CITY OF HIGHLAND
CITY COUNCIL
AGENDA

REGULAR MEETING

December 12, 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-Cordova, 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 December 12, 2023, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the December 12, 2023 agenda, please identify the agenda item number in the subject line.

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
DECEMBER 12, 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 December 12, 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 BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2023/24
   RECOMMENDATION: That the City Council choose one of its members as Mayor and another of its members as Mayor Pro Tem.

2. Membership on Various Council Subcommittees, Ad Hocs and Agency Organizations
   RECOMMENDATION: That the City Council review and revise as appropriate the current membership of various Council Committees, Ad Hocs and Agency Appointments.

CITY COUNCIL CONSENT CALENDAR

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

4. Minutes – November 14, 2023 City Council Regular Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

5. Warrant Register
   RECOMMENDATION: Approve Warrant Register No. 760 for December 12, 2023, in the amount of $2,056,979.03 and Payroll of $241,928.82.

6. Treasurer's Report for October 2023
   RECOMMENDATION: That the City Council receive and file Treasurer's Report for October 2023.

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

8. The Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion Letter, and the Gann Limit (Appropriations Limit) Letter. All Reports are for Fiscal Year Ended June 30, 2023
   RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2023.

9. AB1600 Development Impact Fee Annual Report for Fiscal Year 2022/2023 per Government Code Section 66006
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2022/2023.

10. Developer In-Lieu Fee Annual Report for Fiscal Year 2022/2023
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the Developer In-Lieu Fee Annual Report for Fiscal Year 2022/2023.

11. Staff Agency Appointment - CIRA
RECOMMENDATION: That the City Council adopt Resolution No. 2023 - _____, appointing Leticia Nava-Cruz, Assistant Director of Administrative Services, as the city's Director of the Board of Directors of CIRA, and Chuck Dantuono, Director of Administrative Services/City Treasurer, as the Alternate Director.

12. City of Highland 2023 Emergency Operations Plan
RECOMMENDATION: That the City Council adopt Resolution No. 2023 - _____, approving, and adopting the City of Highland 2023 Emergency Operations Plan.

13. Contract Renewal - 2020-08 "Citywide Concrete Maintenance"
RECOMMENDATION: That the City Council:
1) Extend the Citywide Concrete Maintenance contract with Above All Names Construction Services, Inc. for one (1) year; and
2) Approve a 3% increase to the contract unit prices.

14. Contract Renewal - 2020-09 "Citywide Traffic Striping and Pavement Marking Maintenance Contract"
RECOMMENDATION: That the City Council:
1) Extend the Citywide Traffic Striping and Pavement Marking Maintenance contract with Interstate Striping & Signs, Inc. for one (1) year; and
2) Approve an 11.15% increase to the contract unit prices.

15. Easement Acceptance - Ariel Garcia for "2-SFR Residential Project" (Southeast corner of Base Line and Elm Street)
RECOMMENDATION: That the City Council:
1) Accept the Grant of Easement for Road and Drainage purposes from Ariel Garcia; and
2) Direct the City Clerk to record the Grant of Easement.

16. IDC Consulting Engineers, Inc. Contract Amendment for the Orange Street Bridge at Plunge Creek Overflow Project (Project No. brg12001)
RECOMMENDATION: That the City Council approve a contract amendment to the Professional Services Agreement with IDC Consulting Engineers, Inc. (IDC) to extend the term of the contract until the Orange Street Bridge at Plunge Creek Overflow Project is completed.

17. A Request for a Special Event Permit (SEP-23-011) by the Redlands Bicycle Classic for its Annual Highland Circuit Bicycle Race on Wednesday, April 10, 2024
RECOMMENDATION: That the City Council:
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 $24,034.28).

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.

No public hearing.

CITY COUNCIL LEGISLATIVE

18. Bid Award – Bid No. 2023-06, "Citywide Pedestrian Signal Head and Pedestrian Push Button Upgrades" (Project No. sig21001)
RECOMMENDATION: That the City Council award the construction contract for Bid No. 2023-06, "Citywide Countdown Pedestrian Signal Head and Pedestrian Push Button Upgrades" Project to the responsible low bidder, Econolite Systems, Inc., in the amount of $109,697.58.

19. 2024 Community Events
RECOMMENDATION: That the City Council discuss Community Events and direct staff accordingly.

20. Appoint Two (2) Members of the Public to the Community Trails Committee
RECOMMENDATION: That the City Council appoint two (2) members of the public to the Community Trails Committee.

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

22. 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.

2024
January 9; February 13; March 12; April 9; May 14; June 11; July 9; August 13; September 9; October 8; November 12; December 10

I, Alondra Muñoz, Deputy City Clerk, certify I caused to be posted this Agenda on or before December 7, 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: December 7, 2023

Alondra Muñoz
Deputy City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy City Clerk

SUBJECT: Appointment of Mayor and Mayor Pro Tem for 2023/24

RECOMMENDATION: That the City Council choose one of its members as Mayor and another of its members as Mayor Pro Tem

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: In accordance with Resolution No. 2022-001, Section 3.1(b), the City Council will annually meet to appoint a Mayor and Mayor Pro Tem for the coming year. The Mayor will turn the meeting over to the City Clerk who will take nominations and the vote for Mayor. After the appointment of the Mayor, the City Clerk will turn the meeting over to the newly appointed Mayor who will then take nominations and the vote for Mayor Pro Tem.

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: December 12, 2023

FROM: Joseph Hughes, City Manager

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy City Clerk

SUBJECT: Membership on Various Council Subcommittees, Ad Hocs and Agency Organizations

RECOMMENDATION: Review and revise as appropriate current membership on various Council Subcommittees, Ad Hocs and Agency Appointments

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: Traditionally, the Council has reviewed the appointments to the Subcommittees, Ad Hocs and Agencies annually in December. The Subcommittee and Agency appointments are done with the approval of a majority of the Council, however, only the Mayor may establish or delete an Ad Hoc Committee.

Approved _____ Motion _____ Second _____ Agenda Item No. 2

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

CITY OF HIGHLAND
AD HOC APPOINTMENTS

An ad hoc committee is composed solely of less than a quorum of the legislative body and is exempted from the Brown Act. Ad Hoc Committees are created by the Mayor to serve a limited or single purpose, are not perpetual, and are to be dissolved once their specific task is completed. The City Clerk shall be notified of the creation of an Ad Hoc Committee and the members appointed.

AD HOC	MEMBERS	ESTABLISHED

There are no Ad Hoc Committees.

12/15/22
cityofficials\ad hoc committees.doc

CITY OF HIGHLAND
CITY COUNCIL ASSIGNMENTS

SUBCOMMITTEES	MEMBERS	ESTABLISHED
Community Day of Service	Chavez, Solano	12/08/15
Finance/Personnel	McCallon, Timmer	12/18/87
Legislative	Chavez, Solano	08/23/88
Public Facilities	Solano, Timmer	12/14/99
Public Safety	Chavez, Lilburn	05/10/88
Public Works	McCallon, Timmer	05/10/88

AGENCY APPOINTMENTS

Omnitrans	Lilburn, Alt-McCallon
SANBAG	McCallon, Alt-Lilburn
SBIAA	Lilburn, Alt-McCallon
SCAG	McCallon, Alt-Lilburn
Santa Ana River Wash Area Coordinated Planning Activities Committee	Chavez, Alt-Timmer
Solid Waste Task Force	Lilburn, Alt-Morgan

STAFF AGENCY APPOINTMENTS

Gangs & Drugs Task Force	Chief of Police
California Intergovernmental Risk Authority (CIRA)	Dantuono, Alt-Nava-Cruz

12/15/22
cityofficials\subcommittee.doc

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy 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. 3

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy City Clerk

SUBJECT: Minutes – November 14, 2023 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 4

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

MINUTES
CITY COUNCIL REGULAR MEETING
NOVEMBER 14, 2023

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor McCallon at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Willie Hicks, Harvest Care Church, and the Pledge of Allegiance was led by Mayor Pro Tem Lilburn.

ROLL CALL

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

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Fred Yauger spoke regarding street sweeping concerns on Amberwood Lane.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to approve the consent calendar as submitted with Council Member Timmer requesting clarification on Item #8. 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 - October 10, 2023 City Council Regular Meeting
   Approved the Minutes as submitted.

3. Warrant Register
   Approved Warrant Register No. 759 for November 14, 2023, in the amount of $4,198,470.76 and Payroll of $354,483.26.

4. Treasurer's Report for September 2023
Received and filed Treasurer's Report for September 2023.

5. Claim Consideration – Francisco Pedro Garcia
Rejected claim.

6. Authorization to Submit Claims for Fiscal Year 2023/2024 TDA Article 3 Funds for 9th Street Transit Stops, Sidewalk, and Bikeway Improvements (Project No. swk19001)
   1) Adopted Resolution No. 2023-049 authorizing submittal of periodic claims to SBCTA for Fiscal Year 2023/2024 TDA Article 3 funds for 9th Street Transit Stops, Sidewalk, and Bikeway Improvements; and
   2) Authorized the Public Works Director/City Engineer and the Director of Administrative Services/City Treasurer to execute the claim documents.

RESOLUTION NO. 2023-049
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AUTHORIZING SUBMITTAL OF CLAIMS TO SBCTA FOR TDA ARTICLE 3 FUNDS FOR THE 9TH STREET TRANSIT STOPS, SIDEWALK, AND BIKEWAY IMPROVEMENTS PROJECT

7. Conduct a Second Reading of Ordinance No. 462 – Greenspot Village and Marketplace Specific Plan Revision (SPR 23-001) to Increase the Maximum Dwelling Unit Count from 946 to 1,218
Conducted a second reading of Specific Plan Revision (SPR 23-001), read by title only, and waive further reading of Ordinance No. 462 increasing the maximum dwelling unit count from 946 to 1,218.

ORDINANCE NO. 462
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING THE GREENSPOT VILLAGE & MARKETPLACE SPECIFIC PLAN (SPR 06-001A) TO INCREASE THE TOTAL DWELLING UNIT COUNT WITHIN THE SPECIFIC PLAN FROM 946 DWELLING UNITS TO 1,218 DWELLING UNITS AND MAKING A DETERMINATION THAT THE ADOPTION OF THIS ORDINANCE IS EXEMPT FROM FURTHER CEQA REVIEW UNDER CEQA GUIDELINES SECTION 15162, PUBLIC RESOURCES CODE SECTION 21666 AND GOVERNMENT CODE SECTION 65457

8. Design Services Proposal from Engineering Resources of Southern California, Inc. for the 5th Street, Greenspot Road, and Orange Street Pavement Rehabilitation Project (Project No. ola23002)
   1) Approved the proposal from Engineering Resources of Southern California, Inc. (ERSC) to provide engineering design services for the 5th Street, Greenspot Road, and Orange Street Pavement Rehabilitation Project (Project No. ola23002); and
   2) Authorized the City Manager to approve contract amendments up to 10% of the contract amount.

9. Proposed City of Highland Community Development Block Grant (CDBG) Applications for Fiscal Year 2024/2025
   1) Approved the city's application for Enhanced Code Enforcement that supports a portion of the salary and benefits of a Code Compliance Officer, Administrative Assistant, and Community Development Director; and
   2) Approved the city's application to construct pavement rehabilitation and ancillary work on four streets located in a neighborhood within the CDBG Low-Moderate Income eligible block area boundaries including: 1) Cunningham Street between Cypress Street & 6th Street 2) Flemming Street between Cunningham Street and Colwyn Avenue 3) 7th Street between Cunningham Street and Colwyn Avenue and 4) Colwyn Avenue between Hibiscus Street and 7th Street.

10. Declare One (1) Seat Vacant on the Planning Commission
   1) Declared one (1) seat vacant on the Planning Commission; and
   2) Directed the City Clerk to advertise the vacancy on the Planning Commission.

CITY COUNCIL PUBLIC HEARING

11. An Application by Sean and Alicia Cobb for the Mills Act Tax Adjustment Program

Mayor McCallon introduced Associate Planner Tafolla to present the item.

Associate Planner Tafolla stated the Mills Act application is for Sean and Alicia Cobb, owners of the property located at 27225 Nona Avenue in the city's historical district. The City Treasurer has calculated a tentative loss in city property tax revenue of $542. Should the City Council approve the Mills Act Agreement, the program under state law allows the City Council to enter into agreements with the property to reduce their annual property taxes. The savings are intended to be used for the preservation and rehabilitation of the historic home. The exact amount of savings will be determined by the San Bernardino County Tax Assessor's office after the property is appraised in June of 2024. The property owners have provided a list of planned improvements for their home over the next 10 years, which is attached to the last page of the Mills Act Agreement. Some of the proposed improvements involve roof shingle repair, replacement of electrical upgrades, foundation repair, beam repairs, and bolt repairs. A general provision in the agreement will require an interior and exterior inspection of the property before the agreement takes effect and every five years thereafter to ensure the tax savings are being adequately utilized. Staff and the Historic & Cultural Preservation Board recommend approval of the application. Staff and the applicant are available for any questions.

Mayor McCallon opened the public hearing and asked if anyone from the public wanted to speak for or against the item.

Seeing none, Mayor McCallon closed the public hearing and brought it back to the City Council for questions and action.

Mayor Pro Tem Lilburn stated she liked the Mills Act and its intention to preserve the integrity of the historical district. She noticed they provided a list that outlines the proposed improvements, will the city follow-up to ensure they are completed? Do the property owners provide a completion date for each of the improvements?

Associate Planner Tafolla stated the city will do an inspection next year after the San Bernardino County Assessor's office does their calculation and then subsequently every five years to ensure they are doing as they listed. In addition, they will have to pull permits for some of the improvements so the city will be aware of the progress.

Mayor McCallon asked if there were any additional questions.

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Chavez-Cordova, to approve the Mills Act Agreement between the City of Highland and Sean and Alicia Cobb for the property located at 27225 Nona Avenue Highland, CA 92346 for a term of ten (10) years. Motion carried on a roll call vote, 5-0.

12. An Appeal (APP 23-001) of the Planning Commission's Approval of a Conditional Use Permit (CUP-23-003); Variance (VAR-23-001); and Design Review (DRA-23-004) Application to Allow the Construction of a 53,665 Square Foot Warehouse and Associated Improvements (Patriot 5th and Central, LLC)

The Appellant withdrew their appeal.

CITY COUNCIL LEGISLATIVE

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

City Manager Hughes stated the city audit was presented to the Finance/Personnel Subcommittee on November 7, 2023, and will next be presented at the December 12, City Council Meeting.

Construction of the 3rd/5th Street Corridor Improvements Project is approximately 72% complete. Construction of a median curb and adjacent pavement on 5th Street between Palm Avenue and Church Avenue is expected to be done November 27. If weather conditions permit, the north half of the intersection of 5th Street and Palm Avenue will be closed to traffic beginning November 28 to construct the remainder of the concrete pavement, a westbound dedicated right turn lane, storm drain, catch basin, and traffic signal modifications. The construction of these improvements is anticipated to take 12 weeks. The overall project is anticipated to be completed by July 2024.

Costco submitted their building permits application along with construction plans last week for plan check. The Building & Safety Department is committed to providing comments within two weeks. They are on their second round of plan check with the Engineering Department for their on-site improvements. Costco anticipates starting construction July 2024, with an opening of March 2025.

Tractor Supply has pulled their construction permits and anticipates breaking ground at the end of November. Due to weather conditions, it might delay construction initiation until early December.

The American Public Works Association (APWA) awarded the city the 2023 B.E.S.T. Award for State Route 210 City of Highland Identity Enhancements Project under the Creative & Innovative category. On behalf of the city, Scott Rice, the city's landscape architect with Community Design Works, nominated the SR-210/Base Line Interchange Project for this award.

Mayor McCallon asked when the packing house art pieces would be approved by Caltrans?

City Manager Hughes responded the city is still working with Caltrans on that item. Caltrans only approved the city logo.

For the period of October 10 through November 12, the Sheriff's Department had 3,713 calls for service, made 307 reports, and 131 arrests.

On Monday, November 27, the city will be hosting a Blood Drive at the Highland Police Department.

On Saturday, December 2, the Highland Improvement Team (HIT) will have a clean-up and meet at City Hall starting at 8:00 a.m.

Mayor Pro Tem Lilburn responded when construction starts on Palm Avenue and 5th Street, can the city monitor the contractor's activity and ensure they stick to the time frame allotted to complete construction because businesses on Palm Avenue have contacted her stating they are being affected by the construction.

Public Works Director/City Engineer Zamano responded staff will.

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

Council Member Solano stated she wanted City Manager Hughes to pass along appreciation to staff for their assistance with the Volunteer Dinner. It was a lot of fun and staff did a great job putting it all together.

Mayor McCallon agreed with the remarks.

Mayor Pro Tem Lilburn responded it was a great time and thanked the staff as well.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:20 p.m. in memory of Dale Anderson, Fred Lockard, Joseph T. Ortiz, and Valerie Reeder.

Submitted By:

_____
Betty Hughes, MMC
City Clerk

Approved By:

_____
Larry McCallon
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

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

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

SUBJECT: Warrant Register #760

RECOMMENDATION: City Council to approve Warrant Register #760; Warrants in the amount of $2,056,979.03 and Payroll in the amount of $241,928.82.

FISCAL IMPACT: The total of Cash and Expenditures is $2,298,907.85.

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

BACKGROUND: See Printouts Attached.

Approved _____ Motion_____ Second _____ Agenda Item No. 5

Denied _____ Ayes_____

Continued_____ Noes _____ File No. _____

Tabled_____ Abstain_____

Absent_____

City Clerk

City Manager

CITY OF HIGHLAND

WARRANT REGISTER #760

December 12, 2023

Warrants:

11/9/2023	Ck#88313		1,575.13
11/14/2023	Ck#88314-88347		290,197.93
11/14/2023	Ck#88350		2,000.00
11/17/2023	Payroll Wire #849-852 & Ck #88348-88349		72,896.23
11/21/2023	Ck#88351-88379		224,121.56
11/28/2023	Ck#88380-88404		988,932.68
12/1/2023	Payroll Wire #853-856 & Ck #88405-88406		71,929.93
12/5/2023	Ck#88407-88449 & Wire#1002519336		405,325.57
		Total Warrants	$2,056,979.03

Payroll:

11/17/2023	Direct Deposits #13433-13477		121,321.17
11/17/2023	Ck #708		281.90
11/29/2023	Direct Deposits #13478-13522		120,043.85
11/29/2023	Ck #709		281.90
		Total Payroll	$ 241,928.82
	Total Warrants & Payroll		**$2,298,907.85**

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
88313	11/9/2023	005771 AMAZON CAPITAL SERVICES	COMPUTER EQUIPMENT	
			COMPUTER EQUIPMENT	
			042.9510.4208	1,575.13
			Total :	1,575.13

1 Vouchers for bank code : wfb — Bank total : 1,575.13

1 Vouchers in this report — Total vouchers : 1,575.13

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88314	11/14/2023	005737 AGA ENGINEERS, INC.	ON CALL TRAFFIC SVC-SEP ON CALL TRAFFIC SVC-SEP 020.8440.4550 TS MONITORING-SEP TS MONITORING-SEP 020.8440.4550		1,935.00 3,200.00
				Total :	**5,135.00**
88315	11/14/2023	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SVC-10/15-10/28/23 CROSSING GUARD SVC-10/15-10/28/23 002.8200.4530		3,814.80
				Total :	**3,814.80**
88316	11/14/2023	000774 ARROWHEAD CREDIT UNION-DEPT 91	2023 CITY CLERKS NEW LAW & ELECTION 2023 CITY CLERKS NEW LAW & ELECTION 001.1200.4330 LOC- FINANCE CONF-NAVA-CRUZ LOC- FINANCE CONF- NAVA CRUZ 001.1700.4320 ZOOM MEETING-OCT ZOOM MEETING-OCT 042.9510.4310		550.00 500.00 110.00
				Total :	**1,160.00**
88317	11/14/2023	000774 ARROWHEAD CREDIT UNION-DEPT 91	CIRA ACADEMY AIRFARE AND SHUTTLE: NAVA-C CIRA ACADEMY AIRFARE AND SHUTTLE: 041.9500.4320 CIRA ACADEMY AIRFARE AND SHUTTLE: NAVA-C CIRA ACADEMY AIRFARE AND SHUTTLE: 041.9500.4320 DRI CRASH PLAN-OCT DRI CRASH PLAN-OCT 042.9510.4208 CIRA MTG FLIGHT-PARKING-SHUTTLE: DANTUON CIRA MTG FLIGHT-PARKING-SHUTTLE: 041.9500.4320		151.98 133.98 19.98 287.96

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88317	11/14/2023	000774 000774 ARROWHEAD CREDIT UNION-DEPT (Continued)		Total :	593.90
88318	11/14/2023	000165 AT&T	WHITE PAGES-NOV WHITE PAGES-NOV 042.9510.4060		17.13
				Total :	17.13
88319	11/14/2023	001072 AUTO ZONE	PD: BATTERY PD: BATTERY 001.2000.4240		159.30
				Total :	159.30
88320	11/14/2023	005553 CLARK PEST CONTROL OF STOCKTON	FS#1 PEST CONTROL FS#1 PEST CONTROL 028.2050.4589		26.50
			FS#1 PEST CONTROL 029.2100.4589		26.50
			FS#2 PEST CONTROL FS#2 PEST CONTROL 028.2050.4589		26.50
			FS#2 PEST CONTROL 029.2100.4589		26.50
			FS#3 PEST CONTROL FS#3 PEST CONTROL 028.2050.4589		26.50
			FS#3 PEST CONTROL 029.2100.4589		26.50
			CITY HALL PEST CONTROL CITY HALL PEST CONTROL 042.9510.4589		72.00
			PD PEST CONTROL PD PEST CONTROL 001.2000.4589		111.00
				Total :	342.00
88321	11/14/2023	002106 CODE PUBLISHING, INC.	MUNI CODE CODIFICATION MUNI CODE CODIFICATION 001.1200.4625		258.50

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
88321	11/14/2023	002106	002106 CODE PUBLISHING, INC.	(Continued)	Total :	258.50
88322	11/14/2023	000143	COMMUNITY WORKS DESIGN GROUP	TRA20001 DE GCF-SEP		
				TRA20001 DE GCF-SEP		
				023.3890.6816		753.69
				TRA20001 DE RTP-SEP		
				TRA20001 DE RTP-SEP		
				030.8495.6816		1,040.80
					Total :	1,794.49
88323	11/14/2023	000085	EAST VALLEY WATER DISTRICT	ATHLETIC CTR-OCT		
				ATHLETIC CTR-OCT		
				001.6000.4030		275.83
				COMMUNITY PARK-OCT		
				COMMUNITY PARK-OCT		
				001.6000.4030		12,974.12
				LMD 34-OCT		
				LMD 34-OCT		
				012.8500.4030		159.96
				CUNNINGHAM PARK-OCT		
				CUNNINGHAM PARK-OCT		
				016.8540.4030		1,984.16
				COMM CTR-OCT		
				COMM CTR-OCT		
				001.6000.4030		52.70
				LMD 30-OCT		
				LMD 30-OCT		
				012.8500.4030		235.93
				LMD 10-OCT		
				LMD 10-OCT		
				012.8500.4030		1,661.79
				OAK CREEK PARK-OCT		
				OAK CREEK PARK-OCT		
				016.8540.4030		2,502.17
				LMD 10-OCT		
				LMD 10-OCT		
				012.8500.4030		1,075.95
				LIBRARY/ELC-0CT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88323	11/14/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LIBRARY/ELC-0CT	
			001.6000.4030	70.27
			CORP YARD-OCT	
			CORP YARD-OCT	
			004.8310.4030	72.25
			CORP YARD-OCT	
			CORP YARD-OCT	
			004.8310.4030	152.85
			CORP YARD-OCT	
			CORP YARD-OCT	
			004.8310.4030	1,359.97
			COMM CTR IRRIGATION-OCT	
			COMM CTR IRRIGATION-OCT	
			001.6000.4030	895.27
			LIBRARY/ELC-OCT	
			LIBRARY/ELC-OCT	
			001.6000.4030	592.29
			YMCA COMMUNITY PARK-OCT	
			YMCA COMMUNITY PARK-OCT	
			001.6000.4030	208.63
			LIBRARY/ELC-OCT	
			LIBRARY/ELC-OCT	
			001.6000.4030	232.20
			ATHLETIC CTR-OCT	
			ATHLETIC CTR-OCT	
			001.6000.4030	35.14
			COMMUNITY PARK-OCT	
			COMMUNITY PARK-OCT	
			001.6000.4030	52.70
				Total : **24,594.18**
88324	11/14/2023	005018 FLYERS ENERGY, LLC	FUEL-NOV	
			FUEL-NOV	
			001.2000.4220	4,935.56
			FUEL-NOV	
			001.4200.4220	71.54
			FUEL-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88324	11/14/2023	005018 FLYERS ENERGY, LLC	(Continued)	
			001.4600.4220 FUEL-NOV	64.25
			001.6000.4220 FUEL-NOV	202.17
			001.6010.4220 FUEL-NOV	161.75
			004.8310.4220 FUEL-NOV	758.33
			028.2050.4220 FUEL-NOV	844.31
			029.2100.4220 FUEL-NOV	844.31
			042.9510.4220	50.58
			Total :	**7,932.80**
88325	11/14/2023	006146 FM THOMAS AIR CONDITIONING	LIBRARY: QTRLY WATER TREATMENT-AUG-SEP LIBRARY: QTRLY WATER TREATMENT-AUG-SEP	
			001.6000.4588 YMCA: WATER TREATMENT-AUG-OCT YMCA: WATER TREATMENT-AUG-OCT	200.00
			001.6000.4588 LIBRARY: WATER CHEMICALS-AUG-OCT LIBRARY: WATER CHEMICALS-AUG-OCT	1,293.00
			001.6000.4588 YMCA: WATER TREATMENT CHEMICALS YMCA: WATER TREATMENT CHEMICALS	619.56
			001.6000.4588	92.93
			Total :	**2,205.49**
88326	11/14/2023	006148 GRANITE CONSTRUCTION CO	STR18001 PPE#10 CON SB1 LPP SEP STR18001 PPE#10 CON SB1 LPP SEP	
			027.8490.6550 STR18001 PPE#10 CON EDA SEP STR18001 PPE#10 CON EDA SEP	15,855.08
			030.8495.6550 STR18001 PPE#10 CON IVDA SEP STR18001 PPE#10 CON IVDA SEP	36,894.85

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88326	11/14/2023	006148 GRANITE CONSTRUCTION CO	(Continued)	
			027.8490.6550 STR18001 PPE#10 CON RDA SEP STR18001 PPE#10 CON RDA SEP	11,630.57
			010.3830.6550 STR18001 PPE#10 CON SMBMI SEP STR18001 PPE#10 CON SMBMI SEP	11,634.50
			027.8490.6550 STR18001 PPE#10 CON SB1 LPP RET SEP STR18001 PPE#10 CON SB1 LPP RET SEP	11,630.57
			027.1350 STR18001 PPE#10 CON EDA RET SEP STR18001 PPE#10 CON EDA RET SEP	-834.48
			030.1350 STR18001 PPE#10 CON IVDA RET SEP STR18001 PPE#10 CON IVDA RET SEP	-1,941.83
			027.1350 STR18001 PPE#10 CON RDA RET SEP STR18001 PPE#10 CON RDA RET SEP	-612.14
			010.1350 STR18001 PPE#10 CON SMBMI RET SEP STR18001 PPE#10 CON SMBMI RET SEP	-612.34
			027.1350	-612.14
			Total :	**83,032.64**
88327	11/14/2023	004453 HARRIS & ASSOCIATES	MEDIC TAX LEVY 23/24 MEDIC TAX LEVY 23/24	
			028.2050.4550 LMD & STL ENG ASSMT DIST-OCT LMD ENG ASSMT DIST-OCT	273.90
			012.8500.4550 STREET LIGHT ENG ASSMT DIST-OCT	1,725.86
			013.8510.4550 CFD FOR MEDITERRA-OCT CFD FOR MEDITERRA-OCT	1,020.00
			001.3200.4551	208.26
			Total :	**3,228.02**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88328	11/14/2023	002710 HERNANDEZ, KROONE & ASSOCIATES	STR18001 CM IVDA-SEP STR18001 CM IVDA-SEP 027.8490.6550		8,568.79
			STR18001 CM RDA07-SEP STR18001 CM RDA07-SEP 010.3830.6550		8,568.79
			STR18001 CM SMBMI-SEP STR18001 CM SMBMI-SEP 027.8490.6550		8,568.79
			STR18001 CM EDA-SEP STR18001 CM EDA-SEP 030.8495.6550		18,688.06
			STR18001 CNTG IVDA-SEP STR18001 CNTG IVDA-SEP 027.8490.6550		395.56
			STR18001 CNTG RDA07-SEP STR18001 CNTG RDA07-SEP 010.3830.6550		395.57
			STR18001 CNTG SMBMI-SEP STR18001 CNTG SMBMI-SEP 027.8490.6550		395.56
			STR18001 CNTG EDA-SEP STR18001 CNTG EDA-SEP 030.8495.6550		862.71
				Total :	**46,443.83**
88329	11/14/2023	000662 HI WAY SAFETY INC	CORP YARD: BEACON LENS CORP YARD: BEACON LENS 004.8310.4206		66.72
				Total :	**66.72**
88330	11/14/2023	001320 HIGHLAND SENIOR CENTER	CDBG REIMB-OCT CDBG REIMB-OCT 006.8400.4348		2,000.00
				Total :	**2,000.00**
88331	11/14/2023	000127 K & L HARDWARE	PD: PLUMBING REPAIRS PD: PLUMBING REPAIRS		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88331	11/14/2023	000127 K & L HARDWARE	(Continued)	
			001.2000.4070	38.78
			CORP YARD: MISC SUPPLIES	
			CORP YARD: MISC SUPPLIES	
			004.8310.4206	73.23
			Total :	**112.01**
88332	11/14/2023	002408 PEOPLEREADY	CORP YARD: STORM DRAIN CLEANING	
			CORP YARD: STORM DRAIN CLEANING	
			004.8310.4666	1,050.59
			Total :	**1,050.59**
88333	11/14/2023	005326 RP LANDSCAPE & IRRIGATION	LMD LANDSCAPING-OCT	
			LMD 00 BASELINE LANDSCAPING MAINT-OCT	
			012.8500.4585	283.00
			LMD 03 YARNELL LANDSCAPING MAINT-OCT	
			012.8500.4585	173.00
			LMD 01A LANDSCAPING MAINT-OCT	
			012.8500.4585	148.00
			LMD 01B LANDSCAPING MAINT-OCT	
			012.8500.4585	148.00
			LMD 02 LANDSCAPING MAINT-OCT	
			012.8500.4585	683.00
			LMD 03A LANDSCAPING MAINT-OCT	
			012.8500.4585	133.00
			LMD 03B LANDSCAPING MAINT-OCT	
			012.8500.4585	133.00
			LMD 04 LANDSCAPING MAINT-OCT	
			012.8500.4585	40.00
			LMD 05 LANDSCAPING MAINT-OCT	
			012.8500.4585	83.33
			LMD 07 LANDSCAPING MAINT-OCT	
			012.8500.4585	73.00
			LMD 08 LANDSCAPING MAINT-OCT	
			012.8500.4585	165.00
			LMD 09 LANDSCAPING MAINT-OCT	
			012.8500.4585	1,005.00
			LMD 10 LANDSCAPING MAINT-OCT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88333	11/14/2023	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			012.8500.4585 LMD 11 LANDSCAPING MAINT-OCT	1,959.00
			012.8500.4585 LMD 13 LANDSCAPING MAINT-OCT	469.00
			012.8500.4585 LMD 15 LANDSCAPING MAINT-OCT	123.00
			012.8500.4585 LMD 16 LANDSCAPING MAINT-OCT	453.00
			012.8500.4585 LMD 17 LANDSCAPING MAINT-OCT	48.00
			012.8500.4585 LMD 20 BASELINE LANDSCAPING MAINT-OCT	609.00
			012.8500.4585 LMD 20 STREATER LANDSCAPING MAINT-OCT	189.00
			012.8500.4585 LMD 21 LANDSCAPING MAINT-OCT	147.00
			012.8500.4585 LMD 22 LANDSCAPING MAINT-OCT	147.00
			012.8500.4585 LMD 24 LANDSCAPING MAINT-OCT	173.00
			012.8500.4585 LMD 25 LANDSCAPING MAINT-OCT	65.00
			012.8500.4585 LMD 29 LANDSCAPING MAINT-OCT	183.00
			012.8500.4585 LMD 30 LANDSCAPING MAINT-OCT	183.00
			012.8500.4585 LMD 31 LANDSCAPING MAINT-OCT	743.00
			012.8500.4585 LMD 34 LANDSCAPING MAINT-OCT	493.00
			012.8500.4585 LMD 35 LANDSCAPING MAINT-OCT	283.00
			012.8500.4585 LMD 36 LANDSCAPING MAINT-OCT	205.00
			012.8500.4585 LMD 37 LANDSCAPING MAINT-OCT	303.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88333	11/14/2023	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			012.8500.4585 LMD 39 LANDSCAPING MAINT-OCT	373.00
			012.8500.4585 LMD 43 LANDSCAPING MAINT-OCT	478.00
			012.8500.4585 LMD 44 LANDSCAPING MAINT-OCT	173.00
			012.8500.4585 LMD 47 LANDSCAPING MAINT-OCT	2,565.00
			012.8500.4585 LMD 48 LANDSCAPING MAINT-OCT	199.00
			012.8500.4585 LMD 54 LANDSCAPING MAINT-OCT	2,093.00
			012.8500.4585 LMD 55 LANDSCAPING MAINT-OCT	535.00
			012.8500.4585 LMD 59 LANDSCAPING MAINT-OCT	473.00
			012.8500.4585 LMD 61 LANDSCAPING MAINT-OCT	59.00
			012.8500.4585 LMD 63 LANDSCAPING MAINT-OCT	333.00
			012.8500.4585 LMD 70 LANDSCAPING MAINT-OCT	123.00
			012.8500.4585 LMD 76 LANDSCAPING MAINT-OCT	573.00
			012.8500.4585 LMD 68 LANDSCAPING MAINT-OCT	173.00
			012.8500.4585 LMD 69 LANDSCAPING MAINT-OCT	513.00
			012.8500.4585 LMD 73 LANDSCAPING MAINT-OCT	118.00
			012.8500.4585	268.00
			Total :	**18,891.33**
88334	11/14/2023	000192 SAM'S CLUB/SYNCHRONY BANK	ANNUAL MEMBERSHIP DUES 23/24 ANNUAL MEMBERSHIP DUES 23/24	
			042.9510.4310 FS#3: OPEN HOUSE & YMCA EVENT	168.57

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88334	11/14/2023	000192 SAM'S CLUB/SYNCHRONY BANK	(Continued)		
			FS#3: OPEN HOUSE & YMCA EVENT		
			001.6020.4336		106.00
			VOLUNTEER DINNER RAFFLE ITEMS		
			VOLUNTEER DINNER RAFFLE ITEMS		
			001.6020.4336		1,985.42
				Total :	**2,259.99**
88335	11/14/2023	003713 SATCOM GLOBAL LTD.	SATTELITE PHONE-OCT		
			SATTELITE PHONES-OCT		
			028.2050.4061		21.38
			SATTELITE PHONES-OCT		
			029.2100.4061		21.37
			SATTELITE PHONES-OCT		
			042.9510.4061		42.98
			SATTELITE PHONES-OCT		
			001.2000.4061		42.75
				Total :	**128.48**
88336	11/14/2023	000022 SB CO AUDITOR/CONTROLLER	PARKING FINE VIOLATIONS-AUG		
			PARKING FINE VIOLATIONS-AUG		
			051.1490		769.50
			PARKING FINE VIOLATIONS-SEP		
			PARKING FINE VIOLATIONS-SEP		
			051.1490		441.50
				Total :	**1,211.00**
88337	11/14/2023	000482 SB CO FLOOD CONTROL DISTRICT	FCCON-2023-00041 STR17001 NON PART APRA		
			FCCON-2023-00041 STR17001 NON PART APRA		
			030.8495.6550		2,000.00
				Total :	**2,000.00**
88338	11/14/2023	000203 SOUTHERN CALIFORNIA EDISON	TRAFFIC CONTROL & LS3-NOV		
			TRAFFIC CONTROL-NOV		
			004.8310.4580		99.13
			LS3-NOV		
			013.8510.4011		1,124.05
				Total :	**1,223.18**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88339	11/14/2023	003044 THOMSON REUTERS WEST	CODE BOOKS-NOV		
			CODE BOOKS-NOV		
			001.1200.4626		1,447.41
				Total :	**1,447.41**
88340	11/14/2023	005839 TRUSTED TECH TEAM	MICROSOFT 365 LIC-NOV		
			MICROSOFT 365 LIC-NOV		
			042.9510.4533		1,484.45
				Total :	**1,484.45**
88341	11/14/2023	000222 UNDERGROUND SERVICE ALERT	DIG ALERT MONTHLY-OCT		
			DIG ALERT MONTHLY-OCT		
			004.8310.4553		1,033.75
			REGULATORY COST-OCT		
			REGULATORY COST-OCT		
			004.8310.4553		307.21
				Total :	**1,340.96**
88342	11/14/2023	000979 VERIZON WIRELESS	CELL PHONE/AIR CARDS-OCT		
			CELL PHONES-OCT		
			001.2000.4061		169.68
			AIR CARDS-OCT		
			001.2000.4062		1,064.28
			CELL PHONES-OCT		
			001.6000.4061		71.58
			CELL PHONES-OCT		
			001.6010.4061		33.77
			CELL PHONES-OCT		
			004.8310.4061		145.13
			AIR CARDS-OCT		
			004.8310.4062		38.01
			CELL PHONES-OCT		
			028.2050.4061		144.91
			AIR CARDS-OCT		
			028.2050.4062		304.08
			AIR CARDS-OCT		
			042.9510.4062		40.01
			CELL PHONES-OCT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88342	11/14/2023	000979 VERIZON WIRELESS	(Continued)		
			042.9510.4061 AIR CARDS-OCT		807.23
			042.9510.4062		194.05
				Total :	**3,012.73**
88343	11/14/2023	000231 VISTA PAINT CORP	GRAFFITI ABATEMENT GRAFFITI ABATEMENT		
			001.6010.4206		198.99
				Total :	**198.99**
88344	11/14/2023	004543 WEX BANK	FUEL-OCT FUEL-OCT		
			042.9510.4220 FUEL-OCT		32.13
			028.2050.4220 FUEL-OCT		137.01
			029.2100.4220		137.00
				Total :	**306.14**
88345	11/14/2023	000237 WILLDAN ASSOCIATES	BUILDING & SAFETY PLAN CHECK-OCT BUILDING & SAFETY PLAN CHECK-OCT		
			001.4500.4540 BUILDING & SAFETY INSP-OCT		6,810.00
			BUILDING & SAFETY INSP-OCT 001.4500.4540		18,870.00
				Total :	**25,680.00**
88346	11/14/2023	000237 WILLDAN ASSOCIATES	OLA20-002 CE CDBG-SEP OLA20-002 CE CDBG-SEP		
			006.8400.6550 OLA22-001 CE CDBG-SEP		66.00
			OLA22-001 CE CDBG-SEP 006.8400.6550		99.00
			STR20-002A CE LOCAL GCF-PMP-SEP STR20-002A CE LOCAL GCF-PMP-SEP		
			023.3890.6545 STR20-002A CE COSB-SEP		1,100.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88346	11/14/2023	000237 WILLDAN ASSOCIATES	(Continued)	
			STR20-002A CE COSB-SEP	
			027.8490.6550	1,350.50
			Total :	**2,616.00**
88347	11/14/2023	006001 YUNEX LLC	TRAFFIC SIGNAL CALL OUT-AUG	
			TRAFFIC SIGNAL CALL OUT-AUG	
			004.8310.4580	8,020.22
			EXE22-008: GREENSPOT & LOWES	
			EXE22-008: GREENSPOT & LOWES	
			004.8310.4580	150.42
			CHURCH & 5TH: VANDALIZM-STREET LIGHT	
			CHURCH & 5TH: VANDALIZM-STREET LIGHT	
			013.8510.4664	225.56
			CENTRAL & 5TH: KD CABINET	
			CENTRAL & 5TH: KD CABINET	
			004.8310.4580	9,695.51
			BOULDER & EUCALYPTUS: KD 2 STL #50407&8	
			BOULDER & EUCALYPTUS: KD 2 STL #50407&8	
			013.8510.4664	2,711.20
			CENTRAL & 5TH: KD SLT #30311H	
			CENTRAL & 5TH: KD SLT #30311H	
			013.8510.4664	1,694.50
			TRAFFIC SIGNAL CALL OUT-SEP	
			TRAFFIC SIGNAL CALL OUT-SEP	
			004.8310.4580	12,987.34
			BASELINE & CHURCH: KD STL	
			BASELINE & CHURCH: KD STL	
			013.8510.4664	1,217.26
			5TH ST STL TEMP POWER-STREET LIGHT	
			5TH ST STL TEMP POWER-STREET LIGHT	
			013.8510.4664	1,353.08
			TRAFFIC SIGNAL MAINT-AUG	
			TRAFFIC SIGNAL MAINT-AUG	
			004.8310.4580	3,872.28
			STREET LIGHT MAINT-AUG	
			STREET LIGHT MAINT-AUG	
			013.8510.4664	2,528.50

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
88347	11/14/2023	006001	006001 YUNEX LLC	(Continued)	Total :	44,455.87
34	Vouchers for bank code :	wfb			Bank total :	290,197.93
34	Vouchers in this report				Total vouchers :	290,197.93

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88350	11/14/2023	001320 HIGHLAND SENIOR CENTER	CDBG REIMB-OCT CDBG REIMB-OCT 006.8400.4348	 2,000.00
			Total :	**2,000.00**

1 Vouchers for bank code : wfb **Bank total :** **2,000.00**

1 Vouchers in this report **Total vouchers :** **2,000.00**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
849	11/17/2023	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	9,769.11
			ICMA DEFERRED COMP 457: Payment 004.1170	1,778.91
			ICMA DEFERRED COMP 457: Payment 010.1170	576.91
			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	27.49
			ICMA DEFERRED COMP 457: Payment 024.1170	11.99
			ICMA DEFERRED COMP 457: Payment 041.1170	369.52
			ICMA DEFERRED COMP 457: Payment 042.1170	121.51
			ICMA DEFERRED COMP 457: Payment 070.1170	311.61
			Total :	**12,992.05**
850	11/17/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS SURVIVOR: Payment 016.1145	0.55
			PERS SURVIVOR: Payment 023.1145	0.43
			PERS SURVIVOR: Payment 024.1145	0.03
			PERS SURVIVOR: Payment 041.1145	0.32
			PERS SURVIVOR: Payment 042.1145	1.80
			PERS SURVIVOR: Payment 070.1145	0.70

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
850	11/17/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			042.1145	13.88
			EPMC: Payment	
			070.1145	65.70
			PERS: Payment	
			001.1145	17,934.19
			PERS: Payment	
			004.1145	3,472.32
			PERS: Payment	
			010.1145	1,256.33
			PERS: Payment	
			012.1145	228.74
			PERS: Payment	
			016.1145	228.75
			PERS: Payment	
			023.1145	254.15
			PERS: Payment	
			024.1145	24.69
			PERS: Payment	
			041.1145	541.94
			PERS: Payment	
			042.1145	673.42
			PERS: Payment	
			070.1145	938.53
			PERS SURVIVOR: Payment	
			001.1145	26.15
			PERS SURVIVOR: Payment	
			004.1145	4.65
			PERS SURVIVOR: Payment	
			010.1145	1.09
			PERS SURVIVOR: Payment	
			012.1145	0.55
			EPMC: Payment	
			001.1145	641.00
			EPMC: Payment	
			004.1145	152.66

