure school-age readiness. The Highland Branch is dedicated in improving the literacy rates in the Highland community.

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

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

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

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

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

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

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

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

Exhibit 4: Project Budget & Sources

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

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount ($):	Date Available: *(11/22/2016)*
Federal Funding			
State Funding	California State Library Literacy Servic	$5,000.00	08/01/2023
County Funding	County	$40,000.00	07/01/2023
Private Funding			
Other:			
	Total Leveraging Funds	$45,000.00	

Exhibit 5: Performance and Outcomes

Definitions:

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

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

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

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

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Literacy Tutoring	35	305

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

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

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

Describe how your agency determines client(s) success.

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

Describe your methodology to evaluate project outcomes.

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

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2023 – June 30, 2024). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

As mandated by the California State Library Literacy Services (CLLS), individual adult learners are required to list one or more personal Literacy goals via the Roles & Goals Intake Form. 75% of total Highland Adult Literacy Program learners are anticipated to achieve one or more of their person goals set during program year 22-23. We plan to meet 25% of our tutor/learner pairing goal each quarter; 25% by October 1st, 50% by January 1st, 75% by April 1st, and 100% by June 30th.

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

Date of Reimbursement:	Amount ($):
10/01/2023	$2,500.00
01/01/2024	$2,500.00
04/01/2024	$2,500.00
06/30/2024	$2,500.00
Total Reimbursement: ($)	$10,000.00

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

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

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

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

We have been funded for the Adult Literacy Program and administrating CDBG grants and funds since 1984.

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

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

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

No

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

No

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

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

Martha Zepeda
Deputy Executive Officer

E-Signature Authorization
San Bernardino County
Community Development and Housing Departmemt
Community Development Block Grant
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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: San Bernardino County Library	Federal Tax ID No.: 95-6002748
Mailing Address: 268 W. Hospitality Lane 3rd Floor, San Bernardino CA, 92415	Phone No.: **(909) 387-2220**
Email Address: Ina.Feeney@lib.sbcounty.gov	Fax No: **(909) 387-2288**
Authorized Signature	
Print Name: Melanie Orosco	Print Title: **County Librarian**
Signature: Melanie Orosco County Librarian	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

CDBG Application Checklist
(Non-Profit Organizations Only)

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

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

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

STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: February 14, 2023

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer CZ
Lawrence Mainez, Community Development Director
Maricela Marroquin, City Attorney

PREPARED BY: Matt Bennett, Assistant Public Works Director

SUBJECT: A Resolution of the City Council of the City of Highland approving Security Agreement, Assignment of Rents, and Cooperative Agreement between the City of Highland and Lumar Devco IV, LLC, MG Gasoline, Inc., and YN Properties, LLC for the design and construction of a traffic signal and other public improvements along Base Line between Buckeye Street and SR-210 and making a finding that no further environmental review is required under California Environmental Quality Act guidelines Section 15162

RECOMMENDATION: It is recommended that the City Council:

1) Open and conduct a public hearing regarding the proposed economic subsidy in the amount of up to $250,000 pursuant to Government Code section 53083;
2) Adopt the Resolution Approving the Security Agreement, Assignment of Rents and Cooperative Agreement between the City of Highland; Lumar Devco IV, LLC, a California limited liability company; MG Gasoline, Inc., a California corporation and YN Properties, LLC, a California limited liability company;
3) Authorize the Mayor to sign the final version of the Agreement, subject to review and approval by the City Attorney; and
4) Authorize the Mayor to sign the final version of the Agreement, subject to review and approval by the City Attorney.

FISCAL IMPACT: Funds were allocated from 2007 Bond Fund Balance for the design, construction, and construction engineering of a raised landscape median and traffic signal improvements along Base Line 150 feet east of Buckeye Street as per the Security Agreement, Assignment of Rents, and Cooperative Agreement.

Approved _____	Motion _____	Second _____	Agenda Item No. 13
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

The City's cost for the mentioned phases of work was estimated not to exceed $250,000. Lumar Devco IV, LLC has provided supporting documentation to support the estimated cost.

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: Lumar Devco IV, LLC ("Developer") applied for a conditional use permit (CUP 21-001), lot line adjustment (LLA 21-001), and design review (DRA 21-001) (collectively, "Land Use Entitlements") to construct two drive-thru restaurants on the property located at the northeast corner of Buckeye Street and Base Line ("Project"). The Project will be located on vacant land identified as San Bernardino County Tax Assessor's Parcel Numbers ("APN") 1200-421-02 and 1200-421-03 owned by Developer. Developer's property is across the street from (1)real property (APN 1200-051-16) owned by YN Properties, LLC that is improved with a Starbucks (27615 Base Line) and a Popeyes (27617 Base Line), and (2) the real property (APN 1200-051-17) owned by MG Gasoline Inc. that is improved with a Chevron Gas Station/Mini Mart/Carwash/Oil Change (27627 Base Line). YN Properties, LLC and MG Gasoline Inc. will be referred to collectively as the "South Side Developments".

On January 18, 2022, the Highland Planning Commission adopted Resolution No. 2022-003 approving the Land Use Entitlements for the Project. The Project approval was conditioned on Developer constructing a traffic signal at the intersection of Base Line and the Project entrance aligned with the South Side Developments' driveway to the south, and construction of other public improvements along Base Line including median modifications. The Public Improvements are not identified as a Capital Improvement Project by the City; however, City is agreeing to undertake the construction of the Public Improvements as set forth herein at the request of the Developer. The South Side Developments will benefit from the construction of these improvements and therefore agree to pay the majority of the cost to construct. Developer and the City desire to collaborate in the design and construction of said improvements in order to encourage the completion and successful operation of the Project that will provide substantial economic benefits to the City. The City will take the lead in the construction management for the Project. The Agreement does not require the City to pay any funds to Developer as an economic development subsidy, but only for the City to pay for certain public improvements related to median modifications for the Project.

The Security Agreement, Assignment of Rents, and Cooperative Agreement has been reviewed by each entity's Attorney, and all parties are in substantial agreement. Once the City Attorney approves as to form, the Agreement will be fully executed.

Attachments:
1. Vicinity Map
2. Resolution No. 2023-XXX
3. Security Agreement, Assignment of Rents, and Cooperative Agreement Between the City of Highland and Lumar Devco IV, LLC, MG Gasoline Inc., and YN Properties, LLC



VICINITY MAP

RESOLUTION NO. 2022-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND APPROVING SECURITY AGREEMENT, ASSIGNMENT OF RENTS, AND COOPERATIVE AGREEMENT BETWEEN THE CITY OF HIGHLAND AND LUMAR DEVCO IV, LLC, MG GASOLINE INC., AND YN PROPERTIES, LLC FOR THE DESIGN AND CONSTRUCTION OF A TRAFFIC SIGNAL AND OTHER PUBLIC IMPROVEMENTS ALONG BASE LINE BETWEEN BUCKEYE STREET AND SR-210 AND MAKING A FINDING THAT NO FURTHER ENVIRONMENTAL REVIEW IS REQUIRED UNDER CALIFORNIA ENVIRONMENTAL QUALITY ACT GUIDELINES SECTION 15162

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES RESOLVE AS FOLLOWS:

Section 1. **Background.**

(a) Lumar Devco IV, LLC ("Developer") applied for a conditional use permit (CUP 21-001), lot line adjustment (LLA 21-001), and design review (DRA 21-001) (collectively, "Land Use Entitlements") to construct two drive thru restaurants on the property located at the northeast corner of Buckeye Street and Base Line ("Project"). The Project will be located on vacant land identified as San Bernardino County Tax Assessor's Parcel Number ("APN") 1200-421-02 and 1200-421-03 owned by Developer. Developer's property is across the street from (1) the real property (APN 1200-051-16) owned by YN Properties, LLC that is improved with a Starbucks (27615 Base Line) and a Popeyes (27617 Base Line), and (2) the real property (APN 1200-051-17) owned by MG Gasoline Inc. that is improved with a Chevron Gas Station/Mini Mart/Carwash/Oil Change (27627 Base Line). YN Properties, LLC and MG Gasoline Inc. will be referred to collectively as the "South Side Developments".

(b) On January 18, 2022, the Highland Planning Commission adopted Resolution No. 2022-003 approving the Land Use Entitlements for the Project. The Project approval was conditioned on Developer constructing a traffic signal at the intersection of Base Line and the Project entrance aligned with the South Side Developments' driveway to the south, and other public improvements along Base Line including a median.

Section 2. **Public Improvements.**

(a) The Land Use Entitlements require the following public improvements to be constructed along Base Line ("Public Improvements"):

1) New traffic signal on Base Line at the Project entrance aligned with the South Side Development's driveway;

2) Relocation of utilities that front Base Line; if found to be in conflict with the proposed improvements;

3) Civil work to construct curbs, gutters, ADA ramps and sidewalks on both the north and south sides of Base Line;

4) Driveway work at each of the properties (Developer's property and the South Side Developments' shared driveway) to tie the drive approaches;

5) Removal of the existing banner poles on both sides of Base Line;

6) Median modifications, including a raised landscaped and hardscaped median and let turn pocket; and

7) Interconnect work between the traffic signals of Base Line/ Church Avenue and Base Line/ Seine Avenue.

(b) The City has estimated that the cost for the design and construction of the Public Improvements will be approximately $1,250,772.00. The City shall contribute $228,772.00 towards the cost to construct the median improvements. In no event shall the City's cost to construct the median improvements exceed $250,000.00. The Developer and South Side Developments shall pay for the remainder of the costs of the Public Improvements as set forth in the Security Agreement, Assignments of Rents and Cooperative Agreement Between the City of Highland and Lumar Devco IV, LLC, MG Gasoline Inc., and YN Properties, LLC For the Design and Construction of a Traffic Signal and Other Public Improvements Along Base Line Between Buckeye Street and SR-210 ("Cooperative Agreement").

Section 3. **Cooperative Agreement.**

(a) The City's obligations under the Cooperative Agreement would provide economic development assistance with public improvements subsidy and requires compliance with Government Code Section 53083.

(b) Pursuant to Government Code Section 53803(b), before granting an economic development subsidy, a local agency shall provide public notice and a hearing regarding the economic development subsidy.

(c) Pursuant to Government Code section 53803(a) before approving any economic development subsidy, a local agency shall provide all of the following information in written form available to the public, and through its Internet Web site, if applicable:

1) The name and address of all corporations or any other business entities, except for sole proprietorships, that are the beneficiary of the economic development subsidy, if applicable;

2) The start and end dates and schedule, if applicable, for the economic development subsidy;

3) A description of the economic development subsidy, including the estimated total amount of the expenditure of public funds by, or of revenue lost to, the local agency as a result of the economic development subsidy;

4) A statement of the public purposes for the economic development subsidy;

5) Projected tax revenue to the local agency as a result of the economic development subsidy; and

6) Estimated number of jobs created by the economic development subsidy, broken down by full-time, part-time, and temporary positions.

Section 4. **California Environmental Quality Act Findings.** The City Council of the City of Highland makes the following environmental findings and determinations in connection with the approval of the Project:

(a) On January 18, 2022, the City of Highland Planning Commission adopted a Mitigated Negative Declaration ("MND") for the Project. Pursuant to California Environmental Quality Act ("CEQA") (Cal. Pub. Res. Code § 21000 et seq.) and Section 15162 of the State Guidelines (the "Guidelines") (14 Cal. Code Regs. § 15000 et seq.), staff considered the potential environmental impacts of the construction of the Public Improvements. Staff reviewed the MND for the Project that was approved by the Planning Commission on January 18, 2022, including the impacts and mitigation measures identified therein. Based on that review, staff determined that the design and construction of the Public Improvements is a component of the Project and was analyzed in the MND for the Project. The construction of the Public Improvements would not satisfy any of the conditions described in CEQA Guidelines Section 15162 that warrant preparation of a Supplemental or Subsequent MND. As such, the City Council has determined that no further environmental review is required.

(b) The custodian of records of the MND, and all other materials that constitute the record of proceedings upon which the City Council determination is based, is the Community Development Department of the City of Highland. Those documents are available for public review in the Community Development Department located at 27215 Base Line, Highland, California 92346.

Section 5. **Approval of Cooperative Agreement.**

(a) The Cooperative Agreement does not require the City to pay any funds to Developer as an economic development subsidy but only for the City to pay for certain public improvements for the Project.

(b) The City Council finds and determines that performance of the City's obligations under the Cooperative Agreement, in order to assist in the development of the public improvements for the Project, will promote the public health, safety, and welfare of the people in the City and will be of substantial economic benefit to the City based on the following:

1) The Project will generate new short term and long term quality employment opportunities within the City. The Project is located on property that is currently vacant. Developer is expected to employ approximately 60 persons in the construction of the Project. Developer expects the Project will generate long term employment for approximately 40 to 50 people after the Project is built out and fully leased.

2) The Project will expand and enhance the City's tax base through increased property values and consumer purchasing. The Project will generate new sales tax revenues in the annual amount of approximately $30,000, and the City's current share of property tax at $5,600 will also increase after the development of the Project is complete to an annual contribution of approximately $18,000 that will assist the City in funding public services for the residents and businesses within the City.

3) The Project preserves and enhances the job/housing balance described in the City's General Plan.

4) The Project will develop new and expanded commercial and business opportunities within the City.

5) The Project will promote the stability and diversification of the City's economy.

(c) On February 14, 2023, the City Council held a duly noticed public hearing on the proposed terms of this Agreement and the economic development subsidy in accordance with the requirements of Government Code Section 53083. The information described in Government Code Section 53083(a) was posted on the City's website at least ten days prior to the public hearing. The City provided notice of the public hearing in compliance with Government Code Section 53083(b).

(d) The Cooperative Agreement is a contract within the meaning of Section 53511(a) of the California Government Code and therefore subject to a validation action pursuant to Section 860 of the California Code of Civil Procedure.

(e) The Mayor is hereby authorized to execute the Cooperative Agreement. The City Manager is authorized to take action to effectuate the purposes of the Cooperative Agreement.

Section 6. **Certification.** The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Highland on this 14th day of February, 2023.

_____
Larry McCallon, Mayor

ATTEST:

_____
Betty Hughes, CMC, City Clerk

RECORDING REQUESTED BY:

City of Highland, a municipal corporation

AND WHEN RECORDED RETURN TO:

City of Highland
Attention: Office of the City Clerk
27215 Base Line
Highland, California 92346

Exempt from filing fees pursuant to Government Code section 6103.

[SPACE ABOVE FOR RECORDER'S USE ONLY]

[Assessor's Parcel Numbers 1200-421-02, 1200-421-03, and 1200-051-17

SECURITY AGREEMENT, ASSIGNMENT OF RENTS, AND COOPERATIVE AGREEMENT BETWEEN THE CITY OF HIGHLAND AND LUMAR DEVCO IV, LLC, MG GASOLINE INC., AND YN PROPERTIES, LLC FOR THE DESIGN AND CONSTRUCTION OF A TRAFFIC SIGNAL AND OTHER PUBLIC IMPROVEMENTS ALONG BASE LINE BETWEEN BUCKEYE STREET AND SR-210

THIS AGREEMENT is made and effective as of February 14, 2023 ("Effective Date") by and between the City of Highland, a municipal corporation ("City"), Lumar Devco IV, LLC, a California limited liability company, MG Gasoline Inc., a California corporation, and YN Properties, LLC, a California limited liability company. In consideration of the mutual covenants set forth in this Agreement, the parties hereto agree as follows:

1. **Recitals**. This Agreement is made with respect to the following facts and for the following purposes, which each of the parties acknowledge and agree to be true and correct:

A. Lumar Devco IV, LLC ("Developer") applied for a conditional use permit (CUP 21-001), lot line adjustment (LLA 21-001), and design review (DRA 21-001) (collectively, "Land Use Entitlements") to construct two drive thru restaurants on the property located at the northeast corner of Buckeye Street and Base Line ("Project"). The Project will be located on vacant land identified as San Bernardino County Tax Assessor's Parcel Number ("APN") 1200-421-02 and 1200-421-03 owned by Developer. Developer's property is across the street from (1) the real property (APN 1200-051-16) owned by YN Properties, LLC that is improved with a Starbucks (27615 Base Line) and a Popeyes (27617 Base Line), and (2) the real property (APN 1200-051-17) owned by MG Gasoline Inc. that is improved with a Chevron Gas Station/Mini Mart/Carwash/Oil Change (27627 Base Line). YN Properties, LLC and MG Gasoline Inc. will be referred to collectively as the "South Side Developments".

B. On January 18, 2022, the Highland Planning Commission adopted Resolution No. 2022-003 approving the Land Use Entitlements for the Project. The Project approval was conditioned on

Developer constructing a traffic signal at the intersection of Base Line and the Project entrance aligned with the South Side Developments' driveway to the south, and other public improvements along Base Line including a median.

C. The Public Improvements, as defined in Section 2 below, are not identified as a Capital Improvement Project by the City. The City agreed to undertake the construction of the Public Improvements as set forth herein at the request of the Developer.

D. The South Side Developments will benefit from the installation of the traffic signal, median and other public improvements and have agreed to pay a portion of the cost of these improvements.

E. Developer and the City desire to coordinate the design and construction of the traffic signal and related public improvements in order to encourage the completion and successful operation of the Project that will provide substantial economic benefits to the City. The Agreement does not require the City to pay any funds to Developer as an economic development subsidy but only for the City to pay for certain public improvements for the Project.

F. The City Council finds and determines that performance of the City's obligations under this Agreement, in order to assist in the development of the public improvements for the Project, will promote the public health, safety, and welfare of the people in the City and will be of substantial economic benefit to the City based on the following:

1) The Project will generate new short term and long term quality employment opportunities within the City. The Project is located on property that is currently vacant. Developer is expected to employ approximately 60 persons in the construction of the Project. Developer expects the Project will generate long term employment for approximately 40 to 50 people after the Project is built out and fully leased.

2) The Project will expand and enhance the City's tax base through increased property values and consumer purchasing. The Project will generate new sales tax revenues in the annual amount of approximately $30,000, and the City's current share of property tax at $5,600 will also increase after the development of the Project is complete to an annual contribution of approximately $18,000 that will assist the City in funding public services for the residents and businesses within the City.

3) The Project preserves and enhances the job/housing balance described in the City's General Plan.

4) The Project will develop new and expanded commercial and business opportunities within the City.

5) The Project will promote the stability and diversification of the City's economy.

G. On February 14, 2023, the City Council held a duly noticed public hearing on the proposed terms of this Agreement and the economic development subsidy in accordance with the requirements of Government Code Section 53083. The information described in Government Code Section 53083 was posted on the City's website at least ten calendar days prior to the public hearing.

H. This Agreement is a contract within the meaning of Section 53511(a) of the California Government Code and therefore subject to a validation action pursuant to Section 860 of the California Code of Civil Procedure.