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
850	11/17/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			010.1145	55.68
			EPMC: Payment	
			012.1145	2.84
			EPMC: Payment	
			016.1145	2.84
			EPMC: Payment	
			023.1145	7.96
			EPMC: Payment	
			024.1145	0.68
			EPMC: Payment	
			041.1145	37.94
			Total :	**26,570.51**
851	11/17/2023	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	14,022.24
			FEDERAL TAXES: Payment	
			004.1120	2,051.01
			FEDERAL TAXES: Payment	
			008.1120	2.53
			FEDERAL TAXES: Payment	
			010.1120	1,058.58
			FEDERAL TAXES: Payment	
			012.1120	113.24
			FEDERAL TAXES: Payment	
			016.1120	113.24
			FEDERAL TAXES: Payment	
			023.1120	145.09
			FEDERAL TAXES: Payment	
			024.1120	8.03
			FEDERAL TAXES: Payment	
			041.1120	455.91
			FEDERAL TAXES: Payment	
			042.1120	315.69
			FEDERAL TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
851	11/17/2023	000119 INTERNAL REVENUE SERVICE	(Continued)	
			070.1120 SOCIAL SECURITY: Payment	845.37
			001.1140 SOCIAL SECURITY: Payment	632.22
			008.1140 MEDICARE: Payment	138.40
			001.1140 MEDICARE: Payment	3,611.10
			004.1140 MEDICARE: Payment	648.17
			008.1140 MEDICARE: Payment	32.36
			010.1140 MEDICARE: Payment	216.96
			012.1140 MEDICARE: Payment	49.88
			016.1140 MEDICARE: Payment	49.86
			023.1140 MEDICARE: Payment	50.68
			024.1140 MEDICARE: Payment	5.36
			041.1140 MEDICARE: Payment	98.03
			042.1140 MEDICARE: Payment	135.86
			070.1140	154.81
			Total :	**24,954.62**
852	11/17/2023	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130 STATE TAXES: Payment	5,699.40
			004.1130 STATE TAXES: Payment	971.09
			010.1130	431.46

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
852	11/17/2023	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			012.1130	44.42
			STATE TAXES: Payment	
			016.1130	44.43
			STATE TAXES: Payment	
			023.1130	59.84
			STATE TAXES: Payment	
			024.1130	5.97
			STATE TAXES: Payment	
			041.1130	185.19
			STATE TAXES: Payment	
			042.1130	111.13
			STATE TAXES: Payment	
			070.1130	290.62
			Total :	**7,843.55**
88348	11/17/2023	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC DENTAL: Payment	
			070.1181	0.55
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	2.96
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.49
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.49
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	98.22
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.99
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.81
			AFLAC ACCIDENT INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88348	11/17/2023	003804 AFLAC WWHQ	(Continued)	
			024.1181 AFLAC ACCIDENT INSURANCE: Payment	0.26
			042.1181 AFLAC DISABILITY INSURANCE: Payment	4.18
			001.1181 AFLAC DISABILITY INSURANCE: Payment	128.16
			004.1181 AFLAC DISABILITY INSURANCE: Payment	24.70
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.50
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	157.65
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	12.32
			042.1181 AFLAC DENTAL: Payment	4.96
			001.1181 AFLAC DENTAL: Payment	27.89
			004.1181 AFLAC DENTAL: Payment	0.56
			041.1181	1.66
			Total :	**520.50**
88349	11/17/2023	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment 001.1180	11.26
			ARROWHEAD UNITED WAY: Payment 004.1180	0.76

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88349	11/17/2023	000433 ARROWHEAD UNITED WAY	(Continued)	
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.26
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.72
			Total :	**15.00**

6 Vouchers for bank code : wfb **Bank total :** **72,896.23**

6 Vouchers in this report **Total vouchers :** **72,896.23**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88351	11/21/2023	005771 AMAZON CAPITAL SERVICES	OFFICE CHAIR	
			OFFICE CHAIR	
			001.4100.4200	183.15
			BROTHER P-TOUCH LABEL MAKER	
			BROTHER P-TOUCH LABEL MAKER	
			001.4200.4200	43.09
			RETURN CALANDERS	
			RETURN CALANDERS	
			001.4100.4200	-57.05
			EXEMPT PARCHMENT PAPER	
			EXEMPT PARCHMENT PAPER	
			001.1200.4200	34.79
			ERGONOMIC WIRELESS KEYBOARD & PAD	
			ERGONOMIC WIRELESS KEYBOARD & PAD	
			001.2000.4200	84.84
			RETURN: VOL DINNER DECORATIONS	
			RETURN: VOL DINNER DECORATIONS	
			001.6020.4336	-48.03
			RETURN: 55% RECYCLE LINEN PAPER	
			RETURN: 55% RECYCLE LINEN PAPER	
			001.1200.4200	-25.82
			Total :	**214.97**
88352	11/21/2023	003636 CALIFORNIA PROFESSIONAL	SIG19-001 CON ARPA RET REL-AUG	
			SIG19-001 CON ARPA RET REL-AUG	
			030.1350	3,900.00
			Total :	**3,900.00**
88353	11/21/2023	002912 CHAMPION ELECTRIC, INC.	LIBRARY: BUILDING MAINT	
			LIBRARY: BUILDING MAINT	
			001.6000.4070	494.44
			Total :	**494.44**
88354	11/21/2023	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL-OCT	
			FIRE MARSHAL-OCT	
			029.2100.4540	5,620.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88354	11/21/2023	005324 005324 CHARLES ABBOTT ASSOCIATES, IN (Continued)		Total :	5,620.00
88355	11/21/2023	006099 CHARTER COMMUNICATIONS	FS#3: TELE/INT-NOV		
			FS#3: TELE/INT-NOV		
			028.2050.4065		222.58
			FS#3: TELE/INT-NOV		
			029.2100.4065		222.57
				Total :	445.15
88356	11/21/2023	006099 CHARTER COMMUNICATIONS	FS#1: TELE/INT-NOV		
			FS#1: TELE/INT-NOV		
			028.2050.4065		183.00
			FS#1: TELE/INT-NOV		
			029.2100.4065		183.00
				Total :	366.00
88357	11/21/2023	006099 CHARTER COMMUNICATIONS	FS#2: TELE/INT-NOV		
			FS#2: TELE/INT-NOV		
			028.2050.4065		106.64
			FS#2: TELE/INT-NOV		
			029.2100.4065		106.64
				Total :	213.28
88358	11/21/2023	005553 CLARK PEST CONTROL OF STOCKTON	YMCA PEST CONTROL		
			YMCA PEST CONTROL		
			001.6000.4589		104.00
			CORP YARD PEST CONTROL		
			CORP YARD PEST CONTROL		
			004.8310.4589		80.00
				Total :	184.00
88359	11/21/2023	005313 COUNTY OF SAN BERNARDINO, HUMAN	PRE EMPLOYMENT TESTING: MARTINEZ, T		
			PRE EMPLOYMENT TESTING: MARTINEZ, T		
			001.1600.4235		307.17
				Total :	307.17
88360	11/21/2023	005394 DATA TICKET, INC.	PARKING CITATION-OCT		
			PARKING CITATION-OCT		
			001.1700.4516		130.53

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88360	11/21/2023	005394 005394 DATA TICKET, INC.	(Continued)	Total :	130.53
88361	11/21/2023	000071 DAVIS FARR LLP	GASB 34 UPDATE-OCT		
			GASB 34 UPDATE-OCT		
			001.1700.4510		6,000.00
				Total :	6,000.00
88362	11/21/2023	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS: MARTINEZ		
			FINGERPRINT APPS: MARTINEZ		
			001.1600.4236		32.00
				Total :	32.00
88363	11/21/2023	000085 EAST VALLEY WATER DISTRICT	LMD17-B-NOV		
			LMD17-B-NOV		
			012.8500.4030		409.63
			LMD 11-NOV		
			LMD 11-NOV		
			012.8500.4030		616.34
			LMD 55-NOV		
			LMD 55-NOV		
			012.8500.4030		780.49
			LMD 17-D-NOV		
			LMD 17-D-NOV		
			012.8500.4030		105.89
			LMD 25-NOV		
			LMD 25-NOV		
			012.8500.4030		253.08
			LMD 17-C-NOV		
			LMD 17-C-NOV		
			012.8500.4030		207.61
			LMD 76-NOV		
			LMD 76-NOV		
			012.8500.4030		152.35
			LMD 17-A-NOV		
			LMD 17-A-NOV		
			012.8500.4030		115.16
			SEELEY PARK-NOV		
			SEELEY PARK-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88363	11/21/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			016.8540.4030		58.96
			LMD 43-NOV		
			LMD 43-NOV		
			012.8500.4030		244.54
			LMD 47-NOV		
			LMD 47-NOV		
			012.8500.4030		228.58
			LMD 16-NOV		
			LMD 16-NOV		
			012.8500.4030		50.36
				Total :	**3,222.99**
88364	11/21/2023	003947 HDR ENGINEERING, INC.	STR17-002 PE CCF 2017-OCT		
			STR17-002 PE CCF 2017-OCT		
			027.8490.6550		75,642.75
				Total :	**75,642.75**
88365	11/21/2023	000662 HI WAY SAFETY INC	GUARDRAIL REPAIR: ORANGE ST (SO OF GREEN		
			GUARDRAIL REPAIR: ORANGE ST (SO OF		
			004.8310.4570		6,592.43
				Total :	**6,592.43**
88366	11/21/2023	000105 HIGHLAND CHAMBER OF COMMERCE	LUNCHEON: WILSON & MORENO		
			LUNCHEON: WILSON		
			001.4200.4330		35.00
			LUNCHEON: MORENO		
			001.6020.4330		35.00
				Total :	**70.00**
88367	11/21/2023	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SERVICES-OCT		
			PROFESSIONAL SERVICES-OCT		
			023.3890.4554		4,000.00
				Total :	**4,000.00**
88368	11/21/2023	005953 JUANITOS TACOS	STAFF HOLIDAY PARTY		
			STAFF HOLIDAY PARTY		
			001.1600.4337		274.49

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88368	11/21/2023	005953 005953 JUANITOS TACOS	(Continued)	Total :	274.49
88369	11/21/2023	000127 K & L HARDWARE	CORP YARD: SUPPLIES		
			CORP YARD: SUPPLIES		
			004.8310.4206		111.98
				Total :	111.98
88370	11/21/2023	005310 KOA CORPORATION	STR17001-DE COSB-OCT		
			STR17001-DE COSB-OCT		
			027.8490.6530		1.81
			STR17001-DE ARPA-OCT		
			STR17001-DE ARPA-OCT		
			030.8495.6550		1,060.19
				Total :	1,062.00
88371	11/21/2023	000145 MATICH CORPORATION	STR20002A CON SB1 RMRA RET REL		
			STR20002A CON SB1 RMRA RET REL		
			004.1350		38,903.70
			STR20002A CON COSB RET REL		
			STR20002A CON COSB RET REL		
			027.1350		42,860.21
			STR20002A CON GCF-PMP RET REL		
			STR20002A CON GCF-PMP RET REL		
			023.1350		1,513.85
			STR20002A CON EVWD RET REL		
			STR20002A CON EVWD RET REL		
			027.1350		984.00
				Total :	84,261.76
88372	11/21/2023	006222 NEC CLOUD COMMUNICATIONS	VOIP-OCT		
			VOIP-OCT		
			042.9510.4533		2,888.10
			VOIP-NOV		
			042.9510.4533		1,981.39
				Total :	4,869.49
88373	11/21/2023	004555 NEXTECH SYSTEMS, INC.	IRWL REPLACEMENT PARTS		
			IRWL REPLACEMENT PARTS		
			004.8310.4580		23,807.16

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88373	11/21/2023	004555 004555 NEXTECH SYSTEMS, INC.	(Continued)	Total :	23,807.16
88374	11/21/2023	002408 PEOPLEREADY	STORM DRAIN INSP LABOR STORM DRAIN INSP LABOR 004.8310.4666		813.36
				Total :	813.36
88375	11/21/2023	000598 PR PRINTING	BUS CARDS: DUARTE & TAFOLLA BUS CARDS: DUARTE & TAFOLLA 001.4100.4200		104.76
				Total :	104.76
88376	11/21/2023	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISION-NOV PARCEL MAP REVISION-NOV 001.4100.4310		2.00
				Total :	2.00
88377	11/21/2023	000024 SB CO DEPT OF PUBLIC WORKS	SIGNAL MAINT 7/23-9/23 SIGNAL MAINT 7/23-9/23 004.8310.4580		1,065.79
				Total :	1,065.79
88378	11/21/2023	000203 SOUTHERN CALIFORNIA EDISON	LS3-NOV LS3-NOV 013.8510.4011		50.01
			TRAFFIC CONTROL-NOV TRAFFIC CONTROL-NOV 004.8310.4580		73.05
				Total :	123.06
88379	11/21/2023	000075 THE COUNSELING TEAM INT'L	EMPLOYEE SUPPORT SERVICES-OCT EMPLOYEE SUPPORT SVC-OCT 001.1600.4537		190.00
				Total :	190.00
29 Vouchers for bank code : wfb				Bank total :	224,121.56
29 Vouchers in this report				Total vouchers :	224,121.56

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88380	11/28/2023	004945 ABOVE ALL NAMES CONSTRUCTION	SB1#4 SIDEWALK REPAIR		
			SB1#4 SIDEWALK REPAIR		
			004.8310.4591		42,428.92
				Total :	**42,428.92**
88381	11/28/2023	005771 AMAZON CAPITAL SERVICES	100% RECYCLED NAPKINS		
			100% RECYCLED NAPKINS		
			042.9510.4200		107.88
				Total :	**107.88**
88382	11/28/2023	000043 BALLARD PLUMBING HEATING & AIR	FS#1: PLUMBING MAINT		
			FS#1: PLUMBING MAINT		
			028.2050.4070		127.00
			FS#1: PLUMBING MAINT		
			029.2100.4070		127.00
			FS#2: PLUMBING MAINT		
			FS#2: PLUMBING MAINT		
			028.2050.4070		77.50
			FS#2: PLUMBING MAINT		
			029.2100.4070		77.50
				Total :	**409.00**
88383	11/28/2023	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 7/1-11/03/23		
			SOLID WASTE PROG 7/1-11/03/23		
			051.1496		402,890.64
				Total :	**402,890.64**
88384	11/28/2023	002480 CASC ENGINEERING & CONSULTING	FWQ19-003-OCT		
			FWQ19-003-OCT		
			001.3200.4551		140.00
			CWQ21-001-OCT		
			CWQ21-001-OCT		
			001.3200.4551		227.50
			WQP21-002-OCT		
			WQP21-002-OCT		
			001.3200.4551		612.50
			WQP21-004-OCT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88384	11/28/2023	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			WQP21-004-OCT	
			001.3200.4551	385.00
			WQP22-001-OCT	
			WQP22-001-OCT	
			001.3200.4551	297.50
			WQP22-003-OCT	
			WQP22-003-OCT	
			001.3200.4551	297.50
			WQP22-006-OCT	
			WQP22-006-OCT	
			001.3200.4551	280.00
			WQP22-012-OCT	
			WQP22-012-OCT	
			001.3200.4551	105.00
			WQP23-004-OCT	
			WQP23-004-OCT	
			001.3200.4551	297.50
			FWQ19-001-OCT	
			FWQ19-001-OCT	
			001.3200.4551	280.00
			FWQ21-006-OCT	
			FWQ21-006-OCT	
			001.3200.4551	140.00
			EXE22-008-OCT	
			EXE22-008-OCT	
			001.3200.4551	420.00
			FWQ19-001-OCT	
			FWQ19-001-OCT	
			001.3200.4551	140.00
			FWQ20-002-OCT	
			FWQ20-002-OCT	
			001.3200.4551	140.00
			Total :	**3,762.50**
88385	11/28/2023	006099 CHARTER COMMUNICATIONS	CITY HALL TELE/INT-SEP	
			CITY HALL TELE/INT-SEP	
			042.9510.4065	1,655.06

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88385	11/28/2023	006099 CHARTER COMMUNICATIONS	(Continued)		
			CITY HALL TELE/INT-OCT		
			CITY HALL TELE/INT-OCT		
			042.9510.4065		1,657.05
			CITY HALL TELE/INT-NOV		
			CITY HALL TELE/INT-NOV		
			042.9510.4065		1,660.04
				Total :	**4,972.15**
88386	11/28/2023	003360 DIRECTV	PD: SATTELITE CABLE-NOV		
			PD: SATTELITE CABLE-NOV		
			001.2000.4065		93.25
				Total :	**93.25**
88387	11/28/2023	000085 EAST VALLEY WATER DISTRICT	LMD 04-NOV		
			LMD 04-NOV		
			012.8500.4030		64.20
			POLICE STATION-NOV		
			POLICE STATION-NOV		
			001.2000.4030		180.45
			POLICE STATION-NOV		
			POLICE STATION-NOV		
			001.2000.4030		1,135.26
			LMD 29-NOV		
			LMD 29-NOV		
			012.8500.4030		202.08
			CITY HALL-NOV		
			CITY HALL-NOV		
			042.9510.4030		182.08
			LMD 15-A-NOV		
			LMD 15-A-NOV		
			012.8500.4030		301.70
			LMD 07-NOV		
			LMD 07-NOV		
			012.8500.4030		100.89
			BASELINE MEDIAN-NOV		
			BASELINE MEDIAN-NOV		
			004.8310.4030		262.65

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88387	11/28/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			FS#1-NOV	
			FS#1-NOV	
			028.2050.4030	84.00
			FS#1-NOV	
			029.2100.4030	83.99
			LMD 21-B	
			LMD 21-D-NOV	
			012.8500.4030	306.21
			FS#2-NOV	
			FS#2-NOV	
			028.2050.4030	131.63
			FS#2-NOV	
			029.2100.4030	131.62
			CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4030	35.14
			AURANTIA PARK-NOV	
			AURANTIA PARK-NOV	
			001.6000.4030	1,435.92
			LMD 44-NOV	
			LMD 44-NOV	
			012.8500.4030	2,867.21
			LMD 15-B-NOV	
			LMD 15-B-NOV	
			012.8500.4030	706.16
			FS#3 FS-NOV	
			FS#3 FS-NOV	
			028.2050.4030	26.35
			FS#3 FS-NOV	
			029.2100.4030	26.35
			FS#2 FS-NOV	
			FS#2 FS-NOV	
			028.2050.4030	17.57
			FS#2 FS-NOV	
			029.2100.4030	17.57
			BASELINE MEDIAN-NOV	
			BASELINE MEDIAN-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88387	11/28/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			004.8310.4030 LMD 73-NOV LMD 73-NOV	426.79
			012.8500.4030 LMD 37-NOV LMD 37-NOV	65.87
			012.8500.4030 FS#3 DOM-NOV FS#3 DOM-NOV	45.86
			028.2050.4030 FS#3 DOM-NOV	182.03
			029.2100.4030 LMD 21-A-NOV LMD 21-A-NOV	182.01
			012.8500.4030 POLICE STATION FS-NOV POLICE STATION FS-NOV	107.06
			001.2000.4030 FS#3 IRR-NOV FS#3 IRR-NOV	52.70
			028.2050.4030 FS#3 IRR-NOV	34.72
			029.2100.4030 BOULDER MEDIAN-NOV BOULDER MEDIAN-NOV	34.72
			004.8310.4030 POLICE STATION FS-NOV POLICE STATION FS-NOV	685.39
			001.2000.4030	52.70
			Total :	**10,168.88**
88388	11/28/2023	002190 ENGINEERING RESOURCES OF SO CA	SDR06002 DE LOCAL RDA07-OCT SDR06002 DE LOCAL RDA07-OCT 010.3830.6600	1,933.75
			Total :	**1,933.75**
88389	11/28/2023	000266 FAIRVIEW FORD SALES INC	VEH# 128: MAINT	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88389	11/28/2023	000266 FAIRVIEW FORD SALES INC	(Continued) VEH# 128: MAINT 042.9510.4240		265.31
				Total :	**265.31**
88390	11/28/2023	006148 GRANITE CONSTRUCTION CO	STR18001 PPE#11 CON SB1 LPP OCT STR18001 PPE#11 CON SB1 LPP OCT 027.8490.6550		82,749.66
			STR18001 PPE#11 CON EDA OCT STR18001 PPE#11 CON EDA OCT 030.8495.6550		192,558.78
			STR18001 PPE#11 CON IVDA OCT STR18001 PPE#11 CON IVDA OCT 027.8490.6550		60,701.38
			STR18001 PPE#11 CON RDA OCT STR18001 PPE#11 CON RDA OCT 010.3830.6550		60,721.96
			STR18001 PPE#11 CON SMBMI OCT STR18001 PPE#11 CON SMBMI OCT 027.8490.6550		60,701.38
			STR18001 PPE#11 CON SB1 LPP RET OCT STR18001 PPE#11 CON SB1 LPP RET OCT 027.1350		-4,137.48
			STR18001 PPE#11 CON EDA RET OCT STR18001 PPE#11 CON EDA RET OCT 030.1350		-9,627.94
			STR18001 PPE#11 CON IVDA RET OCT STR18001 PPE#11 CON IVDA RET OCT 027.1350		-3,035.07
			STR18001 PPE#11 CON RDA RET OCT STR18001 PPE#11 CON RDA RET OCT 010.1350		-3,036.10
			STR18001 PPE#11 CON SMBMI RET OCT STR18001 PPE#11 CON SMBMI RET OCT 027.1350		-3,035.07
				Total :	**434,561.50**
88391	11/28/2023	000662 HI WAY SAFETY INC	ROAD SIGNS		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88391	11/28/2023	000662 HI WAY SAFETY INC	(Continued) ROAD SIGNS 004.8310.4206		171.52
				Total :	**171.52**
88392	11/28/2023	002664 INLAND LIGHTING SUPPLIES, INC.	COMM PARK: LED LIGHT RETROFIT BOLLARD RE COMM PARK: LED LIGHT RETROFIT BOLLARD 001.6000.4070		3,393.00
			PD: RECYCLE BOX FOR LIGHTS PD: RECYCLE BOX FOR LIGHTS 001.2000.4070		50.00
			CITY HALL: RECYCLE BOX FOR LIGHTS 042.9510.4070		50.00
				Total :	**3,493.00**
88393	11/28/2023	000127 K & L HARDWARE	PD: ELEVATOR LIGHTS PD: ELEVATOR LIGHTS 001.2000.4587		39.84
			COMM PARK: GATE LOCKS COMM PARK: GATE LOCKS 001.6000.4206		180.89
			CITY HALL: BLDG MAINT CITY HALL: BLDG MAINT 042.9510.4070		8.18
				Total :	**228.91**
88394	11/28/2023	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-NOV PETTY CASH-NOV 001.0020		31.75
				Total :	**31.75**
88395	11/28/2023	001404 LOWE'S	FS#1: WASHING MACHINE FS#1: WASHING MACHINE 029.2100.4203		475.23
			FS#1: WASHING MACHINE 028.2050.4203		475.23
			GRAFITTI ABATEMENT GRAFITTI ABATEMENT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88395	11/28/2023	001404 LOWE'S	(Continued)	
			001.6010.4206 FS#1: SHOWER PROJECT FS#1: SHOWER PROJECT	548.81
			029.2100.4070 FS#1: SHOWER PROJECT	357.54
			028.2050.4070 VOLUNTEER DINNER RAFFLE ITEMS VOLUNTEER DINNER RAFFLE ITEMS	357.53
			001.6020.4336 CORP YARD: SMALL TOOLS CORP YARD: SMALL TOOLS	185.00
			004.8310.4206 FS#1: SHOWER REMODEL PROJECT FS#1: SHOWER REMODEL PROJECT	61.40
			028.2050.4070 FS#1: SHOWER REMODEL PROJECT	365.96
			029.2100.4070 FS#1: RETURN FS#1: RETURN	365.96
			028.2050.4070 FS#1: RETURN	-7.67
			029.2100.4070 CORP YARD: SUPPLIES CORP YARD: SUPPLIES	-7.66
			004.8310.4070 LIBRARY: MAILBOX LIBRARY: MAILBOX	261.82
			001.6000.4070 FS#1: UNIVERSAL SHOWER ARM FS#1: UNIVERSAL SHOWER ARM	167.85
			028.2050.4070 FS#1: UNIVERSAL SHOWER ARM	40.45
			029.2100.4070	40.45
			Total :	**3,687.90**
88396	11/28/2023	005731 SITEONE LANDSCAPE SUPPLY, LLC	COMM PARK & LMD 08: IRRIG SUPPLIES COMM PARK: IRRIG SUPPLIES	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88396	11/28/2023	005731 SITEONE LANDSCAPE SUPPLY, LLC	(Continued)		
			001.6000.4206		153.98
			LMD 08: IRRIG SUPPLIES		
			012.8500.4206		153.98
				Total :	**307.96**
88397	11/28/2023	000204 SOCALGAS	FS#2-NOV		
			FS#2-NOV		
			028.2050.4020		30.99
			FS#2-NOV		
			029.2100.4020		30.97
			FS#3-NOV		
			FS#3-NOV		
			028.2050.4020		44.34
			FS#3-NOV		
			029.2100.4020		44.32
				Total :	**150.62**
88398	11/28/2023	001993 STATE WATER RESOURCE CONTROL	23/24 WATER WASTE DISCHARGE FEE		
			23/24 WATER WASTE DISCHARGE FEE		
			001.4200.4665		26,498.00
				Total :	**26,498.00**
88399	11/28/2023	001527 STERICYCLE INC.	SHREDDING SERVICE-NOV		
			SHREDDING SERVICE-NOV		
			001.1200.4626		147.86
				Total :	**147.86**
88400	11/28/2023	000414 TOM BELL CHEVROLET	VEH#135: MAINT		
			VEH#135: MAINT		
			004.8310.4240		248.95
				Total :	**248.95**
88401	11/28/2023	000465 TOM DODSON & ASSOCIATES	STR17002 ENV CCF-NOV		
			STR17002 ENV CCF-NOV		
			027.8490.6550		3,052.50
				Total :	**3,052.50**
88402	11/28/2023	000233 WAXIE SANITARY SUPPLY	PD: JANITORIAL SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88402	11/28/2023	000233 WAXIE SANITARY SUPPLY	(Continued)		
			PD: JANITORIAL SUPPLIES		
			001.2000.4055		396.15
				Total :	**396.15**
88403	11/28/2023	003535 WEST COAST ARBORISTS, INC.	CITY WIDE: TREE MAINT-OCT		
			CITY WIDE: TREE MAINT-OCT		
			004.8310.4680		33,965.00
			PD: TREE MAINT-OCT		
			PD: TREE MAINT-OCT		
			001.2000.4680		2,182.00
			PARKS: TREE MAINT-OCT		
			AURANTIA PARK: TREE MAINT-OCT		
			001.6000.4680		980.00
			YMCA: TREE MAINT-OCT		
			001.6000.4680		3,399.00
			CITY TREE MAINT-OCT		
			CITY TREE MAINT-OCT		
			042.9510.4680		1,997.00
				Total :	**42,523.00**
88404	11/28/2023	006001 YUNEX LLC	TRAFFIC SIGNAL MAINT-SEP		
			TRAFFIC SIGNAL MAINT-SEP		
			004.8310.4580		3,872.28
			STREET LIGHT MAINT-SEP		
			STREET LIGHT MAINT-SEP		
			013.8510.4664		2,528.50
				Total :	**6,400.78**
25	**Vouchers for bank code :**	wfb		**Bank total :**	**988,932.68**
25	**Vouchers in this report**			**Total vouchers :**	**988,932.68**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
853	12/1/2023	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 010.1170	576.92
			ICMA DEFERRED COMP 457: Payment 012.1170	12.49
			ICMA DEFERRED COMP 457: Payment 016.1170	12.49
			ICMA DEFERRED COMP 457: Payment 023.1170	27.50
			ICMA DEFERRED COMP 457: Payment 024.1170	12.00
			ICMA DEFERRED COMP 457: Payment 041.1170	369.52
			ICMA DEFERRED COMP 457: Payment 042.1170	121.50
			ICMA DEFERRED COMP 457: Payment 070.1170	311.59
			ICMA DEFERRED COMP 457: Payment 001.1170	9,269.15
			ICMA DEFERRED COMP 457: Payment 004.1170	1,778.89
			Total :	**12,492.05**
854	12/1/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment 001.1145	641.11
			EPMC: Payment 004.1145	152.68
			EPMC: Payment 010.1145	55.67
			EPMC: Payment 012.1145	2.85
			EPMC: Payment 016.1145	2.85
			EPMC: Payment 023.1145	7.95

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
854	12/1/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			EPMC: Payment	
			024.1145	0.68
			EPMC: Payment	
			041.1145	37.95
			EPMC: Payment	
			042.1145	13.84
			EPMC: Payment	
			070.1145	65.60
			PERS: Payment	
			001.1145	17,928.77
			PERS: Payment	
			004.1145	3,474.27
			PERS: Payment	
			010.1145	1,256.30
			PERS: Payment	
			012.1145	228.72
			PERS: Payment	
			016.1145	228.73
			PERS: Payment	
			023.1145	254.15
			PERS: Payment	
			024.1145	24.68
			PERS: Payment	
			041.1145	541.96
			PERS: Payment	
			042.1145	710.13
			PERS: Payment	
			070.1145	938.51
			PERS SURVIVOR: Payment	
			001.1145	26.20
			PERS SURVIVOR: Payment	
			004.1145	4.63
			PERS SURVIVOR: Payment	
			010.1145	1.12
			PERS SURVIVOR: Payment	
			012.1145	0.58

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
854	12/1/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			016.1145	0.55
			PERS SURVIVOR: Payment	
			023.1145	0.40
			PERS SURVIVOR: Payment	
			024.1145	0.04
			PERS SURVIVOR: Payment	
			041.1145	0.31
			PERS SURVIVOR: Payment	
			042.1145	1.75
			PERS SURVIVOR: Payment	
			070.1145	0.69
			Total :	**26,603.67**
855	12/1/2023	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	13,366.05
			FEDERAL TAXES: Payment	
			004.1120	2,412.53
			FEDERAL TAXES: Payment	
			010.1120	1,085.17
			FEDERAL TAXES: Payment	
			012.1120	124.17
			FEDERAL TAXES: Payment	
			016.1120	124.15
			FEDERAL TAXES: Payment	
			023.1120	145.08
			FEDERAL TAXES: Payment	
			024.1120	15.13
			FEDERAL TAXES: Payment	
			041.1120	465.18
			FEDERAL TAXES: Payment	
			042.1120	311.84
			FEDERAL TAXES: Payment	
			070.1120	826.43
			SOCIAL SECURITY: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
855	12/1/2023	000119 INTERNAL REVENUE SERVICE	(Continued)	
			001.1140 SOCIAL SECURITY: Payment	625.36
			008.1140 MEDICARE: Payment	103.80
			001.1140 MEDICARE: Payment	3,546.40
			004.1140 MEDICARE: Payment	643.90
			008.1140 MEDICARE: Payment	24.28
			010.1140 MEDICARE: Payment	220.34
			012.1140 MEDICARE: Payment	52.54
			016.1140 MEDICARE: Payment	52.52
			023.1140 MEDICARE: Payment	50.54
			024.1140 MEDICARE: Payment	5.30
			041.1140 MEDICARE: Payment	99.38
			042.1140 MEDICARE: Payment	144.94
			070.1140	152.26
			Total :	**24,597.29**
856	12/1/2023	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130	5,559.96
			STATE TAXES: Payment 004.1130	950.53
			STATE TAXES: Payment 010.1130	443.97
			STATE TAXES: Payment 012.1130	48.45

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
856	12/1/2023	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			016.1130	48.42
			STATE TAXES: Payment	
			023.1130	59.86
			STATE TAXES: Payment	
			024.1130	5.42
			STATE TAXES: Payment	
			041.1130	189.12
			STATE TAXES: Payment	
			042.1130	113.86
			STATE TAXES: Payment	
			070.1130	281.83
			Total :	**7,701.42**
88405	12/1/2023	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	98.23
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.99
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.58
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80
			AFLAC ACCIDENT INSURANCE: Payment	
			024.1181	0.26
			AFLAC ACCIDENT INSURANCE: Payment	
			042.1181	4.18
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	128.14
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	24.69
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.31
			AFLAC DISABILITY INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88405	12/1/2023	003804 AFLAC WWHQ	(Continued)	
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			024.1181 AFLAC HOSPITAL INSURANCE: Payment	0.51
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	157.66
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70
			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	0.55
			041.1181 AFLAC DENTAL: Payment	1.66
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	0.56
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.98
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.48
			016.1181	1.48
			Total :	**520.50**
88406	12/1/2023	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT ARROWHEAD UNITED WAY: Payment	
			001.1180 ARROWHEAD UNITED WAY: Payment	11.26
			004.1180 ARROWHEAD UNITED WAY: Payment	0.76
			041.1180	2.25

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88406	12/1/2023	000433 ARROWHEAD UNITED WAY	(Continued)	
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.73
			Total :	15.00

6 Vouchers for bank code : wfb — Bank total : 71,929.93

6 Vouchers in this report — Total vouchers : 71,929.93

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88407	12/5/2023	005771 AMAZON CAPITAL SERVICES	FS#2: WATER FILTER REPLACEMENT		
			FS#2: WATER FILTER REPLACEMENT		
			028.2050.4070		36.32
			FS#2: WATER FILTER REPLACEMENT		
			029.2100.4070		36.31
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.4100.4200		54.68
			OFFICE SUPPLIES		
			30% RECYCLED COLORED CARDSTOCK		
			001.4500.4200		88.46
			PROMOT SELF INKING STAMP		
			001.4500.4200		16.10
			FS#2: VACUUM & BAGS		
			FS#2: VACUUM & BAGS		
			028.2050.4203		147.78
			FS#2: VACUUM & BAGS		
			029.2100.4203		147.77
				Total :	**527.42**
88408	12/5/2023	000165 AT&T	POLICE DEPT-DEC		
			POLICE DEPT-DEC		
			001.2000.4060		2,586.33
				Total :	**2,586.33**
88409	12/5/2023	000165 AT&T	CITY HALL-DEDC		
			CITY HALL-DEC		
			042.9510.4060		1,252.17
				Total :	**1,252.17**
88410	12/5/2023	000165 AT&T	BASELINE LITTLE LEAGUE-DEC		
			BASELINE LITTLE LEAGUE-DEC		
			001.6000.4060		1,252.17
				Total :	**1,252.17**
88411	12/5/2023	001072 AUTO ZONE	VEH# 102: BATTERY		
			VEH# 102: BATTERY		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88411	12/5/2023	001072 AUTO ZONE	(Continued)		
			004.8310.4245		117.66
			VEH# 126: MAINT		
			VEH# 126: MAINT		
			004.8310.4240		154.99
				Total :	**272.65**
88412	12/5/2023	003599 BAB STEERING HYDRAULICS INC,	ME541: REPLACE DRIVER SIDE BRAKE & DRUM		
			ME541: REPLACE DRIVER SIDE BRAKE & DRUM		
			028.2050.4240		1,359.49
			ME541: REPLACE DRIVER SIDE BRAKE & DRUM		
			029.2100.4240		1,359.49
				Total :	**2,718.98**
88413	12/5/2023	005516 BASE HILL, INC.	JANITORIAL SERVICE-NOV		
			CITY HALL-NOV		
			042.9510.4504		1,562.00
			COUNCIL CHAMBERS-NOV		
			042.9510.4504		311.00
			AURANTIA PARK-NOV		
			001.6000.4504		1,454.00
			COMM PARK-NOV		
			001.6000.4504		1,950.00
			PD-NOV		
			001.2000.4504		1,080.00
				Total :	**6,357.00**
88414	12/5/2023	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 11/4-11/20/23		
			SOLID WASTE PROG 11/4-11/20/23		
			051.1496		208,203.53
				Total :	**208,203.53**
88415	12/5/2023	006099 CHARTER COMMUNICATIONS	PD TELE/INT-DEC		
			PD TELE/INT-DEC		
			001.2000.4065		829.85
				Total :	**829.85**
88416	12/5/2023	006099 CHARTER COMMUNICATIONS	CORP YARD: TELE/INT SVC-NOV		
			CORP YARD: TELE/INT SVC-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88416	12/5/2023	006099 CHARTER COMMUNICATIONS	(Continued)		
			004.8310.4060		626.90
				Total :	**626.90**
88417	12/5/2023	000068 CITY CLERK'S ASSOCIATION OF CA	MEMBERSHIP DUES-MUNOZ		
			MEMBERSHIP DUES-MUNOZ		
			001.1200.4310		250.00
				Total :	**250.00**
88418	12/5/2023	005553 CLARK PEST CONTROL OF STOCKTON	CITY HALL PEST CONTROL		
			CITY HALL PEST CONTROL		
			042.9510.4589		72.00
				Total :	**72.00**
88419	12/5/2023	002106 CODE PUBLISHING, INC.	MUNI CODE CODIFICATION		
			MUNI CODE CODIFICATION		
			001.1200.4625		830.00
				Total :	**830.00**
88420	12/5/2023	000213 DAILY JOURNAL CORPORATION	CUP23.009 NEWSPAPER PUBLICATIONS		
			CUP23.009 NEWSPAPER PUBLICATIONS		
			001.1200.4300		287.50
			ORD 462 NEWSPAPER PUBLICATIONS		
			ORD 462 NEWSPAPER PUBLICATIONS		
			001.1200.4300		315.10
			PLANNING COMM NEWSPAPER PUBLICATIONS		
			PLANNING COMM NEWSPAPER PUBLICATIONS		
			001.1200.4300		282.90
				Total :	**885.50**
88421	12/5/2023	000085 EAST VALLEY WATER DISTRICT	BOULDER MEDIAN-NOV		
			BOULDER MEDIAN-NOV		
			004.8310.4030		189.73
			BOULDER MEDIAN-NOV		
			BOULDER MEDIAN-NOV		
			004.8310.4030		360.55
			LMD 02 E-NOV		
			LMD 02 E-NOV		
			012.8500.4030		967.51

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88421	12/5/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 48C-NOV	
			LMD 48C-NOV	
			012.8500.4030	123.30
			LMD 48C-NOV	
			LMD 48C-NOV	
			012.8500.4030	467.23
			LMD 48-NOV	
			LMD 48-NOV	
			012.8500.4030	1,627.91
			LMD 48-NOV	
			LMD 48-NOV	
			012.8500.4030	1,029.53
			LMD 31-NOV	
			LMD 31-NOV	
			012.8500.4030	499.64
			LMD 00 BASELINE-NOV	
			LMD 00 BASELINE-NOV	
			012.8500.4030	751.94
			LMD 22-NOV	
			LMD 22-NOV	
			012.8500.4030	256.19
			LMD 03 YARNELL-NOV	
			LMD 03 YARNELL-NOV	
			012.8500.4030	31.78
			LMD 02A	
			LMD 02A-NOV	
			012.8500.4030	82.07
			LMD 03 BASELINE-NOV	
			LMD 03 BASELINE-NOV	
			012.8500.4030	166.16
			LMD 20 BASELINE-NOV	
			LMD 20 BASELINE-NOV	
			012.8500.4030	507.78
			LMD 01A-	
			LMD 1A-NOV	
			012.8500.4030	82.54
			LMD 70	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88421	12/5/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 70-NOV	
			012.8500.4030	129.70
			LMD 35-NOV	
			LMD 35-NOV	
			012.8500.4030	162.83
			LMD 06-NOV	
			LMD 06-NOV	
			012.8500.4030	45.86
			LMD 01B-NOV	
			LMD 01B-NOV	
			012.8500.4030	93.02
			BEATTIE IRRIGATION-NOV	
			BEATTIE IRRIGATION-NOV	
			001.6000.4030	272.61
			LMD 30-NOV	
			LMD 30-NOV	
			012.8500.4030	1,147.44
			LMD 39-NOV	
			LMD 39-NOV	
			012.8500.4030	635.43
			CANYON OAKS PARK-NOV	
			CANYON OAKS PARK-NOV	
			016.8540.4030	1,232.16
			LMD 02B-NOV	
			LMD 02B-NOV	
			012.8500.4030	349.06
			LMD 13-NOV	
			LMD 13-NOV	
			012.8500.4030	309.27
			LMD 02D-NOV	
			LMD 02D-NOV	
			012.8500.4030	167.52
			LMD 02C-NOV	
			LMD 02C-NOV	
			012.8500.4030	634.47
			LMD 08-NOV	
			LMD 08-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88421	12/5/2023	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			012.8500.4030 LMD 20 STREATER-NOV		291.40
			LMD 20 STREATER-NOV 012.8500.4030 LMD 70 IRRIGATION-NOV		141.12
			LMD 70 IRRIGATION-NOV 012.8500.4030		572.06
				Total :	**13,327.81**
88422	12/5/2023	002617 FERGUSON ENTERPRISES LLC	AURANTIA & COMM PARK: FAUCET REPAIR		
			AURANTIA & COMM PARK: FAUCET REPAIR 001.6000.4206		309.88
				Total :	**309.88**
88423	12/5/2023	004956 FIDELITY SECURITY	VISION-DEC		
			VISION-DEC 001.1160		165.03
			VISION-DEC 004.1160		38.88
			VISION-DEC 010.1160		19.03
			VISION-DEC 012.1160		5.18
			VISION-DEC 016.1160		5.18
			VISION-DEC 024.1160		0.41
			VISION-DEC 041.1160		1.64
			VISION-DEC 042.1160		10.36
			VISION-DEC 070.1160		3.59
				Total :	**249.30**
88424	12/5/2023	005018 FLYERS ENERGY, LLC	FUEL-NOV		
			FUEL-NOV		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88424	12/5/2023	005018 FLYERS ENERGY, LLC	(Continued)	
			001.2000.4220 FUEL-NOV	4,326.33
			001.4200.4220 FUEL-NOV	50.22
			001.4600.4220 FUEL-NOV	270.20
			001.6000.4220 FUEL-NOV	200.43
			004.8310.4220 FUEL-NOV	751.62
			028.2050.4220 FUEL-NOV	908.91
			029.2100.4220 FUEL-NOV	908.91
			042.9510.4220	50.11
			Total :	**7,466.73**
88425	12/5/2023	006146 FM THOMAS AIR CONDITIONING	YMCA: AFTER HOURS REPAIR: BLOCKED PAN YMCA: AFTER HOURS REPAIR: BLOCKED PAN	
			001.6000.4588 YMCA: REPLACE EXHAUST FAN BLOWER & YMCA: REPLACE EXHAUST FAN BLOWER &	3,041.63
			001.6000.4588 YMCA: REPLACE VFD FAN ON HVAC YMCA: REPLACE VFD FAN ON HVAC	2,617.11
			001.6000.4588	2,536.18
			Total :	**8,194.92**
88426	12/5/2023	005558 GENERAL DOOR	FS#2: DOOR FS#2: DOOR	
			028.2050.4224 FS#2: DOOR	167.35
			029.2100.4224 FS#1: DOOR FS#1: DOOR	167.34
			028.2050.4224 FS#1: DOOR	202.45