2. Construction of Certain Public Improvements on Base Line.

A. The Land Use Entitlements require the following public improvements to be constructed along Base Line ("Public Improvements"):

1) New traffic signal on Base Line at the Project entrance aligned with the South Side Development's driveway;

2) Relocation of utilities that front Base Line; if found to be in conflict with the proposed improvements;

3) Civil work to construct curbs, gutters, ADA ramps and sidewalks on both the north and south sides of Base Line;

4) Driveway work at each of the properties (Developer's property and the South Side Developments' shared driveway) to tie the drive approaches;

5) Removal of the existing banner poles on both sides of Base Line;

6) Median modifications, including a raised landscaped and hardscaped median and let turn pocket; and

7) Interconnect work between the traffic signals of Base Line/ Church Avenue and Base Line/ Seine Avenue.

The general location of the Public Improvements are more particularly shown on Attachment "A".

B. The City shall design the Public Improvements and prepare plans and specifications for construction of the Public Improvements.

C. The City shall construct in the Public Improvements in accordance with City Standards and the plans and specifications approved by the City Engineer.

D. Developer and South Side Developments acknowledge that because the City is undertaking the construction of the Public Improvements, the utility relocation costs will be borne by the utility companies unless the utilities are able to demonstrate prior rights. Notwithstanding the foregoing, the Public Improvement Cost (as defined in Section 7 below), includes the estimated cost for utility relocation. If the utility relocation costs cause the costs to exceed the Public Improvement Cost (as defined in Section 7 below), Developer shall within seven business days either (1) agree in writing to pay for any excess utility relocation costs, or (2) notify the parties that it is no longer proceeding with the construction of the Project and construction of the Public Improvements.

3. Bonds.

A. The contractor for the Public Improvements shall post a performance bond and labor and

improvements bond.

4. Maintenance of Public Improvements.

A. Developer shall pay for the maintenance, and electricity costs and expenses for the Public Improvements fronting on the Project, including, but not limited to, the median, and landscaping to the extent not maintained by the City, but specifically excluding the Public Improvements fronting the South Side Developments.

B. Developer and the South Side Developments shall pay for the maintenance and replacement of any improvements that are constructed by the City on their respective properties.

5. Findings Concerning Inapplicability of Prevailing Wages.

A. Labor Code Section 1720(c)(2) provides that:

> "If the state or a political subdivision requires a private developer to perform construction, alteration, demolition, installation, or repair work on a public work of improvement as a condition of regulatory approval of an otherwise private development project, and the state or political subdivision contributes no more money, or the equivalent of money, to the overall project than is required to perform this public improvement work, and the state or political subdivision maintains no proprietary interest in the overall project, then only the public improvement work shall thereby become subject to this chapter."

B. The City finds and determines that:

1) The Land Use Entitlements for the Project require Developer to construct certain off-site public improvements for the Project on Base Line between Buckeye Street and SR-210;

2) The City has contributed no more money, or the equivalent of money, to the overall Project than is required to perform this public improvement work; and

3) The City will not obtain or maintain any proprietary interest in the overall Project.

C. Therefore, based on the above findings in Subparagraph B, the City and Developer have determined that:

1) Prevailing wages pursuant to Labor Code Section 1720 et. seq. shall be paid for the construction of the Public Improvements described in this Agreement; and

2) Prevailing wages are not required to be paid on the private improvements for the Project in accordance with to Labor Code Section 1720(c)(2).

D. Developer hereby represents to City that it understands and acknowledges the relationship of the City's obligation to design and construct the Public Improvements pursuant to this Agreement and the potential impact on the application of prevailing wages to development of the Project. Accordingly, Developer on behalf of itself and its successors in interest, hereby expressly and knowingly waive its respective rights under Labor Code Sections 1726 and 1781 to seek recovery against the City of any prevailing wage liabilities they may incur based upon this Agreement.

Developer hereby acknowledges that it has either consulted with legal counsel, or had an opportunity to consult with legal counsel, regarding the prevailing wage issues described herein and the provisions of the California Civil Code section 1542, which provides as follows: "A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party." Developer hereby acknowledges that it may have claims which are presently unknown and unsuspected, and such claims in the future. Nevertheless, Developer hereby acknowledges that this Agreement has been negotiated and agreed upon in light of that situation, and hereby expressly waive any and all rights which they may have under California Civil Code Section 1542, or under any statute or common law or equitable principal of similar effect.

Developer's authorized representatives initials: _____ _____.

6. Representations and Agreements Concerning Use of Project or a Portion of Project for a Motor Vehicle Use or a Big Box Retailer Use.

A. In accordance with the requirements of Government Code Section 53084, Developer hereby agrees on behalf of itself and its successors and assigns, that Developer is not a Vehicle Dealer or a Big Box Retailer that is Relocating from the territorial jurisdiction of one Local Agency to the territorial jurisdiction of the City but within the same Market Area.

1) As used in this section, "Vehicle Dealer" is defined in Government Code Section 53084 and means a retailer that is also a dealer as defined by Section 285 of the Vehicle Code.

2) As used in this section, "Big Box Retailer" is defined in Government Code Section 53084 and means a store of greater than 75,000 square feet of gross buildable area that will generate sales or use tax pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law (Part 1.5 (commencing with Section 7200) of Division 2 of the Revenue and Taxation Code).

3) As used in this Section "Local Agency" is defined in Government Code Section 53084 and means a chartered or general law city, a chartered or general law county, or a city and county.

4) As used in this Section "Market Area" is defined in Government Code Section 53084 and means a geographical area that is described in independent and recognized commercial trade literature, recognized and established business or manufacturing policies or practices, or publications of recognized independent research organizations as being an area that is large enough to support the location of the specific Vehicle Dealer that is relocating. With respect to a Vehicle Dealer, a "Market Area" shall not extend further than 40 miles, as measured by the most reasonable route on roads between two points, starting from the location from which the vehicle dealer is relocating and ending at the location to which the vehicle dealer is relocating.

5) As used in this Section "Relocating" is defined in Government Code Section 53084 and means the closing of a Vehicle Dealer in one location and the opening of a Vehicle Dealer in another location within a 365-day period when a person or business entity has an ownership interest in both the Vehicle Dealer that has closed or will close and the one that is opening. "Relocating" does not mean and shall not include the closing of a Vehicle Dealer because the Vehicle Dealer or Big Box Retailer has been will be acquired or has been or will be closed as a result of the use of eminent domain.

B. In accordance with the requirements of Government Code Section 53084.5, Developer on behalf of itself and its successors and assigns warrants and represents to the City and agrees to the following:

1) This Agreement pertains to Developer's obligations to construct Public Improvements for the Project. The economic development assistance to be provided by the City for the Public Improvements do not extend to the licensees or lessees of the Project.

2) This Agreement will not result, directly or indirectly, in the payment, transfer, diversion, or rebate of any tax revenue resulting from the imposition of a sales and use tax under the Bradley-Burns Uniform Local Sales and Use Tax Law (Part 1.5 (commencing with Section 7200) of Division 2 of the Revenue and Taxation Code) to any person for any purpose.

7. Reimbursement. The City has estimated that the cost for the design and construction of the Public Improvements will be approximately $1,250,772.00 ("Public Improvement Cost"). The City shall contribute $228,772.00 towards the cost to construct the median improvements. In no event shall the City's cost to construct the median improvements exceed $250,000.00.

A. The City agrees to pay for the construction of the Public Improvements with reimbursement from the other parties to the Agreement in the amounts set forth below:

1.	Developer	$543,000.00 (subject to credit by the City Engineer for itemized amounts already spent by Developer on design, engineering and architectural fees and services on the Public Improvements. Any already incurred costs that will be credited towards the Developer's costs shall be approved by the City Engineer).
2.	MG Gasoline Inc.	$464,000.00 (Total capped contribution by this property owner)
3.	YN Properties, LLC	$15,000.00 (Total capped contribution by this property owner)
4.	The City	$228,772.00 (With a not to exceed amount of $250,000.00)

B. Within thirty (30) calendar days of the Effective Date, Developer, MG Gasoline Inc., and YN Properties, LLC shall pay an initial deposit to the City to pay for the City's soft costs (civil engineering and landscape design, architectural project coordination, traffic signal engineering, traffic study and permit support and processing costs) for the Public Improvements in the following amounts:

1.	Developer	$88,000.00 less design costs advanced by Developer, as approved by the City Engineer.

2. MG Gasoline Inc. $52,000.00

3. YN Properties, LLC $15,000.00

C. Developer shall pay to the City the remaining $455,000 owed at the time of bid opening, but no later than the date that the City Council approves the award of the contract ($455,000.00).

D. MG Gasoline Inc. shall have up to four years from the date that the construction of the Public Improvements begins to reimburse the City for remainder of its respective share of the Public Improvement Costs. After the initial deposit is made, MG Gasoline Inc. shall owe the City $412,000.00 plus interest at the LAIF rate. Sixteen quarterly payments (which include interest at the then current LAIF rate), will be due on the following months after construction begins: March 1, June 1, September 1, and December 1. For example, if construction begins on the August 10, then the first quarterly payment would be due on September 1. The quarterly payment amounts will be in the amount of $25,750, plus interest at the then current LAIF rate There shall be no prepayment penalty and MG Gasoline may prepay some or all of the remaining amounts due for its respective shares of the Public Improvement Cost at any time.

E. If Developer or MG Gasoline Inc. fail to make any payment to the City based the schedule set forth in Subsections C and D above, the full amount that is then owed by the delinquent party, plus any accrued interest, shall be due and payable to the City immediately upon notice to the delinquent party.

F. Developer and the South Side Developments acknowledge that the Public Improvement Cost is just an estimate. If the cost to design and construct the Public Improvements exceed the Public Improvement Cost, the City shall not execute any construction contract for the Public Improvements, nor authorize any construction work on the Public Improvements to commence until the final Public Improvement Cost is approved in writing by Developer. After the City issues notice to Developer that it intends to award a contract that exceeds the Public Improvement Cost, Developer shall have fifteen calendar days to approve the final Public Improvement Cost. If the Public Improvement Cost is not approved by Developer with a commitment to pay any excess amount, the City shall not award the contract. Should the Project Improvements not be constructed on account that the costs exceed the Public Improvement Cost, Developer and the South Side Developments acknowledge that the deposit amounts paid to the City as set forth in Subsection B above are not reimbursable except to the extent these amounts have not already been spent by the City.

8. Security.

A. In fulfillment of Developer's obligations hereunder and in order to secure the payments described herein, Developer hereby pledges to the City a security interest in and to: (1) Developer's property identified as APN 1200-421-02 and 1200-421-03; and (2) all of the rents, issues, profits, royalties, revenues, income and other benefits (collectively, the "Rents") derived from Developer's property, whether now due, past due or to become due, and hereby gives to and confers upon the City, either directly or through a receiver, the right, power and authority, but not the obligation, to collect the Rents, and to sue, either in the name of Developer or the City, for all such Rents and to apply the same to the indebtedness secured hereby. Upon the occurrence of a default by Developer in any of its

payments set forth in Section 7 above, and with not less than 30 days prior written notice to Developer by City of its intent to enforce the City's interest pursuant to this assignment of rents, Developer shall have no interest whatsoever in the Rents that are received by Developer after a default, and all such Rents shall be received and held by Developer in constructive trust for the City and delivered promptly to the City, or to a court-appointed receiver for Developer's property. Upon the occurrence of such a default and at any time thereafter during the continuance thereof, the City may, at its option, send any tenant of Developer's Property a notice to the effect that: (a) a default has occurred; (b) the City has elected to exercise its rights under this assignment; and (c) such tenant is thereby directed to thereafter make all payments of Rents to or for the benefit of the City or as the City shall direct. Any such tenant shall be entitled to rely upon any notice from the City and shall be protected with respect to any payment of Rents made pursuant to such notice, irrespective of whether a dispute exists between Developer and the City with respect to the existence of a default or the rights of the City hereunder. Any such tenant shall not be required to investigate or determine the validity or accuracy of such notice or the validity or enforceability of this assignment. Developer hereby agrees to indemnify, defend and hold any such tenant harmless from and against any and all losses, claims, damages or liabilities arising from or related to any payment of Rents by such tenant made in reliance on and pursuant to such notice. In no event shall the City seek to collect any Rents unless there is a default by Developer in the payments identified in Section 7 which remains uncured after the 30 days' notice and opportunity to cure.

B. In fulfillment of its obligations hereunder and in order to secure its payments described herein, MG Gasoline Inc. hereby pledges to the City a security interest in and to: (1) MG Gasoline Inc.'s property identified as 27627 Base Line; (2) all Rents derived from MG Gasoline Inc.'s property, whether now due, past due or to become due, and hereby gives to and confers upon the City, either directly or through a receiver, the right, power and authority, but not the obligation, to collect the Rents, and to sue, either in the name of MG Gasoline Inc. or the City, for all such Rents and to apply the same to the indebtedness secured hereby. Upon the occurrence of a default by MG Gasoline Inc. in any of the payments set forth in Section 7 above, and without the necessity of demand or other notice to MG Gasoline Inc. or any other act to enforce the City's interest pursuant to this assignment, MG Gasoline Inc. shall have no interest whatsoever in the Rents that are received by MG Gasoline Inc. after a default, and all such Rents shall be received and held by MG Gasoline Inc. in constructive trust for the City and delivered promptly to the City, or to a court-appointed receiver for MG Gasoline Inc.'s property, without the necessity for further notice to, or demand upon, MG Gasoline Inc. Upon the occurrence of such a default and at any time thereafter during the continuance thereof, the City may, at its option, send any tenant of MG Gasoline Inc.'s property a notice to the effect that: (a) a default has occurred; (b) the City has elected to exercise its rights under this assignment; and (c) such tenant is thereby directed to thereafter make all payments of Rents to or for the benefit of the City or as the City shall direct. Any such tenant shall be entitled to rely upon any notice from the City and shall be protected with respect to any payment of Rents made pursuant to such notice, irrespective of whether a dispute exists between MG Gasoline Inc. and the City with respect to the existence of a default or the rights of the City hereunder. Any such tenant shall not be required to investigate or determine the validity or accuracy of such notice or the validity or enforceability of this assignment. MG Gasoline Inc. hereby agrees to indemnify, defend and hold any such tenant harmless from and against any and all losses, claims, damages or liabilities arising from or related to any payment of Rents by such tenant made in reliance on and pursuant to such notice.

9. <u>Right of Entry.</u>

A. The City's construction of the Public Improvements will require that the City modify Developer's and YN Properties, LLC's properties to perform the following work: potholing, traffic signal construction, utility relocation, decorative paving, curbs, gutters, sidewalk and ramp construction, drainage, landscaping, irrigation, parking lot lighting and other public and private roadway/ driveway improvements. The City will require access to approximately the first 45 feet of the frontage of Developer's and 30 feet of the frontage of YN Properties, LLC's properties ("Right-of-Entry Area") to perform this work.

B. Developer and YN Properties, LLC agree to grant to the City and the City has agreed to accept from Developer and YN Properties, LLC the temporary non-exclusive right to enter the Right-of-Entry Area in connection with the construction of the Public Improvements, subject to the terms and conditions set forth in Attachment "B."

C. MG Gasoline Inc., has reciprocal access rights to use the western most driveway along Base Line located on YN Properties, LLC's property. MG Gasoline Inc. hereby consents to YN Properties LLC executing the Right of Entry included in Attachment "B." MG Gasoline Inc. hereby fully releases, acquits and discharges the City, its council members, officers, officials, employees, attorneys from any and all claims, actions, demands, liabilities or costs ("Claims") arising out of or related to the City's entry and use of the western most driveway along Base Line in connection with the construction of the Public Improvements, including, without limitation, Claims for compensation, business goodwill and lost income (past or future), severance damages, economic or consequential damages, and other Claims of any kind and nature, by reason of City's construction of the Public Improvements.

10. Tenant Consent.

A. MG Gasoline Inc. and YN Properties, LLC hereby expressly acknowledge that access to their properties will be impacted during the construction of the Public Improvements. Access will be maintained at all times to MG Gasoline Inc.'s property and YN Properties, LLC property through the eastern most driveway along Base Line. The construction activities will be limited to the western most driveway along Base Line, that is on property owned by YN Properties, LLC. The City shall ensure that the half the western most driveway is maintained open during normal business.

B. MG Gasoline Inc. hereby acknowledges that it has notified its tenants of the construction of the Public Improvements and that access to the MG Gasoline Inc. property will be impacted during the construction period. MG Gasoline Inc. hereby agrees to obtain signed copies of the Tenant Consent Form attached hereto as Attachment "C" from each and every tenant that occupies or has the right to possess any portion of the MG Gasoline Inc. property. To the fullest extent permitted by law, MG Gasoline Inc. will indemnify, defend and hold harmless the City, and its elected and appointed councilmembers, officials, officers, boards, commissions, consultants, agents, employees, and attorneys from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs, and expenses (including, without limitation, reasonable attorneys' fees, expert witness fees, disbursements and court costs) of every kind and nature whatsoever brought by any tenant or occupant of any portion of the MG Gasoline Inc. property that may arise out of, result from, or in any matter be related (directly or indirectly) to the construction of the Public Improvements including, but not limited to, any claims for loss of business goodwill, rental or lease adjustments during the construction period, or compensation to the tenant.

C. YN Properties, LLC hereby acknowledges that it has notified its tenants of the construction of the Public Improvements and that access to the YN Properties, LLC property will be impacted during the construction period. YN Properties, LLC hereby agrees to obtain signed copies of the Tenant Consent Form attached hereto as Attachment "C" from each and every tenant that occupies or has the right to possess any portion of the YN Properties, LLC property. To the fullest extent permitted by law, YN Properties, LLC will indemnify, defend and hold harmless the City, and its elected and appointed councilmembers, officials, officers, boards, commissions, consultants, agents, employees, and attorneys from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs, and expenses (including, without limitation, reasonable attorneys' fees, expert witness fees, disbursements and court costs) of every kind and nature whatsoever brought by any tenant or occupant of any portion of the YN Properties, LLC property that may arise out of, result from, or in any matter be related (directly or indirectly) to the construction of the Public Improvements including, but not limited to, any claims for loss of business goodwill, rental or lease adjustments during the construction period, or compensation to the tenant.

11. Indemnification.

A. To the fullest extent permitted by law, Developer shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage, expenses, penalties, liens, losses or injury of any kind, in law or equity, to property or persons, including wrongful death (collectively, "Claims"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to any acts, errors or omissions, or willful misconduct of Developer, its officials, officers, employees, or agents in connection with the performance of Developer's obligations under this Agreement and the Land Use Entitlements, the Project, the validity of this Agreement and its terms, including without limitation the payment of all damages, expert witness fees and reasonable attorney's fees and other related costs and expenses. Developer's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Developer, the City, its officials, officers, employees, agents, or volunteers, and damages shall expressly exclude punitive and consequential damages. The foregoing notwithstanding, Developer's indemnity shall expressly exclude Claims arising from City's acts, failure to act, breach or default, or negligence along with that of its employees, agents and contractors. To the fullest extent permitted by law, the South Side Developments shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage, expenses, penalties, liens, losses or injury of any kind, in law or equity, to property or persons, including wrongful death (collectively, "Claims"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to any acts, errors or omissions, or willful misconduct of the South Side Developments, their officials, officers, employees, or agents in connection with the performance of the their obligations under this Agreement, the validity of this Agreement and its terms, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. The South Side Developments' obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the South Side Development, the City, its officials, officers, employees, agents, or volunteers.

B. The City will and will cause any contractor or subcontractor constructing the Public Improvements to procure or maintain a policy of commercial general liability insurance covering the

construction of the Public Improvements with a single limit of liability (per occurrence and aggregate) of not less than $1,000,000.00, and to deliver to Grantor a certificate of insurance and copy of additional insured endorsement naming Developer and Developer's lender as named additional insured, evidencing that such insurance is in force and effect, and evidencing that Developer and Developer's lender have been named as an additional insured thereunder with respect to the construction of the Public Improvements. .

12. Recordation. Developer and MG Gasoline, Inc. hereby expressly agree that this Agreement can be recorded against their respective properties.

13. Operating Memorandum. The parties acknowledge that changes may be appropriate with respect to the details and performance of the parties under this Agreement. The parties desire to retain a certain degree of flexibility with respect to the details of the administration of the terms of this Agreement. If and when the parties mutually find that nonsubstantive changes, adjustments, or clarifications are appropriate to further the intended purposes of this Agreement, and such are not materially inconsistent with the terms of this Agreement, they may, unless otherwise required by law, effectuate such changes, adjustments, or clarifications without amendment to this Agreement through one or more operating memoranda mutually approved by the City Manager, or designee, on behalf of the City and by any corporate officer, managing member, or other person designated for such purpose in a writing signed by a corporate officer or managing member on behalf of Developer and the South Side Developments, which Operating Memorandum, after execution, shall be attached hereto as addenda and become a part hereof. Any contribution by the City towards the Public Improvement Cost in excess of $250,000.00 shall require approval by the City Council.

14. General.

A. Notices. Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service with return receipt or affidavit of delivery, (ii) delivery by a reputable document delivery service, such as, but not limited to, FedEx, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by a written notice provided in accordance with this Section. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City:
City of Highland
27215 Base Line
Highland, California 92346
Attention: Joseph Hughes

With a copy to:
Richards, Watson & Gershon
350 S. Grand Ave., 37th Floor
Los Angeles, CA 90071
Attention: Maricela Marroquin

To Developer:	Lumar Devco IV, LLC c/o Marinita Development Company 3835 Birch Street Newport Beach, California 92660 Attention: J. Scott Fawcett
To MG Gasoline Inc.:	MG Gasoline, Inc. 2 Dos Rios Irvine, CA 92602 Attention: Oncy Malty
To YN Properties, LLC:	20258 Hwy 18, Suite 430-442 Apple Valley, CA 92307 Attention: Cindy Kim

B. Entire Agreement. This Agreement and the documents referenced herein contain the complete expression of the whole agreement between the parties with respect to the obligations set forth herein, and there are no promises, representations, agreements, warranties or inducements, either expressed verbally or implied, except as are fully set forth herein.

C. Amendment. No alteration, supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all of the parties hereto.

D. Applicable Law/Venue. This Agreement shall be deemed to have been entered into and shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of California. The venue of any legal action relating to this Agreement shall be in the Superior Court of California or U.S. District Court, as applicable, with jurisdiction over the County of San Bernardino.

E. Independent Advice of Legal Counsel. Each party acknowledges that it had the opportunity to retain independent legal counsel of its own choice to review this Agreement and that prior to the execution hereof each party has had the opportunity to review the terms of this Agreement with its counsel and/or advisors and is entering into this Agreement after such review. Developer and the South Side Developments agree that they are not relying on any comments or statements, either oral, written or electronic, made by any elected or appointed officials, employees or agents of the City, except as expressly contained in this Agreement.

F. Validity of Agreement. All parties agree that this Agreement is legal, valid and binding on each party and enforceable in accordance with its terms.

G. Binding on Successors. Except as further provided in this paragraph, this Agreement shall be binding on and inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors, assigns, executors and administrators.

H. Time. Time is of the essence of this Agreement.

I. Force Majeure Delays. Nonperformance of any of the conditions or covenants herein by any party hereto shall be excused when performance is prevented or delayed by reason of any of the following forces reasonably beyond the control of such party: acts of God, strike, war, lockout, labor

trouble, reasonable inability to secure materials or labor, unreasonable delay by a governmental entity in the issuance of any required governmental permit, license or approval, act of nature (including but not limited to hurricane, epidemic or pandemic, earthquake, windstorm, flood, wildfire, or other severe weather or environmental condition) insurrection, riot, casualty, acts of public enemy, governmental restrictions, litigation initiated by a party other than a party hereto or its affiliate, unreasonable acts or failures to act of any governmental agency or entity or unreasonable delays of any contractor, subcontractor or supplier. In such event, nonperformance shall be excused and the time of performance shall be extended only by the number of days the performance is delayed or prevented. The party claiming an exemption under this paragraph for force majeure shall notify the other party as soon as practicable following the force majeure event. A party's lack of financial ability to perform shall not be included as a force majeure delay.

J. Authority to Execute this Agreement. The person or persons executing this Agreement on behalf of a party warrant and represent that they have the authority to execute this Agreement on behalf of the party and has the authority to bind that party to the performance of its obligations hereunder.

DRAFT

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF HIGHLAND,
a municipal corporation

_____

Mayor

Attest:

_____

Betty Hughes, CMC
City Clerk

Approved As to Form:

_____

Maricela Marroquin
City Attorney

DRAFT

LUMAR DEVCO IV, LLC,
a California limited liability company

By:_____
Michael Lundin, Managing Member

By:_____
J. Scott Fawcett, Managing Member

YN PROPERTIES, LLC,
a California limited liability company

By:_____
Cindy Kim, Property Owner Representative

By:_____

MG GASOLINE INC.
a California corporation

By:_____
Oncy Malty, Owner

By:_____

DRAFT

ATTACHMENT "A"
LOCATION OF PUBLIC IMPROVEMENTS

DRAFT



MARINITA COMMERCIAL RESTAURANT PROJECT

LOCATION MAP

ATTACHMENT "B"

RIGHT OF ENTRY AND ACCESS AGREEMENT FOR CONSTRUCTION OF IMPROVEMENTS ALONG BASE LINE BETWEEN BUCKEYE AND SR-210

(Assessor's Parcel Numbers 1200-421-02 and 1200-421-03)

THIS RIGHT OF ENTRY AND ACCESS AGREEMENT FOR CONSTRUCTION OF IMPROVEMENTS ALONG BASE LINE BETWEEN BUCKEYE AND SR-210 (Assessor's Parcel Number 1200-051-16) ("Right of Entry") is made and entered into between City of Highland, a municipal corporation ("City") and Lumar Devco IV, LLC, a California limited liability company ("Grantor"), and is effective as of the date it is fully executed. The City and Grantor are referred to below collectively as the "Parties".

RECITALS

A. The City of Highland is a municipal corporation located in the County of San Bernardino, State of California.

B. Grantor is the record fee owner of the real properties identified as San Bernardino County Tax Assessor's Parcel Numbers ("APNs") 1200-421-02 and 1200-421-03 ("Subject Property").

C. Grantor applied for a conditional use permit (CUP 21-001), lot line adjustment (LLA 21-001), and design review (DRA 21-001) (collectively, "Land Use Entitlements") to construct two drive thru restaurants ("Grantor's Project") on the Subject Property. On January 18, 2022, the Highland Planning Commission adopted Resolution No. 2022-003 approving the Land Use Entitlements for Grantor's Project. Grantor's Project approval was conditioned on Grantor constructing a traffic signal at the intersection of Base Line, and other public improvements along Base Line including a street median.

D. Grantor's property is across the street from (1) the real property (APN 1200-051-16) owned by YN Properties, LLC that is improved with a Starbucks (27615 Base Line) and a Popeyes (27617 Base Line), and (2) the real property (APN 1200-051-17) owned by MG Gasoline Inc. that is improved with a Chevron Gas Station/Mini Mart/Carwash/Oil Change (27627 Base Line). YN Properties, LLC and MG Gasoline Inc. will be referred to collectively as the "South Side Developments".

E. Grantor and the City entered into a "Security Agreement, Assignment of Rents, and Cooperative Agreement between the City of Highland and Lumar Devco IV, LLC, MG Gasoline Inc., and YN Properties, LLC for the Design and Construction of Certain Public Improvements Along Base Line Between Buckeye Street and SR-210" dated February 14, 2023 ("Agreement"). Pursuant to the Agreement, the City agreed to construct the following "Public Improvements":

1) New traffic signal on Base Line at Grantor's Project entrance aligned with the south side Development's driveway;

2) Relocation of utilities that front Base Line; if found to be in conflict with the proposed improvements;

3) Civil work to construct curbs, gutters, ADA ramps and sidewalks on both the north and south sides of Base Line;

4) Driveway work at each of the properties (Developer's property and the South Side Developments' shared driveway) to tie the drive approaches;

5) Remove the existing banner poles on both sides of Base Line;

6) Median modifications, including a raised landscaped and hardscaped median and let turn pocket; and

7) Interconnect work between the traffic signals of Base Line/Church Avenue and Base Line/Seine Avenue.

F. The City's construction of the Public Improvements will require that the City perform the following work on the Subject Property: grading to tie in the Subject Property to the right of way, and constructing curbs, gutters, sidewalk, a driveway, and removal of a street light. The City needs to access to the first 45 feet of the Subject Property adjacent to Base Line (a roughly 3,000 square foot portion of the Property) depicted on Exhibit "A" hereto to perform the above-referenced work ("Right-of-Entry Area").

G. Grantor agrees to grant to the City and the City has agreed to accept from Grantor the non-exclusive temporary license and right to enter the Right-of-Entry Area in connection with the Construction Activities described in Section 2 below, subject to the terms and conditions of this Right of Entry.

NOW, THEREFORE, for and in consideration of the above Recitals, the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor and the City do hereby covenant and agree as follows:

1. Right-of-Entry Area and Access. Grantor hereby grants to the City, its contractors, representatives, consultants and other designees (referred to below collectively as "City Designees") the right to enter the approximate 4,560 square foot Right-of-Entry Area for a term of twelve months to complete the Construction Activities described in Section 2 below in connection with the construction of the Public Improvements.

2. Construction Activities on Subject Property. The Construction Activities in the Right-of-Entry Area include: (1) construction of curbs, gutters, and a driveway, (ii) removal of a streetlight, (iii) grading to tie in the Subject Property to the existing grade of the right of way, and (iv) possible utility relocation.

a. Grantor agrees and acknowledges that the above Construction Activities may include tests, surveys and work of professional engineers, architects and soils experts and this Right of Entry authorizes any such work that is necessary to construct the above improvements.

b. In performing the above Construction Activities, the City Designees will replace with material of like kind and quality any improvements on the Subject Property that are replaced or damaged as a result of the construction of the Public Improvements. The City Designees will be responsible for returning the Right-of-Entry Area to as close as possible to the original condition, except for the Construction Activities discussed above that require any permanent changes to the original conditions. The City Designees will remove any and all trash and/or debris placed within the Right-of-Entry Area by City Designees in connection with the exercise of their rights under this Right of Entry after the completion of the Construction Activities. City Designees will keep clean and clear of trash and debris the areas adjacent to or on the Right-of-Entry Area. Work areas will be left clean and orderly at the end of each work day.

c. City Designees will perform the Construction Activities during regular business hours (7:00 a.m. to 7:00 p.m.) on Monday through Friday. If requested by City Designees and approved by the City, work on Saturday shall be from 8:00 a.m. to 5:00 p.m. City Designees will not perform any construction work on Sundays or federal holidays.

d. The Parties anticipate that the Construction Activities in the Right-of-Entry Area may occur during the same time period that Grantor is constructing Grantor's Project on the Subject Property. The Parties agree to work cooperatively to coordinate access to the Subject Property and to minimize the impacts that each of their construction activities will have on each other's respective projects. The City and City Designees will coordinate any construction in the Right-of-Entry Area, alternate access to the Subject Property, and applicable signage (if any) with Grantor's on-site representative J. Scott Fawcett at (949) 756-8677.

e. Grantor reserves the right to be present for observation during the Construction Activities described herein, provided Grantor adheres to standard construction area safety standards and provided that Grantor does not interfere with the work of City Designees.

3. Consideration for Right-of-Entry for Construction Activities. In consideration for Grantor's grant to the City of the right to enter and access the Right-of-Entry Area to complete the Construction Activities, the City will construct the improvements identified as Construction Activities in Section 2 above. Grantor agrees and acknowledges that Grantor shall not receive consideration in connection with this Right of Entry or the entry by the City Designees in the Right-of-Entry Area to construct the Construction Activities in the Right-of-Entry Area in connection with the Public Improvements.

4. Term. The Commencement Date of this Right of Entry will be three business days after the date on which the City provides written notice to Grantor that it will commence the construction of the Construction Activities in the Right-of-Entry Area ("Commencement Date"). Accordingly, City Designees will have the right to access the Right-of-Entry Area three business days after the date on which the City provides written notice to Grantor of the commencement of the Construction Activities. City anticipates that it will complete the Construction Activities within twelve months of the Commencement Date of this Right of Entry. Accordingly, this Right of Entry will expire and terminate by its own terms upon (i) the completion of the Construction Activities or (ii) twelve months after the Commencement Date, whichever occurs sooner.

5. Lien Waivers. City agrees to keep the Right-of-Entry Area free of any liens, including without limitation, any liens made by contractors, subcontractors, suppliers, engineers, architects and surveyors that arise out of the City's use of the Right-of-Entry Area in connection with the construction of the Public Improvements. If any such lien is filed on any portions of the Right-of-Entry Area as a result of the City's Construction Activities in connection with the Public Improvements, the City will, at its sole cost and expense, have the lien released and discharged of record in a manner satisfactory to Grantor within thirty days of receiving notice of the lien. If the City fails to remove the lien within such 30-day period, Grantor will have the right to remove the lien, and the City, upon demand, will reimburse Grantor for the amount of the lien along with all reasonable costs and expenses incurred by Grantor in connection with such removal. Upon receipt of a written request from Grantor, the City will provide Grantor with lien waivers following completion of the Construction Activities, in form and substance reasonably satisfactory to Grantor and Grantor's counsel (if any), from each and every contractor, subcontractor, supplier, engineer, architect and surveyor who might have lien rights against any portion of the Subject Property for work performed or commenced in connection with the Construction Activities. To the extent permitted by applicable law, the City hereby indemnifies Grantor and the Subject Property from and against any claims or demands for payment, or any liens or lien claims made against Grantor on any portion of the Subject Property as a result of the City's Construction Activities pursuant to this Right of Entry.

6. Insurance. Prior to entry onto the Right-of-Entry Area in connection with the Public Improvements, the City will, and will cause all of the City Designees performing the Construction Activities to, procure or maintain a policy of commercial general liability insurance covering the Construction Activities with a single limit of liability (per occurrence and aggregate) of not less than $1,000,000.00, and to deliver to Grantor a certificate of insurance and copy of additional insured endorsement naming Grantor and Grantor's lender as named additional insureds, evidencing that such insurance is in force and effect, and evidencing that Grantor and Grantor's lender has been named as an additional insured thereunder with respect to the Construction Activities. Such insurance will be maintained in force throughout the term of this Right of Entry.

7. Agreement of Grantor to Indemnify City. Grantor covenants and agrees that no other party has a right or interest to the Right-of-Entry Area, and that no other party has a right to compensation in connection with such entry and access as provided pursuant to this Right of Entry. Accordingly, to the fullest extent permitted by law, Grantor will indemnify, defend and hold harmless City, and its elected and appointed councilmembers, officials, officers, boards, commissions, consultants, agents, employees, and attorneys from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs, and expenses (including, without limitation, reasonable attorneys' fees, expert witness fees, disbursements and court costs) of every kind and nature whatsoever brought by any party that claims an interest or right to possession of any portion of the Right-of-Entry Area.

8. Notices. All notices and demands will be given in writing by certified or registered mail, postage prepaid, and return receipt requested, or by overnight carrier. Notices will be considered given upon the earlier of (a) two business days following deposit in the United States mail, postage prepaid, certified or registered, return receipt requested, or (b) one business day following deposit with an overnight carrier service. The parties will address such notices as provided below or as may be amended by written notice:

GRANTEE: City of Highland
27215 Base Line
Highland, California 92346
Attention: Joseph Hughes

COPY TO: Richards, Watson & Gershon
Attention: Maricela Marroquin, City Attorney
350 South Grand Avenue, 37th Floor
Los Angeles, California 90071

GRANTOR: Lumar Devco, IV, LLC
c/o Marinita Development Company
3836 Birch Street
Newport Beach, California 92660
Attention: J. Scott Fawcett

9. Miscellaneous.

a. *Amendments.* Any amendments to this Right of Entry will be effective only when duly executed by Grantor and City.

b. *Applicable Law.* This Right of Entry will be construed and interpreted under, and governed and enforced according to the laws of the State of California.

c. *Entire Agreement.* This Right of Entry supersedes any prior agreement, oral or written, and contains the entire agreement between Grantor and City on the subject matter of the Right of Entry. This Right of Entry does not supersede the Agreement. If there is any conflict between the Agreement and Right of Entry with respect to the City's right to entry on to Grantor's Property, this Right of Entry shall control. No subsequent agreement, representation or promise made by either party hereto, or by or to any employee, officer, agent or representative of either party, will be of any effect unless it is in writing and executed by the party to be bound thereby. No person is authorized to make, and by execution hereof Grantor and City acknowledge that no person has made, any representation, warranty, guaranty or promise except as set forth herein; and no such agreement, statement, representation or promise that is not contained herein will be valid or binding on Grantor and City.

d. *Successors and Assigns.* This Right of Entry will be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the Parties hereto.

e. *Time of Essence.* The Parties acknowledge that time is of the essence in this Right of Entry.

f. *Counterparts and Facsimile and Electronic Signatures.* This Right of Entry may be executed simultaneously in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. For purposes of this Right of Entry, facsimile and electronic signatures will be deemed to be original signatures.

g. *Remedies Not Exclusive and Waivers.* No remedy conferred by any of the specific provisions of this Right of Entry is intended to be exclusive of any other remedy and each and every remedy will be cumulative and will be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedies will not constitute a waiver of the right to pursue other available remedies.

h. *Authority to Bind Parties and Execute Agreement.* Grantor and the City represent and warrant to one another that this Right of Entry constitutes a binding obligation on each of them and that the person executing this Right of Entry is authorized to execute the Right of Entry on behalf of the respective party and to bind it.

i. *Amendment or Modification.* This Right of Entry may be modified or amended only by a writing executed by all Parties to this Right of Entry.

j. *Governing Law.* This Right of Entry is deemed to have been prepared by each of the Parties hereto, and any uncertainty or ambiguity herein will not be interpreted against the drafter, but rather, if such uncertainty or ambiguity exists, will be interpreted according to the applicable rules of interpretation of contracts under the laws of the State of California, and not the substantive law of another state or the United States or federal common law. This Right of Entry will be deemed to have been executed and delivered within the State of California, and the rights and obligations of the Parties will be governed by, and construed and enforced in accordance with, the laws of the State of California.

k. *Interpretation and Construction.* Each party has reviewed this Right of Entry and each has had the opportunity to have its respective counsel and real estate advisors review and revise this Right of Entry and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party will not apply in the interpretation of this Right of Entry or any amendments or exhibits thereto. In this Right of Entry the neuter gender includes the feminine and masculine, and singular number includes the plural, and the words "person" and "party" include corporation, partnership, firm, trust, or association wherever the context so requires. The Recitals and captions of the Sections and Subsections of this Right of Entry are for convenience and reference only, and the words contained therein will in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Right of Entry.

l. *Severability.* If any part, term or provision of this Right of Entry is held by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining provisions will not be affected, and the rights and obligations of the parties will be construed and enforced as if this Right of Entry did not contain the particular part, term or provision held to be invalid.

m. *Successors-in-Interest and Assigns.* This Right of Entry will be binding upon and will inure to the benefit of the successors-in-interest and assigns of the Parties hereto, and each of them.

n. *Exhibits.* The exhibits attached hereto are incorporated in this Right of Entry by reference herein.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, this Right of Entry is effective as of the date it is fully executed by the parties.