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88426	12/5/2023	005558 GENERAL DOOR	(Continued)		
			029.2100.4224		202.45
				Total :	**739.59**
88427	12/5/2023	000100 GOVERNMENT FINANCE OFFICERS, AS	GFOA DUES 24/25-DANTUONO/NAVA-CRUZ/GOMEZ		
			GFOA DUES		
			001.1700.4310		305.00
			GFOA DUES 2/1/24-1/31/25-GOMEZ		
			001.1700.4310		150.00
				Total :	**455.00**
88428	12/5/2023	006148 GRANITE CONSTRUCTION CO	STR18001 PPE#10 CON EDA SEP		
			STR18001 PPE#10 CON EDA SEP		
			030.8495.6550		38,836.68
			STR18001 PPE#10 CON EDA SEP		
			STR18001 PPE#10 CON EDA SEP		
			030.8495.6550		-36,894.85
			STR18001 PPE#10 CON IVDA SEP		
			STR18001 PPE#10 CON IVDA SEP		
			027.8490.6550		-11,630.57
			STR18001 PPE#10 CON SB1 LPP SEP		
			STR18001 PPE#10 CON SB1 LPP SEP		
			027.8490.6550		-15,855.08
			STR18001 PPE#10 CON RDA SEP		
			STR18001 PPE#10 CON RDA SEP		
			010.3830.6550		-11,634.50
			STR18001 PPE#10 CON SMBMI SEP		
			STR18001 PPE#10 CON SMBMI SEP		
			027.8490.6550		-11,630.57
			STR18001 PPE#10 CON SB1 LPP SEP		
			STR18001 PPE#10 CON SB1 LPP SEP		
			027.8490.6550		16,689.56
			STR18001 PPE#10 CON IVDA SEP		
			STR18001 PPE#10 CON IVDA SEP		
			027.8490.6550		12,242.70
			STR18001 PPE#10 CON RDA SEP		
			STR18001 PPE#10 CON RDA SEP		
			010.3830.6550		12,246.86

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88428	12/5/2023	006148 GRANITE CONSTRUCTION CO	(Continued)	
			STR18001 PPE#10 CON SMBMI SEP	
			STR18001 PPE#10 CON SMBMI SEP	
			027.8490.6550	12,242.70
			STR18001 PPE#10 CON SB1 LPP RET SEP	
			STR18001 PPE#10 CON SB1 LPP RET SEP	
			027.1350	834.48
			STR18001 PPE#10 CON EDA RET SEP	
			STR18001 PPE#10 CON EDA RET SEP	
			030.1350	1,941.83
			STR18001 PPE#10 CON IVDA RET SEP	
			STR18001 PPE#10 CON IVDA RET SEP	
			027.1350	612.14
			STR18001 PPE#10 CON RDA RET SEP	
			STR18001 PPE#10 CON RDA RET SEP	
			010.1350	612.34
			STR18001 PPE#10 CON SMBMI RET SEP	
			STR18001 PPE#10 CON SMBMI RET SEP	
			027.1350	612.14
			STR18001 PPE#10 CON SB1 LPP RET SEP	
			STR18001 PPE#10 CON SB1 LPP RET SEP	
			027.1350	-834.48
			STR18001 PPE#10 CON EDA RET SEP	
			STR18001 PPE#10 CON EDA RET SEP	
			030.1350	-1,941.83
			STR18001 PPE#10 CON IVDA RET SEP	
			STR18001 PPE#10 CON IVDA RET SEP	
			027.1350	-612.14
			STR18001 PPE#10 CON RDA RET SEP	
			STR18001 PPE#10 CON RDA RET SEP	
			010.1350	-612.34
			STR18001 PPE#10 CON SMBMI RET SEP	
			STR18001 PPE#10 CON SMBMI RET SEP	
			027.1350	-612.14
				Total : 4,612.93
88429	12/5/2023	004939 GUARDIAN	DENTAL-DEC	
			DENTAL-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88429	12/5/2023	004939 GUARDIAN	(Continued)	
			001.1160 DENTAL-DEC	931.36
			004.1160 DENTAL-DEC	250.83
			010.1160 DENTAL-DEC	125.01
			012.1160 DENTAL-DEC	10.11
			016.1160 DENTAL-DEC	10.11
			024.1160 DENTAL-DEC	1.82
			041.1160 DENTAL-DEC	18.19
			042.1160 DENTAL-DEC	20.22
			070.1160	11.98
			Total :	**1,379.63**
88430	12/5/2023	002710 HERNANDEZ, KROONE & ASSOCIATES	TSI 22-001 TR18893 MEDITERRA-OCT	
			TSI 22-001 TR18893 MEDITERRA-OCT 001.3200.4551	1,412.25
			Total :	**1,412.25**
88431	12/5/2023	000108 HIGH TECH SECURITY	BURG SYST & MONIT-DEC	
			CORP YARD BURG SYST & MONIT-DEC 004.8310.4066	55.00
			CITY HALL BURG SYST & MONIT-DEC 042.9510.4066	100.00
			COMM PARK SYST & MONIT-DEC 001.6000.4066	55.00
			FIRE SYST & MONIT-DEC	
			CORP YARD FIRE SYST & MONIT-DEC 004.8310.4066	85.00
			LIBRARY/YMCA FIRE SYST & MONIT-DEC 001.6000.4066	135.00
			CITY HALL FIRE SYST & MONIT-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88431	12/5/2023	000108 HIGH TECH SECURITY	(Continued)	
			042.9510.4066 FS#3 FIRE SYST & MONIT-DEC	50.00
			028.2050.4066 FS#3 FIRE SYST & MONIT-DEC	42.50
			029.2100.4066 PD FIRE SYST & MONIT-DEC	42.50
			001.2000.4066 CCTV SYST & MONIT-DEC AURANTIA & COMM PK CCTV SYST & MONIT-DEC	85.00
			001.6000.4066 CANYON OAK CCTV SYS & MONIT-DEC	75.00
			016.8540.4066 CITY HALL CCTV SYST & MONIT-DEC	25.00
			042.9510.4066 CORP YARD CCTV SYST & MONIT-DEC	25.00
			004.8310.4066	25.00
			Total :	**800.00**
88432	12/5/2023	000127 K & L HARDWARE	FS#3: JANITORIAL SUPPLIES FS#3: JANITORIAL SUPPLIES	
			028.2050.4070 FS#3: JANITORIAL SUPPLIES	32.84
			029.2100.4070 FS#3: JANITORIAL SUPPLIES FS#3: JANITORIAL SUPPLIES	32.84
			028.2050.4206 FS#3: JANITORIAL SUPPLIES	11.31
			029.2100.4206 FS#2: JANITORIAL SUPPLIES FS#2: JANITORIAL SUPPLIES	11.31
			028.2050.4055 FS#2: JANITORIAL SUPPLIES	5.92
			029.2100.4055 FS#2: MAINT SUPPLIES FS#2: MAINT SUPPLIES	5.92
			028.2050.4206 FS#2: MAINT SUPPLIES	42.98

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88432	12/5/2023	000127 K & L HARDWARE	(Continued)	
			029.2100.4206 FS#1: BUILDING MAINT FS#1: BUILDING MAINT	42.97
			028.2050.4206 FS#1: BUILDING MAINT	46.94
			029.2100.4206 GRAFITTI SUPPLIES GRAFITTI SUPPLIES	46.94
			001.6010.4206 CORP YARD: MISC SUPPLIES CORP YARD: MISC SUPPLIES	38.06
			004.8310.4206 FS#1: PLUMBING SUPPLIES FS#1: PLUMBING SUPPLIES	9.05
			028.2050.4070 FS#1: PLUMBING SUPPLIES	53.69
			029.2100.4070 FS#1: PLUMBING SUPPLIES FS#1: PLUMBING SUPPLIES	53.69
			028.2050.4070 FS#1: PLUMBING SUPPLIES	67.63
			029.2100.4070 FS#1: PLUMBING SUPPLIES FS#1: PLUMBING SUPPLIES	67.62
			028.2050.4070 FS#1: PLUMBING SUPPLIES	28.94
			029.2100.4070 PD: MAINT SUPPLIES PD: MAINT SUPPLIES	28.93
			001.2000.4200 COMM PARK: PLUMBING SUPPLIES COMM PARK: PLUMBING SUPPLIES	6.02
			001.6000.4206 FS#1: PLUMBING SUPPLIES FS#1: PLUMBING SUPPLIES	17.23
			028.2050.4070 FS#1: PLUMBING SUPPLIES	38.29

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88432	12/5/2023	000127 K & L HARDWARE	(Continued)		
			029.2100.4070		38.28
			FS#1: PLUMBING SUPPLIES		
			FS#1: PLUMBING SUPPLIES		
			028.2050.4070		12.49
			FS#1: PLUMBING SUPPLIES		
			029.2100.4070		12.48
			FS#1: PLUMBING SUPPLIES		
			FS#1: PLUMBING SUPPLIES		
			028.2050.4070		32.17
			FS#1: PLUMBING SUPPLIES		
			029.2100.4070		32.16
				Total :	**816.70**
88433	12/5/2023	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**
88434	12/5/2023	000155 NEW YORK LIFE	NEW YORK LIFE-DEC		
			NEW YORK LIFE-DEC		
			004.1180		0.65
			NEW YORK LIFE-DEC		
			041.1180		1.95
			NEW YORK LIFE-DEC		
			070.1180		0.65
			NEW YORK LIFE-DEC		
			001.1180		9.75
				Total :	**13.00**
88435	12/5/2023	006223 PITNEY BOWES BANK INC RESERVE	POSTAGE METER REFILL		
			POSTAGE METER REFILL		
			001.0400		10,000.00
				Total :	**10,000.00**
88436	12/5/2023	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88436	12/5/2023	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)	
			PRINCIPAL-DEC	
			001.1200.3590	31.59
			PRINCIPAL-DEC	
			001.1450.3590	69.48
			PRINCIPAL-DEC	
			001.1600.3590	6.64
			PRINCIPAL-DEC	
			001.1700.3590	103.84
			PRINCIPAL-DEC	
			001.3200.3590	50.82
			PRINCIPAL-DEC	
			001.4100.3590	133.79
			PRINCIPAL-DEC	
			001.4200.3590	75.58
			PRINCIPAL-DEC	
			001.4500.3590	53.54
			PRINCIPAL-DEC	
			001.4600.3590	81.87
			PRINCIPAL-DEC	
			001.6000.3590	19.61
			PRINCIPAL-DEC	
			001.6010.3590	20.36
			PRINCIPAL-DEC	
			001.6020.3590	12.17
			PRINCIPAL-DEC	
			004.8310.3590	137.49
			PRINCIPAL-DEC	
			010.3830.3590	42.79
			PRINCIPAL-DEC	
			012.8500.3590	9.70
			PRINCIPAL-DEC	
			016.8540.3590	9.68
			PRINCIPAL-DEC	
			023.3890.3590	7.71
			PRINCIPAL-DEC	
			024.8470.3590	1.01

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88436	12/5/2023	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)		
			PRINCIPAL-DEC		
			041.9500.3590		15.04
			PRINCIPAL-DEC		
			042.9510.3590		15.68
			PRINCIPAL-DEC		
			070.7000.3590		32.74
				Total :	**931.13**
88437	12/5/2023	004682 RETRO FIRE DESIGNS	MEMO PARK: FLAME REPLACEMENT		
			MEMO PARK: FLAME REPLACEMENT		
			001.6000.4206		1,385.00
				Total :	**1,385.00**
88438	12/5/2023	001414 RICHARDS, WATSON & GERSHON	GENERAL-OCT		
			GENERAL-OCT		
			001.1450.4520		8,778.56
			DRA23009-OCT		
			DRA23009-OCT		
			001.3200.4551		95.00
			DRA23002-OCT		
			DRA23002-OCT		
			001.3200.4551		1,159.00
			SWK19001 PM MSRI NON PART-OCT		
			SWK19001 PM MSRI NON PART-OCT		
			017.8350.6545		76.00
			WAKELAND-OCT		
			WAKELAND-OCT		
			070.7000.4520		988.00
			CODE ENFORCEMENT GEN-OCT		
			CODE ENFORCEMENT GEN-OCT		
			001.4600.4520		719.38
			PERSONNEL & LABOR RELATIONS-OCT		
			PERSONNEL & LABOR RELATIONS-OCT		
			001.1450.4520		550.00
			CODE ENFORCEMENT CASE#4744-OCT		
			CODE ENFORCEMENT CASE#4744-OCT		
			001.4600.4520		932.69

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88438	12/5/2023	001414 001414 RICHARDS, WATSON & GERSHON	(Continued)	Total :	13,298.63
88439	12/5/2023	005326 RP LANDSCAPE & IRRIGATION	PARKS LANDSCAPING-NOV		
			MEMORIAL PARK LANDSCAPING-NOV		
			001.6000.4585		400.00
			PD LANDSCAPING-NOV		
			001.2000.4585		500.00
			CITY HALL LANDSCAPING-NOV		
			042.9510.4585		500.00
			LIBRARY LANDSCAPING-NOV		
			001.6000.4585		600.00
			YMCA LANDSCAPING-NOV		
			001.6000.4585		600.00
			CORP YARD LANDSCAPING-NOV		
			004.8310.4585		400.00
			AURANTIA PARK LANDSCAPING-NOV		
			001.6000.4585		933.00
			COMMUNITY PARK LANDSCAPING-NOV		
			001.6000.4585		3,691.00
			CANYON OAK PARK LANDSCAPING-NOV		
			016.8540.4585		356.00
			CUNNINGHAM PARK LANDSCAPING-NOV		
			016.8540.4585		453.00
			SEELEY PARK LANDSCAPING-NOV		
			016.8540.4585		299.00
			OAK CREEK PARK LANDSCAPING-NOV		
			016.8540.4585		556.00
			BOULDER MEDIANS LANDSCAPING-NOV		
			004.8310.4585		2,476.00
			LMD LANDSCAPING-NOV		
			LMD 00 BASELINE LANDSCAPING MAINT-NOV		
			012.8500.4585		283.00
			LMD 03 YARNELL LANDSCAPING MAINT-NOV		
			012.8500.4585		173.00
			LMD 01A LANDSCAPING MAINT-NOV		
			012.8500.4585		148.00
			LMD 01B LANDSCAPING MAINT-NOV		
			012.8500.4585		148.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88439	12/5/2023	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 02 LANDSCAPING MAINT-NOV	
			012.8500.4585	683.00
			LMD 03A LANDSCAPING MAINT-NOV	
			012.8500.4585	133.00
			LMD 03B LANDSCAPING MAINT-NOV	
			012.8500.4585	133.00
			LMD 04 LANDSCAPING MAINT-NOV	
			012.8500.4585	40.00
			LMD 05 LANDSCAPING MAINT-NOV	
			012.8500.4585	83.33
			LMD 07 LANDSCAPING MAINT-NOV	
			012.8500.4585	73.00
			LMD 08 LANDSCAPING MAINT-NOV	
			012.8500.4585	165.00
			LMD 09 LANDSCAPING MAINT-NOV	
			012.8500.4585	1,005.00
			LMD 10 LANDSCAPING MAINT-NOV	
			012.8500.4585	1,959.00
			LMD 11 LANDSCAPING MAINT-NOV	
			012.8500.4585	469.00
			LMD 13 LANDSCAPING MAINT-NOV	
			012.8500.4585	123.00
			LMD 15 LANDSCAPING MAINT-NOV	
			012.8500.4585	453.00
			LMD 16 LANDSCAPING MAINT-NOV	
			012.8500.4585	48.00
			LMD 17 LANDSCAPING MAINT-NOV	
			012.8500.4585	609.00
			LMD 20 BASELINE LANDSCAPING MAINT-NOV	
			012.8500.4585	189.00
			LMD 20 STREATER LANDSCAPING MAINT-NOV	
			012.8500.4585	147.00
			LMD 21 LANDSCAPING MAINT-NOV	
			012.8500.4585	147.00
			LMD 22 LANDSCAPING MAINT-NOV	
			012.8500.4585	173.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88439	12/5/2023	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 24 LANDSCAPING MAINT-NOV	
			012.8500.4585	65.00
			LMD 25 LANDSCAPING MAINT-NOV	
			012.8500.4585	183.00
			LMD 29 LANDSCAPING MAINT-NOV	
			012.8500.4585	183.00
			LMD 30 LANDSCAPING MAINT-NOV	
			012.8500.4585	743.00
			LMD 31 LANDSCAPING MAINT-NOV	
			012.8500.4585	493.00
			LMD 34 LANDSCAPING MAINT-NOV	
			012.8500.4585	283.00
			LMD 35 LANDSCAPING MAINT-NOV	
			012.8500.4585	205.00
			LMD 36 LANDSCAPING MAINT-NOV	
			012.8500.4585	303.00
			LMD 37 LANDSCAPING MAINT-NOV	
			012.8500.4585	373.00
			LMD 39 LANDSCAPING MAINT-NOV	
			012.8500.4585	478.00
			LMD 43 LANDSCAPING MAINT-NOV	
			012.8500.4585	173.00
			LMD 44 LANDSCAPING MAINT-NOV	
			012.8500.4585	2,565.00
			LMD 47 LANDSCAPING MAINT-NOV	
			012.8500.4585	199.00
			LMD 48 LANDSCAPING MAINT-NOV	
			012.8500.4585	2,093.00
			LMD 54 LANDSCAPING MAINT-NOV	
			012.8500.4585	535.00
			LMD 55 LANDSCAPING MAINT-NOV	
			012.8500.4585	473.00
			LMD 59 LANDSCAPING MAINT-NOV	
			012.8500.4585	59.00
			LMD 61 LANDSCAPING MAINT-NOV	
			012.8500.4585	333.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88439	12/5/2023	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 63 LANDSCAPING MAINT-NOV	
			012.8500.4585	123.00
			LMD 70 LANDSCAPING MAINT-NOV	
			012.8500.4585	573.00
			LMD 76 LANDSCAPING MAINT-NOV	
			012.8500.4585	173.00
			LMD 68 LANDSCAPING MAINT-NOV	
			012.8500.4585	513.00
			LMD 69 LANDSCAPING MAINT-NOV	
			012.8500.4585	118.00
			LMD 73 LANDSCAPING MAINT-NOV	
			012.8500.4585	268.00
			Total :	**30,655.33**
88440	12/5/2023	000424 SAN BERNARDINO COUNTY FIRE	2024 CUPA PERMIT-CORP YARD	
			2024 CUPA PERMIT-CORP YARD	
			001.4200.4596	601.00
			2024 CUPA PERMIT-PD	
			2024 CUPA PERMIT-PD	
			001.4200.4596	919.00
			2024 CUPA PERMIT-FS#3	
			2024 CUPA PERMIT-FS#3	
			001.4200.4596	465.00
			Total :	**1,985.00**
88441	12/5/2023	000204 SOCALGAS	CITY HALL-NOV	
			CITY HALL-NOV	
			042.9510.4020	19.63
			POLICE STATION-NOV	
			POLICE STATION-NOV	
			001.2000.4020	1,892.89
			FS#1-NOV	
			FS#1-NOV	
			028.2050.4020	38.25
			FS#1-NOV	
			029.2100.4020	38.23

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
88441	12/5/2023	000204	000204 SOCALGAS	(Continued)	Total :	1,989.00
88442	12/5/2023	000203	SOUTHERN CALIFORNIA EDISON	AURANTIA PARK-OCT AURANTIA PARK-OCT 001.6000.4010 AURANTIA PARK-NOV AURANTIA PARK-NOV 001.6000.4010 LS2-NOV LS2-NOV 013.8510.4011 LS3-NOV LS3-NOV 013.8510.4011 CANYON PARK-NOV CANYON PARK-NOV 016.8540.4010 TC-NOV TC-NOV 004.8310.4580 STREET LIGHT AQUISITION-NOV STREET LIGHT AQUISITION-NOV 013.8510.4011 TC-NOV TC-NOV 004.8310.4580 LS3-NOV 013.8510.4011 LS2-NOV LS2-NOV 013.8510.4011 TC & LS2/3-NOV TC-NOV 004.8310.4580 LS2&3-NOV 013.8510.4011 LS1-NOV LS1-NOV		117.42 141.93 94.37 516.02 27.03 61.58 16,130.11 203.59 76.28 1,233.42 171.96 691.04

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88442	12/5/2023	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			013.8510.4011 BASELINE MEDIAN-NOV BASELINE MEDIAN-NOV		9,174.04
			004.8310.4010 LS2-NOV LS2-NOV		626.77
			013.8510.4011		20.58
				Total :	**29,286.14**
88443	12/5/2023	000203 SOUTHERN CALIFORNIA EDISON	PD-NOV PD-NOV		
			001.2000.4010 CITY HALL & EV-NOV CITY HALL-NOV		6,956.57
			042.9510.4010 EV-NOV		869.29
			042.9510.4012 CITY HALL-NOV CITY HALL-NOV		4,940.11
			042.9510.4010 CORP YARD-NOV CORP YARD-NOV		1,251.47
			004.8310.4010 FS#1-3-NOV FS#1-3-NOV		1,076.58
			028.2050.4010 FS#1-3-NOV		1,553.38
			029.2100.4010 LIBRARY-NOV LIBRARY-NOV		1,553.36
			001.6000.4010		3,469.60
				Total :	**21,670.36**
88444	12/5/2023	000203 SOUTHERN CALIFORNIA EDISON	TC-NOV TC-NOV		
			004.8310.4580		2,287.65

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88444	12/5/2023	000203 000203 SOUTHERN CALIFORNIA EDISON	(Continued)	Total :	2,287.65
88445	12/5/2023	006127 STAPLES BUSINESS CREDIT	FS#3: OFFICE SUPPLIES		
			FS#3: OFFICE SUPPLIES		
			028.2050.4200		102.34
			FS#3: OFFICE SUPPLIES		
			029.2100.4200		102.33
			SAFETY VESTS		
			SAFETY VESTS		
			004.8310.4206		100.79
			SAFETY VESTS		
			SAFETY VESTS		
			004.8310.4206		16.80
			SAFETY VESTS		
			SAFETY VESTS		
			004.8310.4206		16.80
			FS#3: OFFICE SUPPLIES		
			FS#3: OFFICE SUPPLIES		
			028.2050.4200		65.59
			FS#3: OFFICE SUPPLIES		
			029.2100.4200		65.59
				Total :	470.24
88446	12/5/2023	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-DEC		
			LONG TERM DISABILITY-DEC		
			001.1180		811.15
			LONG TERM DISABILITY-DEC		
			004.1180		59.20
			LONG TERM DISABILITY-DEC		
			010.1180		40.70
			LONG TERM DISABILITY-DEC		
			023.1180		11.10
			LONG TERM DISABILITY-DEC		
			041.1180		25.87
			LONG TERM DISABILITY-DEC		
			070.1180		55.47
				Total :	1,003.49

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
88447	12/5/2023	000979 VERIZON WIRELESS	AIR CARDS-NOV		
			AIR CARDS-NOV		
			001.2000.4062		38.01
				Total :	**38.01**
88448	12/5/2023	000233 WAXIE SANITARY SUPPLY	FS#2: JANITORIAL SUPPLIES		
			FS#2: JANITORIAL SUPPLIES		
			028.2050.4055		123.85
			FS#2: JANITORIAL SUPPLIES		
			029.2100.4055		123.85
			FS#3: JANITORIAL SUPPLIES		
			FS#3: JANITORIAL SUPPLIES		
			028.2050.4055		48.61
			FS#3: JANITORIAL SUPPLIES		
			029.2100.4055		48.61
			FS#3: SUPPLIES		
			FS#3: SUPPLIES		
			028.2050.4055		39.17
			FS#3: SUPPLIES		
			029.2100.4055		39.17
			PD: JANITORIAL SUPPLIES		
			PD: JANITORIAL SUPPLIES		
			001.2000.4055		133.36
				Total :	**556.62**
88449	12/5/2023	006216 YEAGER'S DIESEL & AUTO INC	FS# 1: VEHICLE MAINT		
			FS# 1: VEHICLE MAINT		
			028.2050.4240		796.02
			FS# 1: VEHICLE MAINT		
			029.2100.4240		796.01
				Total :	**1,592.03**
1002519336	12/5/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH-DEC		
			PERS HEALTH-DEC		
			001.1150		12,934.40
			PERS HEALTH-DEC		
			004.1150		2,160.77
			PERS HEALTH-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1002519336	12/5/2023	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			010.1150 PERS HEALTH-DEC	1,422.33
			012.1150 PERS HEALTH-DEC	197.62
			016.1150 PERS HEALTH-DEC	197.62
			041.1150 PERS HEALTH-DEC	333.42
			070.1150 PERS HEALTH-DEC	316.66
			001.1450.3511 PERS HEALTH-DEC	70.34
			041.9500.3515	1,800.00
			Total :	**19,433.16**

44 Vouchers for bank code : wfb **Bank total : 405,325.57**

44 Vouchers in this report **Total vouchers : 405,325.57**

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

PREPARED BY: Chuck Dantuono, Director of Administrative Services/City Treasurer CD
Leticia Nava-Cruz, Assistant Director of Administrative Services LNC

SUBJECT: Treasurer's Report for October 2023

RECOMMENDATION: City Council to receive and file the Treasurer's Report for October 2023

FISCAL IMPACT: Cash and Investments:

General Fund	$ 7,726,053.82
Special Revenue Funds	$36,242,118.60
Internal Service Funds	$ 5,453,183.39
Capital Projects Funds	$22,452,427.32
Agency Funds	$ 1,313,880.82
Housing Authority Fund	$ 3,706,756.52
SARDA Funds	$ 2,853,255.14

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. 6

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

CITY OF HIGHLAND
Treasurer's Report
as of October 31, 2023

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking Account (reconciled book balance)	3,775,614.11

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	3.670%		
General Fund			11,826,819.11	
Special Revenue Funds			22,804,380.00	
Internal Service Funds			5,273,837.00	
Capital Projects Funds			19,982,115.00	
Total City LAIF Funds				59,887,151.11
Housing Authority Fund			3,680,865.08	
Total Housing Authority LAIF Funds				3,680,865.08
Total LAIF Funds				63,568,016.19

1) Maximum limits on accounts are $75M City and $75M Housing Authority.
2) Market Value is based on the September 30, 2023 applicable percentage of 0.986307739.
3) Market Value is $62,697,626.32 ($63,568,016.19 x 0.986307739).

California Asset Management Program (CAMP)	n/a	5.560%		
General Fund			3,220,782.60	
Special Revenue Funds			1,806,994.00	
Capital Projects Funds			6,049,335.00	
Total CAMP Funds				11,077,111.60
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%	97,364.51	97,364.51
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	3,098.41	3,098.41
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	1,145.96	1,145.96
Community Facilities District (CFD) 2001-1				
Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	2.80	2.80
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%	12,058.95	12,058.95
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #8AMMF0AP6	n/a	0.00%	29,280.19	29,280.19
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	6,801.52	6,801.52
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	0.44	0.44
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #8AMMF0390	n/a	0.00%	0.13	0.13
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				149,752.91

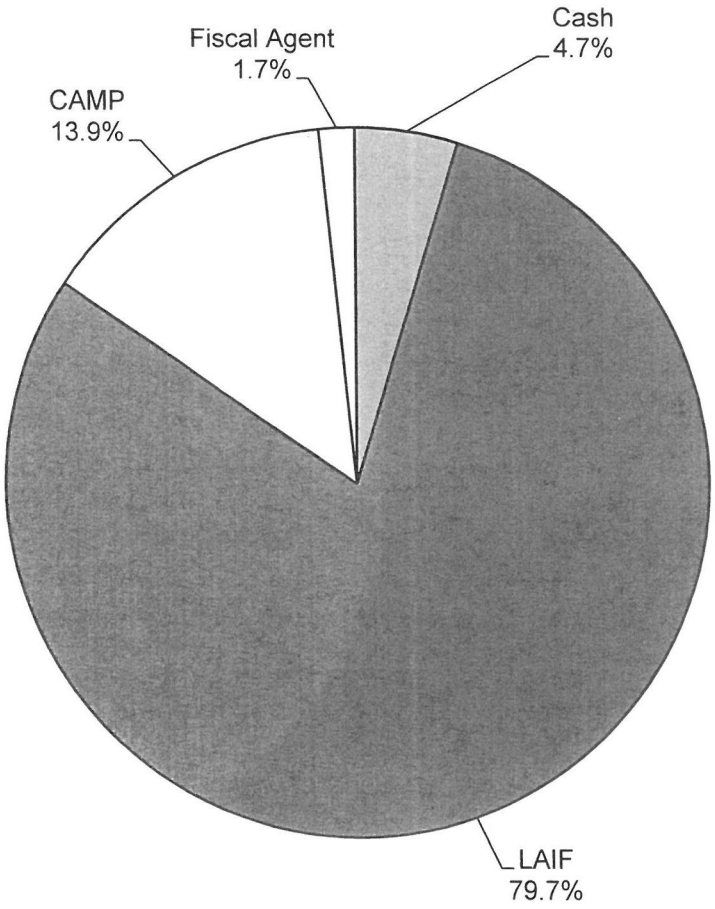
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
US Bank Corporate Trust Services (SARDA)				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.01%	4,282.87	4,282.87
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.01%	1,252.99	1,252.99
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.01%	173,909.14	173,909.14
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.01%	550.83	550.83
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.01%	22,627.59	22,627.59
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.01%	958,725.18	958,725.18
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.01%	14,159.08	14,159.08
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.01%	523.12	523.12
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,176,030.80
TOTAL CASH AND INVESTMENTS				**79,747,675.61**

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.

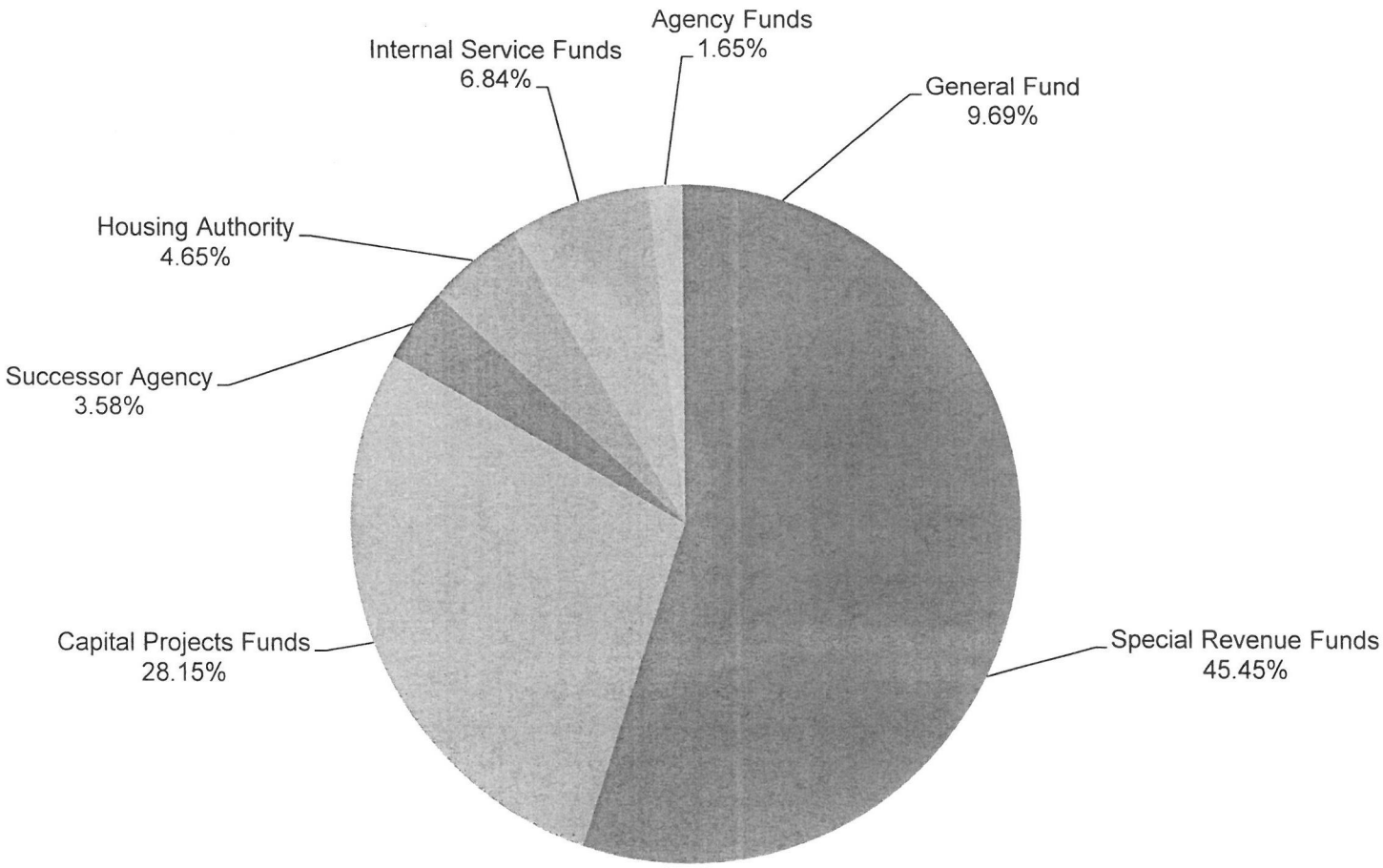
SIGNED:_____
Joseph A. Hughes
CITY MANAGER

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

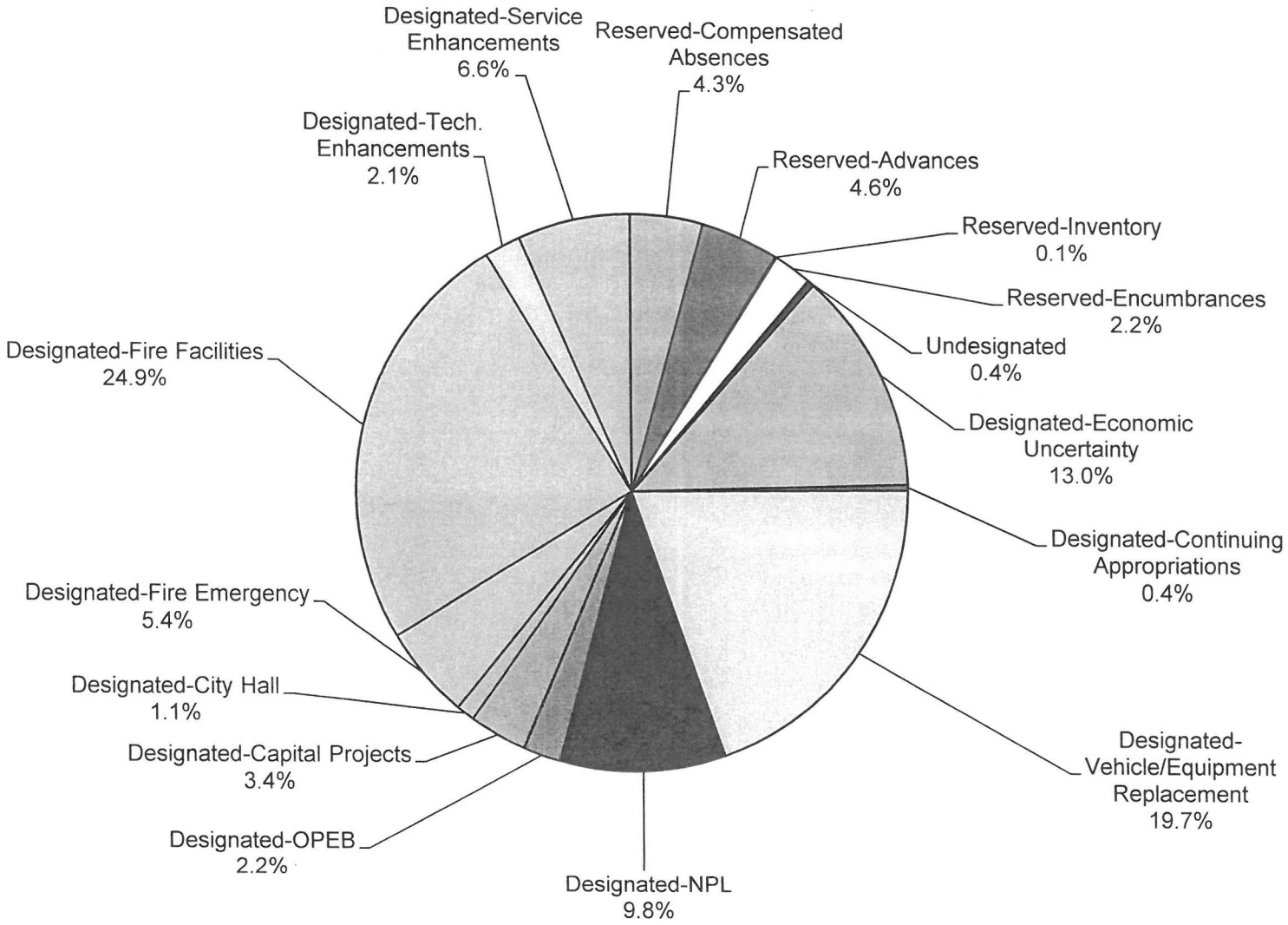
Treasurer's Report



Cash & Investments



General Fund Reserves



STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph Hughes, City Manager

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy City Clerk

SUBJECT: Records Destruction Authorization

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

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

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

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

The following records shall be retained for two years after current year and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for 1987-2020.

1. City Council Subcommittee Appointments
2. FPPC – Campaign Disclosure Filings, Candidates (Elected Officials)
3. FPPC – Candidate Intention Statement, Elected Officials
4. Maddy Act List/Committee Rosters

The following records shall be retained for two years after the election is completed and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for 1987-2016.

1. Elections, Notifications & Publications

Approved _____ Motion _____ Second _____ Agenda Item No. 7

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

The following records shall be retained for four years after the term is completed and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for 1987-2016.

1. Elections, Certificates of Election
2. Elections, Nomination Papers (Successful)

The following records shall be retained for five years after the current year and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for 1987-2017.

1. Ethics Training (AB 1234)

The following records shall be retained for five years after the election is completed and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for 1987-2016.

2. Elections, Candidates Statements (Unsuccessful)

The following records shall be retained for six years after the election is completed and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for 1987-2016.

1. Elections, Oath of Office

The following records shall be retained for four years after audit and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for fiscal year 2017/2018.

1. Accounts Payable
2. General Journal Reports

The following records shall be retained for two years after closing and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for fiscal year 1985-2020.

1. Reports, Vehicle Accident (SWITRS)

The following records shall be retained for two years after completion and may be subsequently destroyed. Staff is requesting approval be given to destroy records in this category which are dated for fiscal year 1987-2020.

1. Permit, Transportation (Oversize/Overweight)

CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION	Total # of Boxes:
City Clerk	5

DEPARTMENT HEAD APPROVAL:	DESTRUCTION METHOD:
I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit. Betty Hughes — Department Head Signature 12.5.2023 — Date	The scheduled records listed below are to be disposed of in the manner checked below: ☑ Shredding (outside vendor) ☐ Discard

A. Description of Record(s)	B. Inclusive Dates of Documents
City Council Subcommittee Appointments	1987-2020
Elections, Candidates Statements (Unsuccessful)	1987-2016
Elections, Certificates of Election	1987-2016
Elections, Nomination Papers (Successful)	1987-2016
Elections, Notifications & Publications	1987-2016
Elections, Oath of Office	1987-2016
FPPC – Campaign Disclosure Filings, Candidates (Elected Officials)	1987-2020
FPPC – Candidate Intention Statement, Elected Officials	1987-2020

APPROVALS:

_____ _____

City Attorney — Date

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

_____ _____

City Clerk — Date

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CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION	Total # of Boxes:
City Clerk	1

DEPARTMENT HEAD APPROVAL:	DESTRUCTION METHOD:
I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit.	The scheduled records listed below are to be disposed of in the manner checked below: ☐ Shredding (outside vendor) ☐ Discard
Betty Hughes — Department Head Signature	12.5.2023 — Date

A. Description of Record(s)	B. Inclusive Dates of Documents
Maddy Act List/Committee Rosters	1987-2020
Ethics Training (AB 1234)	1987-2017

APPROVALS:

City Attorney _____ Date _____

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

City Clerk _____ Date _____

CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION	Total # of Boxes:
Finance/Accounting	10

DEPARTMENT HEAD APPROVAL:	DESTRUCTION METHOD:
I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit. Department Head Signature — Date: 11/13/2023	The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard

A. Description of Record(s)	B. Inclusive Dates of Documents
Accounts Payable	Fiscal Years 2017-18

APPROVALS:

City Attorney _____ Date _____

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

City Clerk _____ Date _____

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CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION	Total # of Boxes:
Finance/Accounting	2

DEPARTMENT HEAD APPROVAL:	DESTRUCTION METHOD:
I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit. Department Head Signature 11/13/2023 Date	The scheduled records listed below are to be disposed of in the manner checked below: ☒ Shredding (outside vendor) ☐ Discard

A. Description of Record(s)	B. Inclusive Dates of Documents
General Journal Reports	Fiscal Years 2017-18

APPROVALS:

City Attorney _____ Date _____

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

City Clerk _____ Date _____

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CITY OF HIGHLAND

RECORDS DESTRUCTION FORM

DEPARTMENT/DIVISION	Total # of Boxes:
Public Works/Engineering	20

DEPARTMENT HEAD APPROVAL:	DESTRUCTION METHOD:
I hereby certify that the records to be disposed of are in compliance with the current retention schedule for the City of Highland. I certify these records are not the subject of any claim, litigation, investigation or audit. Department Head Signature: [signature] Date: 12/5/2023	The scheduled records listed below are to be disposed of in the manner checked below: ☐ Shredding (outside vendor) ☑ Discard

A. Description of Record(s)	B. Inclusive Dates of Documents
Reports, Vehicle Accident - (SWITRS)	1985-2020
Permit, Transporation (Oversize/Overweight)	1987-2020

APPROVALS:

City Attorney _____ Date _____

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

City Clerk _____ Date _____

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STAFF REPORT
TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

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

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

SUBJECT: The Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2023.

RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2023.

FISCAL IMPACT: None-reports only.

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

BACKGROUND: The Finance/Personnel Subcommittee reviewed the draft reports on November 7, 2023, in detail with the City's auditors, Van Lant and Fankhanel, LLP, and recommends that the City Council receive and file the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2023. Also attached is a copy of the presentation made by our auditors to the Finance/Personnel Subcommittee on November 7, 2023.

Approved _____ Motion_____ Second _____ Agenda Item No. 8

Denied _____ Ayes_____

Continued_____ Noes _____ File No. _____

Tabled_____ Abstain_____

Absent_____

B Hughes

City Clerk

City Manager

Attachments:
Presentation made by auditors to the Finance Subcommittee.
Annual Comprehensive Financial Report (ACFR).
Single Audit Report on Federal Award Programs.
Independent Auditor's Report on Internal Controls.
Audit Conclusion letter.
Gann Limit (Appropriations Limit) letter.

City of Highland

Annual Comprehensive Financial Report

Audit Presentation

Fiscal Year Ended June 30, 2023

Presented by:
Brett Van Lant
Partner

Van Lant & Fankhanel, LLP
Certified Public Accountants

- Audit fieldwork has been completed
- Reports are in draft form
- Issuance of the final reports on schedule for early December

Reports and Letters Issued

- Audit Report - Opinion on Financial Statements
- Report on Internal Control and Compliance
- Report on the City's Appropriations Limit
- Statement on Auditing Standards (SAS) 114 Communication Letter
- Single Audit Report

Van Lant & Fankhanel, LLP

Auditor's Report

- Management's Responsibilities:
  - Preparation of Financial Statements
  - Free from material misstatement
  - (whether due to fraud or error)
  - In accordance with GAAP
  - Design and maintenance
  - of internal controls

Van Lant & Fankhanel, LLP

Auditor's Report

- Auditor's Responsibilities:
  - Reasonable assurance
  - Involves auditor judgment
  - Risk assessment
    - Risk of material misstatement
    - Whether due to fraud or error

Van Lant & Fankhanel, LLP

Report on Internal Control and Compliance

- Internal control over financial reporting
- Consider internal control to determine what audit procedures to perform
- Not to express an opinion
- Compliance testing – no opinion
  - Test for noncompliance that could be have a material impact on the financial statements

Van Lant & Fankhanel, LLP

Results of Audit Reports

- Unmodified (clean) opinion on
- Financial Statements
- No opinion on RSI (Required Supplementary Information)
  - Limited Procedures
- Unmodified opinion on compliance
- No material weaknesses identified

Van Lant & Fankhanel, LLP

Financial Statement Key Figures

- Governmental Accounting Standards Board (GASB) Statement No. 68 (Pensions)
  - City has a Net Pension Liability of $5,855,448, an increase of $3,333,013 compared to prior year
- Revenues exceeded expenditures in the General Fund by $6.1 Million
- Unrestricted Fund Balance in General Fund (assigned and unassigned) is approximately 95% of FY 2022-23 expenditures (11 months reserves).
  - GFOA best practices recommends a minimum of 2 months operating reserves

Van Lant & Fankhanel, LLP

Financial Statement Key Figures

- General Fund Budget
  - Revenues exceeded budgeted revenues by $2.285M
  - Expenditures were below budgeted expenditures by $2.985M

Van Lant & Fankhanel, LLP

Thank you to City Staff for their cooperation and assistance in completing the audit.