GRANTOR
LUMAR DEVCO IV, a California limited liability company

Dated:_____

By:_____

Title:_____

By:_____

Title:_____

GRANTEE/CITY
CITY OF HIGHLAND, a municipal corporation

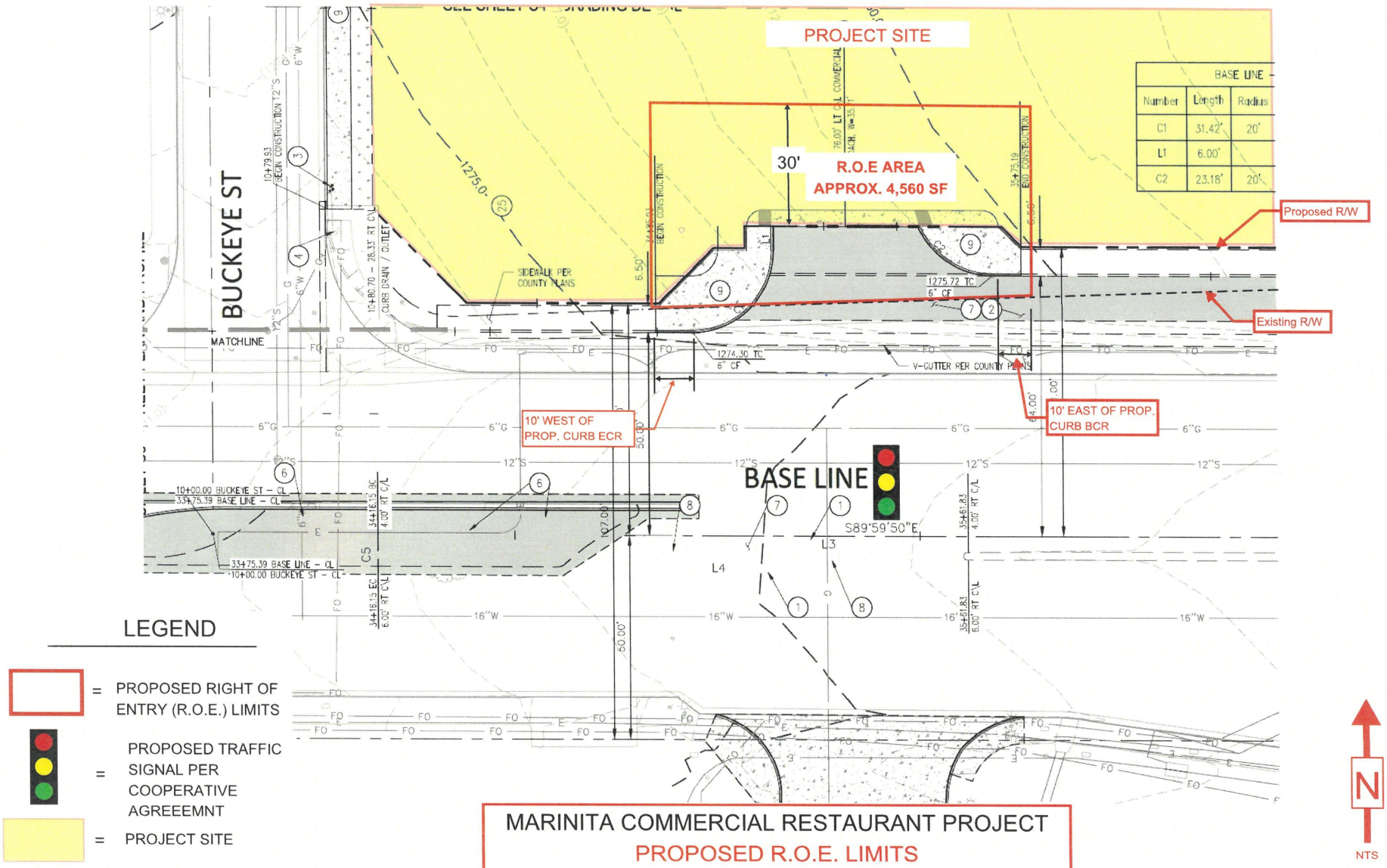
Dated:_____

By:_____

ATTEST:

_____
Betty Hughes, City Clerk

Exhibit "A"
Rough Depiction of Right-of-Entry Area



MARINITA COMMERCIAL RESTAURANT PROJECT
PROPOSED R.O.E. LIMITS
EXHIBIT "A" - NORTH LEG

ATTACHMENT "B"

RIGHT OF ENTRY AND ACCESS AGREEMENT FOR CONSTRUCTION OF IMPROVEMENTS ALONG BASE LINE BETWEEN BUCKEYE AND SR-210

(Assessor's Parcel Number 1200-051-16)

THIS RIGHT OF ENTRY AND ACCESS AGREEMENT FOR CONSTRUCTION OF IMPROVEMENTS ALONG BASE LINE BETWEEN BUCKEYE AND SR-210 (Assessor's Parcel Number 1200-051-16) ("Right of Entry") is made and entered into between City of Highland, a municipal corporation ("City") and YN Properties LLC, a California limited liability company ("Grantor"), and is effective as of the date it is fully executed. The City and Grantor are referred to below collectively as the "Parties".

RECITALS

A. The City of Highland is a municipal corporation located in the County of San Bernardino, State of California.

B. Grantor is the record fee owner of the real property identified as San Bernardino County Tax Assessor's Parcel Number ("APN") 1200-051-16 ("Subject Property").

C. Lumar Devco IV, LLC ("Developer") applied for a conditional use permit (CUP 21-001), lot line adjustment (LLA 21-001), and design review (DRA 21-001) (collectively, "Land Use Entitlements") to construct two drive thru restaurants ("Developer's Project") on the Subject Property. On January 18, 2022, the Highland Planning Commission adopted Resolution No. 2022-003 approving the Land Use Entitlements for Developer's Project. The Developer's Project approval was conditioned on Developer constructing a traffic signal at the intersection of Base Line, and other public improvements along Base Line including a median.

D. Developer's property is across the street from (1) the real property (APN 1200-051-16) owned by YN Properties, LLC that is improved with a Starbucks (27615 Base Line) and a Popeyes (27617 Base Line), and (2) the real property (APN 1200-051-17) owned by MG Gasoline Inc. that is improved with a Chevron Gas Station/Mini Mart/Carwash/Oil Change (27627 Base Line). YN Properties, LLC and MG Gasoline Inc. will be referred to collectively as the "South Side Developments".

E. Grantor and the City entered into a "Security Agreement, Assignment of Rents, and Cooperative Agreement between the City of Highland and Lumar Devco IV, LLC, MG Gasoline Inc., and YN Properties, LLC for the Design and Construction of Certain Public Improvements Along Base Line Between Buckeye Street and SR-210" dated February 14, 2023 ("Agreement"). Pursuant to the Agreement, the City agreed to construct the following "Public Improvements":

1) New traffic signal on Base Line at Developer's Project entrance aligned with the south side Development's driveway;

2) Relocation of utilities that front Base Line; if found to be in conflict with the proposed improvements;

3) Civil work to construct curbs, gutters, ADA ramps and sidewalks on both the north and south sides of Base Line;

4) Driveway work at each of the properties (Developer's property and the South Side Developments' shared driveway) to tie the drive approaches;

5) Remove the existing banner poles on both sides of Base Line;

6) Median modifications, including a raised landscaped and hardscaped median and let turn pocket; and

7) Interconnect work between the traffic signals of Base Line/Church Avenue and Base Line/Seine Avenue.

F. The City's construction of the Public Improvements will require that the City perform the following work on the Subject Property: grading, landscaping, irrigation, curbs, sidewalk, decorative paving, drainage, parking lot lighting and tie in into new drive approach. The City needs to access to the first 30 feet of the Subject Property adjacent to Base Line (a roughly 3,000 square foot portion of the Property) depicted on Exhibit "A" hereto to perform the above-referenced work ("Right-of-Entry Area").

G. Grantor agrees to grant to the City and the City has agreed to accept from Grantor the non-exclusive right to enter the Right-of-Entry Area in connection with the Construction Activities described in Section 2 below, subject to the terms and conditions of this Right of Entry.

NOW, THEREFORE, for and in consideration of the above Recitals, the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor and the City do hereby covenant and agree as follows:

1. Right-of-Entry Area and Access. Grantor hereby grants to the City, its contractors, representatives, consultants and other designees (referred to below collectively as "City Designees") the right to enter the approximate 3,000 square foot Right-of-Entry Area for a term of twelve months to complete the Construction Activities described in Section 2 below in connection with the construction of the Public Improvements.

2. Construction Activities on Subject Property. The Construction Activities in the Right-of-Entry Area include: reconstructing the driveway and sidewalk, landscape modifications including modifications to the irrigation system, and drainage improvements. Construction Activities may involve utility relocation and the relocation of a parking light. The proposed improvements intend to revise the grade of the driveway to provide a smoother transition into the parking lot.

a. Grantor agrees and acknowledges that the above Construction Activities may include tests, surveys and work of professional engineers, architects and soils experts and this Right of Entry authorizes any such work that is necessary to construct the above improvements.

b. In performing the above Construction Activities, the City Designees will replace with material of like kind and quality any improvements on the Subject Property that are replaced or damaged as a result of the construction of the Public Improvements, including but not limited to asphalt, sidewalk improvements, landscaping, and irrigation improvements. The City Designees will be responsible for returning the Right-of-Entry Area to as close as possible to the original condition, except for the Construction Activities discussed above that require any permanent changes to the original conditions. The City Designees will remove any and all trash and/or debris placed within the Right-of-Entry Area by City Designees in connection with the exercise of their rights under this Right of Entry after the completion of the Construction Activities. City Designees will keep clean and clear of trash and debris the areas adjacent to or on the Right-of-Entry Area. Work areas will be left clean and orderly at the end of each work day.

c. City Designees will perform the Construction Activities during regular business hours (7:00 a.m. to 7:00 p.m.) on Monday through Friday. If requested by City Designees and approved by the City, work on Saturday shall be from 8:00 a.m. to 5:00 p.m. City Designees will not perform any construction work on Sundays or federal holidays. The City anticipates that the reconstruction of the driveway on the Subject Property may result in the closure of half of the driveway in the Right-of-Entry Area for up to twelve hours at a time. City Designees will ensure that access to the Subject Property is maintained at all times via half the driveway. In addition, the City will not be conducting any construction on the MG Gasoline Inc. driveway that also provides access to the Subject Property. The City and City Designees will coordinate any partial closure of the driveway in the Right-of-Entry Area, alternate access to the Subject Property, and applicable signage (if any) with Grantor's on-site representative Cindy Kim at (213) 276-7598.

d. Grantor reserves the right to be present for observation during the Construction Activities described herein, provided Grantor adheres to standard construction area safety standards and provided that Grantor does not interfere with the work of City Designees.

3. Consideration for Right-of-Entry for Construction Activities. In consideration for Grantor's grant to the City of the right to enter and access the Right-of-Entry Area to complete the Construction Activities, the City will construct the improvements identified as Construction Activities in Section 2 above. Grantor agrees and acknowledges that Grantor shall not receive consideration in connection with this Right of Entry or the entry by the City Designees in the Right-of-Entry Area to construct the Construction Activities in the Right-of-Entry Area in connection with the Public Improvements.

4. Term. The Commencement Date of this Right of Entry will be forty-eight hours after the date on which the City provides written notice to Grantor that it will commence the construction of the Construction Activities in the Right-of-Entry Area ("Commencement Date"). Accordingly, City Designees will have the right to access the Right-of-Entry Area forty-eight hours after the date on which the City provides written notice to Grantor of the commencement of the Construction Activities. City anticipates that it will complete the Construction Activities within twelve months of the Commencement Date of this Right of Entry. Accordingly, this Right of Entry will expire and terminate by its own terms upon (i) the completion of the Construction Activities or (ii) twelve months after the Commencement Date, whichever occurs sooner.

5. Lien Waivers. City agrees to keep the Right-of-Entry Area free of any liens, including without limitation, any liens made by contractors, subcontractors, suppliers, engineers, architects and surveyors that arise out of the City's use of the Right-of-Entry Area in connection with the construction of the Public Improvements. If any such lien is filed on any portions of the Right-of-Entry Area as a result of the City's Construction Activities in connection with the Public Improvements, the City will, at its sole cost and expense, have the lien released and discharged of record in a manner satisfactory to Grantor within thirty days of receiving notice of the lien. If the City fails to remove the lien within such 30-day period, Grantor will have the right to remove the lien, and the City, upon demand, will reimburse Grantor for all reasonable costs and expenses incurred by Grantor in connection with such removal. Upon receipt of a written request from Grantor, the City will provide Grantor with lien waivers following completion of the Construction Activities, in form and substance reasonably satisfactory to Grantor and Grantor's counsel (if any), from each and every contractor, subcontractor, supplier, engineer, architect and surveyor who might have lien rights against any portion of the Subject Property for work performed or commenced in connection with the Construction Activities. To the extent permitted by applicable law, the City hereby indemnifies Grantor from and against any claims or demands for payment, or any liens or lien claims made against Grantor on any portion of the Subject Property as a result of the City's Construction Activities pursuant to this Right of Entry.

6. Insurance. Prior to entry onto the Right-of-Entry Area in connection with the Public Improvements, the City will, and will cause all of the City Designees performing the Construction Activities to, procure or maintain a policy of commercial general liability insurance covering the Construction Activities with a single limit of liability (per occurrence and aggregate) of not less than $1,000,000.00, and to deliver to Grantor a certificate of insurance and copy of additional insured endorsement naming Grantor as named additional insured, evidencing that such insurance is in force and effect, and evidencing that Grantor has been named as an additional insured thereunder with respect to the Construction Activities. Such insurance will be maintained in force throughout the term of this Right of Entry

7. Agreement of Grantor to Indemnify City. Grantor covenants and agrees that no other party has a right or interest to the Right-of-Entry Area, and that no other party has a right to compensation in connection with such entry and access as provided pursuant to this Right of Entry. Accordingly, to the fullest extent permitted by law, Grantor will indemnify, defend and hold harmless City, and its elected and appointed councilmembers, officials, officers, boards, commissions, consultants, agents, employees, and attorneys from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs, and expenses (including, without limitation, reasonable attorneys' fees, expert witness fees, disbursements and court costs) of every kind and nature whatsoever brought by any party that claims an interest or right to possession of any portion of the Right-of-Entry Area.

8. **Notices**. All notices and demands will be given in writing by certified or registered mail, postage prepaid, and return receipt requested, or by overnight carrier. Notices will be considered given upon the earlier of (a) two business days following deposit in the United States mail, postage prepaid, certified or registered, return receipt requested, or (b) one business day following deposit with an overnight carrier service. The parties will address such notices as provided below or as may be amended by written notice:

GRANTEE: City of Highland
27215 Base Line
Highland, California 92346
Attention: Joseph Hughes

COPY TO: Richards, Watson & Gershon
Attention: Maricela Marroquin, City Attorney
350 South Grand Avenue, 37th Floor
Los Angeles, California 90071

GRANTOR: YN Properties, LLC
20258 Hwy 18, Suite 430-442
Apple Valley, CA 92307
Attention: Cindy Kim

9. Miscellaneous.

a. *Amendments.* Any amendments to this Right of Entry will be effective only when duly executed by Grantor and City.

b. *Applicable Law.* This Right of Entry will be construed and interpreted under, and governed and enforced according to the laws of the State of California.

c. *Entire Agreement.* This Right of Entry supersedes any prior agreement, oral or written, and contains the entire agreement between Grantor and City on the subject matter of the Right of Entry. This Right of Entry does not supersede the Agreement. If there is any conflict between the Agreement and Right of Entry with respect to the City's right to entry on to Grantor's Property, this Right of Entry shall control. No subsequent agreement, representation or promise made by either party hereto, or by or to any employee, officer, agent or representative of either party, will be of any effect unless it is in writing and executed by the party to be bound thereby. No person is authorized to make, and by execution hereof Grantor and City acknowledge that no person has made, any representation, warranty, guaranty or promise except as set forth herein; and no such agreement, statement, representation or promise that is not contained herein will be valid or binding on Grantor and City.

d. *Successors and Assigns.* This Right of Entry will be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the Parties hereto.

e. *Time of Essence.* The Parties acknowledge that time is of the essence in this Right of Entry.

f. *Counterparts and Facsimile and Electronic Signatures.* This Right of Entry may be executed simultaneously in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. For purposes of this Right of Entry, facsimile and electronic signatures will be deemed to be original signatures.

g. *Remedies Not Exclusive and Waivers.* No remedy conferred by any of the specific provisions of this Right of Entry is intended to be exclusive of any other remedy and each

and every remedy will be cumulative and will be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedies will not constitute a waiver of the right to pursue other available remedies.

h. *Authority to Bind Parties and Execute Agreement.* Grantor and the City represent and warrant to one another that this Right of Entry constitutes a binding obligation on each of them and that the person executing this Right of Entry is authorized to execute the Right of Entry on behalf of the respective party and to bind it.

i. *Amendment or Modification.* This Right of Entry may be modified or amended only by a writing executed by all Parties to this Right of Entry.

j. *Governing Law.* This Right of Entry is deemed to have been prepared by each of the Parties hereto, and any uncertainty or ambiguity herein will not be interpreted against the drafter, but rather, if such uncertainty or ambiguity exists, will be interpreted according to the applicable rules of interpretation of contracts under the laws of the State of California, and not the substantive law of another state or the United States or federal common law. This Right of Entry will be deemed to have been executed and delivered within the State of California, and the rights and obligations of the Parties will be governed by, and construed and enforced in accordance with, the laws of the State of California.

k. *Interpretation and Construction.* Each party has reviewed this Right of Entry and each has had the opportunity to have its respective counsel and real estate advisors review and revise this Right of Entry and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party will not apply in the interpretation of this Right of Entry or any amendments or exhibits thereto. In this Right of Entry the neuter gender includes the feminine and masculine, and singular number includes the plural, and the words "person" and "party" include corporation, partnership, firm, trust, or association wherever the context so requires. The Recitals and captions of the Sections and Subsections of this Right of Entry are for convenience and reference only, and the words contained therein will in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Right of Entry.

l. *Severability.* If any part, term or provision of this Right of Entry is held by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining provisions will not be affected, and the rights and obligations of the parties will be construed and enforced as if this Right of Entry did not contain the particular part, term or provision held to be invalid.

m. *Successors-in-Interest and Assigns.* This Right of Entry will be binding upon and will inure to the benefit of the successors-in-interest and assigns of the Parties hereto, and each of them.

n. *Exhibits.* The exhibits attached hereto are incorporated in this Right of Entry by reference herein.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, this Right of Entry is effective as of the date it is fully executed by the parties.