Van Lant & Fankhanel, LLP

Questions?

Van Lant & Fankhanel, LLP



City of Highland California





Annual Comprehensive Financial Report

For Fiscal Year Ended June 30, 2023

CITY OF HIGHLAND
Highland, California

Annual Comprehensive Financial Report

For the fiscal year ended June 30, 2023

27215 Base Line
Highland, California 92346
Phone: 909.864.6861
Fax: 909.862.3180
www.cityofhighland.org

Prepared by the Finance Department:

Chuck Dantuono
Director of Administrative Services/City Treasurer

Leticia "Tish" Nava-Cruz
Assistant Director of Administrative Services

Michelle Gomez
Accountant

City of Highland
Annual Comprehensive Financial Report
Year Ended June 30, 2023

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INTRODUCTORY SECTION

City of
HIGHLAND
Inc. 1987

December 12, 2023

To the Honorable Mayor, Members of the City Council, and the Citizens of Highland:

State law requires that every general-purpose local government publish within six months of the close of each fiscal year a complete set of audited financial statements. This report is published to fulfill that requirement for the fiscal year ending June 30, 2023.

Management assumes full responsibility for the completeness and reliability of the information contained in this report, based upon a comprehensive framework of internal control that it has established for this purpose. Because the cost of internal control should not exceed anticipated benefits, the objective is to provide reasonable, rather than an absolute assurance that the financial statements are free of any material misstatements.

Van Lant & Fankhanel LLP, a firm of certified public accountants, have issued an unmodified ("clean") opinion on the City of Highland's financial statements for the year ended June 30, 2023. The independent auditor's report is in the front of the financial section of this report.

Management's Discussion and Analysis (MD&A) immediately follows the independent auditor's report and provides a narrative introduction, overview, and analysis of the basic financial statements. Management's Discussion and Analysis complements this letter of transmittal and should be read in conjunction with it.

Profile of the Government

The City of Highland was incorporated on November 24, 1987, and is located at the foothills of the San Bernardino Mountains in the heart of the Inland Empire. San Bernardino County along with Riverside County makes up the Inland Empire, one of the largest regions in the United States. Highland has a current population of 55,984 people and is approximately 18 square miles. The City of Highland is empowered by statute to extend its corporate limits by annexation, which it has done from time to time. In October 2000, Highland completed annexation of 3,200 acres in the City's southeast area.

With this annexation, Highland increased its boundaries by approximately 33%. Included in this area is Mediterra. Mediterra Planned Development was approved by the City Council in 2016. Mediterra is a residential community comprised of 178 acres located along easterly stretch of Greenspot Road, north and west of the Santa Ana River, and south of the San Bernardino National Forest. The project allows establishment of a

Mayor	Mayor Pro Tem	City Council	City Council	City Council	City Manager
Larry McCallon	Penny Lilburn	Jesse Chavez-Cordova	Anaeli Solano	John P. Timmer	Joseph A. Hughes

27215 Base Line • Highland, CA 92346
Tel: 909.864.6861 • Fax: 909.862.3180 • www.cityofhighland.org

planned development consisting of low and medium density residential development of 316 residential units, and two (2) parks. The first 99 units have been constructed and made available in this beautiful new community. Further to the east within the annexed area, an assemblage of approximately 1,658 acres was sold by the Orange County Flood Control District to the San Bernardino Valley Municipal Water District in 2022 for the purposes of water storage and recharge. San Bernardino Valley has engaged with a group of consultants specializing in urban planning, water supply infrastructure, architectural services, and nature-based building solutions to work with the community and develop a Master Plan for this property.

Highland is a general law city and operates under the council-manager form of government. The City Council consists of five members. The mayor and mayor pro tem are selected annually. As the legislative body for the City, the Council is responsible for adopting ordinances and resolutions, adopting the budget, setting fees, appointing committees, hiring the City Manager, providing policy direction to staff as well as various other duties. The City Manager is responsible for conducting the policies and direction of the Council along with overseeing the daily operations of the City. In November 2016, Highland went to districts. All five district seats were up in the November 8, 2016, election. Districts 2 and 4 had elections in November 2018 & 2022 and Districts 1, 3 and 5 had elections in 2020 and are up again in November 2024.

The City Council also has an additional role as Board Members for the Successor Agency to the Redevelopment Agency (SA or SARDA), the Highland Public Financing Authority (HPFA) and the Highland Housing Authority (HA). As SARDA Board Members, they direct all the activity within the project area of the former Redevelopment Agency, as the former RDA is dissolved. The HPFA did not have any activity during the year. As Board members of the Housing Authority, they direct housing activities that used to be overseen by the former RDA Board and the Low and Moderate Income Housing Fund.

The City of Highland provides a full range of services. These services include, but are not limited to police protection, fire suppression, paramedic services, animal control and licensing, the construction and maintenance of streets and infrastructure, planning and zoning, building and safety, engineering and inspection, code enforcement, business licensing and general administration. Other services that are within the City boundaries are provided by: San Bernardino County, San Bernardino Valley Water Conservation, San Bernardino Unified School District, Redlands Unified School District, The YMCA of the East Valley, American Medical Response, and East Valley Water District.

The biennial budget serves as the foundation for the City's financial planning and control. As part of each budget year, goals and objectives of the City Council are incorporated into departmental goals and objectives for staff. This process is referred to as the Work Program. The main purpose of the Work Program is to identify goals, programs, and projects to be completed. The Work Program is then used when preparing the budget so these projects can be funded. Some of the major programs needed to meet citizen's needs during this upcoming two-year Work Program (2023-2024) period are: Replace command post vehicle; Purchase of a fire training structure; Purchase of industrial

generators for Fire St. No. 1 & 2; Complete construction of City Creek/Alabama Street bikeway project; Complete environmental and initiate design of Orange Street bridge over Plunge Creek overflow; Implement of the project approval & environmental documents phase of Victoria interchange project; Implement of the project approval & environmental documents phase of the 5th Street interchange project; Airport gateway specific plan; Annex southeast corner of Victoria & 5th Street.

The Council is required to hold public hearings on the proposed budget and to adopt a final budget by no later than June 30, the close of the City's fiscal year. The appropriated budget is prepared by fund and department. The City Manager may approve transfers of appropriations within a department. However, transfers of appropriations between departments require the special approval of the City Council. Budget-to-actual comparisons are provided in this report for each individual governmental fund for which an appropriated annual budget has been adopted. For the General Fund and major special revenue funds, this comparison is presented as part of the required supplementary information in the accompanying financial statements. For governmental funds that have appropriated annual budgets, other than the General Fund, major special revenue funds, and major capital project funds, this comparison is presented in the supplementary section of the accompanying financial statements.

In addition, the City maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the City's governing body. Annual budgets are adopted for the General Fund, special revenue funds, capital projects funds, and internal service funds. A midyear budget review process (usually by the City Manager and Director of Administrative Services) is conducted to evaluate where the City stands at half year. A five-year financial plan is adopted for capital projects in addition to the annual appropriated budgets. Every year the Capital Improvement Plan (CIP) is updated and changed if needed. The level of budgetary control (the level at which expenditures cannot legally exceed the appropriated amount) is established by departments within an individual department. It is the department head's responsibility that expenditures do not exceed the amounts approved by the City Council. The City also maintains an encumbrance accounting system as one technique of accomplishing budgetary control. Although encumbered amounts do lapse at year-end, they can be re-appropriated as part of the following year's budget.

The budget is prepared on the modified accrual basis of accounting. This means that revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred. The General Fund, special revenue funds, capital projects funds, internal service funds, Housing Authority Funds and Successor Agency Funds are all subject to appropriations.

Local Economy

Over the last several years, Highland has continued to see General Fund revenue sources increase. Property taxes (not including the additional amounts from the former

RDA) increased as did the vehicle license fees-property tax line item. These are the two largest revenues in the general fund. Sales & use tax continued to increase as it has over the last several years. Other revenues such as charges for services, extraction tax, transient occupancy tax, and franchise fees increased as well. With expenditures increasing at a higher rate than revenues over the last few years, it was the efficient and careful watch of these expenditures that made it possible for the General Fund to be balanced in FY 2022/2023. The effects of COVID-19 on the city's finances are discussed below under *Relevant Financial Policies*.

In adopting the 2023-2025 biennial budget, the City, as in prior years, had to take into consideration that contracts with the San Bernardino County Sheriff's Department and Cal-Fire, were continuing to increase. For fiscal year 2022/2023, the Sheriff Department contract increased by 4.88% and the Cal-Fire contract increased by 5.00%. The Cal-Fire increase of 5.00% includes the addition of a full-time (100%) Battalion Chief position in FY 2021/2022 that was partially (50%) added in FY 2020/2021. As a result of these increases, budgeted property taxes in both the General Fund and Fire Department Fund (which are combined in this financial report but budgeted separately) for FY 2021/2022 and FY 2022/2023, were budgeted at a higher amount than was received in FY 2020/2021. Increases were also given to revenues line items sales tax and property tax-VLF to help offset these increases.

Highland has been able to maintain a balanced General Fund budget without layoffs, pay reductions, furloughs, or a reduction in services. Highland is mainly a residential community and as a result, the City's highest revenue source remains to be property taxes. However, the increase in sales tax over the last five years has been a welcome surprise. The City has a light industrial and manufacturing area in town with many small retail shops and three large plazas. These plazas supply the City with jobs and sales tax revenues. This light manufacturing and industrial base add to a stable unemployment rate in Highland.

For the future, there are several projects that continue to hold economic development potential for the community. Primarily, a commercial development located on Greenspot Road, east of State Route 210 (SR-210), referred to as the "Golden Triangle." Starting in 2007, the City has spent $13M on improving Greenspot Road to help contribute to future economic growth in this area. The investment in this area resulted in the following stores/restaurants opening within the past few years on the south side of Greenspot Road between SR-210 and Boulder Avenue: Lowe's, Staples, In-N-Out, Esporta fitness club, Wing Stop, Jersey Mikes, Jamba Juice, Trendsetter Salon & Day Spa, Mountain Mikes Pizza, and 7-Eleven opened in this area. More recent approvals in this area include a 120,000 square foot "Extra Space" self-storage facility, and a drive-through "Quick Quack" car wash.

Regarding the residential side of the "Golden Triangle," on September 22, 2020, the Highland City Council approved a 200-unit townhome style apartment project, San Carlo I, at the northwest corner of Greenspot Road and Webster Street. The project consists of 40 residential buildings, a community recreation room, pool, barbeque area, tot lot and

open space. The units range from 915 and 1,430 square feet and offer garage parking. The project comprises twenty acres of the 105-acre project known as the master-planned, mixed-use project "Greenspot Village & Marketplace Specific Plan." It is currently under construction and expected to be available to tenants in early 2024. In 2023, the developer received approval from the City Council to expand the San Carlo I and construct an additional 272 units to the north. San Carlo II will be similar in size and massing of the first phase and will have its own access and recreational amenities.

An additional 746 multi-family units were approved in the Specific Plan by the City Council in 2021 and 2022 by TREH Development and Alliance Residential Company. These two projects have high level amenities, upscale architecture, multiple club houses, outdoor recreation, pools, trails, and gathering areas. In conjunction with the residential development, an additional 78,000 square feet of retail shops will be added at the northeast corner of Greenspot Road and State Route 210.

A true highlight of 2023 was the City Council's approval of a Costco Wholesale warehouse store in the heart of the Specific Plan. The store will include approximately 161,000 square feet of retail and grocery shopping, an Optical Center, Pharmacy, Tire Center and Vehicle Fueling Station. Groundbreaking for the new store is anticipated in 2024.

Outside the Specific Plan, three residential projects were actively under construction in FY 2022/2023. An 18-unit single family development, "Monte Vista", was constructed near the intersection of Victoria Avenue and Pacific Street. This traditional single family style development will include several Accessory Dwelling Units (ADUs) with the primary residents to further affordable housing in the City. Secondly, Mastercraft homebuilders began grading and site improvements for 42 homes on the north side of Base Line west of Weaver Street. This small-lot single family subdivision will create a new neighborhood park, offering a tot lot, open play area, barbecues, shaded picnic area and walking trails open to the public. The third development, by Beazer Homes, completed their first phase of a 54-unit large lot single family subdivision. Beazer's "Messina" tract will complete a highly-desired infill development on the north side of Santa Ana Canyon Road, west of Alta Vista with 360 degree views of the San Bernardino Mountains and Santa Ana Riverbed. A fourth project, not yet under construction, was approved by the City Council in October 2023. This proposal, titled "Halcyon" apartments, will include 220 units housed in the City's first 4-story multi-family project. It will have a modern design and amenities including clubhouse, pool, two (2) tot lots, gathering spaces, dog run, and gymnasium.

The Town Center on Base Line west of SR-210 is home to Smart N Final Extra. Several years ago, CVS Pharmacy, Baker's and Family Dollar also opened in this area. Coming soon in this area will be The Habit Burger Grill & Tractor Supply Company. Opening four years ago on Base Line just off SR-210 was Jack in the Box and Panda Express. Round Table Clubhouse & Mi Cocina on Highland Avenue near SR-330 gives residents additional sit-down restaurants in the city as does the recently opened Bear Springs Bistro & Lounge in the newly renovated Bear Springs Hotel (formerly Hampton Inn).

Industrial development applications have been very active in FY 2022/2023 at locations throughout the City, north of 3rd Street and east of Tippecanoe. Eight (8) distribution facilities ranging in size from 45,000 to 300,000 square feet have been approved during this time. One (1) is nearing completion and three others have begun site preparations. One (1) contractor's office and yard was completed and opened for business and a second is nearing completion on Meine's Street. A new contractor's equipment rental yard was approved on 5th Street, west of Palm Avenue. It is anticipated to begin construction by the end of 2023 as is a new Vehicle Fueling Station at the northeast corner of Palm Avenue and Fifth Street.

Long-term Financial Planning

When the City incorporated in 1987, the Local Agency Formation Commission's (LAFCO) analysis stated, "The proposed City of Highland does not appear financially feasible." In addition, the Christensen & Wallace Incorporation feasibility study stated, "The preceding analysis....of the community of Highland leads to the conclusion that with the current economic base, incorporation is best at marginal."

Today, Highland continues to be a fiscally healthy city. In fact, in a recent study completed by the California State Auditor for FY 2020-2021, Highland ranked 326 out of 430 cities in terms of high risk-the higher number a city is ranked, the lower risk it has. This means there are only 104 cities in the State that were ranked at a lower risk than Highland. Highland was given the lowest risk ranking possible "low overall risk." This was accomplished by being extremely conservative in expenditures over the last thirty-six years. While many cities rely on sales tax as a primary revenue source, Highland has relied on the vehicle license fees and property tax as the major revenue sources. Highland's sales tax earning potential was reduced in 1987 when the City of San Bernardino annexed Highland's potential sales tax areas prior to Highland's incorporation.

As part of the long-term financial planning process, Highland continues to work on developing marketing plans on Base Line, Greenspot Road and Fifth Street, the major thoroughfares through the city. With SR-210 running through the center of the City and having Base Line, Greenspot Road and Fifth Street intersecting SR-210, the development of these corridors is vital to the increase of a sales tax base in Highland.

Recently, the San Bernardino County Transportation Authority (SBCTA), in cooperation with the California Department of Transportation (DOT), widened SR-210 from Sterling Avenue to San Bernardino Avenue in the cities of San Bernardino, Highland and Redlands, as well as an unincorporated portion of San Bernardino County. The project widened this segment of SR-210 with one mixed flow lane in each direction. This third lane was added within the existing SR-210 median. This project also included pavement rehabilitation that replaced concrete slabs between Highland Avenue and 5th Street and new concrete pavement between 5th Street and Lugonia Avenue. Construction was completed in April 2023 with a total estimated cost of construction at $167 million.

In addition to the SR-210 widening and pavement rehabilitation, the City partnered with San Bernardino County Transportation Authority, and California Department of Transportation to improve the Base Line Interchange. Specifically, the project widened Base Line from Buckeye Street to Seine Avenue, widened three of the four existing SR-210 interchange ramps, providing overpass aesthetics, and replacing landscape. Much of the work occurred within the existing Caltrans and City of Highland public right of way and temporary construction easements; however, right of way was needed along Base Line to accommodate the roadway widening. The purpose of the project was to reduce congestion and improve operational efficiency throughout the Base Line corridor at the SR-210 interchange. The estimated total cost is $35 million. The City's share of the project cost is $14.9M.

The key goals continue to be to maintain a sound fiscal base, ensure proper public facilities and infrastructure for current and future generations, assure proper level of public safety and health for the community, enhance the image and identity of the City, and insure a high level of human resources and relations for staff, commissions, and citizens.

As demonstrated by the statements and schedules included in this report, the City continues to meet its responsibility for sound financial management. Since the City incorporated, a commitment was made to a pay-as-you-go philosophy. The City's General Fund has no bonded debt and Highland's other funds can use reserves (cash saved over several years) to pay for many of the capital projects rather than placing a debt on future generations. The City has also obtained grants at the state and federal levels for the capital projects as well, therefore enabling local tax dollars to go further. The City also continues to be highly successful at working with our neighboring agencies (County of San Bernardino, City of San Bernardino, City of Redlands, Inland Valley Development Agency, East Valley Water District, San Bernardino County Transportation Agency & San Manuel Band of Mission Indians) on projects that benefit all these agencies listed above which in turn benefit the citizens of Highland.

Relevant Financial Policies

Prior to the passage in November 2004 of Proposition 1A, which protects local government revenues from State raids, the State historically took funds away from local governments without paying them back. This was accomplished through what the State calls the ERAF (Educational Revenue Augmentation Fund) shift. Through the ERAF shift, the State takes property tax dollars from local governments and "shifts" them to education to fulfill their obligation of school funding. In short, the State balanced their budget by taking funds from local governments.

Before Proposition 1A passed, the City of Highland annually paid since 1992 approximately $301,433 into the State's ERAF fund. Although Proposition 1A was approved by the voters, the cities will continue to pay these funds taken by the State.

For fiscal years 2004/2005 & 2005/2006, the State enacted ERAF III, which essentially doubled Highland's current amount paid to the ERAF fund. For these two fiscal years,

the State took an additional $302,000 each year and placed it in the ERAF fund. These amounts will not be paid back, but Proposition 1A ensured that if funds are ever taken again, they must be repaid. However, as stated earlier, the $301,433 taken as part of the original ERAF will still be taken annually by the State and never paid back.

An additional part of ERAF III was the RDA portion. The effect on the Highland RDA for fiscal years 2004/2005 & 2005/2006 was $242,800, for each fiscal year.

In FY 2008/2009, the State tried to take $654,507 from the Highland RDA. With help from the California Redevelopment Association (CRA), the State was sued and lost. However, for FY 2009/2010 & 2010/2011, the State approved SERAF (Supplemental Educational Revenue Augmentation Fund), an additional one-time taking from redevelopment agencies of $1.7B in 2009/2010 and $.35B in FY 2010/2011 for a total of $2.05B over two years. Once again, the redevelopment agencies sued the State, but this time lost. The amount taken from the Highland RDA in FY 2009/2010 was $3,182,076. The amount taken in FY 2010/2011 was $654,507.

For fiscal years 2011/2012 and beyond, the State passed AB 1X 26 which eliminated redevelopment agencies. However, the State then passed AB 1X 27 which included the payment of a ransom if a community wanted to keep its redevelopment agency. Basically, the State would eliminate a redevelopment agency and take all its assets (land, cash, etc.) if the City did not elect to pay this ransom. These bills included language that the ransom would have to be paid by the City and reimbursed by the agency. This was yet another attempt by the State to steal money from local governments to balance their budgets. Highland's share of this extortion was estimated to be $2,731,486 in FY 2011/2012 and an annual payment thereafter of approximately $655,000. The CRA once again sued the State and the State Supreme Court held in favor of the State for AB 1X 26, but not on AB 1X 27. This meant that over four hundred redevelopment agencies throughout the State would be dissolved and have been. Taken from Highland was the best economic tool to help jobs and businesses grow in our community. The funds taken from Highland would be used to offset the State's responsibilities to the local taxing agencies, including schools. The State's taking of local funds as a temporary bandage to solve their annual budget problems was not a long-term solution and will continue to have long lasting effects on local governments. Today, the State has a surplus of $75 billion.

Since the dissolution of the former RDA, Highland has rebounded. The City worked diligently with the Department of Finance (DOF) in getting repaid $1.9M in outstanding loans. The repayment of these loans was approved; however, they will be repaid over several years. The two loans of $1.3M and $600,000 were loaned to the RDA in 1997 and 1998, in good faith. It was the full intention of the City for these loans to be repaid someday. In January of 2016, the DOF approved the transfer of the balance of the remaining RDA bonds from the Successor Agency to the City and Housing Authority. The bonds for capital projects were transferred to the City and the housing related bonds were transferred to the Housing Authority. However, the debt for these bond issues remains with the Successor Agency. In July 2018, the Successor Agency was notified by the DOF

that the Last & Final ROPS was approved. The Last & Final ROPS is a payment schedule that runs through FY 2037/2038 that has all the expenditures for the Successor Agency. Included in this schedule are administration, debt service payments and re-payment of the City loans.

In December 2021, the last payment due to the City on the $600,000 loan was received and this loan is now paid in full. The last loan amount of $1,300,000 will be fully repaid in FY 2026/2027.

Six years ago, the State passed SB 1, The Road Repair and Accountability Act of 2017, which increased Gas Tax revenues. For fiscal year 2022/2023, this brought in an additional $1.1M in revenues. It is estimated that this new tax will generate an additional $1M in FY 2023/2024. These funds must be used for local street maintenance and rehabilitation needs.

Financial Impacts of COVID-19

The effects of COVID-19 on Highland are difficult to measure primarily because we are not done with this pandemic. Through the CARES Act grants from the federal government (Department of Justice), Highland has been able to purchase PPE (Personal Protective Equipment) for staff and purchase laptop computers and necessary software to meet virtually with citizens and consultants. We have also been able to aid local businesses who have been adversely affected. Highland was able to offer two hundred (200)-$2,500 grants to small businesses through funds received via the CARES Act.

In addition to the CARES Act, on March 11, 2021, The American Rescue Plan Act (ARPA) was signed into law and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (SLFRF). This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and to contain impacts on communities, residents, and businesses.

The SLFRF funding through ARPA provides a total of $350B for economic relief. Highland's portion of this is two installments of $7,447,553.50. We have now received both installments and approval from the City Council on how to spend these funds. They are as follows: Prevention/Mitigation in Congregate Settings (Ventilation), Personal Protective Equipment (PPE), Communications/Enforcement (Legal Services), Payroll Cost for Safety Staff Responding to Public Health Emergency (Public Safety), Household Mortgage Assistance, Small Business Economic Assistance, Provisions of Government Services (Cybersecurity) & various Public Works projects.

It is still too soon to weigh the total effects of COVID-19 on Highland's finances. Property tax (general fund & fire department fund), property tax-vlf, gas tax and interest income revenues in all funds were all down in FY 2021/2022 compared to the budgeted amounts. However, due to meticulous efforts on the expenditure side and receiving grant funding,

we were able to have positive net income in the general fund in FY 2021/2022 & FY 2022/2023.

Awards and Acknowledgments

The Government Finance Officers Association (GFOA) of the United States and Canada awarded the Distinguished Budget Presentation Award to the City for the fiscal years of 2023-2025. This budget award is the highest form of recognition a City can receive in governmental budgeting. The City has received this award from GFOA every year since 1989-1990. Also, the City received the California Society of Municipal Finance Officers (CSMFO) award for Excellence in Operational Budgeting for fiscal years 2023-2025. The City has received this award from CSMFO every year since first applying for it in FY 1991/1992. The City will apply for these same awards for the 2025-2027 biennial budget.

Both awards are for two years, and recipients must meet very strict criteria. The budget document must serve as a policy document, an operation guide, a financial plan, and a communications device; therefore, it is a significant City achievement.

The GFOA also awarded a Certificate of Achievement for Excellence in Financial Reporting to the City for the fiscal year ended June 30, 2021, for its annual financial report. This award is the highest form of recognition for excellence in state and local government financial reporting. This was the thirty-second consecutive year that the City has received such recognition. Many years ago, the CSMFO ruled that if an organization applies for the GFOA (national) award, it would not be eligible for the CSMFO (state) award. Therefore, last year, the City did not apply for the CSMFO Outstanding Financial Reporting award for June 30, 2022. The City had received this award every year since first applying for it in FY 1990/1991. The City can only apply for the GFOA Certificate of Achievement award.

To be awarded a Certificate of Achievement, the City must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards. This report must satisfy both generally accepted accounting principles and applicable legal requirements. This achievement is valid for a period of one year only. I believe the current report continues to conform to the Certificate of Achievement program requirements and I am submitting it to the GFOA.

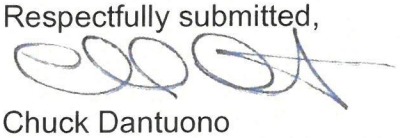
I would like to thank Finance/Personnel Subcommittee members Mayor Larry McCallon and Councilmember John Timmer for their direction in the preparation of this report. I would also like to thank the entire City Council for fulfilling their continued responsibility as stewards of Highland's finances. Highland's fiscal health would not be where it is without this.

In addition, I would like to thank Assistant Director of Administrative Services, Leticia "Tish" Nava-Cruz and Accountant, Michelle Gomez for their help in preparing this report and for their hard work during the audit. Each year, their contributions to preparing this report and conducting the audit significantly increase, even more so this last year. They

continue to show an incredible work ethic and their diligence, and teamwork continues to be very much appreciated.

In conclusion, I would like to thank City Manager, Joe Hughes. Through the years, Joe has always demonstrated high standards of financial management, leadership, and integrity which has always been and remains critical to Highland's fiscal health.

Respectfully submitted,



Chuck Dantuono
Director of Administrative
Services/City Treasurer

CITY OF HIGHLAND

Annual Comprehensive Financial Report

Listing of Officials

June 30, 2023

Elected Officials

Mayor	Larry McCallon
Mayor Pro Tem	Penny Lilburn
Council member	Jesse Chavez-Cordova
Council member	Anaeli Solano
Council member	John Timmer

Finance/Personnel Subcommittee

Committee member	Larry McCallon
Committee member	John Timmer

Management

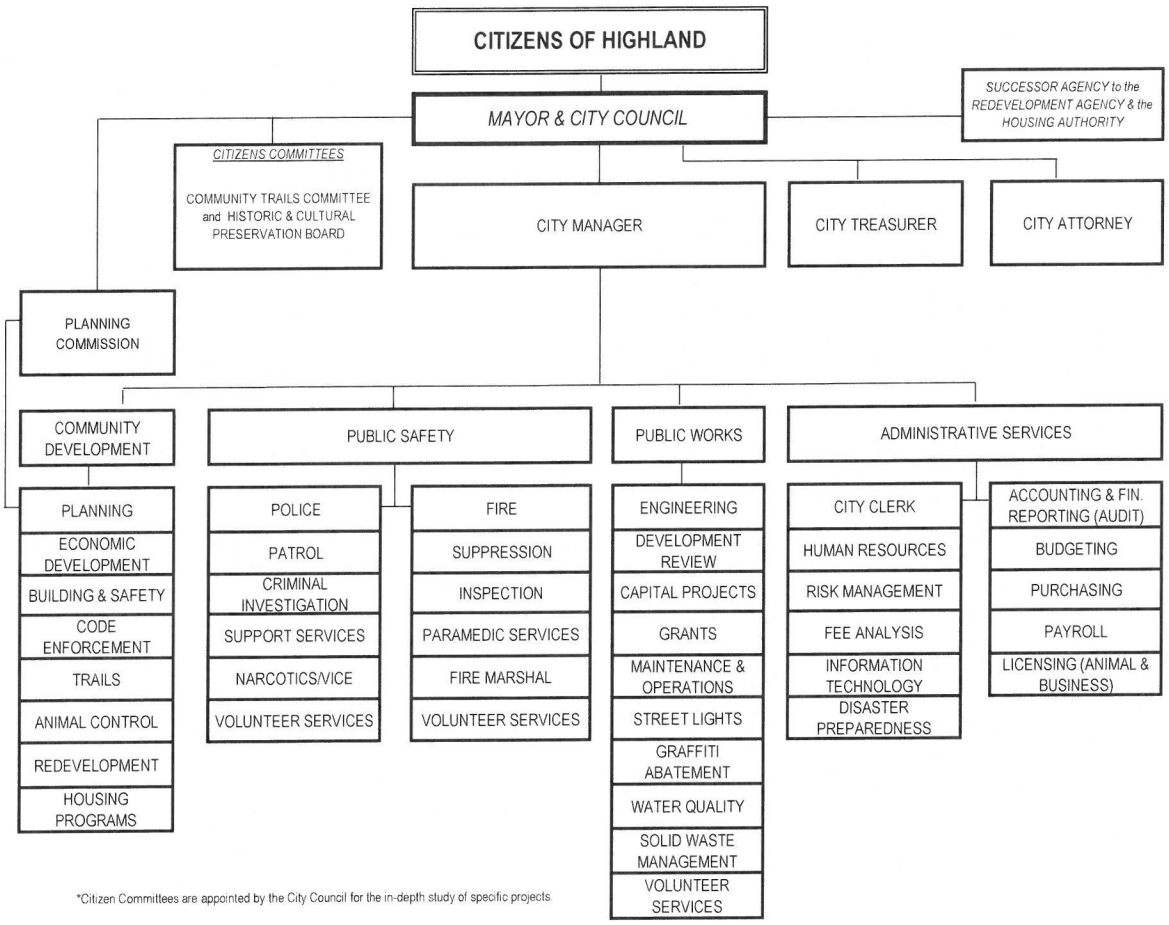
City Manager	Joseph Hughes
Assistant Public Works Director	Matt Bennett
Director of Administrative Services/City Treasurer	Chuck Dantuono
City Clerk	Betty Hughes
Administrative Services Manager	Shawn Kasner
Community Development Director	Lawrence Mainez
Public Services Manager	Melissa Morgan
Assistant Director of Administrative Services	Tish Nava-Cruz
Public Works Manager	Jim Richardson
Assistant Community Development Director	Kim Stater
Building Official	Matt Wirz
Public Works Director/City Engineer	Carlos Zamano
Police Chief (Captain)	Casey Jiles
Lieutenant	Phill Dupper
Fire Chief (Battalion Chief)	Liz Brown

CITY OF HIGHLAND

Annual Comprehensive Financial Report

Organizational Chart

June 30, 2023



*Citizen Committees are appointed by the City Council for the in-depth study of specific projects.

FINANCIAL SECTION

Van Lant & Fankhanel, LLP
Certified Public Accountants

Independent Auditor's Report

The Honorable City Council
City of Highland, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Highland (City), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Highland, as of June 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Van Lant & Fankhanel, LLP
29970 Technology Drive, Suite 105 A
Murrieta, CA 92563
909.856.6879

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary schedules and pension and OPEB schedules, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The accompanying combining statements and budget schedules, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements, as listed in the table of contents, are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated December 1, 2023, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Van Lant + Fankhanel, LLP

December 1, 2023

MANAGEMENT'S DISCUSSION AND ANALYSIS

The following discussion and analysis of the financial performance of the City of Highland provides an overview of the City's financial activities for the fiscal year ended June 30, 2023. Please read it in conjunction with the transmittal letter and financial statements identified in the accompanying table of contents.

Using the Accompanying Financial Statements

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the City as a whole and present a longer-term view of the City's finances. Also included in the accompanying report are fund financial statements. For governmental activities, the fund financial statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the City's operations in more detail than the government-wide statements by providing information about the City's most significant funds. The remaining statements provide financial information about activities for which the City acts solely as a trustee or agent for the benefit of those outside of the government.

OVERVIEW OF THE FINANCIAL STATEMENTS

The annual report consists of four parts – *management's discussion and analysis* (this section), the *basic financial statements*, *required supplementary information*, and an optional section that presents *combining statements* for nonmajor governmental funds and internal service funds. The basic financial statements include two kinds of statements that present different views of the City:

- The first two statements are *government-wide financial statements* that provide both *long-term* and *short-term* information about the City's overall financial status.

- The remaining statements are *fund financial statements* that focus on *individual parts* of the city government, reporting the City's operations in *more detail* than the government-wide statements.

    - The *governmental funds* statements tell how *general government* uses services like public safety were financed in the *short term* as well as what remains for future spending.

    - *Proprietary fund* statements offer *short-* and long-term financial information about the activities the government operates like businesses, such as the water and sewer system.

    - *Fiduciary fund* statements provide information about the fiduciary relationships – like the custodial funds (formerly referred to as agency funds) of the City – in which the city acts solely as *agent* or *trustee* for the benefit of others, to whom the resources in question belong.

The financial statements also include *notes* that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that provides additional financial and budgetary information.

Figure A-1 summarizes the major features of the City's financial statements, including the portion of the city government they cover and the types of information they contain.
The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Figure A-1
Major Features of the City's Government-wide and Fund Financial Statements

		Fund Statements		
	Government-wide Statements	Governmental Funds	Proprietary Funds	Fiduciary Funds
Scope	Entire City government (except fiduciary funds) and the City's component units	The activities of the City that are not proprietary or fiduciary	Activities the City operates similar to private businesses	Instances in which the City is the trustee or agent for someone else's resources
Required financial statements	• Statement of net position • Statement of activities	• Balance sheet • Statement of revenues, expenditures, and changes in fund balances	• Statement of net position • Statement of revenues, expenditures, and changes in net position • Statement of cash flows	• Statement of fiduciary net position • Statement of changes in fiduciary net position
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources focus
Type of asset/ liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets or long-term debt included	All assets and liabilities, both financial and capital, and short-term and long-term	All assets and liabilities, both short-term and long-term; the City's fiduciary funds do not currently contain capital assets.
Type of inflow/ outflow information	All revenues and expenditures during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenditures during the year, regardless of when cash is received or paid	All revenues and expenditures during year, regardless of when cash is received or paid.

Reporting the City as a Whole

The accompanying **government-wide financial statements** include two statements that present financial data for the city as a whole. One of the most important questions asked about the City's

finances is, "Is the City as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All the current year's revenues and expenditures are considered regardless of when cash is received or paid.

These two statements report on the City's net position and changes in them. You can think of the City's net position – the difference between assets & deferred outflows of resources and liabilities & deferred inflows of resources – as one way to measure the City's financial health, or *financial position*. Over time, *increases and decreases* in the City's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the City's property tax base, sales tax base and the condition of the City's roads, to assess the *overall health* of the city.

The Statement of Net Position and the Statement of Activities:

- Governmental activities – Most of the City's basic services are reported here such as general government, community development, public safety, and highways & streets. Sales taxes, property taxes, state subventions, charges for services and other revenues finance most of these activities.

Reporting the City's Most Significant Funds

The **fund financial statements** provide detailed information about the City's most significant funds – not the City as a whole. Some funds are required to be established by state law or by bond covenants. However, the City Council establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting administrative responsibilities for using certain taxes, grants, or other money (like grants received). The City's two kinds of funds – *governmental* and *proprietary* – use different accounting approaches.

- *Governmental funds* – Most of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other *current financial* assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the City's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. We describe the relationship or differences between *governmental activities* (reported in the Statement of Net Position and the Statement of Activities) and *governmental funds* in reconciliation at the bottom of the fund financial statements.

- *Proprietary funds* – When the City charges customers for the services it provides – whether to outside customers or to other units of the City – these services are reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. The City does not have any enterprise funds (a component of proprietary funds). Enterprise funds are the same as the business-type activities and would be reported in the government-wide statements but would provide more detail and additional information, such as cash flows, for proprietary funds. The City does use internal service funds (the other component of proprietary funds) to report activities that provide supplies and services for the City's other programs and activities.

A summary of the government-wide *statement of activities* follows:

Changes in Net Position
June 30, 2023
Governmental Activities

	2023	2022
Program Revenues:		
Charges for services	$ 7,772,261	$ 5,104,974
Operating contributions & grants	3,956,124	2,811,500
Capital contributions & grants	9,547,768	12,935,771
Total Program Revenues	21,276,153	20,852,245
General Revenues:		
Property taxes	16,627,854	15,406,948
Sales & use tax	4,057,069	4,017,078
Transient occupancy tax	265,074	268,259
Franchise fees	2,091,919	1,930,701
Business license tax	546,140	446,810
Other	58,359	63,608
Gain on Sale of Capital Asset	-	-
Investment income	570,764	(22,924)
Miscellaneous	167,045	140,273
Total General Revenues	24,384,224	22,250,753
Total Revenues	45,660,377	43,102,998
Expenses:		
General government	2,415,060	2,329,674
Highways & streets	13,683,221	15,510,734
Public safety	19,982,109	18,165,480
Community development	4,022,217	4,845,025
Total Expenses	40,102,607	40,850,913
Changes in net position	5,557,770	2,252,085
Restatement of capital assets	-	-
Change in net position	5,557,770	2,252,085
Beginning net position	289,541,726	287,289,641
Ending net position	$ 295,099,496	$ 289,541,726

The increase or decrease in net position can provide an indication as to whether the overall financial position of the city improved or deteriorated during the year. The net position of the City's governmental activities increased by 1.9% ($295.1M compared to $289.5M). The net position

(financial position) of the City changed as a result of the revenue and expense fluctuations described below.

The increase in total program revenues above is due in part to the increase in charges for services and property taxes. The award of grants, whether operating or capital, will fluctuate from year to year. Depending on what year they are received will have an impact on program revenues. General revenues increased overall in 2022/2023. The increase in sales tax is due to adding more commercial businesses during the year and more point-of-sale businesses such as Amazon. Other revenues such as franchise fees, investment income and miscellaneous revenues either increased or decreased marginally.

Expenditures in Public Works decreased because of decreased capital activity. Expenditures in Highways & Streets may vary year to year depending on availability of grant funds and funds on hand such as the Measure I fund, Development Impact Fee fund and the Capital Improvements fund. Public Safety expenditures increased primarily due to the increase in expenditures for the Sheriff's Department for police services and Cal-Fire for fire suppression and paramedic services.

The change in net position before applying restated items is a result of the situations discussed above.

For the reasons stated above, the City's net position increased by $5.6M ($289.5M to $295.1M).

Revenues & Expenses by Source

Governmental Activities

	2023	%	2022	%
Revenues By Source				
Charges for services	$ 7,772,261	17.0%	$ 5,104,974	11.8%
Operating contributions & grants	3,956,124	8.7%	2,811,500	6.5%
Capital contributions & grants	9,547,768	20.9%	12,935,771	30.0%
Property taxes	16,627,854	36.4%	15,406,948	35.7%
Sales & use tax	4,057,069	8.9%	4,017,078	9.3%
Transient occupancy tax	265,074	0.6%	268,259	0.6%
Franchise fees	2,091,919	4.6%	1,930,701	4.5%
Business license tax	546,140	1.2%	446,810	1.0%
Other	58,359	0.1%	63,608	0.1%
Gain on Sale of Capital Asset	-	0.0%	-	0.0%
Investment income	570,764	1.3%	(22,924)	-0.1%
Miscellaneous	167,045	0.4%	140,273	0.3%
Total Revenues	$ 45,660,377	100.0%	$ 43,102,998	100.0%
Expenses By Source				
General government	2,415,060	6.0%	2,329,674	5.7%
Highways & streets	13,683,221	34.1%	15,510,734	38.0%
Public safety	19,982,109	49.8%	18,165,480	44.5%
Community development	4,022,217	10.0%	4,845,025	11.9%
Total Expenses	$ 40,102,607	100.0%	$ 40,850,913	100.0%

Reporting the City's Fiduciary Responsibilities

The City is an agent for certain assets held for, and under the control of, other organizations and individuals. All the City's fiduciary activities are reported in a separate Statement of Fiduciary Assets. We exclude these activities from the City's other financial statements because the City cannot use these assets to finance its operations. The City is responsible for ensuring that the assets reported in these funds are used for their intended purposes. Currently, these funds consist of the three Community Facilities Districts and the Successor Agency to the City of Highland Redevelopment Agency Private Purpose Trust Fund.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

A summary of the government-wide *statement of net position* follows:

Net Position
June 30, 2023
Governmental Activities

	2023	2022
Capital and other assets	$ 94,577,385	$ 86,612,155
Capital assets, net	229,914,903	229,586,961
Total Assets	324,492,288	316,199,116
Deferred Outflows of Resources	2,859,158	1,324,439
Long-term liabilities	13,976,464	9,075,577
Other liabilities	15,459,033	14,163,517
Total Liabilities	29,435,497	23,239,094
Deferred Inflows of Resources	2,816,453	4,742,735
Net Position:		
Net Investment in capital assets	225,563,572	225,235,630
Restricted	39,786,722	38,699,390
Unrestricted	29,749,202	25,606,706
Total Net Position	$ 295,099,496	$ 289,541,726

The largest portion of the City's net position (77.9%) reflects its investments in capital assets (i.e., land, buildings, infrastructure, etc.); less any related debt used to acquire those assets that are still outstanding. The City uses these assets to provide services to its citizens; consequently, these assets are not available for future spending.

Restricted net position (13.5%) represents resources that are subject to external restrictions on how they may be used. Examples of restricted net position would be funds for gas tax, development impact fees, assessment districts and other special revenue funds.

Unrestricted net position (10.1%) can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements. An example of unrestricted net position would be the general fund.

MAJOR FUNDS

As noted earlier, the City uses fund accounting to provide proper fiscal management of the City's resources and to demonstrate compliance with finance-related legal requirements.

Major Governmental Funds

The **General Fund** is the chief operating fund of the City. At the end of the current fiscal year, the total fund balance of the general fund was $21,114,245. The total fund balance is broken down into two categories, Nonspendable and Spendable. Spendable is then broken down into three sub-categories: Restricted, Assigned and Unassigned. Nonspendable is just that, it cannot be spent because it is not in a spendable form, such as inventory. Restricted means there have been restrictions placed on how these funds can be used (similar to the "reserved" term we used to use). Committed means the City Council has committed these funds for a specific project or intent. And lastly, Assigned means the City Council has given permission to the City Manager to assign funds to a specific project or intent.

The reasons for significant changes in the revenues and expenditures of the city's general fund from the prior year are as follows:

- Starting in fiscal year 2016/2017, we merged the Fire Department Fund into the General Fund because there is no legal requirement to keep them separated. When Highland took over Fire Services in 1999, we were able to separate out which property taxes had been received for the General Fund and which property taxes would be received in the future for the newly acquired fire services. Because we could account for these property taxes separately, a new Fire Department fund was set up so that fire services could be tracked separately. We will continue to budget for the Fire Department in its own fund, but it will continue to be included with the General Fund in future financial statements.

- Total revenues (excluding transfers) increased by $2,272,711, a 9% increase. Taxes increased by 6.9% or $1,511,861. This is attributable to increasing property values (property taxes). Licenses and Permits decreased by 3.3% or $40,193 due to decreased building permit activity. Charges for Services increased by 15.1% or $256,956 due to increases in planning and engineering applications. Interest income increased by $441,584 as a result of increasing interest rates.