GRANTOR
YN PROPERTIES, LLC, a California limited liability company

Dated:_____

By:_____

Title:_____

By:_____

Title:_____

GRANTEE/CITY
CITY OF HIGHLAND, a municipal corporation

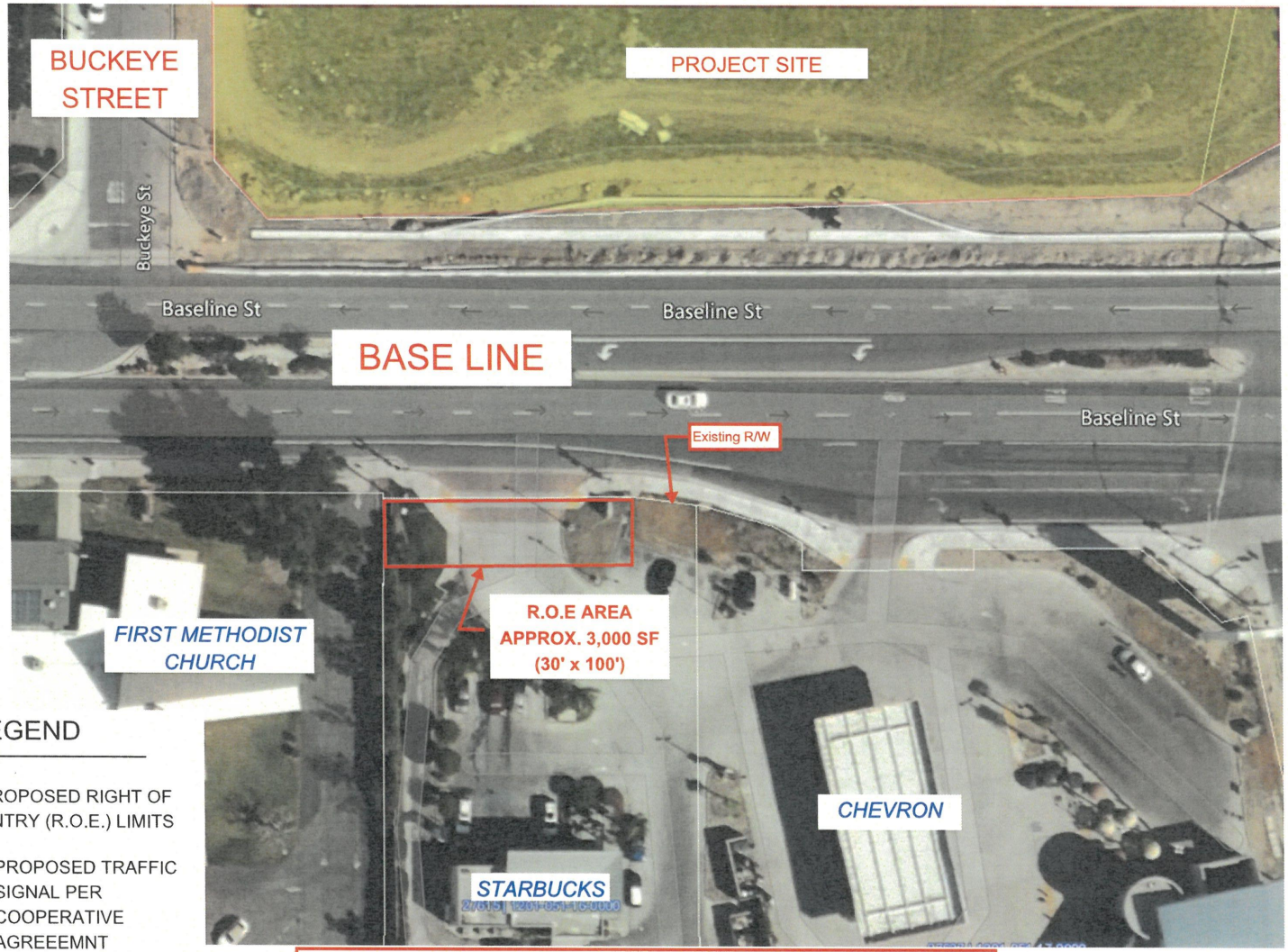
Dated:_____

By:_____

ATTEST:

_____
Betty Hughes, City Clerk

Exhibit "A"
Rough Depiction of Right-of-Entry Area



MARINITA COMMERCIAL RESTAURANT PROJECT
PROPOSED R.O.E. LIMITS
EXHIBIT "A" - SOUTH LEG

ATTACHMENT "C"

Tenant Consent, Waiver and General Release
(APN 1200-051-16 - Starbucks)

1. _____("Tenant") occupies the real property commonly known as 27615 Base Line, Highland, California, and identified as San Bernardino County Assessor's Parcel Number 1200-051-16 ("Property").

2. Tenant leases the Property from YN Properties, LLC ("Owner"). Owner is the record fee owner of the Property.

3. Owner has informed Tenant that Owner has authorized the City of Highland ("City") to enter and use the approximately first 30 feet of the Property adjacent to Base Line (a roughly 3,000 square foot portion of the Property) pursuant to that certain Right of Entry attached as Exhibit "1" to facilitate the City's construction of a traffic signal and related improvements along Base Line ("Project"). The Right of Entry Area is roughly depicted on Exhibit "A" to the attached to the Right of Entry.

4. Tenant, for itself and for its agents, successors and assigns, consents to Owner's grant to the City of the right to enter and use the Right of Entry Area and hereby disclaims any rights, title, or interest in and to the Right of Entry Area, and fully releases, acquits and discharges the City, its council members, officers, officials, employees, attorneys from any and all claims, actions, demands, liabilities or costs ("Claims") arising out of or related to the City's entry and use of the Right of Entry Area pursuant to the Right of Entry in connection with the construction of the Project, including, without limitation, Claims for compensation, business goodwill and lost income (past or future), severance damages, economic or consequential damages, and other Claims of any kind and nature, claimed by Tenant, its agents, successors, and/or assigns, by reason of City's use of the Right of Entry Area in connection with the Project.

Dated:

_____ _____

By:

ATTACHMENT "C"

Tenant Consent, Waiver and General Release
(APN 1200-051-16 - Popeyes)

1. _____("Tenant") occupies the real property commonly known as 27617 Base Line, Highland, California, and identified as San Bernardino County Assessor's Parcel Number 1200-051-16 ("Property").

2. Tenant leases the Property from YN Properties, LLC ("Owner"). Owner is the record fee owner of the Property.

3. Owner has informed Tenant that Owner has authorized the City of Highland ("City") to enter and use the approximately first 30 feet of the Property adjacent to Base Line (a roughly 3,000 square foot portion of the Property) pursuant to that certain Right of Entry attached as Exhibit "1" to facilitate the City's construction of a traffic signal and related improvements along Base Line ("Project"). The Right of Entry Area is roughly depicted on Exhibit "A" to the attached to the Right of Entry.

4. Tenant, for itself and for its agents, successors and assigns, consents to Owner's grant to the City of the right to enter and use the Right of Entry Area and hereby disclaims any rights, title, or interest in and to the Right of Entry Area, and fully releases, acquits and discharges the City, its council members, officers, officials, employees, attorneys from any and all claims, actions, demands, liabilities or costs ("Claims") arising out of or related to the City's entry and use of the Right of Entry Area pursuant to the Right of Entry in connection with the construction of the Project, including, without limitation, Claims for compensation, business goodwill and lost income (past or future), severance damages, economic or consequential damages, and other Claims of any kind and nature, claimed by Tenant, its agents, successors, and/or assigns, by reason of City's use of the Right of Entry Area in connection with the Project.

Dated:

_____ _____

By:

ATTACHMENT "C"

Tenant Consent, Waiver and General Release
(APN 1200-051-17)

1. _____("Tenant") occupies the real property commonly known as 27627 Base Line, Highland, California, and identified as San Bernardino County Assessor's Parcel Number ("APN") 1200-051-17 ("Property").

2. Tenant leases the Property from MG Gasoline Inc, a California corporation ("Owner"). Owner is the record fee owner of the Property.

3. Owner has a reciprocal access easement that allows Owner to use the driveway located on APN 1200-051-16 on property owned by YN Properties, LLC that is improved with a Starbucks (27615 Base Line) and a Popeyes (27617 Base Line).

4. Owner has informed Tenant that YN Properties, LLC has entered into a Right of Entry and Access Agreement for Construction of Improvements Along Base Line Between Buckeye and SR-210 ("Right of Entry") to facilitate the City's construction of a traffic signal and related improvements along Base Line ("Project") and that Owner has consented to this Right of Entry. Pursuant to the Right of Entry, YN Properties, LLC has authorized the City of Highland ("City") to enter and use the approximately first 30 feet of the YN Properties, LLC's property adjacent to Base Line (a roughly 3,000 square foot portion of the property). The Right of Entry Area is roughly depicted on Exhibit "A" to the attached to the Right of Entry.

5. The City will not be conducting any construction on the eastern most driveway on Base Line, located on Owner's property. Tenant will, at all times, have access to Owner's property through the eastern most driveway.

6. Tenant, for itself and for its agents, successors and assigns, consents to YN Properties LLC's grant to the City of the right to enter and use the Right of Entry Area and hereby disclaims any rights, title, or interest in and to the Right of Entry Area, and fully releases, acquits and discharges the City, its council members, officers, officials, employees, attorneys from any and all claims, actions, demands, liabilities or costs ("Claims") arising out of or related to the City's entry and use of the Right of Entry Area pursuant to the Right of Entry in connection with the construction of the Project, including, without limitation, Claims for compensation, business goodwill and lost income (past or future), severance damages, economic or consequential damages, and other Claims of any kind and nature, claimed by Tenant, its agents, successors, and/or assigns, by reason of City's use of the Right of Entry Area in connection with the Project.

Dated:

_____ _____

By:

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

FROM: Joseph Hughes, City Manager

SUBJECT: 2023/2024 Work Program

RECOMMENDATION: That the City Council Adopt the 2023/2024 Work Program

FISCAL IMPACT: Varied depending upon which programs are ultimately implemented.

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

BACKGROUND:

Since shortly after incorporation, the City Council has been very consistent in providing clear policy direction to the staff and volunteers of the community. That policy direction has been provided through the regular adoption of the Work Program.

The first Work Program was approved in April 1988 and covered a period of six months. In January 1989, the City Council adopted its first one-year Work Program. One-year Work Programs were adopted annually until the City Council in February 1993 adopted a Work Program that covered a time period of two years. Since that time the Work Program has been adopted under a two-year time format to coincide with the City Council elections and the two-year budget.

The Work Program directs staff and volunteers to focus their efforts on the issues that are most important as determined by the City Council. The process takes a tremendous amount of effort, but the result is invaluable. Once adopted, it becomes the road map for all City operations. It sets the two-year agenda for the City Council, Planning Commission, boards, staff and volunteers.

This year 31 Work Items are being considered for adoption by the City Council. Of the 31 Work Items, 28 (90%) were considered Urgent or High Priority by the City Council and were given specific time frames to be completed. The remaining Work Items will be completed if and when time permits or to meet legal requirements.

Approved _____	Motion _____	Second _____	Agenda Item No. 14
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

D Hugh

City Clerk

City Manager

This process is quite possibly the most important undertaking the City Council participates in. The document that is created from this process will direct the efforts of the City for the next two-years. It will drive the budget and will determine when projects will be brought to the Council via the agenda.

Attachments:

- Rating Legend
- Goals and Objectives Ranking
- Goals and Objectives Time Table (Urgent and High Priority Items)
- 2023/2024 Proposed Work Items
- Hours for On-Going Activities

WORK PROGRAM
2023/2024

RATING SYSTEM

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 may be accomplished during the two-year period if urgent and high priorities are completed.
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

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	P	LP	P	P	P	P
Explore the need to purchase and implement an updated version of Financial Management Software from existing vendor or competitor	HP	HP	HP	HP	UP	HP+

PUBLIC SAFETY - FIRE/POLICE

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

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	UP	HP	HP	UP	HP	HP+
Initiate Development of the Highland/San Bernardino 5th Street Corridor Improvement Project	UP	HP	HP	HP	HP	HP+
Seek Grant Funding to Complete Right-of-Way and construction of the Highland/Redlands Connector Project	HP	P	HP	HP	HP	HP-
Complete Construction of the City Creek/Alabama Street Bikeway Project	UP	P	HP	HP	LP	HP-
Complete Right-of-Way and obligate Federal Funds for construction of the Base Line Bridge over City Creek	HP	HP	UP	HP	UP	HP+
Complete Environmental and Initiate Design of Orange Street Bridge over Plunge Creek Overflow	HP	HP	HP	HP	HP	HP
Implement of the Project Approval & Environmental Documents Phase of the Victoria Interchange Project	HP	UP	HP	HP	HP	HP+
Implement of the Project Approval & Environmental Documents Phase of the 5th Street Interchange Project	HP	HP	UP	HP	HP	HP+
Implement Strategies to Balance Landscape Maintenance District Budget	UP	P	HP	HP	HP	HP
Aurantia Park Trash and Recycle Dumpster Enclosure	HP	HP	HP	HP	HP	HP
Improve City Hall Solid Waste Enclosure to Increase Security and Prevent Illegal Dumping	HP	HP	HP	HP	HP	HP

PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES Continued…						
GOAL/OBJECTIVE	**JC**	**PL**	**LM**	**AS**	**JT**	**AVERAGE**
Paint City Hall Exterior Stucco and Trims	HP	HP	LP	HP	UP	HP-
Fire Station #3 HVAC System Replacement and Modification	UP	UP	HP	HP	HP	HP+
Replace Fuel Dispensing System at Police Station	HP	HP	HP	HP	HP	HP

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

CITY OF HIGHLAND
2023/2024
GOALS AND OBJECTIVES
TIME TABLE

URGENT AND HIGH PRIORITY ITEMS

ADMINISTRATION - CITY CLERK/PERSONNEL/CITY ATTORNEY

GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Explore the need to purchase and implement an updated version of Financial Management Software from existing vendor or competitor								X

PUBLIC SAFETY - FIRE/POLICE

GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Firearm Detection Canine			X					
(2) Side by Side Off-Road Utility Vehicles				X				
Replacement Command Post Vehicle				X				
Purchase of Fire Training Structure								X
Purchase of Backup Power Supply Industrial Generators for Fire Station No 1 & 2		X						

PUBLIC WORKS/ENGINEERING/MAINTENANCE/PUBLIC SERVICES

GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Determine Funding Level and Prioritize Project Locations for 5 - Year City - Wide Pavement Management Program		X						

PUBLIC WORKS/ENGINEERING/MAINTENANCE/PUBLIC SERVICES Continued...

GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Initiate Development of the Highland/San Bernardino 5th Street Corridor Improvement Project				X				
Seek Grant Funding to Complete Right-of-Way and construction of the Highland/Redlands Connector Project				X				
Complete Construction of the City Creek/Alabama Street Bikeway Project								X
Complete Right-of-Way and obligate Federal Funds for construction of the Base Line Bridge over City Creek								X
Complete Environmental and Initiate Design of Orange Street Bridge over Plunge Creek Overflow								X
Implement of the Project Approval & Environmental Documents Phase of the Victoria Interchange Project								X
Implement of the Project Approval & Environmental Documents Phase of the 5th Street Interchange Project								X
Implement Strategies to Balance Landscape Maintenance District Budget								X
Aurantia Park Trash and Recycle Dumpster Enclosure			X					
Improve City Hall Solid Waste Enclosure to Increase Security and Prevent Illegal Dumping			X					
Paint City Hall Exterior Stucco and Trims					X			
Fire Station #3 HVAC System Replacement and Modification						X		
Replace Fuel Dispensing System at Police Station							X	

COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT

GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Residential Solar On-line Permitting		X						
Airport Gateway Specific Plan				X				
Annex Southeast Corner of Victoria & 5th Street			X					

COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT Continued…								
GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Host the Annual Citrus Harvest Festival	X				X			
Community Trails Signage (Trail Identification and Way Finding Signage)				X				
Jeffrey Court Refinance (term extension & unit upgrades)							X	
Adoption of Vehicle Miles Traveled (VMT) Guidelines							X	
Wakeland Affordable Housing Agreement and Ground Lease (Central Ave)		X						

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_____	**STAFF__X__**
GEN. PLAN____	**BOARD/COMMISSION_____**
OUTSIDE REQUEST____	**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:

Betty Hughes
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___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION___**
OUTSIDE REQUEST___	**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

12/25/22
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___	**STAFF X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**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

12/29/21
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 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

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___	**STAFF X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**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

12/29/22
DATE

PROPOSED BY:

Director of Administrative Services

12/29/22
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___	**STAFF**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**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

12/28/22
DATE

PROPOSED BY:

Director of Administrative Services

12/29/22
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

12/28/22
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	**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?** 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	**STAFF X**
GEN.PLAN	**BOARD/COMMISSION**
OUTSIDE REQUEST	**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

12/23/22

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	**STAFF X**
GEN.PLAN X	**BOARD/COMMISSION**
OUTSIDE REQUEST	**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

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 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	**STAFFX**
GEN.PLANX	**BOARD/COMMISSION**
OUTSIDE REQUEST	**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	**STAFF**
GEN.PLAN	**BOARD/COMMISSION**
OUTSIDE REQUEST	**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

12/29/22
DATE

PROPOSED BY:

Public Works Director

12/29/2022
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	**STAFF X**
GEN.PLAN X	**BOARD/COMMISSION**
OUTSIDE REQUEST	**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	**STAFF__**
GEN.PLAN X	**BOARD/COMMISSION__**
OUTSIDE REQUEST X	**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	**STAFF**
GEN.PLAN	**BOARD/COMMISSION**
OUTSIDE REQUEST	**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

12/29/22

DATE

PROPOSED BY:

Public Works Director

12/29/2022

DATE

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

12/29/22
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

12/29/22
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___	**STAFF X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**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___	**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?**
   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

12/29/2022

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___	**STAFF__X___**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**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:

Lawrence Mainez
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__	**STAFF**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST_X_	**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:

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST_X__	**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

12/29/22

DATE

PROPOSED BY:

Community Development Director

12/29/22

DATE

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___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**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

12/29/22

DATE

PROPOSED BY:

Community Development Director

12/29/22

DATE

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 tail 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 trials 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:

COUNCIL___	**STAFF**
GEN.PLAN___	**BOARD/COMMISSION** CTC
OUTSIDE REQUEST___	**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

12/25/22
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:

COUNCIL___	**STAFF_X**
GEN.PLAN_X__	**BOARD/COMMISSION**
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:

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST_X__	**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:

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? 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:

COUNCIL___	**STAFF_X**
GEN.PLAN___	**BOARD/COMMISSION**
OUTSIDE REQUEST___	**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

12/29/22
DATE

PROPOSED BY:

Community Development Director

12/29/22
DATE

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITIES
2023/2024

ADMINISTRATION

STAFF MEMBERS:

Chuck Dantuono, Director of Administrative Services
Leticia Nava-Cruz, Asst. Director of Administrative Services
Michelle Gomez, Accountant
Lia Dominguez, Accounting Assistant II
Debbie Ludolph, Accounting Assistant II
Betty Hughes, City Clerk
Alondra Munoz, Deputy City Clerk
Lissette Nock, Administrative Assistant III
Bianey Fleming, Administrative Assistant I
Shawn Kasner, Administrative Services Manager

ACTIVITY	CD	LN-C	MG	LD	DL	BH	AM	LN	BF	SK	Total Hours	Legal Req.
Daily												
General Clerical	155	180	60	50	10	150	150	595	30		1380	
Deposits & Deposits Review	75	60	100	208							443	
Dog Licensing (New)		10	10	312	10						342	yes
Cash Register		10	10	312	10						342	
Cash Log	25	5	5						100		135	
Postage/Mail		5	5		100						110	
Administration	80	30									110	
Petty Cash		20									20	
Computer/Equipment/Network										803	803	
Council Mail						50					50	
Internal/External Requests						110	200				310	
Mail									150		150	
Receptionists Duties								200	920		1120	
Records Management						150	250	155	105		660	
Scanning/Archiving Permanent Records						50	200	315	375		940	
Weekly												
Accounts Payable/Warrants	13	24	30	150	700						917	yes
Accounts Receivable	3	50	110								163	
Purchase Orders	13	15		104	5						137	yes
Purchasing	2			153							155	
Business Licenses (New)		5	5	5	270						285	yes
Parking Cite Administration		5	42								47	yes

ACTIVITY	CD	LN-C	MG	LD	DL	BH	AM	LN	BF	SK	Total Hours	Legal Req.
Project Accounting	10	145	760								915	
Bi-Weekly												
Payroll	13	52	75	104							244	yes
Training	24	24	24	24	24						120	yes
Warrant Registers	3	25									28	yes
Treasurer's Report	12										12	yes
Council/Subcommittee Meetings (During the day)	30	30				30	30				120	
Department Staff Meetings	24	24	24	24	24	25	25	25	25		220	
Management Staff Meetings	35	35				35				35	140	
Monthly												
Month-End Journal Entries	24	36	24								84	
Bank Statement Reconciliation	3	5	24								32	
Dog License (Renewals)				200							200	yes
Business License (Renewals)					506						506	yes
Grants		65	100								165	yes
Inventory Distribution				47							47	
Expenditure/Revenue Account Audits & Reports	12	40	10								62	
Assessment District Admin.		5	52								57	yes
Developer in lieu Fees	6	6									12	yes
Mello-Roos (CFD) & SA Spreadsheets	25										25	
Stop Payments/Returned Checks/Void Checks	3	5	30		5						43	
Utilities										10	10	
Advertising						70					70	yes
Agendas						110	160	50			320	yes
Minutes						50	175	100			325	yes
Quarterly												
Grants	10	150	50								210	yes
Payroll Tax Reports	1	20	20								41	yes
Interest Distribution	3	10									13	yes
Diesel Fuel Reports					10						10	yes
SMIP/BSASR/SB 1186 Reports					11						11	yes
Annually												
Year-End Journal Entries	50	25	5								80	

ACTIVITY	CD	LN-C	MG	LD	DL	BH	AM	LN	BF	SK	Total Hours	Legal Req.
City Audit	100	100	5								205	yes
Special Purpose Audits	10	20									30	yes
Budget	250	150	10			20				5	435	yes
Fee Study	20	20	5								45	yes
Grants	5	65	63								133	yes
W-2's and 1099's		10			10						20	yes
Award Applications	2										2	
State Controller's Reports		20									20	yes
AB 1600 DIF/Dev Fees annual reports	2	2									4	yes
AB 2766 AQMD annual report		5									5	
ROPS & SA Debt	5										5	yes
Work Program	10	2									12	
Fixed Asset Inventory		15									15	yes
Annual Payroll Tax Reports		6	4								10	yes
Investment Policy/Reports	5										5	yes
CFD Tax Levy/Admin	130										130	yes
FPPC Filings (campiagn/ethics)						120	40				160	yes
Goals & Objectives	20		15	14	14	20					83	
IT Contract Maintenance										10	10	
Miscellaneous												
Personnel	125	15						20			160	yes
IT	30										30	
Disaster Prepardness		5									5	
Benefits	26	40									66	yes
Staff Reports	35	12				40	10				97	
Worker's Compensation Claims	10	4									14	yes
Seminars/Conferences/ Meetings	15	15	15	4	2						51	
Personnel/Benefits Requests	5	26	10								41	
Investments/Wires	15	10									25	
Financial Software Maintenance	3	20									23	
General Ledger Maintenance	3	15									18	
Refuse Liens		10	10								20	yes
Bids						20	15	5			40	yes

ACTIVITY	CD	LN-C	MG	LD	DL	BH	AM	LN	BF	SK	Total Hours	Legal Req.
Bond Releases						20	10				30	yes
General Elections						80	40				120	yes
Special Projects		8	13	14	14	20	20	75			164	
Lien Releases/Recording						50		50			100	yes
Notary						80	40	20			140	yes
Passports						75	75	75			225	
Public Record Requests	17	9				270	285	40	20		641	yes
Risk Management	228					80					308	yes
Total On-Going Activities	1725	1725	1725	1725	1725	1725	1725	1725	1725	863	16388	
Staff Time Available	1725	1725	1725	1725	1725	1725	1725	1725	1725	863	16388	
Time Available for Goals Per Year	0	0	0	0	0	0	0	0	0	0	0	
Total Hrs. Available for 2-Year Work Program	0	0	0	0	0	0	0	0	0	0	0	

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITIES
2023/2024

PUBLIC WORKS DEPARTMENT

STAFF MEMBERS:

Carlos Zamano, Public Works Director/City Engineer
Matt Bennett, Assistant Public Works Director
Melissa Morgan, Public Services Manager
Jim Richardson, Public Works Manager
Ben Booth, Senior Civil Engineer
Carlos Florez, Public Works Coordinator
Denise Moreno, Volunteer Services Coordinator
Salli Wilson, Code Compliance Officer
Angel Halloway, Senior Maintenance Worker
Brandon Coleman, Maintenance Worker II
Gerald Peck, Maintenance Worker I
Jack Avon, Maintenance Worker I
Kevin Layne, Maintenance Worker II
Ryan Ramos, Maintenance Worker I
Jay Tuttle, Assistant Engineer
Christine Looper , Engineering Technician II

ACTIVITY	CZ	MB	MM	JR	BB	CF	DM	SW	GP	AH	BC	RR	JA	KL	JT	CL	Total Hours	Legal Req.
Development Projects:																		
Planning Process	60	320			240										104		724	
Engineering Process	40	240		10	700										800		1,790	
Non-Fee Generated Development	10	140			200										671	10	1,031	
Capital Projects:																	160	
Feasibility Study/CIP	120	20			20											18	263	
Grant Related Work	200	20		5	20											8	248	
Design	160	20			60											30	80	
Right-of-Way	20	20			10											40	600	
Construction	300	40		20	200											5	170	
Agency Coordination	80	40		5	40												10	
Chamber Quarterly Construction Updates	10	-																
Maintenance Assessment Districts:																	136	
Engineer's Reports	6	60	70														114	
General Administration	4	10	40	60														
Maintenance Activities:																		
Landscape	5	16		35					700		700			30			1,486	
Signal	10	30		20										25			85	
Street	10	30		200						150		650	520	300			1,860	
Storm Drain	10	20	10	80		40				40		150	100	70			520	
Signing/Striping	5	10		80						40		120		235			490	
Traffic Operations	20	30		20										15			85	
Clean-up/Weed Control		10		40					50		50	350		350			850	
Fleet Maintenance		4		30					50	50	50	50	60	50			344	
Graffiti Abatement		4		20						910		40		20		30	1,024	
Parks	2	4		80					650	320	650		300	20			2,026	
Trails	2	4		30						20				190			246	
Tree Trimming	2	4		80					100		100	20		20			326	
Street Lights	10	24		60													94	
Building & Grounds Maintenance:																		
City Hall	2	4		30					30		30	10	230	50			386	
Police Station	2	4		30					10		10		100				156	
Fire Stations	2	4		30									100				136	
Community Center	2	4		30					30		30		80	50			226	
Library	2	4		30					30		30		120				216	
Public Services:																	20	
Crossing Guard		10	10															
Citizen Complaints	10	80	50	150	40	150		150	40	160	40	300	80	265	52	345	1,912	
Public Inquiry	40	10	25	45	10	50									52	40	272	
Street Lights	2	8		20												20	50	
Street Sweeping		4	10			30		500									544	
Athletic Field Administration		4	40														44	
Grant Related Work		4				10											14	
Volunteer Services:							600										604	
Safe Routes to School Programs		4					310										314	
Highland Improvement Team Activities		4					100										100	
Blood Drive Activities							375								6		383	
Special Events		2					125										127	
General Volunteer Administration		2					200	125									335	
Public Inquiries	10																	

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITIES
2023/2024

PUBLIC WORKS DEPARTMENT

STAFF MEMBERS:

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Christine Looper , Engineering Technician II

ACTIVITY	CZ	MB	MM	JR	BB	CF	DM	SW	GP	AH	BC	RR	JA	KL	JT	CL	Total Hours	Legal Req.
Administration:																	160	
Management Staff Meetings	40	40	40	40														
Department Meetings	24	35	35	55	35	15			35	35	35	35	35	35	20	35	464	
General Supervision/Coordination	100	100	150	150		75	15									15	590	
Goals/Budget Preparation	50	50	50	60		15											240	
City Stds./Dept. Policies/Staff Reports	80	60	40	20	20										15	35	270	
City Council Subcommittees	60	30	30	30													150	
SBCTA/Flood Control Meetings	60	4															64	
Administrative Support						100									5	1,042	1,147	
Weekly Newsletter/Construction Project Updates	40	10	10	5	10	40										52	167	
Energy Leadership Meetings				5														
Mandated Programs:																	1,629	YES
Solid Waste		4	375			300		950									1,580	YES
NPDES	10	20	650			900										-	-	
Total On-Going Activities	1,622	1,625	1,635	1,605	1,605	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	27,067	
Staff Time Available	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	27,600	
Time Available for Goals Per Year	103	100	90	120	120												533	
Total Hrs. Available for 2-Year Work Prog.	206	200	180	240	240												1,066	

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITES
2023 / 2024

COMMUNITY DEVELOPMENT DEPARTMENT

STAFF MEMBERS:

Lawrence Mainez, Com Dev Dir/HA Asst Exc Dir (LM)
Matt Wirz, Building Official (MW)
Kim Stater, Assistant Com Dev Dir (KS)
Ash Syed, Associate Planner (AS)
Angela Tafolla, Assistant Planner (AT)
Angelica Martinez, Planning Technician (AM)
Camille Goritz, Admin. Assistant III (CG)
Judith Jaurique, Housing Specialist (JJ)
Justin Ramirez, Code Compliance Officer (JR)
Barrie Owens, Code Compliance Officer (BO)
Shannon Wisnizski, Administrative Assistant II (SW)
Gary Chambers, Code Compliance Officer (GC)
Cecilia Hernandez, Permit Technician (CH)
Craig Sanchez & Manny Huizar, Fire Marshals (FM)
Scott Rice, Landscape Arch - CWDG (SR)

ACTIVITY	LM	KS	MW	AS	AT	AM	CG	SR	BO	SW	JR	GC	JJ	CH	FM	Total Hours	Legal Req.
Entitlements	80	200	50	390	390	80	-	110	-	-		-	-	-	-	1,300	Yes
Ministerial Permits	10	50	10	90	90	590	25		-	-		-		-	-	865	Yes
Planning Permits	20	50	50	50	50	400	50	-	-	-		-		-	-	670	Yes
Env. Process	50	100	-	50	50	40	-		-	-		-		-	-	290	Yes
SMARA Process	20	-	-	-	40		5		-	-		-		-	-	65	Yes
AB 939 (HHW & CRV)	-	-	-	-	-	20	-		-	-		-		-	-	20	Yes
Residentail Rental Applications	35	-	-	-	-	40	-		40	15	40	20		-	-	190	Yes
Planning Mgmt.	90	390	-	-	-		-		-	-		-		-	-	480	Yes
Building Permits / Plan Ck.	-	10	200	30	30		-		-	40		-		700	105	1,115	Yes
Bldg. Inspections	10	20	225	60	60		-		-	-		-		-	315	690	Yes
NPDES	10	15	50	10	10		-	15	-	-		-		-	-	110	Yes
Build. Safety Mgmt.	80	-	435	-	-		-		-	-		-		-	-	515	Yes
Building Code Enf.	25	20	100	20	20		-		160	-	95	115		-	-	555	Yes
Build Safety Records	-	-	25	-	-		20		30	150	30	30		200	-	485	Yes
Building Code Appeals Brd (PC)	5		5				15							-		25	Yes
CASp AB1379 (DSA)(CWDG)	5		40					100								145	Yes
Grading Permits	5	10	20	10	10		-		-	-		-		50	-	105	Yes
Grading Inspections	5	10	20	10	10		-		-	-		-		-	-	55	Yes
Bus. Licenses	10	5	10	10	20	75	-		20		75	40		75	-	340	Yes
Code Enf/Quality of Life/Homeless	100	-	100	-	-		-		940	-	885	860		-	-	2,885	No
Code Enf.Mgmt.	286	-	-	-	-		-		-	-		-		-	-	286	No
Code Enf. Records	-	-	30	-	-		40		290	420	295	295		-	-	1,370	Yes
Appeals Brd (PC)	30		25				40		75	130	75	70		-		445	yes
Com Trails Committee (CTC)	20	-	-	-	140		110		-	-		-		-	-	270	Yes
Hist. Cult. Pres. Brd (HCPB)	15	90	10	150	40		140		-	-		-		-	-	445	Yes
Planning Commission (PC)	100	125	20	140	140		290	20	-	-		-		-	-	835	Yes
City Council (CC)	140	45	25	60	60		50		10	-	10	10		-	-	410	Yes
COPS (Com Oriented Problem Solving)	40			-			40									80	No
Fire Marshal Mgmt.	75	-	100	-	-		-		-	-		-		-	-	175	Yes
Fire Case Management	-	-	-	-	-		-		-	-		-	-	-	155	155	Yes
Street Naming (PC)	5	-		5	5		15							-		30	Yes
Park/Trail Planning (CWDG)	10	10	-	-	20		-	20	-	-		-		-	-	60	Yes
Emergency Planning	15	16	25	-	-		10		-	-		-		-	-	66	Yes
Weekly Rept	5	5	10	7	10	40	40		-	10		-		-	-	127	No
CDBG	75	150	-	-	-		20		-	-	-	65		-	-	310	Yes
Single Family Rehab	20	-	20	-	-		-		-	-		-	200	20	-	260	Yes
Grants	50	-	-	15	15		20	40	-	-		-		-	-	140	No
Econ Development	20	20	-	10	10		40		-	-		-		-	-	100	No
Housing Auth /Suc Ag. /Housing.	140	110	-	-	-		-		-	-		-		-	-	250	Yes
Wash / HCP	20	4	-	5	40		-		-	-		-		-	-	69	Yes
Citrus Harvest Fest.	10	120	-	240	32	30	10		5	4		-	340	5	-	796	No
Chamber of Commerce Events	10			5	5					-				5		25	No
Trails Day Event	5	10	-	5	75	5	5		-	4		-		-	-	109	No
Public Records Request	15	20	10	10	10	10	10		10	40	5	5		23	5	173	Yes
Gen. Clerical	20	20	10	80	80	40	650		-	572	40	40		95	85	1,732	Yes
Public Counter	15	40	100	183	183	355	80		145	340	175	175		552	40	2,383	Yes
General Plan Implementation	24	60	-	80	80		-		-	-		-		-	-	244	Yes

Total On-Going Activities	1,725	1,725	1,725	1,725	1,725	1,725	1,725	305	1,725	1,725	1,725	1,725	540	1,725	705	22,250	
Staff Time Available	1,725	1,725	1,725	1,725	1,725	1,725	1,725	305	1,725	1,725	1,725	1,725	540	1,725	705	22,250	
Time Available for Goals Per Year	-	-	-	-	-		-		-	-		-	-		-	-	
													-				
Total Hrs. Avail. for 2-Year Prog.	-	-	-	-	-		-		-	-		-			-	-	

STAFF REPORT
TO THE CITY COUNCIL

DATE: February 14, 2023

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: HDR Contract Amendment for Professional Services – Victoria Avenue Street and Storm Drain Improvements (Project No. str17002)

RECOMMENDATION: It is recommended that the City Council:

1. Approve a contract amendment to the Professional Services Agreement with HDR Engineering, Inc. (HDR) to provide right-of-way and additional engineering services for the Victoria Avenue Street and Storm Drain Improvements; and

2. Authorize the City Manager to approve contract amendments up to 10% of the revised contract amount.

FISCAL IMPACT: On October 10, 2017, the City Council approved a professional services agreement with HDR in the amount of $371,696 to provide engineering services for the Victoria Avenue Street and Storm Drain Improvements. The fund source of the original contract was 100% out of the $9,356,000 Community Credit Funds (CCF) from the San Manuel Band of Mission Indians allocated to this Project. A 10% contingency in the amount of $37,170 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.

City staff has not approved any extra work with HDR within the 10% contingency authorized by City Council. The current CCF balance is $7,317,900. The proposed contract amendment will increase the fee for professional services by $257,299, for a total fee of $628,995 a 69% increase. Funding source for the fee increase and 10% contingency, if necessary, is Community Credit Funds.

Approved _____	Motion _____	Second _____	Agenda Item No. 15
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

D Hugh
City Clerk

City Manager

In 2022, the city was awarded a $2 million federal grant for this project under the 2022 Appropriations Act. These funds are currently programmed in the construction phase in federal Fiscal Year 2024/2025. With the award of these funds, the project is now subject to compliance with federal requirements such as NEPA for environmental and Unform Act for right of way. The project impacts 21 parcels with 10 separate property owners which will require securing permanent easements and temporary construction easements for construction of the roadway improvements. While City staff had negotiated with 4 property owners, we need to follow Caltrans procedures which includes obtaining appraisal and appraisal review reports to help determine Just Compensation for the offers to secure all the necessary permanent and temporary easements. The contract amendment includes right-of-way acquisition services at a fee of $149,649 which is 58.2% of the contract increase.

PUBLIC NOTICE: Notices of Council Meeting agenda were posted at the three locations required by resolution.

BACKGROUND: This project consists of the improvement of Victoria Avenue between 3rd Street and 9th Street within the cities of Highland and San Bernardino. Highland is the lead agency. It has four major components:

1. Drainage Improvements – Victoria Avenue (3rd Street to 9th Street)
2. Intersection Improvements – Victoria Avenue/5th Street intersection
3. Street Improvements – Victoria Avenue (3rd Street to 6th Street)
4. Pavement Rehabilitation – Victoria Avenue (3rd Street to 9th Street)

Storm drain facilities will be constructed on Victoria Avenue to remove the existing open ditch along the west side of Victoria Avenue. The proposed storm drain will discharge into the existing City Creek Channel along the south side of 3rd Street to intercept and convey street flows during a 100-year storm event via underground storm drains. The street improvements include construction of curbs, gutters, sidewalks, curb ramps, streetlights and pavement widening on both sides of Victoria Avenue between 3rd Street and 6th Street.

Recent improvements to 3rd Street have presented an opportunity for redesigning the storm drain system that will result in significant savings in construction costs to the city on this project. The contract amendment will authorize HDR to design a storm drain facility that will discharge into the channel at a higher elevation than was previously designed. Furthermore, reconstruction of over 1,000 feet of the existing channel will no longer be necessary, resulting in reduction of construction cost. A background of project design changes is summarized below:

- A private commercial development was conditioned to raise 3rd Street from Victoria Avenue to 1500 LF west of the Victoria / 3rd Street intersection.
- The change in 3rd Street elevation enabled a new storm drain design that could discharge into the channel at a higher elevation, eliminating the need to lower the channel floor.
- The design is approximately 90% complete. Supplemental design survey data is needed to modify the storm drain plans.
- The existing 2009 geotechnical report needs to be updated to meet current design codes and criteria. The plans and specifications also need to be revised to comply with federal requirements.
- Additional utility research and coordinate is needed to relocate utilities in conflict with the proposed project.

- Plats and legal descriptions will be prepared for 21 parcels.

This proposed contract amendment will enable 100% completion of right-of-way and easement acquisition, design documents, and account for all necessary project management including meetings with city staff.

Staff has negotiated the contract amendment with HDR and recommends approval by City Council.

Attachments:

A. Vicinity Map
B. HDR Proposal



LEGEND
- Drainage Improvements
- Intersection Improvements
- Street Improvements

COMMUNITY CREDIT FUND
Cities of Highland & San Bernardino
Victoria Avenue Improvements

March, 2019

December 20, 2022

Mr. Carlos Zamano
City of Highland
27215 Baseline Street
Highland, CA 92346

RE: 3rd and 5th Street Improvements
Proposal in connection with Contract No. str07002 Request – Engineering Services for the design of the Victoria Avenue Roadway and Storm Drain improvements.

Mr. Zamano,

This proposal is in connection with the City of Highland Contract No. str07002 for the design of the 5th Street Victoria Avenue Project.

Based on receiving additional funding the City is looking to restart and complete the final design package for the Roadway and Storm Drain improvement plans for Victoria Avenue. During the previous phase of work on the storm drain improvement, HDR analyzed two alignment options including preliminary cost estimates.

The two storm drain options for the final alignment of the Victoria Avenue Storm Drain (VSD) from 9th Street to 3rd Street were:

- VSD Alignment 1 Option – Considers storm drain in Victoria from 9th Street to 3rd Street as originally proposed. This work has been advanced to a 65% design level and has been submitted to the City for review.

- VSD Alignment 2 Option – Considers storm drain in Victoria Avenue from 9th Street to 5th Street turning westerly on 5th Street to an open ditch to drain southerly to the City Creek channel south of 3rd Street.

After reviewing the options, the City selected option 1 for the final design. HDR prepared the Roadway and Storm Drain improvement to the 90% level for City review. At this time, a private commercial project was proposed along the south side of the City Creek Channel which required the raising of 3rd Street from the Victoria intersection to approximately 1500 LF west of the intersection. This raise in the roadway allowed for an alternative storm drain alignment to avoid excessive channel improvements, construction under the new bridge structure and significant cost savings.

Task 1 - Design work for the Victoria Avenue Roadway

Prepare improvement plans on Victoria Avenue from 3rd Street to 6th Street. This work has been advanced to a 90% design level but will need to incorporate modifications requested by the City and improvements completed since this project was placed on hold. HDR will prepare a 100%, and final bid package incorporating Plans, Specifications and Estimate (PS&E). The work expected to be completed with this task includes:

hdrinc.com

2280 Market Street, Suite 100, Riverside, CA 92501
T 951.320.7300 F 951.320.7301

- Collect supplemental design survey data as required to as-built improvements completed at the intersection of Victoria Avenue and 3rd Street (IVDA project) and extend easterly on 3rd street approximately 1500 linear feet.
- Revise the topographic map graphically to include the supplemental survey data.
- Finalize roadway improvement plans, signing and striping plans and lighting plans.
- Finalize traffic signal plan.
- Finalize traffic signal interconnect plans.
- Prepare plats and legals for right of way acquisition.
- Update the existing 2009 geotechnical report to meet current design codes and criteria.

Deliverables:

- 100% Plan Set
- Revised Cost Estimate
- Revised Project Specifications

Task 2 – Design work for Victoria Storm Drain

Based on the alternate alignment selected by the City, HDR will prepare final engineering plans and specifications for the VSD project. The work required to complete this task will include:

- Update utility research and coordination.
- Prepare final plans, specifications and estimates for alternative alignment.
- Review and update the hydrology report if necessary.
- Design the alternate alignment to tie-in at the existing City Creek Channel.
- Design the channel typical section for concrete side slopes.
- Identify additional right of way required.

Deliverables:

- 100% Plan Set
- Revised Cost Estimate
- Revised Project Specifications

Task 3 – Structural Design Work for 3rd Street Channel

Prepare channel improvement plans along 3rd St. at Hanger Way. The alternate alignment project proposes to replace approximately 350 ft of the existing storm drain to deepen the channel while providing connections to a proposed 4'x8' RCB and 32" RCP. This is new work and will be advanced to the 90% and 100% design level and will incorporate modifications requested by the City and improvements completed since this project was placed on hold. HDR will prepare a 90%, 100%, and final bid package incorporating Plans, Specifications and Estimate (PS&E).

Tasks required for the 90% Design will include:

- Prepare 90% level plans.

- Review updated geotechnical recommendations.
- Review updated H&H recommendations, if necessary.
- Prepare structural calculations.
- Perform independent review of design plans and calculations.
- Prepare cost estimate based on 90% design plan.
- Prepare draft project specifications.
- Perform QA/QC of 90% deliverables.

Deliverables:

- 90% Plan Set
- Cost Estimate
- Checked Design Calculations
- Project Specifications

Tasks required for the 100% Design will include:

- Prepare 100% level plans.
- Revise structural calculations, if necessary.
- Prepare supplemental structural calculations, if necessary.
- Revise cost estimate based on 100% design plan.
- Revise project specifications.
- Perform QA/QC of 100% deliverables.

Deliverables:

- 100% Plan Set
- Revised Cost Estimate
- Revised and Supplemental Design Calculations
- Revised Project Specifications

Assumptions

- Independent check of the design calculations and plan set is excluded as part of the scope of work. A detailed check of the plans and calculations will be performed per the HDR Quality Management Plan.
- Specification will be prepared based on the Caltrans Standard Specification
- Environmental Clearance is not part of this scope.
- As-Built information and CADD files will be made available for newly constructed roadway work.
- A Storm Water Pollution Prevention plan (SWPPP) or a Water Quality Management. Plan (WQMP) will not be required for this project and are excluded from this scope.
- Landscape plans are not included in this scope. Work to be done by others.
- Construction staging plans will be prepared by contractor.
- Design of existing utility lines requiring relocations will be prepared by the utility owner and are not included in this scope.
- City will provide title reports.
- Potholing is not included in this scope

Task 4 – Right of Way Acquisition Services

Paragon Partners Consultants, Inc. (Paragon) will provided the acquisition services needed for the Victoria Avenue Roadway Improvement Project (3rd St to 6th Street), in the City of Highland.

PROJECT UNDERSTANDING

The project impacts 21 parcels and ten (10) separate property ownerships which will require securing permanent easements and temporary construction easements for construction of roadway improvements. We understand that four of the property owners have already dedicated easements to the city, however we will still need to obtain temporary construction easements from these owners. We understand that the City is receiving federal funds for this project, so we will follow Caltrans guidelines which include obtaining appraisal and appraisal review reports to help determine Just Compensation for the offers and preparing Caltrans Right of Way Certification for Caltrans approval.

Paragon has reviewed the project Exhibits and Acquisition Log which has been provided. Our research of the property owners listed on the Acquisition Log revealed the following:

- The owner, Jeff Jimenez, of APN 1192-321-06, sold his land to the San Manuel Band of Mission Indians.
- Owner Nelson Brewart has passed away and the property is now owned by Martha P. Brewart
- Owner Estate of Parker Family Trust of 1192-551-02, is now owned by Lorraine C Volpone

Therefore, the following is the updated property owner and parcel count:

- San Manuel Band of Mission Indians (10 Parcels)
- Modeh LLC – 1192-531-15
- Hector Manuel Cardenas Lopez – 119-531-32
- Martha P. Brewart – 1192-551-01
- Lorraine C. Volpone – 1192-551-02
- Volpone Family Living Irrevocable Trust 4-2003 – 1192-551-14; 1192-551-15

We understand that the city engaged in discussions with property owners from 2018 through 2019, then discussions ceased. Paragon anticipates the need to reengage with the previous property owners in order to obtain temporary construction easements, as well as introduce the project to the new owners.

APPRAISAL

Paragon will coordinate the preparation of appraisal reports that will be used for the proposed acquisition of the property rights required to support the City's project. Appraisal reports will be used to establish the fair market value and become the basis for the determination of Just Compensation set by the City. A properly supported appraisal is one of the key factors in a successful and timely acquisition. It reinforces the offer amount presented to the property owner and is used in eminent domain. At times, appraisals are required for a pretrial exchange and necessitate eventual court testimony. Therefore, choosing a company with proven success in

preparing appraisals and overseeing assignments, such as Paragon, is essential to successful project execution. All appraisals used to support federally funded projects or those resulting in the use of eminent domain will meet all local, state and federal requirements, including those set forth in the Uniform Standards of Professional Appraisal Practice (USPAP).

APPRAISAL REVIEW

Each appraisal will be reviewed by our review appraisers and contain a Review Appraiser Certificate. Review appraisals will be provided for each appraisal, and in accordance with Caltrans, state and federal law and City policy, as required. Our appraisal reviewers will take the appropriate steps to identify the precise extent of the review process to be completed in the assignment. They will develop sound reasons in support of the Scope of Work decision, and the resulting opinions and conclusions will be credible and consistent with the intended use of the review. Review appraisals will be forwarded to the City for establishment of Just Compensation prior to the preparation of offers extended to acquire the proposed land rights for the project.

ACQUISITION/NEGOTIATION

Paragon will perform the required acquisition services in accordance with the Caltrans Local Assistance Procedures Manual (LAPM); the Uniform Relocation and Real Property Acquisition Act (49 CFR Part 24), as amended; Title 25 California Code of Regulations; California Code of Civil Procedures and the City's own policies and procedures. Paragon's approach is as follows:

- Meet with the City to review the project scope, schedule and deliverables and prepare a right of way acquisition plan to ensure final delivery of all services.
- Prepare and deliver a written monthly status report for the acquisition of each parcel and communicate regularly with the City verbally and/or via email.
- Review preliminary title reports, legal descriptions and plat maps to prepare for negotiations.
- Prepare a letter requesting dedication of easement and/or temporary construction easement for each parcel to be acquired, to include the following documents:
- Offer letter, appraisal summary statement, purchase and sale agreement, escrow instructions, conveying instrument (grant deed, permanent and/or temporary construction easement, etc.), certificate of acceptance, plat maps, legal descriptions and Title VI information
- Prepare and maintain a complete and separate file for each parcel. The file will include a parcel diary of all pertinent information and contacts made relative to the negotiations.
- Personally meet and negotiate with each property owner, his or her agent or representative, commercial tenants or lessees in good faith and at appointed times convenient for them. The City will be notified if facts are discovered that were not considered in the offer of Just Compensation.
- Promptly transmit executed documents to the City for acceptance and processing. A report/transmittal summarizing the pertinent data relative to the transaction will be included. • Coordinate the opening of escrows, assist the escrow company in obtaining additional documentation, as necessary, to provide clear title to the City, supervise and review the closing of all escrows, and review all closing statements for completeness and accuracy.
- As required, coordinate with Caltrans and prepare all of the necessary certifications, as required by Chapter 13, Section 13.10 of the Caltrans Local Assistance Procedures

Manual, and ensure that all schedules of right of way certifications are met before the project proceeds to construction.

- Review the acquisition file for completeness, quality control and accuracy and then return the file to the City for proper record retention based on their policies and procedures or funding source requirements. We will also be available to assist the City with any file audits.

RIGHT OF WAY CERTIFICATION

The final phase of the right of way program is right of way certification which documents that the construction project is ready for advertising. If required, during this process, Paragon will coordinate and attend certification planning activities and meet with the City, Caltrans Right of Way and Local Assistance staff, and the project partners to determine project requirements and the certification level required to meet the project construction schedule. In addition, Paragon will coordinate with the project engineer and the utility relocation manager to ensure their respective activities have been completed in compliance with applicable laws and regulations.

Assumptions

- Right of way acquisition services will be provided for services for 21 parcels, 10 owners.
- A legal description and plat map will be provided to Paragon for each property right dedication by the City.
- Preliminary title reports will be provided to Paragon by the City.
- Escrow fees will be paid directly by the City.
- Fees are based on a 13-month project duration.

HDR fee to provide these services is $387,299.00. We appreciate this opportunity to continue supporting the City on this important project. Please see attached fee proposal for the cost breakdown.

If you have any questions, please call Chuck Christoplis at (951) 320-7303

Respectfully,
HDR Engineering, Inc.

Tom Kim, P.E.
Principal-in-Charge
Senior Vice President

Charles P. Christoplis
Senior Project Manager

HDR Team - Detailed Labor and Fee Breakdown

3rd and 5th Street - Victoria Avenue Storm Drain and Roadway Improvements 12/20/2022

EXHIBIT A

HDR ENGINEERING INC. - PROJECT FEE BY TASK AND PERSONNEL

	Project Manager	Task Manager	Senior Engineer/Specialist	Senior Geotechnical Engineer	Project Engineer	Design Engineer	Senior Engineer/Specialist	Geotechnical Engineer	CADD/GIS	QA/QC	Clerical / Administrative	TOTAL HOURS HDR	TOTAL FEE HDR	Transtech	Paragon	TOTAL PROJECT FEE
Burdened Hourly Rate	*$277*	*$301*	*$273*	*$281*	*$146*	*$176*	*$263*	*$220*	*$180*	*$347*	*$122*					
Task 1 Roadway Improvements																
Management Services	40					8					40	88	$17,369			$17,369
Meetings	20	10	10			8						48	$12,693			$12,693
Supplimental design survey						4						4	$704	$13,500		$14,204
Update Roadway Plans	8					60			20	4		92	$17,770			$17,770
Utiltiy Research and Coordination	2					4						6	$1,258			$1,258
Incorporate underground utillity plans	4					8			4			16	$3,238			$3,238
Prepare interconnect plans						4			4			8	$1,426			$1,426
Prepare street light plans						4			4			8	$1,426	$3,250		$4,676
Prepare traffic signal Plans						4			4			8	$1,426	$7,000		$8,426
Prepare Legals and Plats						8						8	$1,408	$11,750		$13,158
Update Geotechnical Report				16				43				59	$13,952			$13,952
Prepare specifications and estimates	2					8	16			2		28	$6,868	$3,250		$10,118
												0	$0			$0
Task 2 Storm Drain Imporvement (Alternate Alignment)												0				
Reverify Hydrology Report	4					8						12	$2,516			$2,516
Update Hydraulic Calculations	4					20				2		26	$5,321			$5,321
Prepare Storm Drain Plans	8					60			20	2		90	$17,077			$17,077
Prepare specification and estimates	2					8	16			2		28	$6,868			$6,868
												0	$0			$0
Task 3 Channel Improvements												0				
90% Design												0	$0			$0
Prepare Plans and Calculations		16	20		100				120	12		268	$50,681			$50,681
Cost Estimate		2	4		16					2		24	$4,723			$4,723
Specificaton		2	16		8					2		28	$6,838			$6,838
												0	$0			$0
100% Design												0	$0			$0
Prepare Plans and Calculations		8	16		40				40	2		106	$20,528			$20,528
Cost Estimate		1	2		4					1		8	$1,778			$1,778
Specificaton		1	4		2					1		8	$2,033			$2,033
												0	$0			$0
Task 4 Right of Way Acquisition Services												0				
Right of Way Acquisition Services												0	$0		$149,649	$149,649
												0				$0
SUBTOTAL	***94***	***40***	***72***	***16***	***170***	***216***	***32***	***43***	***216***	***32***	***40***	971	***$197,900***	***$38,750***	***$149,649***	***$386,299***
												0				
TOTAL LABOR	**94**	**40**	**72**	**16**	**170**	**216**	**32**	**43**	**216**	**32**	**40**	971	**$197,900**	**$38,750**	**$149,649**	**$386,299**
BUDGET FOR OTHER DIRECT COSTS																
Budget for Printing and Other Direct Costs													$1,000			$1,000
SUBTOTAL													***$1,000***			***$1,000***
TOTAL ESTIMATED FEE (NOT TO EXCEED)													**$198,900**	**$38,750**	**$149,649**	**$387,299**
PERCENT OF TOTAL FEE													**51.36%**	**10.01%**	**38.64%**	**100.00%**

City of Highland Victoria Ave Roadway Improvement
Cost Proposal

C

Personnel	**Mark Mendoza**	**Colin Valles**	**Ryan Humphrey**		
Role	**Project Director**	**Acq Agent**	**Acq Agent**	**Subconsulants**	
Tasks					**Fees**
Hourly Rate	**$225**	**$75**	**$75**		
Project Management (Meetings and Status Reporting)	48	36	36		$ 16,200
Obtain and Review Plans, Plat Maps and Legal Descriptions	8	8	8		$ 3,000
Appraisals Reports for Permanet Easements/TCEs	10	10	10	$ 36,000	$ 39,750
Appraisal Reports for TCE only	10	4	4	$ 12,000	$ 12,144
Appraisal Reviews of all appraisal reports	4	4	4	$ 12,000	$ 13,500
Document Preparation (Offer, Dedication instrument, etc.)	8	18	18		$ 4,500
Acquisition/Negotiations	75	160	160		$ 40,875
Escrow Coordination	8	25	25		$ 5,550
Caltrans Right of Way Certification	15	24	24		$ 6,975
Project Close-Out	8	16	16		$ 4,200
Total Hours	194	305	305		$ 146,694

OTHER DIRECT COSTS (ODCS)	
Mileage	$ 2,605
Postage/Misc. Expenses	$ 350
	$ 149,649

1. 21 parcels (11 ownerships)
2. Permanent easement and TCE Appraisals and Reviews for 16 parcels (7 separate ownerships)
3. TCE only Appraisals and reviews for 5 parcels (4 separate ownerships)

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Resolution No. 2023- amending the hourly rates for various categories of legal services of the City Attorney's Office (Richards, Watson & Gershon).