- Total expenditures (excluding transfers) increased by $1,853,907. General government expenditures increased by 8.4% or $150,080. Public safety (police department, fire department & animal control) increased by 10.6% or $1,432,355. In FY 2022, annual contract increases for Police & Fire were offset by the City receiving a one-time grant from the federal government (American Rescue Plan Act) relating to COVID-19.

- Fund Balance in the general fund increased by $2,429,672 because of the reasons stated above.

The **Major Grants** fund is used to account for any federal grant that is not required to be accounted for in its own fund. Accounting for these grants in one fund is more efficient and manageable.

- Expenditures in this fund decreased by $2,801,936 primarily because of the amount of capital projects that were constructed in the current year. The use of grants varies from year to year.

- Typically, revenues should equal expenditures in this fund. However, some projects cannot be reimbursed until the project is over or reimbursements are not received in a timely fashion and are not accounted for in the same period as the expenditures. This will lead to expenditures over revenues in some years as well as a negative fund balance on some occasions. In rare circumstances, we will receive the revenue before the project is started and expenditures are incurred. The amounts for grants not received in 2022/2023 are expected to be received in fiscal year 2023/2024.

The **Grants** fund is used to account for any non-federal grant that is not required to be accounted for in its own fund. It is also used to account for joint projects with local municipalities. Accounting for these grants and projects in one fund is more efficient and manageable.

The reasons for significant changes in the revenues and expenditures of the Grants fund from the prior year are as follows:

- The overall expenditures in this department decreased by $213,879 primarily due to higher grant and joint project activity in 2021/2022 than in 2022/2023. The use of grants and joint projects will vary from year to year. There was a considerable amount of capital project activity in this fund including, but not limited to; MSRC (Mobile Source Reduction Committee), RAC (Rubberized Asphalt Concrete), SLPP (State & Local Partnership Program). The joint projects include street improvement projects with our neighboring cities, Redlands, and San Bernardino and with the IVDA (Inland Valley Development Agency) and San Manuel Band of Mission Indians.

- The overall revenues in this fund decreased by $2,397,511 primarily due to the timing of receiving and expending funds.

- The fund balance of this fund decreased by $1,403,652 primarily due to work performed and reimbursed in 2022/2023.

The **Development Impact Fee (DIF)** fund was established for new development to pay for the construction or expansion of off-site capital improvements that are necessitated by and benefit the new development.

The reasons for significant changes in the revenues, expenditures, and fund balance of the development impact fee fund from the prior year are as follows:

- In 2022/2023 revenues increased by $1,746,656 due to an increased amount of development impact fees that were received.

- Expenditures in this fund decreased by $2,694,313 due to this fund being more heavily used to pay for capital projects in 2021/2022 than in 2022/2023.

- The fund balance in this fund increased overall by $1,372,719. This fund is expected to see an increase in activity in the fiscal year 2023/2024.

The **Capital Improvements** fund was established on January 1, 2016, to account for the former RDA bond proceeds that were transferred to the City and Housing Authority on approval of the Department of Finance (DOF).

The reasons for significant changes in the revenues, expenditures, and fund balance of the capital improvement fund from the prior year are as follows:

- Revenues in this fund increased by $239,559 in 2022/2023.

- Expenditures in this fund also increased by $468,006. This fund will continue to spend down the former RDA bond proceeds over the next several years and will probably see the capital project construction activity increase in fiscal year 2023/2024. With the main revenue source being only interest income, the fund balance will also be reduced over that same period.

Major Enterprise Funds

The City does not have any enterprise funds.

GENERAL FUND-BUDGET

The total expenditures of the general fund did not exceed the total appropriations for 2022/2023.

Differences between the original budget and the final amended budget of the General Fund can be briefly summarized as follows:

The following are significant increases to the expenditure budget for the General Fund:

- $303,830 in the Police Department budget for the San Bernardino County Sheriff contract increase in FY 2022/2023.

- $103,645 in the Parks budget to fund the purchase of two new trucks.

- $1,650,000 General Fund transfer to the General Capital Financing fund to help offset future capital project expenditures.

- $525,000 General Fund transfer to the General Services fund to help offset current & future expenditures in this fund.

- $580,000 General Fund transfer to the Insurance Services fund to fund future sidewalk studies and repairs.

- Significant budgetary variances in the General Fund include:

  The City received two allocations from the American Rescue Plan Act (ARPA), both in the amount of $7,447,553.50, in June 2021 and June 2022.

  For FY 2022/2023, the first allocation of this grant helped partially offset contract services in the Police Department (provided by San Bernardino County) and the Fire Department (provided by Cal Fire). This accounted for the two largest variances of expenditures in the General Fund. For fiscal years 2023/2024 & 2024/2025, the City will continue to use these grant funds (both allocations) for these purposes.

  As for revenues, and very similar to last year, the City realized $393,000 actual revenues over budgeted revenues in the sales & use tax line item. We believe this was due to the additional point of sales purchases (Amazon) in Highland, in addition to adding some new commercial businesses. This is the single largest significant variance for revenues in the General Fund. As in the past, some revenues increased, some decreased, and many remained relatively flat.

Additional information on the City's budget adjustments and policies can be found in the notes to required supplementary information on page 79.

CAPITAL ASSETS

Capital Assets (net of depreciation)

Governmental Activities

	2023	2022
Land	$ 4,485,030	$ 4,485,030
Rights of Way	89,966,309	89,650,461
Construction in progress	12,834,311	7,177,132
Buildings & improvements	20,453,107	21,544,667
Equipment, furniture & software	1,016,756	1,175,361
Vehicles	1,601,057	1,674,896
Infrastructure	99,558,333	103,879,414
Total	$ 229,914,903	$ 229,586,961

The major additions to capital assets during the year ended June 30, 2023, were as follows:

- Purchased a 2022 Ford F350 and a 2022 Ford F250 for Public Works.
- Replaced the YMCA Athletic Center Skylights.

Infrastructure additions include but are not limited to:

- Project No. OLA 20-002 CDBG Streets 21/22-Cunningham
- Project No. OLA 22-001 CDBG Streets 22/23-McKinley Avenue
- Project No. SIG 21-002 Traffic Signal Modification at 5th St and Del Rosa Drive

Additional information on the City's capital assets can be found in the notes to the financial statements starting on page 56.

LONG-TERM DEBT

Additional information on the City's long-term liabilities can be found in the notes to the accompanying financial statements starting on page 57.

Contacting the City's Financial Management:

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the city's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Director of Administrative Services/City Treasurer, Chuck Dantuono, at the City of Highland, 27215 Base Line, Highland, California, 92346.

BASIC FINANCIAL STATEMENTS

City of Highland
Statement of Net Position
June 30, 2023

	Governmental Activities
ASSETS	
Cash and Investments	$ 81,742,697
Receivables:	
Accounts	1,374,430
Interest	490,793
Property Taxes	206,609
Loans	695,728
Leases	2,286,297
Due from Other Governments	6,861,081
Advance to Successor Agency	906,871
Prepaid Items	12,879
Capital Assets, Not Being Depreciated	107,285,650
Capital Assets, Net of Depreciation	122,629,253
Total Assets	324,492,288
DEFERRED OUTFLOWS OF RESOURCES	
OPEB Related Items	193,693
Pension Related Items	2,665,465
Total Deferred Outflows of Resources	2,859,158
LIABILITIES	
Accounts Payable	5,470,574
Accrued Liabilities	135,710
Retention Payable	297,498
Deposits Payable	1,192,896
Unearned Revenue	8,362,355
Noncurrent Liabilities:	
Due Within One Year	217,523
Due in More Than One Year	13,758,941
Total Liabilities	29,435,497
DEFERRED INFLOWS OF RESOURCES	
OPEB Related Items	243,617
Pension Related Items	286,539
Lease Related	2,286,297
Total Deferred Inflows of Resources	2,816,453
NET POSITION	
Net Investment in Capital Assets	223,919,610
Restricted for:	
Public Safety	30,453
Public Works	34,296,922
Community Development	5,459,347
Unrestricted	31,393,164
Total Net Position	$ 295,099,496

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Activities
Year Ended June 30, 2023

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position
Governmental Activities:					
General Government	$ 2,415,060	$ 907,887	$ 51,877	$ -	$ (1,455,296)
Public Safety	19,982,109	1,750,491	291,229	-	(17,940,389)
Public Works	13,683,221	2,916,475	2,806,411	9,547,768	1,587,433
Community Development	4,022,217	2,197,408	806,607	-	(1,018,202)
Total Governmental Activities	$ 40,102,607	$ 7,772,261	$ 3,956,124	$ 9,547,768	(18,826,454)
General Revenues:					
Taxes:					
Property Tax					16,627,854
Sales and Use Tax					4,057,069
Transient Occupancy Tax					265,074
Franchise Tax					2,091,919
Business Licenses Tax					546,140
Other					58,359
Gain on Sale of Capital Assets					-
Investment Income					570,764
Miscellaneous					167,045
Total General Revenues					24,384,224
Change in Net Position					5,557,770
Net Position - Beginning of Year					289,541,726
Net Position - End of Year					$ 295,099,496

The accompanying notes are an integral part of this statement.

City of Highland
Balance Sheet
Governmental Funds
June 30, 2023

	General	Special Revenue		Capital Projects
		Grants	Major Grants	Capital Improvements
ASSETS				
Cash and Investments	$ 21,201,119	$ 11,586,329	$ 6,556,157	$ 6,868,305
Receivables:				
Accounts	1,300,925	-	-	-
Interest	184,816	-	-	24,000
Property Taxes	184,088	-	-	-
Loans	-	-	-	-
Leases	1,339,698	-	-	-
Due from Other Governments	1,108,899	2,373,037	1,873,125	-
Due from Other Funds	178,629	-	-	-
Advance to Successor Agency	725,496	-	-	-
Prepaid Items	12,879	-	-	-
Total Assets	$ 26,236,549	$ 13,959,366	$ 8,429,282	$ 6,892,305
LIABILITIES				
Accounts Payable	$ 1,706,103	$ 1,246,835	$ 775,374	$ 338,218
Accrued Liabilities	95,750	-	-	7,039
Retention Payable	-	121,319	75,469	16,547
Deposits Payable	1,192,896	-	-	-
Unearned Revenue	668,843	115,072	7,578,440	-
Due to Other Funds	-	-	-	-
Total Liabilities	3,663,592	1,483,226	8,429,283	361,804
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenues	119,014	1,781,353	1,228,593	-
Lease Related	1,339,698	-	-	-
Total Deferred Inflows of Resources	1,458,712	1,781,353	1,228,593	-
FUND BALANCES (DEFICITS)				
Nonspendable	738,375	-	-	-
Restricted	-	10,694,787	-	6,530,501
Committed	-	-	-	-
Assigned	15,061,485	-	-	-
Unassigned	5,314,385	-	(1,228,594)	-
Total Fund Balances	21,114,245	10,694,787	(1,228,594)	6,530,501
Total Liabilities, Deferred Inflows and Fund Balances	$ 26,236,549	$ 13,959,366	$ 8,429,282	$ 6,892,305

The accompanying notes are an integral part of this statement.

Capital Projects Development Impact Fees	Total Non-major Governmental Funds	Total Governmental Funds
$ 7,678,248	$ 22,136,862	$ 76,027,020
-	71,680	1,372,605
65,090	176,168	450,074
-	22,521	206,609
-	695,728	695,728
-	946,599	2,286,297
-	1,506,020	6,861,081
-	-	178,629
-	181,375	906,871
-	-	12,879
$ 7,743,338	$ 25,736,953	$ 88,997,793
$ 5,588	$ 1,387,133	$ 5,459,251
-	26,227	129,016
29,189	54,974	297,498
-	-	1,192,896
-	-	8,362,355
-	178,629	178,629
34,777	1,646,963	15,619,645
-	851,526	3,980,486
-	946,599	2,286,297
-	1,798,125	6,266,783
-	-	738,375
7,708,561	14,889,546	39,823,395
-	-	-
-	7,623,323	22,684,808
-	(221,004)	3,864,787
7,708,561	22,291,865	67,111,365
$ 7,743,338	$ 25,736,953	$ 88,997,793


NOVEMBER 24, 1987
CITY OF HIGHLAND

City of Highland
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
June 30, 2023

Amounts reported for governmental activities in the Statement of Net Position are different because:

Fund Balances of Governmental Funds		$ 67,111,365
When capital assets (property, plant, equipment) that are to be used in governmental activities are purchased or constructed, the cost of those assets are reported as expenditures in governmental funds. However, the Statement of Net Position includes those capital assets among the assets of the City as a whole.		
Capital Assets, Not Being Depreciated	107,285,650	
Capital Assets, Being Depreciated	222,918,068	
Accumulated Depreciation	(100,288,815)	
		229,914,903
Long-term liabilities applicable to the City's governmental activities are not due and payable in the current period and, accordingly, are not reported as fund liabilities. All liabilities (both current and long-term) are reported in the Statement of Net Position.		
Compensated Absences	(908,590)	
SBCTA Loan Payable	(5,995,293)	
Net Pension Liability	(5,855,448)	
Total OPEB Liability	(1,068,133)	
		(13,827,464)
Amounts for deferred inflows and deferred outflows related to the City's Net Pension Liability are not reported in the funds.		
Deferred Outflows Related to Pensions		2,665,465
Deferred Inflows Related to Pensions		(286,539)
Deferred Outflows Related to OPEB		193,693
Deferred Inflows Related to OPEB		(243,617)
In governmental funds, other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.		3,980,486
Internal service funds are used by management to charge the costs of certain activities, such as vehicle maintenance, self-insurance, and information technology, to individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Position.		5,591,204
Net Position of Governmental Activities		$ 295,099,496

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2023

	General Fund	Special Revenue		Capital Projects
		Grants	Major Grants	Capital Improvements
REVENUES				
Taxes	$ 23,393,445	$ -	$ -	$ -
Licenses and Permits	1,177,236	-	-	-
Intergovernmental	494,199	1,259,131	4,040,812	-
Charges for Services	1,954,538	-	-	-
Fines and Forfeitures	20,092	-	-	-
Investment Income	462,420	84,548	-	235,787
Rental Income	124,712	-	-	-
Miscellaneous	38,814	-	-	-
Total Revenues	27,665,456	1,343,679	4,040,812	235,787
EXPENDITURES				
Current:				
General Government	1,931,030	-	68	-
Public Safety	14,977,871	-	2,843,575	-
Public Works	1,942,487	84,057	13,136	253,789
Community Development	2,571,447	-	247,485	-
Capital Outlay	93,675	2,812,504	1,920,838	704,034
Total Expenditures	21,516,510	2,896,561	5,025,102	957,823
Excess (Deficiency) of Revenues Over Expenditures	6,148,946	(1,552,882)	(984,290)	(722,036)
OTHER FINANCING SOURCES (USES)				
Issuance of Debt	-	-	-	-
Transfers In	-	149,230	90,048	-
Transfers Out	(3,719,274)	-	-	(90,048)
Total Other Financing Sources (Uses)	(3,719,274)	149,230	90,048	(90,048)
Net Change in Fund Balances	2,429,672	(1,403,652)	(894,242)	(812,084)
Fund Balances, Beginning of Year	18,684,573	12,098,439	(334,352)	7,342,585
Fund Balances, End of Year	$ 21,114,245	$ 10,694,787	$ (1,228,594)	$ 6,530,501

Capital Projects Development Impact Fees	Total Non-major Governmental Funds	Total Governmental Funds
$ -	$ 1,516,006	$ 24,909,451
-	-	1,177,236
-	5,359,978	11,154,120
1,954,780	543,022	4,452,340
-	23,758	43,850
167,623	335,446	1,285,824
-	120,000	244,712
-	146,339	185,153
2,122,403	8,044,549	43,452,686
-	-	1,931,098
-	1,467,526	19,288,972
-	3,194,232	5,487,701
-	489,182	3,308,114
2,393,646	2,148,125	10,072,822
2,393,646	7,299,065	40,088,707
(271,243)	745,484	3,363,979
1,643,962	-	1,643,962
-	2,759,297	2,998,575
-	(294,253)	(4,103,575)
1,643,962	2,465,044	538,962
1,372,719	3,210,528	3,902,941
6,335,842	19,081,337	63,208,424
$ 7,708,561	$ 22,291,865	$ 67,111,365

The accompanying notes are an integral part of this statement.

City of Highland
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities
Year Ended June 30, 2023

Amounts reported for governmental activities in the Statement of Activities are different because:

Net Changes in Fund Balances - Total Governmental Funds	$	3,902,941
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the costs of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period, and also the net effect of various transactions involving capital assets (i.e., sales and donations):		
Capital Expenditures		7,768,663
Depreciation Expense		(6,492,057)
Loss on Disposal		(948,664)
Revenues reported in the Statement of Activities, which are not considered available to finance current expenditures, are not reported as revenues in the governmental funds.		2,207,692
The expenses below included in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds (net change):		
Compensated Absences		(111,888)
Net Pension Liability		(3,333,013)
Total OPEB Liability		181,976
The issuance of long-term debt (e.g., bonds, loans, leases) provide current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position.		
SBCTA Loan Payable		(1,643,962)
Amounts for deferred inflows and deferred outflows related to the City's Net Pension Liability are not reported in the funds. This is the net change in deferred inflows and outflows related to the net pension liability:		
Deferred Outflows Related to Pensions		1,576,834
Deferred Inflows Related to Pensions		1,997,096
Deferred Outflows Related to OPEB		(42,115)
Deferred Inflows Related to OPEB		(225,970)
Internal Service Funds are used by management to charge the costs of certain activities, such as information technology and self-insurance, to individual funds. The net revenue (expense) of the internal service funds is reported with governmental activities.		720,237
Change in Net Position of Governmental Activities	$	5,557,770

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Net Position
Proprietary Funds
June 30, 2023

	Governmental Activities - Internal Service Funds
ASSETS	
Current:	
Cash and Investments	$ 5,715,677
Receivables:	
Accounts	1,825
Interest	40,719
Total Assets	5,758,221
LIABILITIES	
Current:	
Accounts Payable	11,323
Accrued Liabilities	6,694
Claims Payable	14,000
Total Current Liabilities	32,017
Noncurrent:	
Claims Payable	135,000
Total Noncurrent Liabilities	135,000
Total Liabilities	167,017
NET POSITION	
Unrestricted	5,591,204
Total Net Position	$ 5,591,204

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
Year Ended June 30, 2023

	Governmental Activities - Internal Service Funds
OPERATING REVENUES	
Charges for Services	$ 596,359
Miscellaneous	23,811
Total Operating Revenue	620,170
OPERATING EXPENSES	
Salaries and Benefits	123,804
Insurance Premiums	460,171
Claims and Judgments	6,109
Legal Fees	-
Administrative Expenses	507,334
Insurance Adjusting Fees	-
Total Operating Expenses	1,097,418
Operating Income (Loss)	(477,248)
NONOPERATING REVENUES (EXPENSES)	
Interest Revenue	92,485
Total Nonoperating Revenues (Expenses)	92,485
Income (Loss) before Contributions and Transfers	(384,763)
Transfers in	1,105,000
Change in Net Position	720,237
Total Net Position, Beginning of Year	4,870,967
Total Net Position, End of Year	$ 5,591,204

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Cash Flows
Proprietary Funds
Year Ended June 30, 2023

	Governmental Activities - Internal Service Funds
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash Received from Services	$ 619,641
Cash Payments to Employees for Services	(123,630)
Cash Payments Made to Suppliers/Vendors	(1,015,921)
Net Cash Provided (Used) by Operating Activities	(519,910)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Cash Received from Other Funds	1,105,000
Net Cash Provided (Used) by Noncapital Financing Activities	1,105,000
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest Received	60,013
Net Cash Provided (Used) by Investing Activities	60,013
Net Increase (Decrease) in Cash and Cash Equivalents	645,103
Cash and Cash Equivalents, Beginning of the Year	5,070,574
Cash and Cash Equivalents, End of the Year	$ 5,715,677
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:	
Operating Income (Loss)	$ (477,248)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:	
(Increase) Decrease in Accounts Receivable	(529)
Increase (Decrease) in Accounts Payable	(36,307)
Increase (Decrease) in Accrued Liabilities	174
Increase (Decrease) in Claims Payable	(6,000)
Total Adjustments	(42,662)
Total Cash Provided (Used) by Operating Activities	$ (519,910)

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Net Position
Fiduciary Funds
June 30, 2023

	Successor Agency Private-purpose Trust Fund	Custodial Fund
ASSETS		
Cash and Investments	$ 2,450,448	$ -
Restricted Assets:		
Cash and Investments with Fiscal Agents	1,158,899	1,227,972
Total Assets	3,609,347	1,227,972
LIABILITIES		
Accounts Payable	-	-
Accrued Interest Payable	426,975	-
Advance from City of Highland	906,871	-
Long Term Liabilities:		
Due within one year	2,077,424	-
Due in more than one year	35,817,568	-
Total Liabilities	39,228,838	-
NET POSITION		
Net Position Held for the Benefit of Others	-	1,227,972
Net Position (Deficit) Held in Trust for Successor Agency	(35,619,491)	-
Total Net Position	$ (35,619,491)	$ 1,227,972

The accompanying notes are an integral part of this statement.

City of Highland
Statement of Changes in Net Position
Fiduciary Funds
Year Ended June 30, 2023

	Successor Agency Private-purpose Trust Fund	Custodial Fund
ADDITIONS		
Taxes and Assessments	$ 3,682,834	$ 49,550
Interest Income	40,130	-
Total Additions	3,722,964	49,550
DEDUCTIONS		
Administrative Expenses	16,701	26,875
Interest and Fiscal Charges	1,518,158	-
Total Deductions	1,534,859	26,875
Change in Net Position	2,188,105	22,675
Net Position, Beginning of Year	(37,807,596)	1,205,297
Net Position, End of Year	$ (35,619,491)	$ 1,227,972

The accompanying notes are an integral part of this statement.

City of Highland
Notes to Financial Statements
Year Ended June 30, 2023

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Highland (the City) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A) Description of Reporting Entity

The City (the primary government) has included within its reporting entity, for financial reporting purposes, all component units over which the City exercises financial accountability. Financial accountability is defined as follows: The level of accountability that exists if a primary government appoints a voting majority of an organization's governing board and is either able to impose its will on that organization or there is a potential for the organization to provide specific financial burdens to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable for government organizations with a separately elected governing board, a governing board appointed by another government, or a jointly appointed board that is fiscally dependent on the primary government. The City is also considered to be financially accountable for an organization if that organization is fiscally dependent (i.e., it is unable to adopt its budget, levy taxes, set rates or charges, or issue bonded debt without approval from the City). In certain cases, other organizations are included as component units if the nature and significance of their relationship with the City are such that their exclusion would cause the City's financial statements to be misleading or incomplete.

The following component units meet the above-mentioned criteria, and are therefore included within the financial reporting entity of the City of Highland: the City of Highland Public Financing Authority and City of Highland Housing Authority.

The City of Highland Public Financing Authority (the Authority) was created for the purpose of assisting the financing or refinancing of certain public capital facilities by the City. The Authority is governed by a five-member Board of Directors which consists of members of the City Council. During the current fiscal year, the Authority had no fiscal activity.

The City of Highland Housing Authority (the Housing Authority) was established by the City Council in 2011, and is responsible for the administration of providing affordable housing in the City. The Housing Authority is governed by a five-member Board of Directors which consists of members of the City Council. ·The Housing Authority's financial transactions are reported in a special revenue fund. The Housing Authority does not prepare separate financial statements.

Since the City Council serves as the governing board for these component units, and there is a financial benefit/burden relationship between the City and these component units, all of the City's component units are considered to be blended component units. Blended component units, although legally separate entities, are in substance, part of the City's operations and are reported with the interfund data of the primary government. These component units do not issue separate component unit financial statements.

B) Basis of Accounting and Measurement Focus

The basic financial statements of the City are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the financial statements

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Government-wide Financial Statements

Government-wide financial statements display information about the reporting government as a whole, except for its fiduciary activities. These statements include separate columns for the governmental and business-type activities of the primary government (including its blended component units), as well as discretely presented component units. The City of Highland has no business-type activities and no discretely presented component units.

As a general rule, the effect of interfund activity has been eliminated in the Statement of Activities. An exception to this general rule would be for interfund services provided and used, which are not eliminated in the consolidation process. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned. The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included amount program revenues are reported instead as *general revenues*.

Government-wide financial statements are presented using the *economic resources measurement focus* and *accrual basis of accounting*. Under the economic resources measurement focus, all (both current and long-term) economic resources and obligations of the reporting government are reported in the government-wide financial statements. *Basis of accounting* refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Under the *accrual basis of accounting*, revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33.

Program revenues include charges for services and payments made by parties outside the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as an expense. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as other financing sources. Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expense.

Fund Financial Statements

The underlying accounting system of the City is organized and operated on the basis of separate funds. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Fund financial statements for governmental funds are presented after the government-wide financial statements. These statements display information about the major funds individually and other governmental funds in the aggregate. Proprietary fund statements include financial information for internal service funds. Financial statements for fiduciary funds include financial information for private-purpose trust funds and custodial funds. Fiduciary funds of the City represent assets held by the City in a custodial capacity for other individuals or organizations.

Governmental Funds

In the fund financial statements, governmental funds are presented using the *modified accrual basis of accounting*. Their revenues are recognized when they become measurable and available as net current assets. *Measurable* means that the amounts can be estimated, or otherwise determined. *Available* means that the amounts were collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period. The City uses an availability period of 60 days, except for grants which are considered available if they are collected within 90 days after year-end.

Sales taxes, property taxes, franchise taxes, gas taxes, motor vehicle in lieu, transient occupancy taxes, grants and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues in the current fiscal period to the extent normally collected within the availability period. Other revenue items are considered to be measurable and available when cash is received by the government.

Revenue recognition is subject to the *measurable* and *availability* criteria for the governmental funds in the fund financial statements. Exchange transactions are recognized as revenues in the period in which they are earned (i.e., the related goods or services are provided). *Locally imposed derived tax revenues* are recognized as revenues in the period in which the underlying exchange transaction upon which they are based takes place. *Imposed nonexchange transactions* are recognized as revenues in the period for which they were imposed. If the period of use is not specified, they are recognized as revenues when an enforceable legal claim to the revenues arises or when they are received, whichever occurs first. *Government-mandated and voluntary nonexchange transactions* are recognized as revenues when all applicable eligibility requirements have been met.

In the fund financial statements, governmental funds are presented using the *current financial resources measurement focus*. This means that only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are generally included on their balance sheets. The reported fund balance (net current assets) is considered to be a measure of "available spendable resources." Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period. Non-current portions of long-term receivables due to governmental funds are reported on their balance sheets in spite of their spending measurement focus.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources were expended, rather than as fund assets. The proceeds of long-term debt are recorded as *other financing sources* rather than as a fund liability. Amounts paid to reduce long-term indebtedness are reported as fund expenditures.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Proprietary and Fiduciary Funds

In the fund financial statements, proprietary funds and private-purpose trust funds are presented using the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized when the related goods or services are delivered. The proprietary funds and the private-purpose trust funds are presented using the *economic resources measurement focus*. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in total net position.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's internal service funds are charges for services. Operating expenses for the internal service funds include the cost of insurance, salaries and benefits and administrative expenses. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The fiduciary funds consist of a private-purpose trust fund which is reported using the economic resources measurement focus and custodial funds which are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

C) Fund Classifications

The accounts of the City are organized and operated on the basis of funds, each of which is considered a separate accounting entity with a self-balancing set of accounts, established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

The City reports the following major governmental funds:

General Fund - The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenditures and other costs which are not paid through other funds.

Grants Special Revenue Fund - This fund is used to account for any nonfederal grant that is not required to be accounted for in its own fund. Also, included in this fund are joint projects with the County of San Bernardino, City of San Bernardino, East Valley Water District (EVWD), the Inland Valley Development Agency (IVDA), etc.

Major Grants Special Revenue Fund - This fund accounts for federal grants that are not required to be maintained in their own fund.

Capital Improvements Capital Projects Fund - This fund is used to account for the non-housing bond proceeds of the former redevelopment agency.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Development Impact Fees Capital Projects Fund - This fund is used to account for AB 1600 fees collected that are restricted for capital improvements for police facilities, fire facilities, general facilities, parks & recreation facilities, storm drains, streets/sidewalks, traffic control, bridges/culverts, streetlights, medians/ landscaping and major arterials.

The City also reports the following fund types:

Proprietary Funds:

Internal Service Funds are used to finance and account for activities involved in rendering self-insurance and building maintenance services to departments within the City. Costs of materials and services used are accumulated in these funds and charged to the user departments as such goods are delivered or services rendered.

Fiduciary Funds:

The Private-purpose Trust Fund is used to account for the activities of the Successor Agency to the Highland Redevelopment Agency.

Custodial Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations and other governmental units. Cash and deposits are maintained for debt for which the City is not obligated.

D) Cash and Investments

Cash includes amounts in demand and time deposits as well as short-term investments with a maturity date within three months of the date acquired by the government.

Investments are reported in the accompanying financial statements at fair value, except for certain certificates of deposit and investment contracts that are reported at cost because they are not transferable and they have terms that are not affected by changes in market interest rates. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Changes in fair value that occur during a fiscal year are recognized as *investment income* reported for that fiscal year. *Investment income* includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation, maturity, or sale of investments.

The City pools cash and investments of all funds, except for assets held by fiscal agents. Each fund's share in this pool is displayed in the accompanying financial statements as *cash and investments*. Investment income earned by the pooled investments is allocated to the various funds based on each fund's average cash and investment balance.

E) Advances to Successor Agency

The portion of fund balance associated with amounts that have been disbursed to the Successor Agency in the form of long-term advances have been classified as nonspendable unless the funds associated with repayment of the advances are otherwise restricted for specific purposes.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

F) Inventory and Prepaid Items

Inventory held by the general fund is stated at average cost using the consumption method. Prepaid items are for payments to vendors for costs applicable to future accounting periods. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

G) Property Tax Calendar

Property taxes are assessed and collected each fiscal year according to the following property tax calendar:

Lien Date:	January 1
Levy Year:	July 1 to June 30
Due Dates:	First Installment – November 1
	Second Installment – March 1
Delinquent Dates:	First Installment – December 10
	Second Installment – April 10

Under California law, property taxes are assessed and collected by counties up to 1% of assessed value, plus other increases approved by voters. Property tax revenues are pooled and then allocated to cities based on complex formulas prescribed by state statutes.

H) Claims and Judgments

The City records a liability for litigation, judgments, and claims including losses incurred but not yet reported when it is probable that an asset has been impaired or a liability has been incurred prior to year-end and the probable amount of loss (net of any insurance coverage) can be reasonably estimated. This liability is recorded in the insurance internal service fund that accounts for the City's self-insurance activities.

I) Interfund Transactions

Interfund transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers.

J) Compensated Absences

Permanent City employees earn from 80 to 160 vacation hours a year, depending upon their length of employment, and 96 sick hours a year. Employees can carry forward up to 400 hours in earned but unused vacation hours. Any regular full-time employee who voluntarily separates or retires from the City after a minimum of 10 years of service can be compensated for 40% of all unused sick leave at their current rate of pay. Floating holidays may be accumulated up to 48 hours, comp time earned up to 80 hours, and administration time may be accumulated up to 160 hours.

Upon termination or retirement, permanent employees are entitled to receive compensation at their current base salary for all unused vacation leave. Also, eligible for compensation are floating holidays, comp time, and administrative leave.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

K) Capital Assets

Capital assets are recorded at cost where historical records are available and at an estimated historical cost where no historical records exist. Contributed capital assets received prior to the implementation of GASB 72 are valued at their estimated fair market value at the date of the contribution. Contributed capital assets received subsequent to the implementation of GASB 72 are recorded at acquisition value as of the date received. Generally, capital asset purchases in excess of $30,000 and infrastructure greater than $100,000 are capitalized.

Capital assets include public domain (infrastructure) assets consisting of certain improvements including roads, streets, curbs, gutters, sidewalks, street lights, signs and signals, parks equipment, and storm drains. Depreciation has been provided using the straight-line method over the estimated useful lives of the assets in the government-wide financial statements. Depreciation is charged as an expense against operations and accumulated depreciation is reported in the respective statement of net position.

The following schedule summarizes capital asset useful lives:

Buildings and Improvements	20 - 50 years
Equipment, Furniture and Software	3 - 20 years
Vehicles	3 - 15 years
Infrastructure - road system and storm drains	25 - 75 years

L) Use of Estimates

The preparation of financial statements requires management to make certain estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

M) Leases

Lessor: The City is a lessor for noncancellable leases of land owned by the City. The City recognizes a lease receivable and a deferred inflow of resources in the government-wide and governmental fund financial statements.

At the commencement of a lease, the City initially measures the lease receivable at the present value of payments expected to be received during the lease term. Subsequently, the lease receivable is reduced by the principal portion of lease payments received. The deferred inflow of resources is initially measured as the initial amount of the lease receivable, adjusted for lease payments received at or before the lease commencement date. Subsequently, the deferred inflow of resources is recognized as revenue over the life of the lease term.

Key estimates and judgments include how the City determines (1) the discount rate it uses to discount the expected lease receipts to present value, (2) lease term, and (3) lease receipts.

- The City uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease receipts included in the measurement of the lease receivable is composed of fixed payments from the lessee.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

The City monitors changes in circumstances that would require a remeasurement of its lease, and will remeasure the lease receivable and deferred inflows of resources if certain changes occur that are expected to significantly affect the amount of the lease receivable.

N) Net Position Flow Assumption

In the government-wide financial statements, net position is classified in the following categories:

Net investment in capital assets describes the portion of net position which is represented by the current net book value of the City's capital assets, less the outstanding balance of any debt issued to finance these assets.

Restricted describes the portion of net position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulation, laws, or other restrictions which the City cannot unilaterally alter.

Unrestricted describes the portion of net position which is not restricted to use.

Sometimes the City will fund outlays for a particular purpose from both restricted (e.g. restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the statement of net position, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted net position to have been depleted before unrestricted net position.

O) Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position and the governmental funds balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents consumption of net position that applies to future period(s) and so will not be recognized as an outflow of resources (expense) until then. The City currently reports deferred outflows related to the net pension and Total OPEB liabilities in accordance with GASB Statements No. 68 and 75.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources,* represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has certain items, which arise only under the modified accrual basis of accounting, which qualifies for reporting in this category. Accordingly, the item, *unavailable revenue,* is reported in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes, special assessments, grant receivables, and other miscellaneous receivables. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. In addition, the City reports deferred inflows as a result of the City's implementation of GASB Statement No. 68 and 75.

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

P) Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City of Highland's California Public Employees' Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS.

For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Q) Other Postemployment Benefits (OPEB)

Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following timeframes are used: July 1, 2021 Valuation Date, June 30, 2021 Measurement Date, and July 1, 2021 through June 30, 2022 Measurement Period.

R) Long-term Obligations

Long-term debt is recognized as a liability of a governmental fund when due. Long-term liabilities expected to be financed from proprietary fund operations are accounted for in those funds.

2) CASH AND INVESTMENTS

Cash and investments are classified in the accompanying financial statements as follows:

Statement of Net Position:		
Cash and Investments	$	81,742,697
Statement of Fiduciary Net Position:		
Cash and Investments		2,450,448
Cash and Investments with Fiscal Agents		2,386,871
Total Cash and Investments	$	86,580,016

Cash and Investments consist of the following:

Cash on Hand	$	1,150
Deposits with Financial Institutions		11,756,491
Investments		74,822,375
Total Cash and Investments	$	86,580,016

Investments Authorized by the City's Investment Policy

The table below identifies the investment types that are authorized for the City by the California Government Code (or the City's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the City's investment policy, if more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the City, rather than the general provisions of the California Government Code or the City's investment policy.

2) CASH AND INVESTMENTS – Continued

Investment Types Authorized by State Law	Maximum Maturity*	Maximum Percentage of Portfolio*	Maximum Investment in One Issuer*
California Local Agency Bonds	5 years	None	None
United States Treasury Obligations	5 years	None	None
Securities of the State of California	5 years	None	None
United States Agency Securities	5 years	None	None
Commercial Paper	270 days	25%	10%
Certificates of Deposit	5 years	None	None
Negotiable Certificates of Deposit	5 years	30%	None
Bankers Acceptances	180 days	40%	None
Repurchase Agreements	92 days	None	None
Reverse Repurchase Agreements	1 year	20% Base Value	None
Mutual Funds	5 years	15%	10%
Medium Term Notes	5 years	30%	None
Mortgage Securities / Asset Backed	5 years	20%	None
California Asset Management Program (CAMP)	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None

*Based on state law requirements or investment policy requirements, whichever is more restrictive
N/A - Not Applicable

Investments Authorized by Debt Agreements

Investments of debt proceeds held by bond trustee are governed by provisions of the debt agreements, rather than the general provision of the California Government Code or the City's investment policy. The table below identifies the investment types that are authorized for these investments. The table also identifies certain provisions of these debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
United States Treasury Obligations	None	None	None
United States Agency Securities	None	None	None
Municipal Obligations	None	None	None
Commercial Paper	270 days	None	None
Certificates of Deposit	360 days	None	None
Money Market Mutual Funds	N/A	None	None
Investment Contracts	Life of Bonds	None	None

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates that will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rate. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter-term and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations. Information about the sensitivity of the fair values of the City's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the City's investment by maturity:

2) CASH AND INVESTMENTS - Continued

Investment Type	Total June 30, 2023	Remaining Maturity: 12 Months or Less	1 to 2 Years	2 to 5 Years
CAMP	$ 10,874,746	$ 10,874,746	$ -	$ -
LAIF	61,560,758	61,560,758	-	-
Held by Bond Fiscal Agent:				
Money Market Mutual Funds:				
Successor Agency	1,158,899	1,158,899	-	-
CFD	1,227,972	1,227,972	-	-
Total Pooled Investments	$ 74,822,375	$ 74,822,375	$ -	$ -

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the City's investment policy, or debt agreements, and the actual rating as of year-end for each investment type.

Investment Type	Total June 30, 2022	Minimum Legal Rating	AAA	Not Rated
CAMP	$ 10,874,746	N/A	$ 10,874,746	$ -
LAIF	61,560,758	N/A	-	61,560,758
Held by Bond Fiscal Agent:				
Money Market Mutual Funds:				
Successor Agency	1,158,899	A	-	1,158,899
CFD	1,227,972	A	-	1,227,972
Total Pooled Investments	$ 74,822,375		$ 10,874,746	$ 63,947,629

Concentration of Credit Risk

The investment policy of the City contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. There are no investments (other than LAIF and CAMP external investment pools) that represent 5% or more of total City investments.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits:

2) CASH AND INVESTMENTS - Continued

The California Government Code requires that a financial institution secure deposits made by state or local government units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

At June 30, 2023, the City's and the Successor Agency's deposits (bank balances) were either insured by the Federal Depository Insurance Corporation or collateralized under California Law.

Fair Value

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The City's investments in LAIF, CAMP, and money market mutual funds are not subject to the fair value hierarchy.

Investment in State Investment Pool

The City is a voluntary participant in the LAIF which is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the City's investment in this pool is reported in the accompanying financial statements at amounts based upon the City's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

California Asset Management Program

The City invests in this investment trust, which is similar to a money market mutual fund. The fund invests primarily in certificates of deposit, commercial paper, and U.S. Government and Agency obligations. The City is a voluntary participant in the investment pool.

The CAMP Cash Reserve Portfolio (the Pool) is exempt from registration with the Securities and Exchange Commission (SEC) under the Investment Company Act of 1940, but operates in a manner consistent with SEC Rule 2a-7, "Money Market Funds," of that Act. Accordingly, the Pool meets the definition of a "2a7-like pool" set forth in GASB Statement No. 31, "Accounting and Financial Reporting for Certain Investments and External Investment Pools."

While the Pool itself is exempt from SEC registration, the Pool's investment advisor and administrator, PFM Asset Management, LLC, is registered with the SEC as an investment advisor under the Investment Advisors Act of 1940. PFM Asset Management, LLC has also filed a notice with the California Department of Corporations, as well as various other states, as an investment advisor under state securities laws.

2) CASH AND INVESTMENTS - Continued

In addition, the Pool also meets the definition of "Municipal Fund Security" outlined by Municipal Securities Rulemaking Board (MSRB) Rule 0-12, therefore contracts with prospective investors relating to shares of the Pool are conducted through PFM Asset Management's wholly-owned subsidiary, PFMAM, Inc., a broker-dealer which is registered with the SEC and MSRB, and is a member of the National Association of Securities Dealers (NASD). The Pool also files an income tax return annually with the Internal Revenue Service, though the net income of the Pool is generally exempt from federal income tax.

3) INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

Interfund receivables and payables at June 30, 2023 are as follows:

Due From (Receivable)	Due to (Payable)	Amount
General Fund	Other Governmental Funds	$ 178,629
		$ 178,629

Interfund balances are composed of short-term borrowings to cover deficit cash. Borrowings are expected to be repaid in the 2023-24 fiscal year.

Advances to Successor Agency consist of the following:

Advances From	Amount
General Fund	$ 725,496
Housing Authority Special Revenue Fund	181,375
Total	$ 906,871

The advances from the General Fund and General Capital Financing Capital Projects Fund were made to the Successor Agency to finance activities in the project areas. The advances from the Housing Authority Special Revenue Fund to the Successor Agency represents 20% of the total advances made by the General Fund and General Capital Financing Capital Projects Fund.

The advances are to be repaid with a defined schedule over a reasonable term of years at an interest rate not to exceed the interest rate earned by the funds deposited into the Local Agency Investment Fund. The annual advance repayments are subject to certain limitations, are subject to a formula distribution, and have a lower priority for repayment as described in AB 1484 (Health and Safety Code Section 34191.4(2)(A).

Interfund transfers for the 2022-23 fiscal year consist of the following:

Transfer Out	Transfer In	Amount
General Fund	Other Governmental Funds	$ 2,614,274
	Internal Service Funds	1,105,000
Capital Improvements	Major Grants Fund	90,048
Other Governmental Funds	Grants Fund	149,230
	Other Governmental Funds	145,023
		$ 4,103,575

3) INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS - Continued

The transfer from the General Fund to the General Capital Financing Fund included $1,649,000 for Future Projects. The General Fund (Fire Department) transferred $871,942 to the Paramedic Department Special Revenue Fund to fund a shortage of medic tax revenue. The General Fund transferred $1,105,000 to the Internal Service Funds (General Services and Insurance Services Fund) to fund future expenditures. The General Fund transferred $53,803 to the Parks Maintenance District to fund a shortage in operating costs. The General Fund also transferred $39,529 to other nonmajor governmental funds to cover current year operating costs.

The General Capital Financing Fund also transferred $145,023 to the Gas Tax Fund to meet the SB 1 maintenance of effort requirement.

4) CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2023 is as follows:

Capital Assets, Not Being Depreciated:	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Land	$ 4,485,030	$ -	$ -	$ -	$ 4,485,030
Rights of Way	89,650,461	315,848	-	-	89,966,309
Construction in Progress	7,177,132	7,032,127	-	(1,374,948)	12,834,311
Total Capital Assets, Not Being Depreciate	101,312,623	7,347,975	-	(1,374,948)	107,285,650
Capital Assets Being Depreciated:					
Buildings and Improvements	40,354,611	-	-	-	40,354,611
Equipment, Furniture, and Software	4,983,036	-	-	149,702	5,132,738
Vehicles	3,399,688	103,640	(39,152)	-	3,464,176
Infrastructure - Road System	153,408,144	310,886	(1,160,989)	1,225,246	153,783,287
Infrastructure - Storm Drains	20,177,094	6,162	-	-	20,183,256
Total Capital Assets Being Depreciated	222,322,573	420,688	(1,200,141)	1,374,948	222,918,068
Less Accumulated Depreciation:					
Buildings and Improvements	(18,809,944)	(1,091,560)	-	-	(19,901,504)
Equipment, Furniture, and Software	(3,807,675)	(308,307)	-	-	(4,115,982)
Vehicles	(1,724,792)	(177,479)	39,152	-	(1,863,119)
Infrastructure - Road System	(65,530,994)	(4,635,794)	212,325	-	(69,954,463)
Infrastructure - Storm Drains	(4,174,830)	(278,917)	-	-	(4,453,747)
Total Accumulated Depreciation	(94,048,235)	(6,492,057)	251,477	-	(100,288,815)
Net Capital Assets Being Depreciated	128,274,338	(6,071,369)	(948,664)	1,374,948	122,629,253
Total Governmental Activities Capital Asset	$ 229,586,961	$ 1,276,606	$ (948,664)	$ -	$ 229,914,903

Depreciation expense was charged to the following functions in the Statement of Activities:

General Government	$ 142,119
Public Safety	693,137
Public Works	4,942,698
Community Development	714,103
Total	$ 6,492,057

5) LONG-TERM LIABILITIES

The following is a summary of long-term liability activity for the year ended June 30, 2023:

Governmental Activities:	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Claims Payable	$ 155,000	$ 8,000	$ 14,000	$ 149,000	$ 14,000
Compensated Absences	796,702	496,650	384,762	908,590	203,523
SBCTA Loan Payable	4,351,331	1,643,962	-	5,995,293	-
Total OPEB Liability	1,250,109	-	181,976	1,068,133	-
Net Pension Liability	2,522,435	3,333,013	-	5,855,448	-
Total	$ 9,075,577	$ 5,481,625	$ 580,738	$ 13,976,464	$ 217,523

Claims Payable

The City retains the risk of loss for general liability and workers' compensation claims as described in Note 9. These amounts represent estimates of amounts to be paid for reported general liability and workers' compensation claims including incurred-but-not-reported claims based upon past experience, modified for current trends and information. While the ultimate amount of losses incurred through June 30, 2023 is dependent on future developments, based upon information from the City's attorneys, the City's claims administrators and others involved with the administration of the programs, City management believes the accrual is adequate to cover such losses. The estimated liability at June 30, 2023 for general liability claims amounted to $149,000 and none for workers' compensation claims.

Compensated Absences

The City's policies relating to compensated absences are described in Note 1. J. As of June 30, 2023, this liability, to be paid in future years primarily from the general fund, is $908,590.

SBCTA Loan Payable

In 2018, the City entered into a non-interest-bearing term Loan Agreement with the San Bernardino County Transportation Authority (SBCTA) to fund project costs for the *State Route 210 Baseline Interchange Project*. Per Article 2.2 of the agreement, SBCTA is authorized to withhold *Valley Major Street Program – Arterial Sub-Program* funds available to the City to pay the City's share of costs.

The amount withheld is equal to the loan payable amount. The maximum amount of the loan will not exceed $9,682,383, which is two-thirds of the estimated City share of project costs. There is currently no repayment schedule for the loan.

The loan is secured by Measure I Local Funds and payable from *Regional Transportation Development Impact Fees* (DIF), unless the DIF is required by the City to complete other committed projects. The loan has a maximum 10-year term, which begins at the completion of the construction of the project, with the first payment coming due no later than the end of construction. Per the terms of the agreement, the City is in default if funds are not repaid by the end of the term, at which point the terms would be renegotiated. SBCTA is authorized to withhold *Measure I* funds upon default, to satisfy the loan payments. If full repayment of the loan is not made by the end of the *Measure I 2010 – 2040* sales tax, SBCTA will forgive the loan obligation. The loan balance at June 30, 2023 is equal to $5,995,293.

6) FIDUCIARY FUND LONG-TERM DEBT

The following is a summary of long-term debt for the Successor Agency Private-purpose Trust Fund:

	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Tax Allocation Bonds:					
2004B Refunding	$ 785,000	$ -	$ 250,000	$ 535,000	$ 260,000
2015A	10,040,000	-	410,000	9,630,000	435,000
Unamortized Premium	737,774	-	58,112	679,662	58,112
2017 Refunding	28,685,000	-	1,270,000	27,415,000	1,300,000
Unamortized Discount	(388,982)	-	24,312	(364,670)	24,312
Total	$ 39,858,792	$ -	$ 2,012,424	$ 37,894,992	$ 2,077,424

2004B Tax Allocation Refunding Bonds

In December 2004, the City of Highland Redevelopment Agency issued $3,690,000 Tax Allocation Refunding Bonds Series 2004B. Proceeds from the bonds were used to refund the Agency's Highland Redevelopment Project Area No. 1, 1994 Tax Allocation Refunding Bonds.

The bonds consist of $2,250,000 of serial bonds and $1,440,000 of term bonds. The serial bonds accrue interest at rates between 1.35% and 5.30% and the principal amounts mature between December 1, 2004 and December 1, 2018 in amounts ranging from $115,000 to $200,000. Term bonds of $1,440,000 accrue interest at 5.65% and mature on December 1, 2024.

The term bonds maturing in the years 2019 and 2024 are subject to mandatory sinking account redemption on each December 1, commencing on December 1, 2019 and December 1, 2029, respectively, at a redemption price equal to the principal amount thereof together with accrued interest, without premium. At June 30, 2023, the outstanding balance of the bonds was $535,000.

Future debt service requirements for the 2004B Bonds are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2024	$ 260,000	$ 22,883	$ 282,883
2025	275,000	7,769	282,769
Totals	$ 535,000	$ 30,651	$ 565,651

2015A Tax Allocation Bonds

In February 2015, the Successor Agency to the Highland Redevelopment Agency issued $12,340,000 Tax Allocation Refunding Bonds Series 2015A for the purpose of refunding the outstanding balance of the Tax Allocation Bonds Series 2004A.

The bonds consist of $8,405,000 of serial bonds and $3,935,000 of term bonds. The serial bonds accrue interest at rates between 2.00% and 5.00% and the principal amounts mature between December 1, 2015 and December 1, 2030 in amounts ranging from $180,000 to $890,000.

6) FIDUCIARY FUND LONG-TERM DEBT – Continued

Term bonds of $3,935,000 accrue interest at 3.5% and mature on December 1, 2034. At June 30, 2023, the outstanding balance of the bonds was $9,630,000, with future debt service requirements as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2024	$ 435,000	$ 397,250	$ 832,250
2025	455,000	375,000	830,000
2026	710,000	345,875	1,055,875
2027	750,000	309,375	1,059,375
2028	785,000	271,000	1,056,000
2029	820,000	238,050	1,058,050
2030	850,000	203,475	1,053,475
2031	890,000	159,975	1,049,975
2032	935,000	121,363	1,056,363
2033	965,000	88,113	1,053,113
2034	1,000,000	53,725	1,053,725
2035	1,035,000	18,113	1,053,113
Totals	$ 9,630,000	$ 2,581,313	$ 12,211,313

2017 Tax Allocation Refunding Bonds

In September 2017, the Successor Agency to the Highland Redevelopment Agency issued $33,515,000 Tax Allocation Refunding Bonds Series 2017 for the purpose of refunding the outstanding balance of the Tax Allocation Bonds Series 2007. As a result, the 2007 bonds are considered defeased and the liability has been removed from these financial statements.

The 2017 bonds consist of $11,540,000 of serial bonds and $21,975,000 of term bonds. The serial bonds accrue interest at rates between 1.50% and 3.125% and the principal amounts mature between February 1, 2019 and February 1, 2027 in amounts ranging from $1,180,000 to $1,420,000. Term bonds of $7,850,000 and $14,125,000, accrue interest at 3.375%, maturing on February 1, 2032 and 3.625%, maturing on February 1, 2038, respectively.

At June 30, 2023, the outstanding balance of the bonds was $27,415,000. Future debt service requirements for the 2017 Bonds are as follows:

6) FIDUCIARY FUND LONG-TERM DEBT - Continued

Fiscal Year Ending June 30,	Principal	Interest	Total
2024	$ 1,300,000	$ 937,069	$ 2,237,069
2025	1,335,000	902,944	2,237,944
2026	1,385,000	862,894	2,247,894
2027	1,420,000	821,344	2,241,344
2028	1,465,000	776,969	2,241,969
2029	1,515,000	727,525	2,242,525
2030	1,570,000	676,394	2,246,394
2031	1,625,000	623,406	2,248,406
2032	1,675,000	568,562	2,243,562
2033	1,735,000	512,031	2,247,031
2034	1,800,000	449,138	2,249,138
2035	1,860,000	383,887	2,243,887
2036	2,805,000	316,462	3,121,462
2037	2,910,000	214,781	3,124,781
2038	3,015,000	109,294	3,124,294
Totals	$ 27,415,000	$ 8,882,700	$ 36,297,700

7) PENSION PLAN

General Information about the Defined Benefit Pension Plan

Plan Description – All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS.) The Plan consists of individual rate plans (benefit tiers) within a miscellaneous risk pool. Plan assets may be used to pay benefits for any employer rate plan of the miscellaneous pool. Accordingly, rate plans within the miscellaneous pool are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the miscellaneous pool. The City sponsors two rate plans. Benefit provisions under the Plan are established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided – The Plan is a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). A full description of the pension plan benefit provisions, assumptions for funding purposes but not accounting purposes, and membership information is listed in the June 30, 2021 Annual Actuarial Valuation Report. Details of the benefits provided can be obtained in Appendix B of the June 30, 2021 actuarial valuation report. This report is a publicly available valuation report that can be obtained at CalPERS' website under Forms and Publications.

The Plan's provisions and benefits in effect at June 30, 2023, are summarized as follows:

7) PENSION PLAN - Continued

	Miscellaneous	Miscellaneous PEPRA
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2.0% @ 55	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	55	62
Monthly benefits, as a % of eligible compensation	1-year average	Last 36 Mos. of Service
Required employee contribution rates	7%	7.25%
Required employer contribution rates	11.61% + $488,319	7.76% + $5,093

CalPERS collects employer contributions for the Plan as a percentage of payroll for the normal cost portion as noted in the rates above and as a dollar amount for contributions toward the unfunded liability and side fund. The dollar amounts are billed on a monthly basis. The City's required contribution for the unfunded liability was $493,412 in fiscal year 2023.

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2023, the City reported a net pension liability for its proportionate shares of the net pension liability of the Plan of $5,855,448.

The City's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2022, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021 rolled forward to June 30, 2022 using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the net pension liability as of June 30, 2022 and 2023 was as follows:

Proportion - June 30, 2022	0.13284%
Proportion - June 30, 2023	0.12514%
Change - Increase (Decrease)	-0.00770%

For the year ended June 30, 2023, the City recognized pension expense of $568,255. At June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

7) PENSION PLAN - Continued

	Deferred Outflows	Deferred Inflows
Pension contributions subsequent to measurement date	$ 809,172	$ -
Differences between actual and expected experience	117,589	78,756
Changes in assumptions	600,013	-
Differences between employer's contributions and proportionate share of contributions	-	207,783
Change in employer's proportions	66,129	-
Net differences between projected and actual earnings on plan investments	1,072,562	-
Total	$ 2,665,465	$ 286,539

The deferred outflows of resources related to contributions subsequent to the measurement date of $809,172 will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ending June 30,	
2024	$ 391,480
2025	336,051
2026	186,207
2027	656,016
2028	-
Thereafter	-

Actuarial Assumptions – The total pension liabilities in the June 30, 2021 actuarial valuations were determined using the following actuarial assumptions:

Valuation date	June 30, 2021
Measurement date	June 30, 2022
Actuarial cost method	entry-age normal
Actuarial assumptions:	
Discount rate	6.90%
Inflation	2.30%
Projected salary increase	(1)
Investment rate of return	6.90%
Mortality	(2)

(1) Depending on age, service and type of employment
(2) Derived using CalPERS' Membership Data for all Funds.

The mortality table used was developed based on CalPERS-specific data. The probabilities of mortality are based on the 2021 CalPERS Experience Study for the period from 2001 to 2019. Pre-retirement and Post-retirement mortality rates include generational mortality improvement using 80% of Scale MP-2020 published by the Society of Actuaries. For more details on this table, please refer to the CalPERS Experience Study and Review of Actuarial Assumptions report from November 2021 that can be found on the CalPERS website.

7) PENSION PLAN - Continued

Long-term Expected Rate of Return - The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund.

The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The expected real rates of return by asset class are as follows:

Asset Class	New Strategic Allocation	Real Return Years 1 - 10 (1)	Real Return Years 11+ (2)
Global Equity	50%	4.80%	5.98%
Global Fixed Income	28%	1.00%	2.62%
Inflation Assets	-	0.77%	1.81%
Private Equity	8%	6.30%	7.23%
Real Assets	13%	3.75%	4.93%
Liquidity	1%	-	-0.92%

(1) An expected inflation of 2.0% used for this period.
(2) An expected inflation of 2.92% used for this period.

Discount Rate – The discount rate used to measure the total pension liability for PERF C was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Subsequent Events - On July 12, 2021, CalPERS reported a preliminary 21.3% net return on investments for fiscal year 2020-21. Based on the thresholds specified in CalPERS Funding Risk Mitigation policy, the excess return of 14.3% prescribes a reduction in investment volatility that corresponds to a reduction in the discount rate used for funding purposes of 0.20%, from 7.00% to 6.80%. Since CalPERS was in the final stages of the four-year Asset Liability Management (ALM) cycle, the board elected to defer any changes to the asset allocation until the ALM process concluded, and the board could make its final decision on the asset allocation in November 2021.

On November 17, 2021, the board adopted a new strategic asset allocation. The new asset allocation along with the new capital market assumptions, economic assumptions and administrative expense assumption support a discount rate of 6.90% (net of investment expense but without a reduction for administrative expense) for financial reporting purposes. This includes a reduction in the price inflation assumption from 2.50% to 2.30% as recommended in the November 2021 CalPERS Experience Study and Review of Actuarial Assumptions. This study also recommended modifications to retirement rates, termination rates, mortality rates and rates of salary increases that were adopted by the board. These new assumptions will be reflected in the GASB 68 accounting valuation reports for the June 30, 2022, measurement date.

7) PENSION PLAN - Continued

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

1% Decrease		5.90%
Net Pension Liability	$	9,218,934
Current Discount Rate		6.90%
Net Pension Liability	$	5,855,448
1% Increase		7.90%
Net Pension Liability	$	3,088,133

Pension Plan Fiduciary Net Position – Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Payable to the Pension Plan - At June 30, 2023, the City reported no payables to the pension plan, for outstanding contributions required for the year ended June 30, 2023.

8) OTHER POSTEMPLOYMENT BENEFITS

General Information About the OPEB Plan

Plan Description – The City has established the Highland Retiree Healthcare Plan (the Plan), and participates in single-employer defined benefit retiree healthcare plan. A separate financial report is not prepared for the Plan. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits Provided – Under the Plan, the City pays $200 per month for eligible retirees' health coverage, regardless of classification. Employees are eligible for retiree health benefits if they retire from the City on or after age 50 with at least 5 years of service, and are eligible for a PERS pension. The City benefit is paid for the lifetime of the retiree. The City also pays the PEMCHA administrative fee (0.33% of premium for 2022/23). The City does not provide dental and vision benefits.

Employees Covered by Benefit Terms – As of the July 1, 2021 actuarial valuation, the following current and former employees were covered by the benefit terms under the Plan:

Retirees or spouses of retirees currently receiving benefits	10
Active employees	36
Total	46

Contributions – The City contributes to the Plan on a pay-as-you-go basis.

8) OTHER POST EMPLOYMENT BENEFITS – Continued

Total OPEB Liability – The City's total OPEB liability was measured as of June 30, 2021 and was determined by an actuarial valuation dated July 1, 2021 using the entry age, level percent of pay cost method, based on the following actuarial methods and assumptions:

Valuation Date	July 1, 2021
Actuarial Cost Method	Entry Age, Level Percent of Pay
Mortality	Pre-retirement: RP-2014 Employee Mortality Table. Post-retirement: RP-2014 Health Annuitant Mortality Table
Health Care Trend Rate	5.60% for 2022, 5.40% for 2023, 5.20% for 2024-2069, and 4.00% for 2070 and later years; Medicare ages 4.00% for all years
Inflation Rate	2.75%
Salary Increases	3.00%
Discount Rate	1.92% - Fidelity GO AA 20 Years Municipal Index - 2021 3.69% - Fidelity GO AA 20 Years Municipal Index - 2022

Discount Rate – The discount rate used to measure the total OPEB liability was 3.69 percent and is based on a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

Changes in the Total OPEB Liability

	Total OPEB Liability (TOL)
Balance at June 30, 2022 (June 30, 2021 measurement date)	$ 1,250,109
Changes in the year:	
Service cost	104,696
Interest on the total OPEB liability	25,612
Difference between expected and actual experience	-
Changes in assumptions or other inputs	(270,340)
Benefit payments, including implicit subsidy	(41,944)
Net changes	(181,976)
Balance at June 30, 2023 (June 30, 2022 measurement date)	$ 1,068,133

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate - The following presents the total OPEB liability of the City if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current discount rate:

	1% Decrease (2.69%)	Discount Rate (3.69%)	1% Increase (4.69%)
Total OPEB liability	$ 1,208,585	$ 1,068,133	$ 952,740

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates - The following presents the total OPEB liability of the City, as well as what the City's total OPEB would be if it were calculated using a healthcare cost trend rate that is 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rate:

8) OTHER POST EMPLOYMENT BENEFITS – Continued

	1% Decrease	Trend Rate	1% Increase
Total OPEB liability	$ 944,240	$ 1,068,133	$ 1,229,053

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the year ended June 30, 2023, the City recognized OPEB expense of $127,853. At June 30, 2023, the City reported deferred outflows and deferred inflows related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB Contributions Subsequent to the Measurement Date	$ 26,000	$ -
Difference between expected and actual experience	-	13,626
Changes of Assumptions	167,693	229,991
Total	$ 193,693	$ 243,617

The $26,000 reported as deferred outflows related to contributions subsequent to the June 30, 2022 measurement date will be recognized as a reduction of the total OPEB liability during the fiscal ending June 30, 2024. Other amounts reported as deferred outflows and inflows related to OPEB will be recognized as expense as follows:

Year Ending June 30,	
2024	$ (2,455)
2025	(2,455)
2026	(3,819)
2027	(11,751)
2028	(27,198)
Thereafter	(28,246)

9) RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the City obtains insurance coverage.

The City is a member of the California Intergovernmental Risk Authority (CIRA), a joint powers authority, which provides joint protection programs for public entities covering automobile, general liability, errors and omission losses, workers' compensation, and property claims. Under the program, the City has a $100,000 retention limit similar to a deductible with CIRA being responsible for losses above that amount up to $1 million.

CIRA has additional coverage of $34 million in excess of its $1 million retention limit through affiliated risk management authorities. CIRA also provides $1 billion aggregate per occurrence property coverage to its members with such coverage provided by purchased insurance.

9) RISK MANAGEMENT - Continued

Liabilities of the City are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNRs). The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards. Accordingly, claims are reevaluated periodically to consider the effects of economic and social factors. The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims. Estimated recoveries, for example from salvage or subrogation, are another component of the claims liability estimate.

CIRA covers workers' compensation claims up to its self-insurance limit of $500,000. The Local Agency Workers Compensation Excess Pool provides excess coverage to statutory limits. The City pays an annual premium to CIRA and may share in any surplus revenues or may be required to pay additional assessments based upon CIRA's operating results. Financial statements of CIRA may be obtained from its administrative office located at 2230 East Bidwell Street, Folsom, California, 95630.

Additional claims and lawsuits have been filed against the City in the normal course of business. It is reasonably possible that the City may be liable for claims not to exceed $100,000. In the opinion of management, the resolution of these matters will not have a material adverse effect on the financial condition of the government.

The workers' compensation and general liability claims administrators have estimated liabilities for probable future payments including an estimate for claims incurred but not reported. Claims outstanding as of June 30, 2023, and changes during the past fiscal year was as follows:

General Liability Claims	$ 149,000
Total	$ 149,000

Fiscal Year	Claims Payable Beginning of Year	Additions	Deletions	Claims Payable End of Year
2022-23	$ 155,000	$ 8,000	$ 14,000	$ 149,000
2021-22	149,049	5,951	-	155,000

10) DEBT ISSUED WITHOUT GOVERNMENT COMMITMENT

2001 Special Tax Bonds (Mello-Roos):

On September 1, 2001, the City of Highland Community Facilities District No. 2001-1 issued a Special Tax Bonds, Series 2001 in the amount of $6,655,000. The bonds were issued to finance various public improvements located within the District and to prepay special taxes levied by CFD 90-1. In 2011, the Series 2001 bonds were refunded with the issuance of the Special Tax Refunding Bonds, Series 2011.

In June, 2021, the series 2011 bonds were refunded with the issuance of the CFD 2001-1 Special Tax Refunding Bond, Issue of 2021.

10) DEBT ISSUED WITHOUT GOVERNMENT COMMITMENT - Continued

The special term bonds mature on September 1, 2028. Interest rates on the bonds are 1.545% with annual principal and interest payments ranging from $343,141 to $353,329. Principal and interest payments on the tax bonds are payable solely from special tax assessments to be levied and collected from property owners within the District. It is management's determination that the City of Highland is in no way liable for repayment, but is only acting as agent for the property owners in collecting the assessments, forwarding the collections to bondholders, and initiating foreclosure proceedings, if appropriate.

At June 30, 2023, the amount outstanding was $1,990,000.

11) COMMITMENTS AND CONTINGENCIES

The City is a defendant in various litigations in the normal course of City operations, which in the opinion of management will not significantly adversely affect the City's financial position. The City participates in various federal and state programs. These programs are subject to examination by the grantors, and the amount of expenditures which may be disallowed by the granting agencies, if any, cannot be determined at this time.

12) LEASES

Lease Receivable **-** In prior fiscal years, the City entered into various land lease agreements with third parties to lease pieces of land owned by the City. The initial lease terms ranged from 20 to 55 years. The City currently receives monthly payments from all leases of $21,353. The City recognized $155,156 in lease revenue and $101,085 in interest revenue during the current fiscal year related to the various leases. As of June 30, 2023, the City's receivable for lease payments was $2,286,297. Also, the City has a deferred inflow of resources associated with leases that will be recognized as revenue over the lease terms. As of June 30, 2023, the balance of the deferred inflow of resources was $2,286,297.

13) FUND BALANCE

Fund balances in governmental funds are reported in classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The City considers restricted fund balance to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

Nonspendable Fund Balance - This classification includes amounts that cannot be spent because they are either (a) not in spendable form (such as inventory) or (b) legally or contractually required to be maintained intact (such as endowments).

Restricted Fund Balance - This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers or through enabling legislation. If the Council action limiting the use of funds is included in the same action (legislation) that created (enables) the funding source, then it is restricted.

13) FUND BALANCE - Continued

Committed Fund Balance - This classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The City Council is the highest level of decision-making authority for the City that can, by adoption of a resolution prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the resolution remains in place until a similar action is taken to remove or revise the limitation.

Assigned Fund Balance - This classification includes amounts that are intended to be used by the City for specific purposes but do not meet the criteria to be classified as committed. The City Council has by resolution authorized the City Manager to assign fund balance. The City Council may also assign fund balance. Unlike commitments, an additional action does not normally have to be taken for the removal of an assignment.

Unassigned Fund Balance - This classification includes the residual balance for the City's general fund and includes all spendable amounts not contained in other classifications. In other funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed or assigned.

The City's fund balances at June 30, 2023, are presented below:

		Special Revenue		Capital Projects Funds		Total Non-major Governmental Funds	Total Governmental Funds
	General	Grants	Major Grants	Capital Improvements	Development Impact Fees		
Nonspendable:							
Prepaid Items	$ 12,879	$ -	$ -	$ -	$ -	$ -	$ 12,879
Long-term Advances & Loans	725,496	-	-	-	-	-	725,496
Restricted:							
Public Safety Operations	-	-	-	-	-	30,453	30,453
Highways and Street Projects	-	10,694,787	-	6,530,501	-	5,196,969	22,422,257
Parks and Recreation	-	-	-	-	-	300,682	300,682
Capital Improvements	-	-	-	-	7,708,561	4,903,377	12,611,938
Low and Moderate Income Housing Activities	-	-	-	-	-	4,458,065	4,458,065
Assigned:							
Public Safety:							
Vehicle Replacement	2,800,000	-	-	-	-	-	2,800,000
Equipment Replacement	250,000	-	-	-	-	-	250,000
Other Purposes:							
Vehicle Replacement	475,000	-	-	-	-	-	475,000
Equipment Replacement	200,000	-	-	-	-	-	200,000
Compensated Absences	908,590	-	-	-	-	-	908,590
Net Pension Liability	2,927,724	-	-	-	-	-	2,927,724
OPEB Liability	534,067	-	-	-	-	-	534,067
Capital Projects	636,487	-	-	-	-	7,623,323	8,259,810
Technical Enhancements	400,000	-	-	-	-	-	400,000
Service Enhancements	1,079,617	-	-	-	-	-	1,079,617
City Hall	200,000	-	-	-	-	-	200,000
Fire Facilities	4,650,000	-	-	-	-	-	4,650,000
Unassigned	5,314,385	-	(1,228,594)	-	-	(221,004)	3,864,787
Total Fund Balance (Deficit)	$ 21,114,245	$ 10,694,787	$ (1,228,594)	$ 6,530,501	$ 7,708,561	$ 22,291,865	$ 67,111,365

14) FUND DEFICITS

Deficits in nonmajor funds at June 30, 2023 included the following: Article 3 Special Revenue Fund - $221,004. This deficit is due to the application of the availability period in governmental funds for grants due from other governments. The related revenues are expected to be received and recognized in the subsequent fiscal year.

REQUIRED SUPPLEMENTARY INFORMATION

City of Highland
Budgetary Comparison Schedule By Department
Budget and Actual - General Fund
Year Ended June 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
REVENUES:				
Taxes	$ 22,397,165	$ 22,410,230	$ 23,393,445	$ 983,215
Licenses and Permits	607,030	607,030	1,177,236	570,206
Intergovernmental	17,735	308,500	494,199	185,699
Charges for Services	1,709,975	1,709,975	1,954,538	244,563
Fines and Forfeitures	105,000	105,000	20,092	(84,908)
Investment Income	85,000	85,000	462,420	377,420
Rental Income	133,750	133,750	124,712	(9,038)
Miscellaneous	21,000	21,000	38,814	17,814
Total Revenues	25,076,655	25,380,485	27,665,456	2,284,971
EXPENDITURES:				
Current:				
General Government:				
City Council	205,675	205,675	205,610	65
City Clerk	369,125	401,500	398,676	2,824
General Government	706,240	706,240	625,331	80,909
Personnel	69,250	69,250	59,970	9,280
Finance	688,365	688,365	641,443	46,922
Public Safety:				
Police Department	12,173,175	12,477,005	11,464,400	1,012,605
Animal Control	496,465	496,465	467,380	29,085
Fire Department	3,864,865	3,871,450	3,046,092	825,358
Public Works:				
Engineering	615,370	615,370	595,500	19,870
Parks	1,173,290	1,173,290	1,209,296	(36,006)
Graffiti	129,175	129,175	128,127	1,048
Trails	14,500	14,500	9,564	4,936
Community Development:				
Planning	818,605	840,425	775,449	64,976
Public Services	637,540	637,540	564,779	72,761
Building and Safety	705,420	705,420	669,422	35,998
Code Enforcement	386,330	461,330	460,888	442
Community Volunteer Services	104,710	104,710	100,908	3,802
Capital Outlay	746,650	904,295	93,675	810,620
Total Expenditures	23,904,750	24,502,005	21,516,510	2,985,495
Excess (Deficiency) of Revenues over Expenditures	1,171,905	878,480	6,148,946	5,270,466
OTHER FINANCING SOURCES (USES):				
Transfers In	-	-	-	-
Transfers Out	(1,919,640)	(4,714,170)	(3,719,274)	994,896
Total Other Financing Sources (Uses)	(1,919,640)	(4,714,170)	(3,719,274)	994,896
Net Change in Fund Balance	(747,735)	(3,835,690)	2,429,672	6,265,362
Fund Balance, Beginning of Year	18,684,573	18,684,573	18,684,573	-
Fund Balance, End of Year	$ 17,936,838	$ 14,848,883	$ 21,114,245	$ 6,265,362

City of Highland
Budgetary Comparison Schedule
Budget and Actual - Grants
Year Ended June 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
REVENUES:				
Intergovernmental	$ 2,653,000	$ 2,653,000	$ 1,259,131	$ (1,393,869)
Investment Income	-	-	84,548	84,548
Miscellaneous	-	-	-	-
Total Revenues	2,653,000	2,653,000	1,343,679	(1,309,321)
EXPENDITURES:				
Current:				
Public Works	-	-	84,057	(84,057)
Capital Outlay	6,565,000	6,777,045	2,812,504	3,964,541
Total Expenditures	6,565,000	6,777,045	2,896,561	3,880,484
Excess (Deficiency) of Revenues over Expenditures	(3,912,000)	(4,124,045)	(1,552,882)	2,571,163
OTHER FINANCING SOURCES (USES):				
Transfers In	-	149,250	149,230	(20)
Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	-	149,250	149,230	(20)
Net Change in Fund Balance	(3,912,000)	(3,974,795)	(1,403,652)	2,571,143
Fund Balance, Beginning of Year	12,098,439	12,098,439	12,098,439	-
Fund Balance, End of Year	$ 8,186,439	$ 8,123,644	$ 10,694,787	$ 2,571,143

City of Highland
Budgetary Comparison Schedule
Budget and Actual - Major Grants
Year Ended June 30, 2023

	Budgeted Amounts		Actual	Variance with Final Budget Positive
	Original	Final	Amounts	(Negative)
REVENUES:				
Intergovernmental	$ 22,251,000	$ 22,251,000	$ 4,040,812	$ (18,210,188)
Miscellaneous	-	-	-	-
Total Revenues	22,251,000	22,251,000	4,040,812	(18,210,188)
EXPENDITURES:				
Current:				
General Government	-	-	68	(68)
Public Safety	-	151,000	2,843,575	(2,692,575)
Public Works	-	-	13,136	(13,136)
Community Development	-	-	247,485	(247,485)
Capital Outlay	22,251,000	24,000,000	1,920,838	22,079,162
Total Expenditures	22,251,000	24,151,000	5,025,102	19,125,898
Excess (Deficiency) of Revenues over Expenditures	-	(1,900,000)	(984,290)	915,710
OTHER FINANCING SOURCES (USES):				
Transfers In	-	-	90,048	90,048
Transfers Out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	90,048	-
Net Change in Fund Balance	-	(1,900,000)	(894,242)	1,005,758
Fund Balance, Beginning of Year	(334,352)	(334,352)	(334,352)	-
Fund Balance, End of Year	$ (334,352)	$ (2,234,352)	$ (1,228,594)	$ 1,005,758

City of Highland
Required Supplementary Information
Year Ended June, 2023

Schedule of Changes in Total OPEB Liability and Related Ratios - Last Ten Fiscal Years*

	Measurement Period		
	2022	2021	2020
Total OPEB Liability			
Service cost	$ 104,696	$ 87,235	$ 66,100
Interest on total OPEB liability	25,612	27,404	29,999
Difference between expected and actual experience	-	(8,350)	-
Changes in Assumptions	(270,340)	134,241	83,368
Benefit payments, including implicit subsidy	(41,944)	(43,181)	(37,784)
Net change in total OPEB liability	(181,976)	197,349	141,683
Total OPEB liability - beginning	1,250,109	1,052,760	911,077
Total OPEB liability - ending	$ 1,068,133	$ 1,250,109	$ 1,052,760
Covered-employee payroll	$ 3,142,359	$ 3,119,466	$ 2,858,967
Total OPEB liability as a percentage of covered-employee payroll	33.99%	40.07%	36.82%

*Fiscal year 2018 was the first year of implementation; therefore, 10 years of information not available.

Notes to the Schedule of Changes in the City's Total OPEB Liability

No assets are accumulated in a trust that meets the criteria in GASBS NO. 75, paragraph 4, to pay related benefits.

Benefit Changes: None

Changes in Assumptions: In 2019, the accounting discount rate changed from 3.62% to 3.13%. In 2020, the accounting discount rate changed from 3.13% to 2.45%. In 2021, the accounting discount rate changed from 2.45% to 1.92%. In 2022, the accounting discount rate changed from 1.92% to 3.69%.

Measurement Period		
2019	2018	2017
$ 57,152	$ 25,712	$ 24,963
30,820	25,599	25,002
(18,868)	(40,757)	-
65,412	-	-
(35,035)	(33,347)	(28,484)
99,481	(22,793)	21,481
811,596	834,389	812,908
$ 911,077	$ 811,596	$ 834,389
$ 2,811,994	$ 2,668,338	$ 2,668,273
32.40%	30.42%	31.27%

City of Highland
Required Supplementary Information
Year Ended June 30, 2023

Schedule of the City's Proportionate Share of the Net Pension Liability
Last 10 Years*

Measurement Date	Proportion of the Net Pension Liability	Proportionate Share of Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a % of Payroll	Plan Fiduciary Net Position as a % of the Total Pension Liability
2022	0.12514%	$ 5,855,448	$ 3,142,359	186.34%	76.27%
2021	0.04664%	2,522,435	3,119,466	80.86%	88.91%
2020	0.04632%	5,040,141	2,858,967	176.29%	76.22%
2019	0.04593%	4,706,642	2,811,994	167.38%	76.48%
2018	0.04531%	4,366,668	2,668,338	163.65%	77.17%
2017	0.04585%	4,547,512	2,668,273	170.43%	74.87%
2016	0.04564%	3,949,652	2,518,215	148.02%	75.23%
2015	0.04548%	3,121,917	2,437,659	128.07%	78.40%
2014	0.04897%	3,047,168	2,426,611	125.57%	79.19%

*Fiscal year 2015 was the first year of implementation; therefore, 10 years of information are not yet available.

Notes to the Schedule of the City's Proportionate Share of the Net Pension Liability

Benefit Changes: None

Changes in Assumptions: In 2017, the accounting discount rate changed from 7.65% to 7.15%. In 2022, the accounting discount rate changed from 7.15% to 6.90%.

City of Highland
Required Supplementary Information
Year Ended June 30, 2023

Schedule of Pension Plan Contributions
Last 10 Years*

Fiscal Year	Contractually Required Contributions	Contributions in Relation to the Actuarially Determined Contributions	Contribution Deficiency/ (Excess)	Covered Payroll	Contributions as a % of Covered Payroll
2023	$ 809,172	$ (809,172)	$ -	$ 3,319,012	24.38%
2022	748,452	(748,452)	-	3,142,359	23.82%
2021	728,478	(728,478)	-	3,119,466	23.35%
2020	669,787	(669,787)	-	2,858,967	23.43%
2019	594,646	(594,646)	-	2,811,994	21.15%
2018	515,418	(515,418)	-	2,668,338	19.32%
2017	483,969	(483,969)	-	2,668,273	18.14%
2016	445,379	(445,379)	-	2,518,215	17.69%
2015	395,286	(395,286)	-	2,437,659	16.22%

*Fiscal year 2015 was the first year of implementation, therefore, 10 years of information are not yet available.

Notes to the Schedule of Plan Contributions

Valuation Date: 6/30/2013, 6/30/2014, 6/30/2015, 6/30/2016, 6/30/2017, 6/30/2018, 6/30/19, 6/30/20, 6/30/21

City of Highland
Notes to Required Supplementary Information
Year Ended June 30, 2023

Budgetary Information

The City adopts an annual budget prepared on the modified accrual basis for its governmental funds (e.g., General Fund, Special Revenue Funds, and Capital Projects Funds), and on an accrual basis for its Internal Services Funds, which is consistent with generally accepted accounting principles (GAAP). The City Manager is required to prepare and submit to the City Council the annual budget of the City and administer it after adoption.

A two-year budget was adopted by City Council on June 8, 2021 for fiscal years 2021-22 and 2022-23. City Manager approval is required for budget revisions within a department and City Council approval is required for budget revisions that affect the total appropriations of a department. Every fund, except for the General Fund and Capital Improvement Capital Projects Fund, is considered a department. For each department, total expenditures may not legally exceed total appropriations. All annual appropriations lapse at fiscal year-end. Budgeted expenditure amounts represent original appropriations adjusted by $597,255 for supplemental appropriations during the year ended June 30, 2023.

There were no budgeted appropriations for the non-major FEMA Special Revenue Fund, which is used to account for all expenditures that are associated with unanticipated events that will most likely be reimbursed by FEMA and/or CAL EMA. Accordingly, no budgetary comparison for this fund is presented in the financial statements.

SUPPLEMENTARY INFORMATION

City of Highland
Budgetary Comparison Schedule
Budget and Actual - Capital Improvements
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Investment Income	$ 50,000	$ 235,787	$ 185,787
Miscellaneous	-	-	-
Total Revenues	50,000	235,787	185,787
EXPENDITURES:			
Current:			
Public Works	251,890	253,789	(1,899)
Capital Outlay	2,238,000	704,034	1,533,966
Total Expenditures	2,489,890	957,823	1,532,067
Excess (Deficiency) of Revenues over Expenditures	(2,439,890)	(722,036)	1,717,854
OTHER FINANCING SOURCES (USES)			
Transfers Out	-	(90,048)	(90,048)
Total Other Financing Sources (Uses)	-	(90,048)	(90,048)
Net Change in Fund Balance	(2,439,890)	(812,084)	1,627,806
Fund Balance, Beginning of Year	7,342,585	7,342,585	-
Fund Balance, End of Year	$ 4,902,695	$ 6,530,501	$ 1,627,806

City of Highland
Budgetary Comparison Schedule
Budget and Actual - Development Impact Fees
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Charges for Services	$ 225,000	$ 1,954,780	$ 1,729,780
Miscellaneous	-	-	-
Investment Income	60,000	167,623	107,623
Total Revenues	285,000	2,122,403	1,837,403
EXPENDITURES:			
Current:			
Public Works	-	-	-
Capital Outlay	2,482,890	2,393,646	89,244
Total Expenditures	2,482,890	2,393,646	89,244
Excess (Deficiency) of Revenues over Expenditures	(2,197,890)	(271,243)	1,926,647
OTHER FINANCING SOURCES (USES)			
Issuance of Debt	-	1,643,962	1,643,962
Total Other Financing Sources (Uses)	-	1,643,962	1,643,962
Net Change in Fund Balance	(2,197,890)	1,372,719	3,570,609
Fund Balance, Beginning of Year	6,335,842	6,335,842	-
Fund Balance, End of Year	$ 4,137,952	$ 7,708,561	$ 3,570,609


NOVEMBER 24, 1987
CITY OF HIGHLAND

NON-MAJOR GOVERNMENTAL FUNDS

City of Highland
Non-major Governmental Funds

Special Revenue Funds

The following Special Revenue Funds have been classified as other governmental funds in the accompanying financial statements:

Measure I - In June 1990, the taxpayers voted for added taxes on gasoline to provide additional monies by approving a one-half cent sales tax increase. In 2004, the taxpayers voted to reauthorize this tax until 2040. These funds are kept locally for major road and transportation expenses and are disbursed to the City by the San Bernardino County Transportation Authority (SBCTA).

Traffic Safety - This fund accounts for the financial transactions as prescribed by the State of California statute on California Vehicle Code Fines. Revenues are collected by the County and remitted to the City for expenditures related to Traffic Safety such as crossing guards and traffic safety improvements.

Gas Tax Fund- This fund accounts for the construction and maintenance of the roads and related road operations in the City. Financing is provided by the City's share of state gasoline taxes from the State of California Transportation Department. This fund also accounts for Prop 1B funds.

Article 3 - These are State funds provided through SBCTA as grants, and are to be used for bikeways & pedestrian ways.

Community Development Block Grant (CDBG) - Received from the County of San Bernardino. The grants are used to develop a viable urban community by providing decent housing and a suitable living environment. The City accomplishes this by providing properly maintained roads and taking care of target areas such as Ward Street and Cunningham Street through code enforcement services and neighborhood revitalization.

Developer Fees - These are fees collected from developers to finish tracts with street lights, trees, street widening, signals, etc., to be done at a later time when areas are totally developed.

Landscape Maintenance District - Different areas of the City have been placed into the Landscape Maintenance District to maintain the landscaping surrounding a particular tract of homes. These funds are used to maintain that level of service that was previously provided by the developer.

Street Light District - This is a citywide assessment for service. These funds are collected to maintain street lights throughout the City. The City adds street lights as the need arises.

Community Trails District - This is funded by assessments to particular property owners who have access to the trails for usage by bicycles, horses, and citizens.

Parks Maintenance District - Certain areas of the City that have access to the Canyon Oaks Park, Cunningham Park, Oak Creek Park & Seeley Park have been placed into the Parks Maintenance District. This assessment is for the maintenance of the parks.

FEMA - The FEMA fund is used to account for all expenditures in one fund that are associated with unanticipated events that will most likely be reimbursed by FEMA and/or Cal EMA.

Air Quality Management District (AQMD) - This fund is used to account for the City's share of vehicle registration fees that the State of California has allocated to address air quality concerns in Southern California. These monies are to be used in air quality maintenance programs locally and/or regionally.

City of Highland
Non-major Governmental Funds

Special Revenue Funds - Continued

Citizens Option for Public Safety Program (COPS) - This fund is used for front line police services including anti-gang and community crime prevention programs.

Street and Storm Drain Maintenance District - This is funded by special assessments for street and storm drain maintenance within a tract.

Justice Assistance Grant (JAG) - This grant is funded by the U. S. Department of Justice for local law enforcement purposes. This grant mainly aids in equipment purchases and special project over-time.

Paramedic Department - This fund accounts for the monies received through the medic tax. The medic tax partially funds the paramedic program. The City contracts with the State (Cal-Fire) for this service.

Housing Authority - This fund accounts for the housing funds and certain housing assets of the dissolved RDA after the date of dissolution.

Capital Projects Funds

The following Capital Projects Funds have been classified as other governmental funds in the accompanying financial statements:

General Capital Financing Capital Projects Fund - This fund is used to match potential competitive grants and fund future capital projects.

Community Facilities District - The Greenspot Corridor (CFD 90-1) in the east end of the City has been placed into a CFD (Mello-Roos) to provide needed infrastructure, housing, and commercial retail growth to that area. Also to be provided are police and fire services. Tract 14326 (CFD 2001-1) is a residential Community Facilities District, as is Tract 17682 (CFD 2007-1).