RECOMMENDATION: That the City Council approve Resolution No. 2023- amending the hourly rates for various categories of legal services of the City Attorney's Office (Richards, Watson & Gershon).

FISCAL IMPACT: General Municipal Services hour rate increase of $20 per hour and General Litigation Services increase of $20 per hour.

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

BACKGROUND: The last rate increase for the City Attorney's Office, Richards, Watson & Gershon (RWG) was approved in February 2019. Due to recent fiscal uncertainty, RWG did not request any adjustments during 2021 or 2022. With the recent rates of inflation, RWG feels it is necessary to request that the City Council approve of rate increases effective February 15, 2023. Also requested is approval of an annual rate adjustment in the future, starting in 2025, not to exceed 4%, in any year. The proposed rates are reflected in attachment 1. The current rates are reflected in attachment 2.

Attachments:
1. Proposed Resolution No. 2023-??? amending Exhibit A along with a letter from RWG requesting rate increase.
2. Resolution No. 2019-005 (Current rate sheet).

Approved _____ Motion _____ Second _____ Agenda Item No. 16

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

Attachment #1

Proposed Resolution No. 2023-??? amending Exhibit A along with a letter from RWG requesting rate increase.

RESOLUTION NO. 2023-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND APPROVING A NEW EXHIBIT A TO THE LEGAL SERVICES AGREEMENT BETWEEN THE CITY OF HIGHLAND AND RICHARDS, WATSON & GERSHON, AND DESIGNATING MARICELA E. MARROQUIN AS CITY ATTORNEY AND CRAIG STEELE AS SENIOR ASSISTANT CITY ATTORNEY

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. The City Council hereby approves the amendment to the Legal Services Agreement between the City and Richards, Watson & Gershon by inserting Exhibit A as attached hereto in place of the existing Exhibit A. All other provisions of the agreement shall remain in full force and effect.

Section 2. Maricela E. Marroquin of Richards, Watson & Gershon is hereby designated as City Attorney of the City of Highland. Craig Steele of Richards, Watson & Gershon is hereby designated as Senior Assistant City Attorney. The firm may continue to designate such other attorneys to serve the City as the City Attorney deems necessary.

Section 3. The changes approved herein shall take effect as of February 15, 2023.

Section 4. The City Clerk shall attest to the adoption of this Resolution and submit an executed copy of the Resolution to Richards, Watson & Gershon forthwith.

PASSED, APPROVED and ADOPTED this 14th day of February 2023.

_____
Larry McCallon, Mayor

ATTEST:

_____
Betty Hughes, MMC, City Clerk

Craig A. Steele

T 213.626.8484
F 213.626.0078
E csteele@rwglaw.com

350 South Grand Avenue
37th Floor
Los Angeles, CA 90071
rwglaw.com

January 25, 2023

VIA ELECTRONIC MAIL

Joseph R. Hughes
City Manager
City of Highland
27215 Base Line
Highland, California 92346

Re: Request for 2023 Rate Adjustment

Dear Joe:

Richards, Watson & Gershon ("RWG") requests that the City approve adjustments to our hourly rates for various categories of legal services as detailed in the attached proposal for a new "Exhibit A" to our contract.

As you may recall, our last rate adjustment was approved in February of 2019 and had a scheduled General Services rate increase that took effect in January of 2020. Thus, our rates remained the same for three or four years depending on the category of service. Due to the fiscal uncertainties at the time, we did not request an adjustment in our rates for 2021 or 2022. With recent rates of inflation, we find it necessary to request the City Council's approval of these increases, to be effective February 1, 2023. The changes we are requesting, as a percentage, are less than the CPI increase since the prior rates were approved.

As is now standard with our general counsel clients, we also are requesting approval of an annual rate adjustment in the future, starting in 2025, consistent with the CPI increase from the previous October to the most recent October, not to exceed 4% in any year. This gives both the City and RWG some level of certainty, and avoids the situation where we have to request a larger increase because we skipped a year or two. That CPI provision included in the attached rate sheet also allows the City Manager and City Attorney to reduce or eliminate the CPI increase in a given year due to the City's fiscal condition.

We would be happy to discuss these proposed changes with you, if necessary, and we would appreciate the City Council's consideration of the new Exhibit A to our contract as soon as possible. As always, we value our relationship with the City and look forward to continuing that relationship going forward.

Please let me know if you have comments or questions.

Very truly yours,

Craig A. Steele

cc: Maricela Marroquin, Esq.

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RICHARDS WATSON GERSHON

EXHIBIT A

RICHARDS, WATSON & GERSHON

HOURLY RATES FOR THE CITY OF HIGHLAND

EFFECTIVE FEBRUARY 15, 2023

General Municipal Services. Provide legal advice on municipal law matters, attendance at City Council and Commission meetings, workshops, staff meetings, preparation of routine ordinances and resolutions, and review and approval of standard agreements, and other services described in Section 6 of the Legal Services Agreement. This work shall not include other categories of services listed in this Exhibit and designated by the Firm with a separate special services billing number. The hourly rates for this work are:

All Attorneys	$190 as of February 15, 2023 $200 as of February 1, 2024

Tort Defense Litigation. Defense or prosecution of personal injury, death or property damage litigation based on alleged negligence or dangerous conditions of public property. The hourly rates for this work are:

Shareholder Rate	$225
Senior Attorney Rate	$215
Associate Rate	$210

General Litigation. Litigation involving defense or prosecution of writs of mandate, injunctions, breach of contract, inverse condemnation, eminent domain, election proceedings, or administrative proceedings, except as otherwise provided in this Exhibit for third party reimbursed matters. The hourly rates for this work are:

Shareholder Rate	$280
Senior Attorney Rate	$255
Associate Rate	$245

Third Party Reimbursed Services. Advisory or litigation fees reimbursed by a third party, such as a private developer, shall be billed at the firm's then-standard hourly rates less 15%, not to exceed $400 per hour.

Code Enforcement. Pre-litigation advice, administrative proceedings and litigation initiated by the City to enforce the Highland Municipal Code or other State or local laws or regulations. The hourly rates for this work are:

All attorneys blended rate	$215

Land Use Projects. The drafting and negotiation of all development agreements, drafting and negotiation of land use entitlements for significant land use projects, specialized advice and representation on general plan, housing and zoning issues, and other related specialized legal advice and services that do not fall within the General Municipal Services category and are not reimbursed by a third party. The hourly rates for this work are:

Shareholder Rate	$275
Senior Attorney Rate	$250
Associate Rate	$240

Personnel and Labor Relations. Non-litigation advice concerning employee hiring and termination, compensation and benefits, labor negotiations, administrative hearings relating to personnel and labor matters. The hourly rates for this work are:

Shareholder Rate	$275
Senior Attorney Rate	$250
Associate Rate	$240

Environmental. Legal work concerning state and federal hazardous waste laws, water quality matters including CERCLA and NPDES, compliance audits, appearance before state and federal agencies concerning enforcement actions or permit applications, and litigation relating to such issues. The hourly rates for this work are:

Shareholder Rate	$275
Senior Attorney Rate	$250
Associate Rate	$240

Other Special Services Designated by the Firm. Legal services provided by attorneys other than the designated City Attorney, in specialized areas of the law such as real estate, annexations and reorganizations, administrative hearings, water rights, etc.

Shareholder Rate	$275
Senior Attorney Rate	$250
Associate Rate	$240

Public Finance Matters. For providing services as bond counsel, disclosure counsel, or counsel to the issuer, Law Firm shall be paid at a composite hourly rate of $405. The total fee shall not exceed an amount which the City Manager, in consultation with the Finance Director, deems fair and reasonable under the circumstances.

Paralegal Rate (for all matters) $150

As of February 1, 2025 and annually thereafter, the rates on this Exhibit A shall be adjusted by the annual percentage increase in the locally applicable Consumer Price Index (CPI-U) from October to October, not to exceed 4% in any year. For any given single year, based on fiscal conditions in the City, the City Manager and City Attorney may agree to delay, reduce, or eliminate such an increase.

Attachment #2

Resolution No. 2019-005 (Current rate sheet).

RESOLUTION NO. 2019-005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A NEW EXHIBIT A TO THE LEGAL SERVICES AGREEMENT BETWEEN THE CITY OF HIGHLAND AND RICHARDS, WATSON & GERSHON, AND DESIGNATING MARICELA E. MARROQUIN AS CITY ATTORNEY AND CRAIG STEELE AS SENIOR ASSISTANT CITY ATTORNEY

THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. The City Council hereby approves the amendment to the Legal Services Agreement between the City and Richards, Watson & Gershon by inserting Exhibit A as attached hereto in place of the existing Exhibit A. All other provisions of the agreement shall remain in full force and effect.

Section 2 Maricela E. Marroquin of Richards, Watson & Gershon is hereby designated as City Attorney of the City of Highland. Craig Steele of Richards, Watson & Gershon is hereby designated as Senior Assistant City Attorney. The firm may continue to designate such other attorneys to serve the City as the City Attorney deems necessary.

Section 3. The changes approved herein shall take effect as of February 1, 2019.

Section 4. The City Clerk shall attest to the adoption of this Resolution and submit an executed copy of the Resolution to Richards, Watson & Gershon forthwith.

PASSED, APPROVED AND ADOPTED this 22d day of January, 2019

Penny Lilburn
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk

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RICHARDS | WATSON | GERSHON
ATTORNEYS AT LAW – A PROFESSIONAL CORPORATION
355 South Grand Avenue, 40th Floor, Los Angeles, California 90071-3101
Telephone 213 626 8484 Facsimile 213 626 0078

RECEIVED
OCT 31 2016
CITY OF HIGHLAND

RICHARD RICHARDS (1916-1988)
GLENN R WATSON (1917-2010)
HARRY L. GERSHON (1922-2007)

STEVEN L. DORSEY
WILLIAM L. STRAUSZ
GREGORY W STEPANICICH
QUINN M. BARROW
CAROL W LYNCH
GREGORY M KUNERT
THOMAS M JIMBO
ROBERT C. CECCON
STEVEN H. KAUFMANN
KEVIN G ENNIS
ROBIN D. HARRIS
MICHAEL ESTRADA
LAURENCE S WIENER
B TILDEN KIM
SASKIA T ASAMURA
KAYSER O SUME
PETER M THORSON
JAMES L. MARKMAN
CRAIG A. STEELE
T. PETER PIERCE
TERENCE R BOGA
LISA BOND
ROXANNE M. DIAZ
JIM G GRAYSON
ROY A. CLARKE
MICHAEL F YOSHIBA
REGINA N DANNER
PAULA GUTIERREZ BAEZA
BRUCE W GALLOWAY
DIANA K. CHUANG
PATRICK K. BOBKO
DAVID M SNOW
LOLLY A. ENRIQUEZ
GINETTA L. GIOVINCO
TRISHA ORTIZ
CANDICE K. LEE
JENNIFER PETRUSIS
STEVEN L. FLOWER
TOUSSAINT S BAILEY
AMY GREYSON
DEBORAH R HAKMAN
D CRAIG FOX
MARICELA E MARROQUÍN
SERITA R YOUNG
INDER KHALSA
WHITNEY G. MCDONALD
SEAN B GIBBONS
STEPHANIE CAO
PATRICK D SKAHAN
STEPHEN D LEE
YOUSTINA N. AZIZ
BRENDAN KEARNS
KYLE H BROCHARD
NICHOLAS R GHIRELLI
ISRA SHAH
ISAAC M. ROSEN
ROMTIN PARVARESH
ANDREW R CONTREIRAS

OF COUNSEL
MITCHELL E ABBOTT
ROCHELLE BROWNE
TERESA HO URANO
DIANA H VARAT

SAN FRANCISCO OFFICE
TELEPHONE 415 421 8484

ORANGE COUNTY OFFICE
TELEPHONE 714 990 0901

TEMECULA OFFICE
TELEPHONE 951 695 2373

CENTRAL COAST OFFICE
TELEPHONE 805 439 3515

October 28, 2016

VIA ELECTRONIC MAIL & U.S. MAIL

Joseph Hughes
City Manager
City of Highland
27215 Base Line
Highland, California 92346

Re: Legal Services Hourly Rates

Dear Joe:

As we discussed, Richards, Watson & Gershon requests that the City approve increases to our hourly rates for various categories of legal services as detailed in the attached proposal for a new "Exhibit A" to our contract

As you may recall, our last rate increase was effective July 1, 2011 and we committed to keep those rates in effect through June 30, 2013. We have actually kept the approved rates the same for almost five years. Generally, we are requesting an increase of $10 per hour across the board for various categories of service, with the exception of general litigation services where the requested increase is $15 per hour. Slightly higher litigation rates help us keep the rates for general services, the City's biggest service need, at a rate that is generally considered below industry standard. The $10 per hour increase in most categories is less than the rate of inflation since 2011.

We have added a new specified rate in the rate schedule, for public finance services. For many years, cities have typically determined the compensation for bond counsel and other finance professionals based on the size of a bond issue at industry-accepted prices. The California Attorney General has recently issued advice discouraging that practice, and we are amending our client contracts accordingly. This proposed rate sheet includes a standard hourly rate for finance transactions, but limits the total amount to be paid to not exceed a reasonable total fee determined by the City Manager. In this way, the City will not incur new and larger issuance costs in finance transactions.

We would appreciate the City Council's consideration of the new Exhibit A to our contract as soon as possible. We propose to impose the new rate structure as of January 1, 2017.

Please contact me if you have questions Thanks.

Very truly yours,

Craig A. Steele

Attachment

cc: Chuck Dantuono, Director of Administrative Services

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EXHIBIT A

RICHARDS, WATSON & GERSHON

HOURLY RATES FOR THE CITY OF HIGHLAND

EFFECTIVE FEBRUARY 1, 2019 – DECEMBER 31, 2020

General Municipal Services. Provide legal advice on municipal law matters, attendance at City Council and Commission meetings, workshops, staff meetings, preparation of routine ordinances and resolutions, and review and approval of standard agreements, and other services described in Section 6 of the Legal Services Agreement. This work shall not include other categories of services listed in this Exhibit and designated by the Firm with a separate special services billing number. The hourly rates for this work are:

All Attorneys	$160 through December 31, 2019 $170 as of January 1, 2020

Tort Defense Litigation. Defense or prosecution of personal injury, death or property damage litigation based on alleged negligence or dangerous conditions of public property. The hourly rates for this work are:

Shareholder Rate	$220
Senior Attorney Rate	$210
Associate Rate	$205

General Litigation. Litigation involving defense or prosecution of writs of mandate, injunctions, breach of contract, inverse condemnation, eminent domain, election proceedings, or administrative proceedings, except as otherwise provided in this Exhibit for third party reimbursed matters. The hourly rates for this work are:

Shareholder Rate	$260
Senior Attorney Rate	$235
Associate Rate	$225

Third Party Litigation. Litigation fees reimbursed by a third party, such as a private developer, shall be billed at the firm's then-standard hourly rates less 15%, not to exceed $395 per hour.

Code Enforcement. Pre-litigation advice, administrative proceedings and litigation initiated by the City to enforce the Highland Municipal Code or other State or local laws or regulations. The hourly rates for this work are:

All attorneys blended rate	$195

Land Use Projects. The drafting and negotiation of all development agreements, drafting and negotiation of land use entitlements for significant land use projects, specialized advice and representation on general plan, housing and zoning issues, and other related specialized legal advice and services that do not fall within the General Municipal Services category. The hourly rates for this work are:

Shareholder Rate	$255
Senior Attorney Rate	$230
Associate Rate	$220

Personnel and Labor Relations. Non-litigation advice concerning employee hiring and termination, compensation and benefits, labor negotiations, administrative hearings relating to personnel and labor matters. The hourly rates for this work are:

Shareholder Rate	$255
Senior Attorney Rate	$230
Associate Rate	$220

Environmental. Legal work concerning state and federal hazardous waste laws, water quality matters including CERCLA and NPDES, compliance audits, appearance before state and federal agencies concerning enforcement actions or permit applications, and litigation relating to such issues. The hourly rates for this work are.

Shareholder Rate	$270
Senior Attorney Rate	$240
Associate Rate	$220

Other Special Services Designated by the Firm. Legal services provided by attorneys other than the designated City Attorney, in specialized areas of the law such as real estate, annexations and reorganizations, administrative hearings, water rights, etc.

Shareholder Rate	$255
Senior Attorney Rate	$230
Associate Rate	$220

Public Finance Matters. For providing services as bond counsel, disclosure counsel, or counsel to the issuer, Law Firm shall be paid at a composite hourly rate of $405. The total fee shall not exceed an amount which the City Manager, in consultation with the Finance Director, deems fair and reasonable under the circumstances

Paralegal Rate (for all matters) $120

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, BETTY HUGHES, MMC, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2019-005 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 22nd day of January, 2019, by the following vote:

AYES:	Chavez, Lilburn, McCallon, Solano, Timmer
NOES:	None
ABSTAIN.	None
ABSENT:	None

Dated this 23rd day of January, 2019

Betty Hughes

BETTY HUGHES, MMC
CITY CLERK

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

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. 17
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes
City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: February 14, 2023

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. 18
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes

City Clerk

City Manager