City of Highland
Combining Balance Sheet
Non-major Governmental Funds
June 30, 2023

	Special Revenue					
	Measure I	Traffic Safety	Gas Tax	Article 3	CDBG	Developer Fees
ASSETS						
Cash and Investments	$ 2,678,978	$ -	$ 1,413,093	$ -	$ -	$ 4,867,135
Receivables:						
Accounts	-	-	-	-	-	-
Interest	18,513	-	11,421	-	-	40,242
Property Taxes	-	-	-	-	-	-
Loans	-	-	-	-	-	-
Leases	-	-	-	-	-	-
Due From Other Governments	253,441	3,402	349,059	221,003	29,733	-
Advance to Successor Agency	-	-	-	-	-	-
Total Assets	$ 2,950,932	$ 3,402	$ 1,773,573	$ 221,003	$ 29,733	$ 4,907,377
LIABILITIES						
Accounts Payable	$ 65,554	$ -	$ 478,831	$ 78,781	$ 3,011	$ 4,000
Accrued Liabilities	-	-	18,023	-	-	-
Retention Payable	1,146	-	42,986	3,857	-	-
Due to Other Funds	-	3,402	-	138,366	26,722	-
Total Liabilities	66,700	3,402	539,840	221,004	29,733	4,000
DEFERRED INFLOWS OF RESOURCES						
Unavailable Revenues	-	-	-	221,003	-	-
Lease Related	-	-	-	-	-	-
Total Deferred Inflows of Resources	-	-	-	221,003	-	-
FUND BALANCES (DEFICITS)						
Nonspendable	-	-	-	-	-	-
Restricted	2,884,232	-	1,233,733	-	-	4,903,377
Assigned	-	-	-	-	-	-
Unassigned	-	-	-	(221,004)	-	-
Total Fund Balances	2,884,232	-	1,233,733	(221,004)	-	4,903,377
Total Liabilities, Deferred Inflows and Fund Balances	$ 2,950,932	$ 3,402	$ 1,773,573	$ 221,003	$ 29,733	$ 4,907,377

Special Revenue							
Landscape Maintenance District	Street Light District	Community Trails District	Parks Maintenance District	FEMA	AQMD	COPS	Street and Storm Drain Maintenance
$ 96,660	$ 119,716	$ 53,517	$ 261,394	$ -	$ 325,336	$ -	$ 620,358
-	529	-	-	-	-	-	-
-	-	-	1,627	-	2,416	-	8,342
5,613	4,195	170	1,200	-	-	-	87
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	18,859	-	-
-	-	-	-	-	-	-	-
$ 102,273	$ 124,440	$ 53,687	$ 264,221	$ -	$ 346,611	$ -	$ 628,787
$ 64,193	$ 52,509	$ -	$ 15,819	$ -	$ 4,880	$ -	$ -
1,407	-	-	1,407	-	-	-	118
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
65,600	52,509	-	17,226	-	4,880	-	118
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
36,673	71,931	53,687	246,995	-	341,731	-	628,669
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
36,673	71,931	53,687	246,995	-	341,731	-	628,669
$ 102,273	$ 124,440	$ 53,687	$ 264,221	$ -	$ 346,611	$ -	$ 628,787

(Continued)

City of Highland
Combining Balance Sheet
Non-major Governmental Funds (Continued)
June 30, 2023

	Special Revenue			Capital Projects		Total Non-major Governmental Funds
	Justice Assistance Grant	Paramedic Department	Housing Authority	General Capital Financing	Community Facilities District	
ASSETS						
Cash and Investments	$ 30,453	$ 462,177	$ 3,566,914	$ 7,641,131	$ -	$ 22,136,862
Receivables:						
Accounts	-	-	-	60,981	10,170	71,680
Interest	-	-	28,419	65,188	-	176,168
Property Taxes	-	5,812	-	-	5,444	22,521
Loans	-	-	695,728	-	-	695,728
Leases	-	-	946,599	-	-	946,599
Due From Other Governments	-	51,573	578,950	-	-	1,506,020
Advance to Successor Agency	-	-	181,375	-	-	181,375
Total Assets	$ 30,453	$ 519,562	$ 5,997,985	$ 7,767,300	$ 15,614	$ 25,736,953
LIABILITIES						
Accounts Payable	$ -	$ 467,989	$ 10,260	$ 135,831	$ 5,475	$ 1,387,133
Accrued Liabilities	-	-	4,111	1,161	-	26,227
Retention Payable	-	-	-	6,985	-	54,974
Due to Other Funds	-	-	-	-	10,139	178,629
Total Liabilities	-	467,989	14,371	143,977	15,614	1,646,963
DEFERRED INFLOWS OF RESOURCES						
Unavailable Revenues	-	51,573	578,950	-	-	851,526
Lease Related	-	-	946,599	-	-	946,599
Total Deferred Inflows of Resources	-	51,573	1,525,549	-	-	1,798,125
FUND BALANCES (DEFICITS)						
Nonspendable	-	-	-	-	-	-
Restricted	30,453	-	4,458,065	-	-	14,889,546
Assigned	-	-	-	7,623,323	-	7,623,323
Unassigned	-	-	-	-	-	(221,004)
Total Fund Balances	30,453	-	4,458,065	7,623,323	-	22,291,865
Total Liabilities, Deferred Inflows and Fund Balances	$ 30,453	$ 519,562	$ 5,997,985	$ 7,767,300	$ 15,614	$ 25,736,953


NOVEMBER 24, 1987
CITY OF HIGHLAND

City of Highland
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds
Year Ended June 30, 2023

	Special Revenue					
	Measure I	Traffic Safety	Gas Tax	Article 3	CDBG	Developer Fees
REVENUES						
Taxes	$ -	$ -	$ -	$ -	$ -	$ -
Licenses and Permits	-	-	-	-	-	-
Intergovernmental	1,496,223	-	2,730,763	55,980	806,609	-
Charges for Services	-	-	-	-	-	398,546
Fines and Forfeitures	-	23,758	-	-	-	-
Investment Income	23,349	-	25,381	-	-	91,270
Rental Income	-	-	-	-	-	-
Miscellaneous	-	-	9,656	-	-	-
Total Revenues	1,519,572	23,758	2,765,800	55,980	806,609	489,816
EXPENDITURES						
Current:						
General Government	-	-	-	-	-	-
Public Safety	-	63,287	-	-	-	-
Public Works	-	-	1,823,807	-	-	4,000
Community Development	-	-	-	-	192,594	-
Capital Outlay	263,587	-	859,727	193,954	603,778	230
Total Expenditures	263,587	63,287	2,683,534	193,954	796,372	4,230
Excess (Deficiency) of Revenues Over Expenditures	1,255,985	(39,529)	82,266	(137,974)	10,237	485,586
OTHER FINANCING SOURCES (USES)						
Sale of Capital Assets	-	-	-	-	-	-
Transfers In	-	39,529	145,023	-	-	-
Transfers Out	(149,230)	-	-	-	-	-
Total Other Financing Sources (Uses)	(149,230)	39,529	145,023	-	-	-
Net Change in Fund Balances	1,106,755	-	227,289	(137,974)	10,237	485,586
Fund Balances, Beginning	1,777,477	-	1,006,444	(83,030)	(10,237)	4,417,791
Fund Balances, End of Year	$ 2,884,232	$ -	$ 1,233,733	$ (221,004)	$ -	$ 4,903,377

Special Revenue							
Landscape Maintenance District	Street Light District	Community Trails District	Parks Maintenance District	FEMA	AQMD	COPS	Street and Storm Drain Maintenance
$ 555,000	$ 415,003	$ 16,801	$ 118,715	$ -	$ -	$ -	$ 43,496
-	-	-	-	-	-	-	-
-	-	-	-	-	74,644	165,306	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
216	324	108	2,551	-	6,160	-	13,170
-	-	-	-	-	-	-	-
3,517	89,837	-	-	-	-	-	28,560
558,733	505,164	16,909	121,266	-	80,804	165,306	85,226
-	-	-	-	-	-	-	-
-	-	-	-	-	-	165,306	-
522,060	450,182	1,150	134,508	-	74,625	-	15,023
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
522,060	450,182	1,150	134,508	-	74,625	165,306	15,023
36,673	54,982	15,759	(13,242)	-	6,179	-	70,203
-	-	-	-	-	-	-	-
-	-	-	53,803	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	53,803	-	-	-	-
36,673	54,982	15,759	40,561	-	6,179	-	70,203
-	16,949	37,928	206,434	-	335,552	-	558,466
$ 36,673	$ 71,931	$ 53,687	$ 246,995	$ -	$ 341,731	$ -	$ 628,669

(Continued)

City of Highland
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds (Continued)
Year Ended June 30, 2023

	Special Revenue			Capital Projects		Total
	Justice Assistance Grant	Paramedic Department	Housing Authority	General Capital Financing	Community Facilities District	Non-major Governmental Funds
REVENUES						
Taxes	$ -	$ 366,991	$ -	$ -	$ -	$ 1,516,006
Licenses and Permits	-	-	-	-	-	-
Intergovernmental	30,453	-	-	-	-	5,359,978
Charges for Services	-	-	-	144,476	-	543,022
Fines and Forfeitures	-	-	-	-	-	23,758
Investment Income	-	-	64,571	108,346	-	335,446
Rental Income	-	-	120,000	-	-	120,000
Miscellaneous	-	-	4,599	-	10,170	146,339
Total Revenues	30,453	366,991	189,170	252,822	10,170	8,044,549
EXPENDITURES						
Current:						
General Government	-	-	-	-	-	-
Public Safety	-	1,238,933	-	-	-	1,467,526
Public Works	-	-	-	158,707	10,170	3,194,232
Community Development	-	-	296,588	-	-	489,182
Capital Outlay	-	-	-	226,849	-	2,148,125
Total Expenditures	-	1,238,933	296,588	385,556	10,170	7,299,065
Excess (Deficiency) of Revenues Over Expenditures	30,453	(871,942)	(107,418)	(132,734)	-	745,484
OTHER FINANCING SOURCES (USES)						
Sale of Capital Assets	-	-	-	-	-	-
Transfers In	-	871,942	-	1,649,000	-	2,759,297
Transfers Out	-	-	-	(145,023)	-	(294,253)
Total Other Financing Sources (Uses)	-	871,942	-	1,503,977	-	2,465,044
Net Change in Fund Balances	30,453	-	(107,418)	1,371,243	-	3,210,528
Fund Balances, Beginning	-	-	4,565,483	6,252,080	-	19,081,337
Fund Balances, End of Year	$ 30,453	$ -	$ 4,458,065	$ 7,623,323	$ -	$ 22,291,865

City of Highland
Budgetary Comparison Schedule
Measure I - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 1,168,255	$ 1,496,223	$ 327,968
Investment Income	19,000	23,349	4,349
Total Revenues	1,187,255	1,519,572	332,317
EXPENDITURES:			
Current:			
Public Works	-	-	-
Capital Outlay	282,000	263,587	18,413
Total Expenditures	282,000	263,587	18,413
OTHER FINANCING SOURCES (USES)			
Transfers out	(149,250)	(149,230)	20
Total Other Financing Sources (Uses)	(149,250)	(149,230)	20
Net Change in Fund Balance	756,005	1,106,755	350,750
Fund Balance, Beginning of Year	1,777,477	1,777,477	-
Fund Balance, End of Year	$ 2,533,482	$ 2,884,232	$ 350,730

City of Highland
Budgetary Comparison Schedule
Traffic Safety - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Fines and Forfeitures	$ 64,000	$ 23,758	$ (40,242)
Investment Income	-	-	-
Total Revenues	64,000	23,758	(40,242)
EXPENDITURES:			
Current:			
Public Safety	63,290	63,287	3
Capital Outlay	-	-	-
Total Expenditures	63,290	63,287	3
Excess (Deficiency) of Revenues over Expenditures	710	(39,529)	(40,239)
OTHER FINANCING SOURCES (USES)			
Transfers In	39,530	39,529	(1)
Total Other Financing Sources (Uses)	39,530	39,529	(1)
Net Change in Fund Balances	40,240	-	(40,240)
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ 40,240	$ -	$ (40,240)

City of Highland
Budgetary Comparison Schedule
Gas Tax - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 2,642,425	$ 2,730,763	$ 88,338
Investment Income	10,000	25,381	15,381
Miscellaneous	15,000	9,656	(5,344)
Total Revenues	2,667,425	2,765,800	98,375
EXPENDITURES:			
Current:			
Public Works	1,847,475	1,823,807	23,668
Capital Outlay	933,225	859,727	73,498
Total Expenditures	2,780,700	2,683,534	97,166
Excess (Deficiency) of Revenues over Expenditures	(113,275)	82,266	195,541
OTHER FINANCING SOURCES (USES)			
Transfers In	145,025	145,023	(2)
Total Other Financing Sources (Uses)	145,025	145,023	(2)
Net Change in Fund Balances	31,750	227,289	195,539
Fund Balance, Beginning of Year	1,006,444	1,006,444	-
Fund Balance, End of Year	$ 1,038,194	$ 1,233,733	$ 195,539

City of Highland
Budgetary Comparison Schedule
Article 3 - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 28,000	$ 55,980	$ 27,980
Total Revenues	28,000	55,980	27,980
EXPENDITURES:			
Capital Outlay	221,000	193,954	27,046
Total Expenditures	221,000	193,954	27,046
Excess (Deficiency) of Revenues over Expenditures	(193,000)	(137,974)	55,026
Fund Balance, Beginning of Year	(83,030)	(83,030)	-
Fund Balance, End of Year	$ (276,030)	$ (221,004)	$ 55,026

City of Highland
Budgetary Comparison Schedule
CDBG - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 655,795	$ 806,609	$ 150,814
Total Revenues	655,795	806,609	150,814
EXPENDITURES:			
Current:			
Community Development	265,795	192,594	73,201
Capital Outlay	602,700	603,778	(1,078)
Total Expenditures	868,495	796,372	72,123
Excess (Deficiency) of Revenues over Expenditures	(212,700)	10,237	222,937
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	(212,700)	10,237	222,937
Fund Balance, Beginning of Year	(10,237)	(10,237)	-
Fund Balance, End of Year	$ (222,937)	$ -	$ 222,937

City of Highland
Budgetary Comparison Schedule
Developer Fees - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Charges for Services	$ 10,000	$ 398,546	$ 388,546
Investment Income	40,000	91,270	51,270
Total Revenues	50,000	489,816	439,816
EXPENDITURES:			
Current:			
Public Works	31,435	4,000	27,435
Capital Outlay	-	230	(230)
Total Expenditures	31,435	4,230	27,205
Excess (Deficiency) of Revenues over Expenditures	18,565	485,586	467,021
Fund Balance, Beginning of Year	4,417,791	4,417,791	-
Fund Balance, End of Year	$ 4,436,356	$ 4,903,377	$ 467,021

City of Highland
Budgetary Comparison Schedule
Landscape Maintenance District - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 415,000	$ 555,000	$ 140,000
Investment Income	-	216	216
Miscellaneous	-	3,517	3,517
Total Revenues	415,000	558,733	143,733
EXPENDITURES:			
Current:			
Public Works	570,225	522,060	48,165
Total Expenditures	570,225	522,060	48,165
Excess (Deficiency) of Revenues over Expenditures	(155,225)	36,673	191,898
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	(155,225)	36,673	191,898
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ (155,225)	$ 36,673	$ 191,898

City of Highland
Budgetary Comparison Schedule
Street Light District - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 350,000	$ 415,003	$ 65,003
Interest	-	324	324
Miscellaneous	25,000	89,837	64,837
Total Revenues	375,000	505,164	130,164
EXPENDITURES:			
Current:			
Public Works	450,200	450,182	18
Total Expenditures	450,200	450,182	18
Excess (Deficiency) of Revenues over Expenditures	(75,200)	54,982	130,182
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	(75,200)	54,982	130,182
Fund Balance, Beginning of Year	16,949	16,949	-
Fund Balance, End of Year	$ (58,251)	$ 71,931	$ 130,182

City of Highland
Budgetary Comparison Schedule
Community Trails - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 12,750	$ 16,801	$ 4,051
Interest	-	108	108
Total Revenues	12,750	16,909	4,159
EXPENDITURES:			
Current:			
Public Works	27,100	1,150	25,950
Total Expenditures	27,100	1,150	25,950
Excess (Deficiency) of Revenues over Expenditures	(14,350)	15,759	30,109
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	(14,350)	15,759	30,109
Fund Balance, Beginning of Year	37,928	37,928	-
Fund Balance, End of Year	$ 23,578	$ 53,687	$ 30,109

City of Highland
Budgetary Comparison Schedule
Parks Maintenance District - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 89,500	$ 118,715	$ 29,215
Investment Income	900	2,551	1,651
Total Revenues	90,400	121,266	30,866
EXPENDITURES:			
Current:			
Public Works	134,540	134,508	32
Total Expenditures	134,540	134,508	32
Excess (Deficiency) of Revenues over Expenditures	(44,140)	(13,242)	30,898
OTHER FINANCING SOURCES (USES)			
Transfers In	50,815	53,803	2,988
Total Other Financing Sources (Uses)	50,815	53,803	2,988
Net Change in Fund Balances	6,675	40,561	33,886
Fund Balance, Beginning of Year	206,434	206,434	-
Fund Balance, End of Year	$ 213,109	$ 246,995	$ 33,886

City of Highland
Budgetary Comparison Schedule
AQMD - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 72,000	$ 74,644	$ 2,644
Investment Income	2,600	6,160	3,560
Total Revenues	74,600	80,804	6,204
EXPENDITURES:			
Current			
Public Works	43,400	74,625	(31,225)
Capital Outlay	45,000	-	45,000
Total Expenditures	88,400	74,625	13,775
Excess (Deficiency) of Revenues over Expenditures	(13,800)	6,179	19,979
Fund Balance, Beginning of Year	335,552	335,552	-
Fund Balance, End of Year	$ 321,752	$ 341,731	$ 19,979

City of Highland
Budgetary Comparison Schedule
COPS - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 165,310	$ 165,306	$ (4)
Total Revenues	165,310	165,306	(4)
EXPENDITURES			
Current:			
Public Safety	165,310	165,306	4
Total Expenditures	165,310	165,306	4
Excess (Deficiency) of Revenues over Expenditures	-	-	-
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ -	$ -	-

City of Highland
Budgetary Comparison Schedule
Street and Storm Drain Maintenance - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 40,400	$ 43,496	$ 3,096
Investment Income	3,400	13,170	9,770
Miscellaneous	-	28,560	28,560
Total Revenues	43,800	85,226	41,426
EXPENDITURES:			
Current:			
Public Works	36,030	15,023	21,007
Total Expenditures	36,030	15,023	21,007
Excess (Deficiency) of Revenues over Expenditures	7,770	70,203	62,433
Fund Balance, Beginning of Year	558,466	558,466	-
Fund Balance, End of Year	$ 566,236	$ 628,669	$ 62,433

City of Highland
Budgetary Comparison Schedule
Justice Assistance Grant - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Intergovernmental	$ 20,000	$ 30,453	$ 10,453
Total Revenues	20,000	30,453	10,453
EXPENDITURES:			
Current:			
Public Safety	20,000	-	20,000
Capital Outlay	-	-	-
Total Expenditures	20,000	-	20,000
Excess (Deficiency) of Revenues over Expenditures	-	30,453	30,453
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ -	$ 30,453	$ 30,453

City of Highland
Budgetary Comparison Schedule
Paramedic Department - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Taxes	$ 360,000	$ 366,991	$ 6,991
Miscellaneous	-	-	-
Total Revenues	360,000	366,991	6,991
EXPENDITURES:			
Current:			
Public Safety	2,228,825	1,238,933	989,892
Capital Outlay	-	-	-
Total Expenditures	2,228,825	1,238,933	989,892
Excess (Deficiency) of Revenues over Expenditures	(1,868,825)	(871,942)	996,883
OTHER FINANCING SOURCES:			
Transfers In	1,868,825	871,942	(996,883)
Total Other Financing Sources (Uses)	1,868,825	871,942	(996,883)
Net Change in Fund Balance	-	-	-
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ -	$ -	$ -

City of Highland
Budgetary Comparison Schedule
Housing Authority - Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Investment Income	$ 54,720	$ 64,571	$ 9,851
Rental Income	120,000	120,000	-
Miscellaneous	4,500	4,599	99
Total Revenues	179,220	189,170	9,950
EXPENDITURES:			
Current:			
Community Development	296,680	296,588	92
Total Expenditures	296,680	296,588	92
Excess (Deficiency) of Revenues over Expenditures	(117,460)	(107,418)	10,042
Fund Balance, Beginning of Year	4,565,483	4,565,483	-
Fund Balance, End of Year	$ 4,448,023	$ 4,458,065	$ 10,042

City of Highland
Budgetary Comparison Schedule
General Capital Financing - Capital Projects Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Charges for Services	$ 100,000	$ 144,476	$ 44,476
Investment Income	146,870	108,346	(38,524)
Miscellaneous	5,000	-	(5,000)
Total Revenues	251,870	252,822	952
EXPENDITURES:			
Current:			
Public Works	157,685	158,707	(1,022)
Capital Outlay	1,117,165	226,849	890,316
Total Expenditures	1,274,850	385,556	889,294
Excess (Deficiency) of Revenues over Expenditures	(1,022,980)	(132,734)	890,246
OTHER FINANCING SOURCES (USES)			
Transfers In	1,650,000	1,649,000	(1,000)
Transfers Out	(145,025)	(145,023)	2
Total Other Financing Sources (Uses)	1,504,975	1,503,977	(998)
Net Change in Fund Balance	481,995	1,371,243	889,248
Fund Balance, Beginning of Year	6,252,080	6,252,080	-
Fund Balance, End of Year	$ 6,734,075	$ 7,623,323	$ 889,248

City of Highland
Budgetary Comparison Schedule
Community Facilities District - Capital Projects Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES:			
Miscellaneous	$ 10,350	$ 10,170	$ (180)
Total Revenues	10,350	10,170	(180)
EXPENDITURES:			
Current:			
Public Works	10,350	10,170	180
Total Expenditures	10,350	10,170	180
Excess (Deficiency) of Revenues over Expenditures	-	-	-
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	$ -	$ -	$ -

City of Highland
Internal Service Funds

The Internal Service Funds are used to allocate the cost of providing goods and services by one department to other departments on a cost reimbursement basis. The City has two internal service funds; the Insurance Fund & the General Services Fund.

Insurance - This fund accounts for all expenditures relating to insurance premiums for both workers compensation and general liability of the City.

General Services - This fund accounts for all expenditures relating to City Hall including; utilities, janitorial services, computer network, copier leases, equipment and building maintenance repairs.

City of Highland
Combining Statement of Net Position
Internal Service Funds
June 30, 2023

	Governmental Activities Internal Service Funds		
	Insurance	General Services	Total
ASSETS			
Current:			
Cash and Investments	$ 4,213,759	$ 1,501,918	$ 5,715,677
Receivable:			
Accounts	-	1,825	1,825
Interest	29,313	11,406	40,719
Total Assets	4,243,072	1,515,149	5,758,221
LIABILITIES			
Current:			
Accounts Payable	1,109	10,214	11,323
Accrued Liabilities	2,983	3,711	6,694
Claims Payable	14,000	-	14,000
Total Current Liabilities	18,092	13,925	32,017
Noncurrent:			
Claims Payable	135,000	-	135,000
Total Noncurrent Liabilities	135,000	-	135,000
Total Liabilities	153,092	13,925	167,017
NET POSITION			
Unrestricted	4,089,980	1,501,224	5,591,204
Total Net Position	$ 4,089,980	$ 1,501,224	$ 5,591,204

City of Highland
Combining Statement of Revenues, Expenses and Changes in Net Position
Internal Service Funds
Year Ended June 30, 2023

	Governmental Activities Internal Service Funds		
	Insurance	General Services	Total
OPERATING REVENUES			
Charges for Services	$ 503,838	$ 92,521	$ 596,359
Miscellaneous	23,811	-	23,811
Total Operating Revenues	527,649	92,521	620,170
OPERATING EXPENSES			
Salaries and Benefits	123,804	-	123,804
Insurance Premiums	460,171	-	460,171
Claims and Judgments	6,109	-	6,109
Legal Fees	-	-	
Administrative Expenses	12,306	495,028	507,334
Insurance Adjusting Fees	-	-	
Total Operating Expenses	602,390	495,028	1,097,418
Operating Income (Loss)	(74,741)	(402,507)	(477,248)
NONOPERATING REVENUES (EXPENSES)			
Investment Income	74,740	17,745	92,485
Income before Contributions and Transfers	(1)	(384,762)	(384,763)
Transfers in	580,000	525,000	1,105,000
Change in Net Position	579,999	140,238	720,237
Net Position, Beginning of Year	3,509,981	1,360,986	4,870,967
Net Position, End of Year	$ 4,089,980	$ 1,501,224	$ 5,591,204

City of Highland
Combining Statement of Cash Flows
Internal Service Funds
Year Ended June 30, 2023

	Governmental Activities Internal Service Funds		
	Insurance	General Services	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash Received from Services	$ 527,649	$ 91,992	$ 619,641
Cash Payments to Employees for Services	(123,527)	(103)	(123,630)
Cash Payments Made to Suppliers/Vendors	(489,012)	(526,909)	(1,015,921)
Net Cash Provided (Used) By Operations	(84,890)	(435,020)	(519,910)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES			
Cash Received from Other Funds	580,000	525,000	1,105,000
Net Cash Provided (Used) By NonCapital Financing Activities	580,000	525,000	1,105,000
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest Received	52,302	7,711	60,013
Net Cash Provided (Used) By Investing Activities	52,302	7,711	60,013
Net Increase (Decrease) in Cash and Cash Equivalents	547,412	97,691	645,103
Cash and Equivalents - Beginning of Year	3,666,347	1,404,227	5,070,574
Cash and Equivalents - End of Year	$ 4,213,759	$ 1,501,918	$ 5,715,677
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities			
Operating Income (Loss)	$ (74,741)	$ (402,507)	$ (477,248)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:			
(Increase) Decrease in Accounts Receivable		(529)	(529)
Increase (Decrease) in Accounts Payable	(4,426)	(31,881)	(36,307)
Increase (Decrease) in Accrued Liabilities	277	(103)	174
Increase (Decrease) in Claims Payable	(6,000)	-	(6,000)
Net Cash Provided (Used) by Operating Activities	$ (84,890)	$ (435,020)	$ (519,910)

STATISTICAL SECTION

STATISTICAL SECTION

This section of the City of Highland's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the government's overall financial health.

CONTENTS	PAGE
Financial Trends These schedules contain trend information to help the reader understand how the City's financial performance and well-being have changed over time.	118 – 121
Revenue Capacity These schedules contain information to help the reader assess the City's most significant local revenue source, the property tax.	122 – 125
Debt Capacity These schedules present information to help the reader assess the affordability of the City's current levels of outstanding debt and the City's ability to issue additional debt in the future.	126 – 130
Demographic and Economic Information These schedules offer demographic and economic indicators to help the reader understand the environment within which the City's financial activities take place.	131 – 132
Operating Information These schedules contain service and infrastructure data to help the reader understand how the information in the City's financial report relates to the services the City provides and the activities it performs.	133 – 134

Sources: Unless otherwise noted, the information in these schedules is derived from the annual comprehensive financial report of the relevant fiscal year.

CITY OF HIGHLAND
Net Position by Component
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year				
	2023	2022	2021	2020	2019
Governmental activities:					
Investment in capital assets	225,563,572	225,235,630	225,865,157	227,112,025	221,003,257
Restricted for:					
Public safety	30,453	-	4,622	-	-
Highways and streets	34,296,922	33,314,130	36,238,519	38,678,179	42,249,331
Community Development	5,459,347	5,385,260	5,437,302	5,303,599	5,186,442
Unrestricted	29,749,202	25,606,706	19,744,041	18,903,986	21,353,346
Total governmental activities net position	$ 295,099,496	$ 289,541,726	$ 287,289,641	$ 289,997,789	$ 289,792,376

	2018	2017	2016	2015	2014
Governmental activities:					
Investment in capital assets	214,466,575	216,035,504	210,865,837	216,726,391	209,133,022
Restricted for:					
Public safety	26,836	87,188	10,181,809	10,811,124	11,383,704
Highways and streets	41,447,249	30,801,998	35,846,032	24,126,132	22,951,998
Community Development	5,060,289	4,386,881	4,339,917	1,392,208	1,343,835
Unrestricted	24,874,004	28,349,878	16,375,043	9,320,447	11,098,575
Total governmental activities net position	$ 285,874,953	$ 279,661,449	$ 277,608,638	$ 262,376,302	$ 255,911,134

CITY OF HIGHLAND
Changes in Net Position
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Expenses:										
Governmental activities:										
General government	2,415,060	2,329,674	2,970,378	2,667,209	2,391,929	2,152,914	1,988,317	8,026,419	6,693,784	7,288,603
Public safety	19,982,109	18,165,480	17,233,793	16,849,924	15,621,202	14,542,332	14,411,209	12,958,169	12,331,238	11,800,508
Highways and streets	13,683,221	15,510,734	13,951,011	10,727,700	10,608,389	9,797,412	10,392,619	10,618,305	12,304,340	13,352,100
Community Development	4,022,217	4,845,025	3,610,883	3,254,385	3,424,262	3,473,178	2,471,487	-	-	-
Interest and fiscal charges	-	-	-	-	-	-	-	-	-	-
Total governmental activities expenses	40,102,607	40,850,913	37,766,065	33,499,218	32,045,782	29,965,836	29,263,632	31,602,893	31,329,362	32,441,211
Program revenues:										
Governmental activities:										
Charges for services:										
General government	907,887	125,608	362,563	242,669	338,758	761,641	726,087	1,583,415	1,080,488	1,037,804
Public safety	1,750,491	1,511,188	1,307,179	1,248,384	1,284,504	1,279,121	1,266,079	3,679,629	3,517,820	3,785,784
Highways and streets	2,916,475	1,332,697	2,194,101	1,930,553	1,748,406	2,688,276	2,809,938	1,020,765	886,907	949,736
Community Development	2,197,408	2,135,481	1,234,314	1,183,807	1,300,273	1,721,294	1,574,576		-	-
Operating grants and contributions	3,956,124	2,811,500	3,909,827	3,097,787	3,305,218	3,206,718	2,204,994	9,032,776	4,464,421	7,901,021
Capital grants and contributions	9,547,768	12,935,771	4,994,406	4,730,717	8,345,767	8,344,599	4,618,091	1,054,688	11,931,594	17,151,933
Total governmental activities program revenues	21,276,153	20,852,245	14,002,390	12,433,917	16,322,926	18,001,649	13,199,765	16,371,273	21,881,230	30,826,278
Net revenues (expenses) governmental activities	(18,826,454)	(19,998,668)	(23,763,675)	(21,065,301)	(15,722,856)	(11,964,186)	(16,063,867)	(15,231,620)	(9,448,132)	(1,614,933)
General revenues and other changes in net position:										
Governmental activities:										
Taxes:										
Property taxes	16,627,854	15,406,948	14,517,673	14,021,888	13,389,467	13,036,416	11,809,133	8,456,523	8,568,219	8,188,274
Sales and use taxes	4,057,069	4,017,078	3,714,315	3,076,668	2,918,109	2,702,065	2,632,596	2,224,734	1,682,344	1,639,446
Transient occupancy tax	265,074	268,259	271,603	264,958	266,893	179,088	302,330	274,410	264,628	249,722
Franchise taxes	2,091,919	1,930,701	1,825,256	1,615,213	1,587,002	1,502,402	1,535,420	1,587,761	1,561,126	1,500,203
Business license tax	546,140	446,810	491,867	536,749	497,286	558,270	173,025	263,489	344,282	253,690
Other	58,359	63,608	40,576	44,146	26,286	28,623	24,032	14,459	14,362	47,160
Gain on Sale of Capital Assets	-	-	356,150	-	-	-	-	-	-	-
Investment income	570,764	(22,924)	133,727	436,821	522,967	315,496	317,167	104,983	987,829	48,567
State motor vehicle in lieu, unrestricted	-	-	-	-	-	-	-	-	-	-
Rental income	-	-	-	-	-	-	-	-	-	-
Land contribution from the Successor Agency	-	-	-	-	-	-	-	-	-	-
Miscellaneous	167,045	140,273	188,643	189,052	432,269	140,458	133,812	991,825	1,403,154	1,004,511
Total governmental activities	24,384,224	22,250,753	21,539,810	20,185,495	19,640,279	18,462,818	16,927,515	13,918,184	14,825,944	12,931,573
Changes in net position governmental activities	$ 5,557,770	$ 2,252,085	$ (2,223,865)	$ (879,806)	$ 3,917,423	$ 6,498,632	$ 863,648	$ (1,313,436)	$ 5,377,812	$ 11,316,640
Extraordinary item: Loss on transfer	-	-	-	-	-	-	-	-	-	-
Restatement of Land	-	-	-	-	-	-	-	-	-	-
Restatment of Net Position			(484,283)	-	-	(285,128)	1,189,163			
Extraordinary item: Repayment of Advance	-	-	-	-	-	-	-	-	-	(946,087)
Extraordinary item: Bond Proceeds (former RDA)	-	-	-	-	-	-	-	16,545,772	-	-
Implementation of GASB 68 & 71	-	-	-	-	-	-	-	-	-	(3,513,889)
Restatement of Depreciation	-	-	-	-	-	-	-	-	-	(3,859,190)
Restatement of Capital Assets (note 16)	-	-	-	-	-	-	-	-	1,087,356	3,746,577
Changes in net position governmental activities	$ 5,557,770	$ 2,252,085	$ (2,708,148)	$ (879,806)	$ 3,917,423	$ 6,213,504	$ 2,052,811	$ 15,232,336	$ 6,465,168	$ 6,744,051

CITY OF HIGHLAND
Fund Balances of Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
General fund:										
Nonspendable	738,375	872,740	974,619	978,226	977,829	999,339	990,099	1,061,528	1,178,728	1,390,548
Spendable:										
Restricted	-	-	-	-	-	-	-	-	-	-
Assigned	15,061,485	11,680,011	11,680,011	9,840,573	9,872,519	10,070,945	9,293,748	5,004,971	5,201,502	5,079,911
Unassigned	5,314,385	6,131,822	3,265,164	3,057,435	3,020,491	3,178,858	3,198,945	1,108,361	2,102,381	2,008,776
Total general fund	$ 21,114,245	$ 18,684,573	$ 15,919,794	$ 13,876,234	$ 13,870,839	$ 14,249,142	$ 13,482,792	$ 7,174,860	$ 8,482,611	$ 8,479,235
All other governmental funds:										
Nonspendable:										
Special revenue funds	-	-	-	-	-	-	-	-	-	-
Capital projects funds	-	-	-	-	-	-	1,362,235	1,425,413	1,425,413	-
Restricted:										
Special revenue funds	25,584,333	25,020,963	26,194,182	26,985,405	28,126,206	27,407,827	27,734,045	35,540,081	25,662,859	27,064,666
Capital projects funds	14,239,062	13,678,427	15,486,261	16,996,373	19,309,569	19,148,448	11,147,755	13,094,825	23,432	58,771
Committed:										
Assigned:										
Special revenue funds	-	-	-	-	-	-	-	-	-	-
Capital projects funds	7,623,323	6,252,080	5,073,966	5,103,960	6,006,439	7,884,827	6,792,406	7,330,504	8,462,764	9,104,185
Unassigned:										
Special revenue funds	(1,449,598)	(427,619)	(694,177)	(411,719)	(746,061)	(943,910)	(882,715)	(525,490)	(9,580,909)	(7,302,032)
Capital projects funds	-	-	-	-	-	-	-	-	-	-
Total all other governmental funds	$ 45,997,120	$ 44,523,851	$ 46,060,232	$ 48,674,019	$ 52,696,153	$ 53,497,192	$ 46,153,726	$ 56,865,333	$ 25,993,559	$ 28,925,590

CITY OF HIGHLAND
Changes in Fund Balances of Governmental Funds
Last Ten Fiscal Years
(modified accrual basis of accounting)

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Revenues:										
Taxes	24,909,451	23,163,468	21,885,819	20,541,202	19,710,927	19,013,261	17,458,633	16,070,934	15,456,880	14,869,000
Licenses and permits	1,177,236	1,217,429	618,458	509,501	537,720	855,744	705,796	684,186	561,943	582,506
Intergovernmental	11,154,120	15,611,819	8,182,201	8,913,837	12,454,853	10,929,304	4,517,927	19,025,112	6,584,075	9,674,444
Charges for services	4,452,340	2,362,870	2,697,541	2,287,702	2,346,284	3,914,972	4,155,849	1,999,287	1,568,001	1,963,528
Fines and forfeitures	43,850	121,887	80,226	99,604	73,838	116,380	139,888	182,037	237,306	457,300
Investment income	1,285,825	(128,949)	454,062	1,184,670	1,482,102	824,331	633,959	217,790	1,027,138	89,532
Rental income	244,712	251,042	244,930	239,890	227,190	226,068	219,926	120,691	121,961	122,441
Miscellaneous	185,153	86,482	374,675	87,465	398,788	320,619	195,598	671,337	1,293,862	870,354
Total revenues	43,452,687	42,686,048	34,537,912	33,863,871	37,231,702	36,200,679	28,027,576	38,971,374	26,851,166	28,629,105
Expenditures:										
Current:										
General government+	1,931,098	1,801,743	2,140,731	1,904,692	2,097,547	1,724,479	1,736,158	8,036,914	6,230,511	6,147,009
Highways and streets+	5,487,701	5,375,194	5,056,624	5,441,043	4,886,690	4,716,911	5,481,471	2,729,393	3,234,358	3,727,336
Public safety+	19,288,972	17,495,556	16,570,676	16,164,583	14,931,777	13,913,656	13,238,605	12,408,648	11,793,948	11,313,648
Community Development+	3,308,114	4,137,401	2,903,259	2,454,195	2,558,426	2,499,347	2,471,487	-	-	-
Capital outlay	10,072,822	15,370,721	8,808,826	11,916,097	13,936,604	5,236,471	10,199,258	2,778,168	8,521,004	14,068,287
Debt service:										
Principal*	-	-	-	-	-	-	-	-	-	-
Interest*	-	-	-	-	-	-	-	-	-	-
Pass-through payments*	-	-	-	-	-	-	-	-	-	-
SERAF Payment*	-	-	-	-	-	-	-	-	-	-
Payment to bond escrow agent*	-	-	-	-	-	-	-	-	-	-
Total expenditures	40,088,707	44,180,615	35,480,116	37,880,610	38,411,044	28,090,863	33,126,979	25,953,123	29,779,821	35,256,280
Excess (deficiency) of revenues over (under) expenditures	3,363,980	(1,494,567)	(942,204)	(4,016,739)	(1,179,342)	8,109,816	(5,099,403)	13,018,251	(2,928,655)	(6,627,175)
Other financing sources (uses):										
Sale of Capital Assets	-	-	402,000							
Issuance of long term debt	1,643,961	3,397,965	469,081	-	-	-	-	-	-	-
Payment to bond escrow agent			-	-	-	-	-	-	-	-
Transfers in	2,998,575	2,456,734	1,864,923	1,919,422	2,995,704	2,191,020	2,017,731	3,448,326	3,522,188	708,567
Transfers out	(4,103,575)	(3,131,734)	(2,364,027)	(1,919,422)	(2,995,704)	(2,191,020)	(2,017,731)	(3,448,326)	(3,522,188)	(708,567)
Total other financing sources (uses)	538,961	2,722,965	371,977	-	-	-	-	-	-	-
Extraordinary Item	-	-	-	-	-	-	-	-	-	(946,087)
Net change in fund balances	$ 3,902,941	$ 1,228,398	$ (570,227)	$ (4,016,739)	$ (1,179,342)	$ 8,109,816	$ (5,099,403)	$ 13,018,251	$ (2,928,655)	$ (7,573,262)
Debt service* as a percentage of noncapital + expenditures.	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Debt service is for the former RDA.
The RDA was dissolved on February 1, 2012.

CITY OF HIGHLAND
Assessed Value and Estimated Actual Value of Taxable Property
Last Ten Fiscal Years

Assessed Value

Category	2023	2022	2021	2020	2019
Residential	3,960,857,745	3,714,571,853	3,559,231,681	3,421,547,404	3,235,632,104
Commercial	291,697,092	277,843,224	260,893,974	262,495,563	232,261,059
Industrial	85,793,793	69,404,126	57,592,686	52,476,393	51,299,293
Irrigated	74,307	72,850	438,128	680,270	666,931
Dry Farm	-	-	-	-	-
Recreational	434,378	1,465,450	2,013,113	2,010,581	1,327,099
Institutional	32,017,491	31,389,694	31,067,831	30,851,503	30,051,724
Miscellaneous	14,109,232	13,667,029	13,595,907	13,035,651	9,917,709
Vacant Land	120,115,497	104,697,062	89,904,034	91,922,879	88,609,668
SBE Nonunitary	37,800	37,800	37,800	37,800	18,900
Unsecured	88,477,432	80,602,464	75,228,717	68,665,836	61,381,977
Govt. Owned	24,733,613	24,248,640	24,000,000	-	-
Unknown	-	-	-	-	-
Exemptions	(117,980,381)	(115,727,998)	(111,624,080)	(97,885,315)	(82,876,255)
Total	4,500,367,999	4,202,272,194	4,002,379,791	3,845,838,565	3,628,290,209
Total direct rate	0.24883	0.24875	0.24871	0.24924	0.23904

Category	2018	2017	2016	2015	2014
Residential	3,058,458,940	2,906,523,051	2,773,541,762	2,609,720,470	2,447,887,756
Commercial	221,613,336	210,815,100	198,338,374	196,409,096	194,061,982
Industrial	48,639,494	48,108,184	46,948,732	42,808,510	42,408,595
Irrigated	655,502	642,650	632,998	794,784	791,192
Dry Farm	129,918	127,371	200,535	196,606	195,718
Recreational	1,324,666	1,322,280	1,519,489	2,391,470	2,390,411
Institutional	28,952,472	28,702,907	28,271,761	27,748,091	27,588,682
Miscellaneous	9,841,856	9,906,629	9,556,408	11,796,187	12,959,361
Vacant Land	88,183,693	82,278,983	76,496,990	75,088,677	74,106,442
SBE Nonunitary	18,900	18,900	18,900	18,900	31,500
Unsecured	56,298,251	58,764,229	62,288,201	61,175,324	62,341,169
Govt. Owned	-	-			
Unknown	-	-	-	-	-
Exemptions	(79,270,623)	(73,367,998)	(72,450,406)	(61,581,215)	(60,509,158)
Total	3,434,846,405	3,273,842,286	3,125,363,744	2,966,566,900	2,804,253,650
Total direct rate	0.23904	0.23903	0.23904	0.23898	0.23897

NOTE:
In 1978 the voters of the State of California passed Proposition 13 which limited property taxes to a total maximum rate of 1% based upon the assessed value of the property being taxed.
Each year the assessed value of property may be increased by an "inflation factor" (limited to a maximum increase of 2%). With few exceptions, property is only re-assessed at the time that it is sold to a new owner. At that point, the new assessed value is reassessed at the purchase price of the property sold. The assessed valuation data shown above represents the only data currently available with respect to the actual market value of taxable property and is subject to the limitations described above.

Source: HdL

CITY OF HIGHLAND
Direct and Overlapping Property Tax Rates
(Rate per $100 of assessed value)
Last Eight Fiscal Years

	2023	2022	2021	2020	2019	2018	2017	2016
City Direct Rate:								
Property Tax General Fund								
Assessed value of City basic rate	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400
Total City Direct Rate	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400	$ 0.24400
Overlapping Rates:								
County Free Library	$ 0.01344	$ 0.01344	$ 0.01344	$ 0.01344	$ 0.01344	$ 0.01344	$ 0.01344	$ 0.01344
County General Fund	$ 0.13880	$ 0.13880	$ 0.13880	$ 0.13880	$ 0.13880	$ 0.13880	$ 0.13880	$ 0.13880
County Superintendent	$ 0.00712	$ 0.00712	$ 0.00712	$ 0.00712	$ 0.00712	$ 0.00712	$ 0.00712	$ 0.00712
Inland Empire Joint Resource Conservation District	$ 0.00049	$ 0.00049	$ 0.00049	$ 0.00049	$ 0.00049	$ 0.00049	$ 0.00049	$ 0.00049
Education Revenue Augmentation Fund	$ 0.21010	$ 0.21010	$ 0.21010	$ 0.21010	$ 0.21010	$ 0.21010	$ 0.21010	$ 0.21010
Flood Control Administration 3-6	$ 0.00080	$ 0.00080	$ 0.00080	$ 0.00080	$ 0.00080	$ 0.00080	$ 0.00080	$ 0.00080
Flood Control Zone 3	$ 0.02430	$ 0.02430	$ 0.02430	$ 0.02430	$ 0.02430	$ 0.02430	$ 0.02430	$ 0.02430
Redlands Unified	$ 0.28670	$ 0.28670	$ 0.28670	$ 0.28670	$ 0.28670	$ 0.28670	$ 0.28670	$ 0.28670
San Bernardino Community College	$ 0.04880	$ 0.04880	$ 0.04880	$ 0.04880	$ 0.04880	$ 0.04880	$ 0.04880	$ 0.04880
San Bernardino Valley Municipal Water	$ 0.02510	$ 0.02510	$ 0.02510	$ 0.02510	$ 0.02510	$ 0.02510	$ 0.02510	$ 0.02510
San Bernardino Valley Water Conservation District	$ 0.00043	$ 0.00043	$ 0.00043	$ 0.00043	$ 0.00043	$ 0.00043	$ 0.00043	$ 0.00043
Total Direct rates	$ 1.00000	$ 1.00000	$ 1.00000	$ 1.00000	$ 1.00000	$ 1.00000	$ 1.00000	$ 1.00000
Redlands Unified School Bond 1993	$ 0.02790	$ 0.06620	$ 0.03600	$ 0.03390	$ 0.03240	$ 0.04940	$ 0.05240	$ 0.05670
San Bernardino Community College Bond	$ 0.04500	$ 0.05340	$ 0.06510	$ 0.05620	$ 0.04070	$ 0.03760	$ 0.03500	$ 0.04030
San Bernardino Unified School Bond	$ 0.08780	$ 0.10890	$ 0.10340	$ 0.09690	$ 0.11260	$ 0.10070	$ 0.07950	$ 0.11820
San Bernardino Valley Muni Water District Bond	$ 0.13000	$ 0.13000	$ 0.14250	$ 0.14250	$ 0.15250	$ 0.15250	$ 0.16250	$ 0.16250
Total Overlapping Rates	$ 0.29070	$ 0.35850	$ 0.34700	$ 0.32950	$ 0.33820	$ 0.34020	$ 0.32940	$ 0.37770
Total Direct & Overlapping Tax Rates	$ 1.29070	$ 1.35850	$ 1.34700	$ 1.32950	$ 1.33820	$ 1.34020	$ 1.32940	$ 1.37770
Redevelopment Rate	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Total Direct Rate	$ 0.24883	$ 0.24875	$ 0.24871	$ 0.24924	$ 0.23904	$ 0.23904	$ 0.23903	$ 0.23904

In 1978, California voters passed Proposition 13 which sets the property tax rate at a 1.00% fixed amount. This 1.00% is shared by all taxing agencies for which the subject property taxes reside in. In addition to the 1.00% fixed amount, property owners are charged taxes as a percentage of assessed property values for the payment of other bonds of overlapping governments.

The RDA was dissolved on February 1, 2012.

The Total Direct rate is the weighted average of all individual direct rates applied to by the government preparing the statistical section.

Information for additional years is unavailable.

Source: HdL

CITY OF HIGHLAND
Principal Property Tax Payers
Current Fiscal Year & Nine Years Ago

	2023		2014	
Taxpayer	Taxable Assessed Value	Percent of Total City Taxable Assessed Value	Taxable Assessed Value	Percent of Total City Taxable Assessed Value
Victoria Development Company	28,514,992	0.63%	24,573,347	0.88%
Miracle Mile Properties, LP	19,042,818	0.42%		
Lowes HIW Inc.	25,088,210	0.56%	16,255,380	0.58%
Highland AL-MC Group	14,672,494	0.33%		
Greenspot Village & Marketplace LLC	16,619,375	0.37%	11,261,105	0.40%
Greenspot Ranch Investors			13,607,922	0.49%
RRM Properties Limited	27,556,008	0.61%		
Cole LA Highland California LP			9,659,478	0.34%
Boulder Baseline Investors			9,582,192	0.34%
2018 3 IH Borrower	13,812,657	0.31%		
Sam Menlo Trust			16,478,654	0.59%
Mountain Breeze Villas LP			8,934,830	0.32%
ACAA LP			8,585,694	0.31%
iH2 Property West LP ETAL			8,558,337	0.31%
KAGR2 Highland 7000 LP	23,114,916	0.51%		
HVP Associates LLC	16,591,204	0.37%		
OE 27400 5th ST LLC	24,480,000	0.54%		
	$ 209,492,674	4.66%	$ 127,496,939	4.55%

The amounts shown above include assessed value (secured & unsecured) data for both the City and the former Redevelopment Agency.

Source: HdL

CITY OF HIGHLAND
Property Tax Levies and Collections
Last Ten Fiscal Years

Fiscal Year Ended June 30	Property Taxes Levied for the Fiscal Year	Amount Collected	Percent of Levy	Property Tax Collections in Subsequent Years	Amount Collected	Percent of Levy
2014	$ 6,842,379	5,494,205	80.30%	72,621	5,566,826	81.36%
2015	$ 7,238,423	5,672,014	78.36%	68,951	5,740,965	79.31%
2016	$ 7,625,888	5,943,945	77.94%	61,230	6,005,175	78.75%
2017	$ 7,988,175	6,241,970	78.14%	59,210	6,301,180	78.88%
2018	$ 8,381,025	6,520,591	77.80%	41,528	6,562,119	78.30%
2019	$ 8,853,028	6,546,737	73.95%	266,468	6,813,206	76.96%
2020	$ 9,383,846	6,975,060	74.33%	39,387	7,014,447	74.75%
2021	$ 9,765,807	7,337,106	75.13%	47,591	7,384,697	75.62%
2022	$ 10,253,544	7,689,449	74.99%	45,215	7,734,665	75.43%
2023	$ 10,980,898	8,148,129	74.20%	41,079	8,189,208	74.58%

The amounts presented include City property taxes (24.4%) of the 1% general levy.

Source: San Bernardino County Auditor Controller's Office and City records.

CITY OF HIGHLAND
Ratios of Outstanding Debt by Type
Last Ten Fiscal Years

Governmental Activities

Fiscal Year Ended June 30	Former RDA Tax Allocation Bonds	Percentage of Personal Income [1]	Debt Per Capita [1]
2014	-	0.00%	-
2015	-	0.00%	-
2016	-	0.00%	-
2017	-	0.00%	
2018	-	0.00%	-
2019	-	0.00%	-
2020	-	0.00%	-
2021	-	0.00%	-
2022	-	0.00%	-
2023	-	0.00%	-

[1] These ratios are calculated using personal income and population for the prior calendar year.

Notes: Details regarding the Successor Agency to the Highland Redevelopment Agency's outstanding debt can be found in the notes to the financuial statements.

CITY OF HIGHLAND
Ratio of General Bonded Debt Outstanding
Last Ten Fiscal Years

Outstanding General Bonded Debt

Fiscal Year Ended June 30	Former RDA Tax Allocation Bonds	Percent of Assessed Value [1]	Per Capita
2014	-	0.00%	-
2015	-	0.00%	-
2016	-	0.00%	-
2017	-	0.00%	-
2018	-	0.00%	-
2019	-	0.00%	-
2020	-	0.00%	-
2021	-	0.00%	-
2022	-	0.00%	-
2023	-	0.00%	-

[1] Assessed value has been used because the actual value of taxable property is not readily available in the State of California.

Notes: Details regarding the Successor Agency to the Highland Redevelopment Agency's outstanding debt can be found in the notes to the financial statements.

CITY OF HIGHLAND
Overlapping Tax & Assessment Debt
June 30, 2023

2022-2023 Assessed Valuation $ 4,500,367,999

	Percentage Applicable [1]	Outstanding Debt 6/30/2023	City's Share of Overlapping Debt
Overlapping Tax and Assessment Debt			
San Bernardino Community College District	4.869%	$ 708,007,978	$ 34,472,908
Redlands Unified School District	11.985%	54,383,512	6,517,864
San Bernardino Unified School District	9.126%	262,865,410	23,989,097
City of Highland CFD 90-1	100.00%	-	-
City of Highland CFD 2001-1	100.00%	1,990,000	1,990,000
Redlands Unified School District CFD 2001-1 and 2006-1	100.00%	16,520,000	16,520,000
Total Overlapping Tax and Assessment Debt			$ 83,489,869
Direct & Overlapping General Fund Obligation Debt			
San Bernardino County General Fund Obligations	1.549%	160,860,000	$ 2,491,721
San Bernardino County Pension Obligations	1.549%	62,960,000	975,250
San Bernardino County Flood Control District COP	1.549%	41,065,000	636,097
San Bernardino Unified School District COP	9.126%	76,370,000	6,969,526
City of Highland	100.000%	-	-
Total Direct & Overlapping General Fund Obligation Debt			$ 11,072,594
Overlapping Tax Increment Debt (Successor Agencies)			
Successor Agency to the Highland RDA (SARDA)	100.00%	37,580,000	$ 37,580,000
San Bernardino County (IVDA) Tax Allocation Bonds	0.003%	215,135,000	6,454
Total Overlapping Tax Increment Debt (Successor Agencies)			$ 37,586,454
TOTAL DIRECT DEBT			$ -
TOTAL OVERLAPPING DEBT			$ 132,148,917
COMBINED TOTAL DEBT		[2]	$ 132,148,917

1. The percentage of overlapping debt applicable to the city is estimated using taxable assessed property values. Applicable percentages were estimated by determining the portion of the overlapping district's assessed value that is within the boundaries of the city divided by the district's total taxable assessed value.

2. Excludes tax and revenue anticipation notes, revenue, mortgage revenue and non-bonded capital lease obligations.

Ratios to 2022-2023 Assessed Valuation:	
Total Overlapping Tax & Assessment Debt	1.86%
Total Direct Debt	0.00%
Combined Total Debt	2.94%

Details regarding the Successor Agency to the Highland Redevelopment Agency's (SARDA) outstanding debt can be found in the notes to the financial statements.

Source: California Municipal Statistics, Inc.

CITY OF HIGHLAND
Legal Debt Margin Information
Last Ten Years

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Assessed Valuation	$ 4,500,367,999	$ 4,202,272,194	$ 4,002,379,791	$ 3,845,838,565	$ 3,628,290,209	$ 3,434,846,405	$ 3,273,842,286	$ 3,125,363,744	$ 2,966,566,900	$ 2,804,253,650
Conversion percentage	25%	25%	25%	25%	25%	25%	25%	25%	25%	25%
Adjusted assessed valuation	$ 1,125,092,000	$ 1,050,568,049	$ 1,000,594,948	$ 961,459,641	$ 907,072,552	$ 858,711,601	$ 818,460,572	$ 781,340,936	$ 741,641,725	$ 701,063,413
Debt limit percentage	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
Debt limit	168,763,800	157,585,207	150,089,242	144,218,946	136,060,883	128,806,740	122,769,086	117,201,140	111,246,259	105,159,512
Total net debt applicable to limit	-	-	-	-	-	-	-	-	-	-
Legal debt margin	$ 168,763,800	$ 157,585,207	$ 150,089,242	$ 144,218,946	$ 136,060,883	$ 128,806,740	$ 122,769,086	$ 117,201,140	$ 111,246,259	$ 105,159,512
Total debt applicable to the limit as a percentage of debt limit	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

The Government Code of the State of California provides for a legal debt limit of 15% of gross assessed valuation. However, this provision was enacted when assessed valuation was based upon 25% of market value. Effective with the 1981-82 fiscal year, each parcel is now assessed at 100% of market value (as of the most recent change in ownership for that parcel). The computations shown above reflect a conversion of assessed valuation data for each fiscal year from the current full valuation perspective to the 25% level that was in effect at the time that the legal debt margin was enacted by the State of California for local governments located within the state.

Source: City of Highland
San Bernardino County Tax Assessor

CITY OF HIGHLAND
Pledged-Revenue Coverage
Last Ten Fiscal Years

Tax Allocation Bonds

Fiscal Year Ended June 30	Former RDA Tax Increment	Debt Service Principal	Interest	Coverage
2014	-	-	-	-
2015	-	-	-	-
2016	-	-	-	-
2017	-	-	-	-
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
2021	-	-	-	-
2022	-	-	-	-
2023	-	-	-	-

Note: Details regarding the SARDA's outstanding debt can be found in the notes to the financial statements. The RDA was dissolved on 2/1/2012.

In January of 2011, the RDA Board approved the re-payment of $6,021,420 of advances (loans) from the City.

CITY OF HIGHLAND
Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year	Population (1)	Personal Income (2) (in thousands)	Per Capital Personal Income (3)	Unemployment Rate (4)
2014	54,033	1,173,489	21,718	10.6%
2015	53,340	1,121,794	21,031	7.0%
2016	53,645	1,165,867	21,733	5.6%
2017	54,377	1,170,411	21,524	5.0%
2018	54,761	1,215,505	22,196	5.1%
2019	55,778	1,278,521	22,921	4.1%
2020	55,323	1,353,800	24,470	3.8%
2021	55,060	1,471,700	26,729	10.0%
2022	56,546	1,552,565	27,456	7.9%
2023	55,984	1,722,559	30,768	4.1%

Sources:
(1) State Department of Finance/HdL
(2) Calculated using City of Highland per capital personal income
(3) HdL
(4) HdL

CITY OF HIGHLAND
Full-time City Employees only
by Department
Last Ten Fiscal Years

Department	Full-Time Equivalent Employees as of June 30									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
City clerk	1.950	1.950	1.950	1.950	1.950	1.950	1.850	1.850	1.950	1.950
General government	3.750	3.750	3.750	3.750	3.850	3.850	3.800	3.800	3.925	3.925
Personnel	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.250	0.300	0.300
Finance	4.500	4.500	4.500	4.500	4.500	4.475	4.125	4.150	4.375	4.375
Public works (Gas tax)	4.350	4.350	4.350	4.350	4.300	4.300	4.300	4.300	5.200	5.200
Engineering	1.350	1.350	1.350	1.350	0.350	0.350	0.350	0.350	0.350	0.350
Planning	5.050	5.050	5.050	5.050	5.050	5.050	5.150	5.150	5.550	5.550
Public services	3.000	3.000	3.000	3.000	3.000	3.000	2.000	2.000	2.000	2.000
Building and safety	2.050	2.050	2.050	2.050	2.050	2.050	2.050	1.550	1.550	1.550
Code enforcement	2.900	2.900	2.900	2.900	2.900	2.900	1.900	2.400	2.400	2.400
Parks and trails	1.150	1.150	1.150	1.150	1.150	1.150	1.150	1.150	2.150	2.150
Graffiti	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
CDBG	1.400	1.400	1.400	1.400	1.400	1.400	1.400	1.400	1.400	1.400
Street/Storm Drain	0.050	0.050	0.050	0.050	-	-	-	-	-	-
HUD grant	-	-	-	-	-	-	-	-	-	-
Assessment districts	1.200	1.200	1.200	1.200	1.200	1.200	1.200	1.200	-	-
Captial improvements	1.150	1.150	1.150	1.150	1.150	1.175	1.175	-	-	-
AQMD AB 2766	-	-	-	-	-	-	-	-	-	-
Volunteer Services	0.750	0.750	0.750	0.750	-	-	-	-	-	-
General capital financing	0.250	0.250	0.250	0.250	-	-	-	-	-	-
General liability	0.350	0.350	0.350	0.350	0.350	0.350	0.350	0.350	0.400	0.400
Building services	0.850	0.850	0.850	0.850	0.850	0.850	0.850	0.850	0.850	0.850
Housing authority	0.700	0.700	0.700	0.700	0.700	0.700	0.450	0.450	0.100	0.100
Redevelopment/Successor agency	-	-	-	-	-	-	0.650	1.800	0.500	0.500
	38.000	38.000	38.000	38.000	36.000	36.000	34.000	34.000	34.000	34.000

Source: City of Highland.

CITY OF HIGHLAND
Operating Indicators
by Department
Last Ten Fiscal Years

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Police department:										
Calls for service	42,729	42,729	47,283	47,083	46,493	48,187	46,337	48,204	48,314	45,795
Adult Bookings	1,577	1,577	1,377	1,342	1,787	1,344	1,673	1,557	1,726	1,644
Animal control services:										
Calls for service	2,809	2,860	2,488	2,668	3,149	3,076	3,310	3,650	3,914	4,268
Impounds	1,376	1,523	1,170	1,266	1,467	1,453	1,540	1,556	1,792	2,066
Dog licenses issued	1,135	1,113	1,205	1,267	1,501	1,627	1,787	1,968	2,287	2,394
Public works:										
Roadway maintained (miles)	143.47	143.47	143.47	143.35	142.67	142.67	142.67	142.67	142.67	142.50
Planning:										
Applications	290	115	110	62	95	121	130	139	146	190
Building and safety:										
Building permits issued	1,789	1,894	1,208	957	1,263	1,336	1,268	1,389	n/a*	1,154
Administration:										
New business licenses	474	283	503	316	312	343	247	366	973	411
Renewed business licenses	3,379	2,522	2,971	2,973	2,949	2,499	2,219	1,842	1,479	1,520
Parks:										
Number of parks	7	7	7	7	7	7	7	7	7	7
Acreage	37.25	37.25	37.25	37.25	37.25	37.25	37.25	37.25	37.25	37.25

CITY OF HIGHLAND
Capital Asset Statistics
by Function
Last Ten Fiscal Years

	Fiscal Year									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Police:										
Police stations	1	1	1	1	1	1	1	1	1	1
Fire:										
Fire stations	3	3	3	3	3	3	3	3	3	3
Public works:										
Corporation yards	1	1	1	1	1	1	1	1	1	1
Streets (miles)	143.47	143.47	143.47	143.35	142.67	142.67	142.67	142.67	142.67	142.50
Street lights	3,495	3,495	3,495	3,495	3,495	3,495	3,490	3,455	3,455	3,395
Traffic signals	57	57	57	57	57	56	55	54	54	52
Recreation:										
Parks	7	7	7	7	7	7	7	7	7	7
Community centers	1	1	1	1	1	1	1	1	1	1
Athletic centers	1	1	1	1	1	1	1	1	1	1
Libraries	1	1	1	1	1	1	1	1	1	1

Source: City of Highland

THE CITY OF HIGHLAND MISSION AND VALUES

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the 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.

This 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

Everyone in the community has rights and is responsible for their own actions.

SERVICE

Volunteer service is a valued community resource.

ACCOUNTABILITY

Public resources and finances are to be stewarded carefully and conservatively-we live within our means and will not place huge debts on future generations.

CREATIVITY

Creative solutions are the norm, not the exception.

NEIGHBORHOOD STABILITY

Neighborhood stability and a sense of ownership are to be encouraged and strengthened.

VISION

The community has a vision of the future and how it will get there.

FAMILY

Families are the basic unit of society and the essence of what makes our community. All values should be encouraged at this family level.

CITY OF HIGHLAND

Single Audit Report on Federal Award Programs

June 30, 2023

CITY OF HIGHLAND
SINGLE AUDIT REPORT ON FEDERAL AWARD PROGRAMS
Year Ended June 30, 2023

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Van Lant & Fankhanel, LLP
Certified Public Accountants

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

City Council
City of Highland
Highland, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of Highland (City), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 1, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses and significant deficiencies may exist that were not identified.

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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Van Lant & Fankhanel, LLP

December 1, 2023

Van Lant & Fankhanel, LLP
Certified Public Accountants

Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by Uniform Guidance

City Council
City of Highland
Highland, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Highland's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2023. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City of Highland, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City of Highland and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City's compliance with the requirements referred to above.

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Responsibilities of Management for Compliance

Management is responsible for compliance with requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on City's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about City's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards,* and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal

program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, of the City of Highland, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated December 1, 2023, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Van Lant & Fankhanel, LLP

December 1, 2023

CITY OF HIGHLAND
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal ALN Number	Program Identification Number	Program Expend-itures	Provided to Sub-Recipients
Department of Housing and Urban Development				
CDBG - Entitlement Grants Cluster				
Passed through the County of San Bernardino:				
Community Development Block Grant	14.218	HIGH-21-1-15 Z/1355	$ 89,335	$ -
Community Development Block Grant	14.218	HIGH 21-1-02 A/1219	25,000	25,000
Community Development Block Grant	14.218	HIGH 21-2-05 D/2620	12,720	12,720
Community Development Block Grant	14.218	HIGH 21-2-05 Z/2443	13,750	13,750
COVID-19 - Community Development Block Grant	14.218	HIGH 19CV-1-05W/0200	12,824	12,824
COVID-19 - Community Development Block Grant	14.218	HIGH 19CV-1-05W/0202	38,965	38,965
Community Development Block Grant	14.218	HIGH 21-1-03K-0243	200,000	-
Community Development Block Grant	14.218	HIGH 22-1-03K-0264	403,778	-
Total Department of Housing and Urban Development Programs			796,372 *	103,259
Department of the Treasury				
Direct Recipient				
COVID-19 - Coronavirus State and Local Fiscal Recovery Fund	21.027	-	3,105,775 *	-
Total Department of Treasury Programs			3,105,775	-
Department of Homeland Security				
Passed through the San Bernardino Co. Fire Protection District:				
Homeland Security Grant Program	97.067	DHS-20-GPD-067-00-01	11,862	-
Total Department of Homeland Security Programs			11,862	-
Department of Transportation				
Passed through the California Department of Transportation:				
Recreational Trails Program	20.219	RT 36-013 OR ZT 36-057	34,997	-
Highway Planning and Construction Cluster				
Passed through the California Department of Transportation:				
Highway Planning and Construction	20.205	BRLSN 5449 (034)	22,658	-
Highway Planning and Construction	20.205	BR-NBIL 5449 (505)	173,010	-
Highway Planning and Construction	20.205	PNRSL 5449 (033)	27,200	-
Highway Planning and Construction	20.205	SRTS 5449 (040)	15,196	-
Total Highway Planning and Construction Cluster			238,064	-
Total Department of Transportation Programs			273,061	-
Department of Commerce				
Passed through the San Manuel Band of Mission Indians:				
Economic Development Assistance	11.300	EDA 07-01-07415	544,801	-
Total Department of Commerce Programs			544,801	-
Total Expenditures of Federal Awards			$ 4,731,871	$ 103,259

* = Major Program

CITY OF HIGHLAND
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2023

1) Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of the City of Highland (the City) under programs of the federal government as well as federal financial assistance passed through other government agencies for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City, it is not intended to and does not present the financial statements of the City. The City's reporting entity is defined in Note 1 of the notes to the City's financial statements.

2) Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported using the modified accrual basis of accounting for governmental funds and the accrual basis for proprietary funds, which is described in Note 1 of the notes to the City's financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance and OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments,* wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass through entity identifying numbers are presented when available. The City has elected not to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

3) Relationship to Other Reports

Amounts reported in the accompanying Schedule agree to the amounts reported within the City's Annual Comprehensive Financial Report and Federal Financial Report.

4) Contingencies

Under the terms of federal and state grants, additional audits may be requested by the grantor agencies, and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Such audits could lead to a request for reimbursement to the grantor agencies.

5) Subrecipient Expenditures

During the fiscal year ended June 30, 2023, the City made payments to subrecipients which consisted of the following:

Highland Senior Center	$ 25,000
Central Little League	12,720
YMCA	13,750
Highland Grocery	12,824
Highland Ready Made Food	38,965
Total Subrecipients	$ 103,259

CITY OF HIGHLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2023

SECTION I – SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of Auditor's Report Issued:	Unmodified
Internal Control Over Financial Reporting:	
Material Weakness(es) Identified?	No
Significant Deficiencies Identified not Considered to be Material Weaknesses?	None Reported
Noncompliance Material to Financial Statements Noted?	No

Federal Awards

Internal Control Over Major Programs:	
Material Weakness(es) Identified?	No
Significant Deficiencies Identified not Considered to be Material Weaknesses?	None Reported
Type of Auditor's Report Issued on Compliance for Major Programs:	Unmodified
Any Audit Findings Disclosed that are Required to be Reported in Accordance With Uniform Guidance?	No

Identification of Major Programs:

CFDA Numbers	Name of Federal Program or Cluster
21.027	Coronavirus State and Local Recovery Funds
14.218	Community Development Block Grant

Dollar Threshold used to Distinguish Between Type A And Type B Programs:	$ 750,000
Auditee Qualified as Low-Risk Auditee?	Yes

CITY OF HIGHLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2023

SECTION II – FINANCIAL STATEMENT FINDINGS

There were no auditor's findings to be reported in accordance with *Government Auditing Standards.*

CITY OF HIGHLAND
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2023

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no auditor's findings to be reported in accordance with *Uniform Guidance.*

CITY OF HIGHLAND
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended June 30, 2023

SECTION II – FINANCIAL STATEMENT FINDINGS

There were no auditor's findings to be reported in accordance with *Government Auditing Standards.*

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no auditor's findings to be reported in accordance with the *Uniform Guidance*.

Van Lant & Fankhanel, LLP
Certified Public Accountants

Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

City Council
City of Highland
Highland, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of Highland (City), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 1, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses and significant deficiencies may exist that were not identified.

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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Van Lant & Fankhanel, LLP

December 1, 2023

Van Lant & Fankhanel, LLP
Certified Public Accountants

December 1, 2023

City Council
City of Highland
Highland, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Highland (City) for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards,* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 1, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimate of the fair value of investments is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of investments in determining that it is reasonable in relation to the financial statements as a whole.

Management's estimate of capital assets depreciation is based on historical estimates of each capitalized item's useful life. We evaluated the key factors and assumptions used to develop the estimated useful lives in determining that they are reasonable in relation to the financial statements as a whole.

Management's estimates for the net pension and total OPEB liabilities are based on actuarial information provided by the California Public Employee Retirement System's (CalPERS) actuarial office, and other sources. We evaluated the key factors and assumptions to develop these liabilities in determining that the estimated liabilities are reasonable in relation to the financial statements as a whole.

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Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of the fair value of investments in Note 2 to the financial statements represents amounts susceptible to market fluctuation.

The disclosure of accumulated depreciation in Note 4 to the financial statements is based on estimated useful lives which could differ from actual useful lives of each capitalized item.

The disclosures for the net pension and total OPEB liabilities in Notes 5, 7 and 8 to the financial statements are based on assumptions for discount rates, etc., which could differ from actual experience. The notes disclose the differences in these liabilities if different assumptions are used in estimating these liabilities.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 1, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Management's Discussion and Analysis and other required supplementary information, as listed in the City's financial statements, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (e.g., budgetary schedules, combining statements, individual fund statements), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the City Council and management of the City of Highland and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Van Lant & Fankhanel, LLP

Van Lant & Fankhanel, LLP
Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REPORT ON AGREED-UPON PROCEDURES APPLIED TO APPROPRIATIONS LIMIT WORKSHEETS

City Council
City of Highland
Highland, California

We have performed procedures enumerated below to be the accompanying Appropriations Limit worksheet of the City of Highland, for the year ended June 30, 2023. These procedures, which were agreed to by the City of Highland and the League of California Cities (as presented in the publication entitled *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIIIB of the California Constitution)*, were performed solely to assist the City in meeting the requirements of Section 1.5 of Article XIIIB of the California Constitution. The City's management is responsible for the Appropriations Limit worksheet. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed worksheets and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the City Council. We also compared the population and inflation options included in the aforementioned documents to those that were selected by a recorded vote of the City Council.

   Finding: No exceptions were noted as a result of our procedures.

2. For the accompanying Appropriations Limit worksheet, we added last year's limit to total adjustments and agreed the resulting amount to this year's limit.

   Finding: No exceptions were noted as a result of our procedures.

3. We agreed the current year information presented in the accompanying Appropriations Limit worksheet to the other documents referenced in #1 above.

   Finding: No exceptions were noted as a result of our procedures.

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4. We agreed the prior year appropriations limit presented in the accompanying Appropriations Limit worksheet to the prior year appropriations limit adopted by the City Council during the prior year.

   Finding: No exceptions were noted as a result of our procedures.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit worksheet. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriations limit for the base year, as defined by the League publication entitled *Article XIIIB of the California Constitution.*

This report is intended solely for the use of the City Council and management of the City of Highland and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Van Lant & Fankhanel, LLP

December 1, 2023

CITY OF HIGHLAND
APPROPRIATIONS LIMIT COMPUTATION
2022 - 2023

		2022-23
Change in Per Capita Personal Income		7.55%
Population Change City Population Growth		-0.6483%
A. Change in Per Capita Personal Income Converted to a Ratio		1.0755
B. Population Growth Converted to a Ratio		0.993517
Calculation of Growth Factor (A x B)		1.0685275
2021 - 2022 Appropriations Limit	$ 40,212,353	
2022 - 2023 Appropriations Limit ($40,212,353 x 1.0685275)	$ 42,967,991	

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

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

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

SUBJECT: AB 1600 Development Impact Fee Annual Report for Fiscal Year 2022-2023 per Government Code Section 66006.

RECOMMENDATION: The Finance Subcommittee recommends that the City Council receive and file the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2022-2023.

FISCAL IMPACT: The Fund Balance as of June 30, 2023, on all accounts is $7,708,560.77.

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

BACKGROUND: Collection of Development Impact Fees began after Ordinance No. 45 and Resolution No. 88-46 was approved on November 8, 1988. Government Code Section 66006 (b)(1) requires that the City make available to the public within 180 days of the close of each fiscal year an accounting of all the activity that has occurred within the accounts that the City set up by way of Resolution No. 88-46.

This item was reviewed by the Finance Subcommittee on November 7, 2023 and recommends that this item be approved by the City Council.

Approved_____	Motion_____	Second _____	Agenda Item No. 9
Denied_____	Ayes_____		
Continued _____	Noes _____		File No. _____
Tabled_____	Abstain_____		
	Absent_____		

City Clerk

City Manager

AB 1600 Development Impact Fees Annual Report
Government Code Section 66006
For June 30, 2023

Project #	Title	Balance 6/30/2022	Transfers	Revenues	Interest	GASB 31 Int. Inc. Adj.	Expenditures		Balance 6/30/2023
9700	Law Enforcement Facilities & Equipment	360,633.52	-	26,552.96	9,996.13	(2,167.83)	-		395,014.79
9701	Fire Facilities & Equipment	438,520.85	-	92,950.57	13,721.19	(2,975.67)	-		542,216.94
9702	General Facilities	433,152.74	-	118,716.21	14,247.80	(3,089.88)	-		563,026.88
9703	Parks & Recreation Facilities	536,580.33	-	166,218.34	18,144.41	(3,934.92)	74,162.50	e	642,845.66
9711	Library Facilities	326,073.34	-	104,042.56	11,104.46	(2,408.19)	-		438,812.17
9712	Local Circulation	779,667.36	-	500,220.98	33,043.34	(7,166.01)	618,150.46	f-k	687,615.22
9713	Regional Flood	564,485.09	-	106,002.58	17,310.22	(3,754.01)	-		684,043.88
9714	Public Use Facilities	1,214,165.11	-	129,680.22	34,694.54	(7,524.10)	-		1,371,015.77
9715	Regional Circulation-Del Rosa	312,023.60	-	25,571.86	8,715.83	(1,890.17)	-		344,421.11
9716	Regional Circulation-Base Line	708,987.81	-	58,394.18	19,811.78	(4,296.52)	-		782,897.25
9717	Regional Circulation-Fifth Street	697,146.73	-	57,396.36	19,480.31	(4,224.63)	-		769,798.76
9718	Regional Circulation-Arterials	(35,595.37)	-	569,033.64	13,771.97	(2,986.68)	57,371.21	a-c	486,852.34
9845	SBCTA Agreement 18-1001978	-	-	1,643,961.63	-		1,643,961.63	d	-
		6,335,841.10	-	3,598,742.09	214,042.00	(46,418.62)	2,393,645.80		7,708,560.77
									7,708,560.77

Summary of expenditures:

a	Project BRG 12-001 Orange Street Bridge	8,368.05
b	Project BRG 04-004a Boulder Avenue Bridge	48,543.16
c	Project STR 15-002 Boulder Avenue	460.00
d	Project ICH 09-001 DIF Agreement 18-1001978	1,643,961.63
e	YMCA Skylights	74,162.50
f	Project SDR 17-001	7,657.50
g	Project SIG 21-002	603,616.67
h	Project STR 20-002 Pacific Street Pavement Rehab	6,358.79
i	Project STR 20-001 PMP Sector E Rehab	230.00
j	Project OLA 20-001	172.50
k	Project SDR 19-001	115.00
		2,393,645.80

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

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

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

SUBJECT: Developer in-lieu Fee Annual Report for Fiscal Year 2022-2023.

RECOMMENDATION: The Finance Subcommittee recommends that the City Council receive and file the Developer in-lieu Fee Annual Report for Fiscal Year 2022-2023.

FISCAL IMPACT: The Fund Balance as of June 30, 2023, on all accounts is $4,903,376.84.

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

BACKGROUND: The developer in-lieu fee fund is used to hold funds paid by developers for projects the city will construct later. For example, the city may accept in-lieu fees by several developers to construct a signal when needed in the future. It is more cost effective to have the developers pay the in-lieu fee to the city than to have each developer construct a portion of the signal as their project is finished.

This item was reviewed by the Finance Subcommittee on November 7, 2023, and recommends that this item be approved by the City Council.

Approved _____ Motion_____ Second _____ Agenda Item No. 10

Denied _____ Ayes_____

Continued_____ Noes _____ File No. _____

Tabled_____ Abstain_____

Absent_____

BHugh

City Clerk

City Manager

Developer In Lieu Fee Annual Report
For June 30, 2023

Project #	Title	Balance 7/1/2022	Revenues	Interest	GASB 31 Int. Inc. Adj.	Expenditures		Transfers	Balance 6/30/2023
9543	Microfilm	148,777.73	15,564.24	3,769.00	(727.41)	4,000.00	a	-	163,383.56
9647	Street/Trees	317,484.93	8,881.62	7,665.00	(1,479.31)	230.00	b	-	332,322.24
9648	Signals	1,890,279.53	-	44,426.00	(8,574.05)	-		-	1,926,131.48
9650	Bledsoe Creek	5,527.96	-	130.00	(25.08)	-		-	5,632.88
9651	Medians	782,102.79	-	18,381.00	(3,547.51)	-		-	796,936.28
9653	Underground Utilities	551,324.64	36,600.00	13,818.00	(2,666.70)	-		-	599,075.94
9654	Landscaping	16,914.50	-	398.00	(76.72)	-		-	17,235.78
9720	Inclusionary Housing	705,379.03	337,500.00	24,510.00	(4,730.35)	-		-	1,062,658.68
		4,417,791.11	398,545.86	113,097.00	(21,827.13)	4,230.00		-	4,903,376.84
									4,903,376.84

Summary of expenditures:

a	Entering documents into laserfische/new scanner.	4,000.00
b	Project STR 11-005 Cunningham St to Palm Ave	230.00
		4,230.00

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

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

SUBJECT: Staff Agency Appointment-CIRA.

RECOMMENDATION: That the City Council adopt Resolution No. 2023-____ Appointing Leticia Nava-Cruz, Assistant Director of Administrative Services, as the City's Director to the Board of Directors of CIRA, and Chuck Dantuono, Director of Administrative Services/City Treasurer, as the Alternate Director.

FISCAL IMPACT: None.

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

BACKGROUND: Each member of CIRA (California Intergovernmental Risk Authority) must appoint a Director and Alternate Director to CIRA's Board of Directors. The Director and Alternate Director have the ability to act on behalf of the City, a Member Agency of CIRA, on all matters to come before the Board of Directors, as if the City itself were present and acting at such meeting.

It is recommended that effective January 1, 2024, Chuck Dantuono and Leticia Nava-Cruz switch roles as Director and Alternate Director. Leticia Nava-Cruz will become Director and Chuck Dantuono will become the Alternate Director.

Approved _____ Motion _____ Second _____ Agenda Item No. 11

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

RESOLUTION NO. 2023 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, CONFIRMING THE APPOINTMENT OF THE DIRECTOR AND ALTERNATE DIRECTOR TO THE CIRA BOARD OF DIRECTORS (RESCINDING RESOLUTION NO. 2020-003)

WHEREAS, every member entity of CIRA (California Intergovernmental Risk Authority) must appoint a Director and Alternate Director to the CIRA Board of Directors; and,

WHEREAS, the City of Highland is a member of CIRA; and,

WHEREAS, Resolution No. 2023- appoints Leticia Nava-Cruz, Assistant Director of Administrative Services as the City's Director to the CIRA Board of Directors and to serve at the pleasure of the City Council; and,

WHEREAS, Resolution No. 2023- appoints Chuck Dantuono, Director of Administrative Services/City Treasurer as the City's Alternate Director to the CIRA Board of Directors and to serve at the pleasure of the City Council; and,

NOW THEREFORE, BE IT RESOLVED that the City Council hereby reaffirms the appointment, effective January 1, 2024, of Leticia Nava-Cruz to serve as its Director and appoints Chuck Dantuono to serve as its Alternate Director on the CIRA's Board of Directors, to act on behalf of the City, a Member Agency of CIRA, on all matters to come before the Board of Directors, as if the City itself were present and acting at such meeting, and for such Director to be eligible for serving on the CIRA Executive Committee.

APPROVED AND ADOPTED this 12th day of December, 2023.

_____
Larry McCallon, Mayor

ATTEST:

_____
Betty Hughes, City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

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

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

SUBJECT: City of Highland 2023 Emergency Operations Plan

RECOMMENDATION: The City Council adopt Resolution 2023-_____, approving, and adopting the City of Highland 2023 Emergency Operations Plan.

FISCAL IMPACT: None.

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

BACKGROUND: A cornerstone of municipal government is the protection of residents, visitors, businesses and properties in times of emergency and disaster. In furtherance of this effort, the City has updated the City of Highland Emergency Operations Plan. The following items were updated to be consistent with current levels and criteria: SEMS Coordination Levels; Any reference to CalEMA was changed to CalOES; Statistics related to population or demographics; Attachment D-California Warning System charts; and Attachment I-Contact List.

The San Bernardino County Office of Emergency Services (CalOES) has reviewed this plan and determined the plan is consistent with state guidance and acceptable in accordance with the requirements of the California Emergency Services Act and the California Master Mutual Aid Agreement.

Attachments
A. Proposed Resolution
B. Emergency Operations Plan

Approved _____ Motion_____ Second _____ Agenda Item No. 12

Denied _____ Ayes_____

Continued_____ Noes _____ File No. _____

Tabled_____ Abstain_____

Absent_____

B Hugh

City Clerk

City Manager

ATTACHMENT A

RESOLUTION 2023-____

RESOLUTION NO. 2023-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING THE ADOPTION OF THE CITY OF HIGHLAND 2023 EMERGENCY OPERATIONS PLAN

WHEREAS, THE City of Highland has identified emergency preparedness as one of the most important activities undertaken by the City; and

WHEREAS, the City is charged with and entrusted with the protection of persons and property during emergency and/or disaster conditions; and

WHEREAS, the City has implemented the Standardized Emergency Management System (SEMS) as required by section 8607 of the California Emergency Services Act and National Incident Management System (NIMS) standards;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Highland, California, adopts the 2023 Highland Emergency Operations Plan, and

BE IT FURTHER RESOLVED, that the City Council directs and authorizes the City Manager or their designee to make necessary administrative and operational changes to the plan provided such changes keep with the intent of the plan as approved.

PASSED, APPROVED AND ADOPTED this 12th day of December, 2023.

_____
Larry K. McCallon
Mayor

ATTEST:

_____
Betty Hughes, MMC
City Clerk

ATTACHMENT B

EMERGENCY OPERATIONS PLAN

City of Highland



Emergency Operations Plan

2023

November 15, 2023

City of HIGHLAND Inc. 1987

To: Mayor and City Council

Residents, Businesses & Visitors to the City of Highland

All City Departments, Offices and Agencies

Our growing population brings with it the potential for significant incidents, damage and destruction by earthquakes, fires, floods, terrorism and other catastrophes.

Protecting the residents, businesses and visitors to our City is our highest priority, which requires that we do everything possible to plan and prepare together to ensure a prompt and effective response when emergencies do occur.

I am pleased to present this update to the City of Highland Emergency Operations Plan which provides a single source for disaster preparedness information to our staff, cooperating agencies, residents, businesses and visitors.

Much like our General Plan establishes standards for the future development of our City, this plan describes our response to disasters and establishes the framework for future, more specific plans.

This plan is based on the foundations described in the California Emergency Services Act. The emergency preparedness, response, recovery and mitigation actions outlined here will serve as the basis for emergency operations in our City for years to come.

Sincerely,

Joseph A. Hughes
City Manager

Office of the City Manager
27215 Base Line, Highland, CA 92346
(909) 864-6861 Ext. 221 FAX (909) 862-3180
www.ci.highland.ca.us

Signed Concurrence

The following City of Highland Managers and Emergency Operations Center (EOC) response staff concur with the updated 2023 City of Highland Emergency Operations Plan, with the understanding that revisions will be processed for approval as needed.

Joseph A. Hughes
City Manager

Signed: _____

Dated: 10/24/23

Chuck Dantuono
Director of Administrative
Services/City Treasurer

Signed: _____

Dated: 10/24/2023

Leticia Nava-Cruz
Assistant Director of Administrative
Services

Signed: Leticia Nava-Cruz

Dated: 10/24/23

Betty Hughes
City Clerk

Signed: Betty Hughes

Dated: 10.24.2023

Lawrence Mainez
Community Development
Director

Signed: Lawrence Mainez

Dated: 10/25/23

Kim Stater
Assistant Community Development
Director

Signed: Kim Stater

Dated: 10/24/23

Matt Wirz
Building Official

Signed: _____

Dated: 10/30/2023

Carlos Zamano
Public Works Director/
City Engineer

Signed: _____

Dated: 10/24/2023

Matt Bennett
Assistant Public Works
Director

Signed: _____

Dated: 10-24-23

Casey Jiles
Police Chief

Signed: _____

Dated: 11/14/23

Liz Brown
Fire Chief

Signed: _____

Dated: 11/2/23

Melissa Morgan
Public Services Manager

Signed: _____

Dated: 10/31/23

Maricela E. Marroquin
City Attorney

Signed: _____

Dated: 11/14/23

Shawn Kasner
Administrative Services Manager

Signed: _____

Dated: 10/31/23

Jim Richardson
Public Works Manager

Signed: _____

Dated: 10/31/23

RECORD OF REVISIONS

DATE	SECTION	PAGE NUMBERS
September 22, 2009	Entire Plan	All
January 2013	Entire Plan Updated	All
October 2023	Entire Plan Updated	All

The Emergency Operations Plan is maintained by the City of Highland Administrative Services Department. The Administrative Services Department has the responsibility for ensuring the plan is kept up to date.

1. Foreword

Throughout our history preparation for emergencies and disasters, both natural and human-caused, has been of paramount importance. Today, serious terrorist threats and actions around the world compound our need for readiness beyond natural disasters.

Since 1996, a variety of emerging trends have influenced emergency management, including diversity of our population, greater vulnerability to floods and wildland fires as development expands, and the need for more emphasis on disaster recovery and hazard mitigation efforts to reduce disaster impact.

Most notable is the evolution of terrorism preparedness. While it had been a focus in prior years, terrorism prevention and preparedness fundamentally changed following the September 11, 2001, terrorist attacks in New York, Washington, D.C., and Pennsylvania.

We have seen the implementation of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). With the Incident Command System as their foundation, SEMS and NIMS emphasize a standard organizational structure and terminology at all emergency management levels. These systems were designed to enhance coordination among response organizations and facilitate the flow of emergency information and resources within and between the organization levels.

This plan is flexible enough for use in all emergencies and will facilitate response and recovery activities.

This Emergency Operations Plan recognizes our complex history in emergency management, and the dedicated personnel that make the City of Highland a safer place.

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3. Introduction

Government, at all levels, and others must be prepared to respond to the types of emergencies that may occur within their areas of responsibility and must be able to assess whether their capabilities are sufficient to respond effectively.

The Highland Emergency Operations Plan addresses the city's response to extraordinary emergency situations associated with natural disasters or human-caused emergencies. In accordance with the California Emergency Services Act[i] (ESA) this plan describes the methods for carrying out emergency operations, the process for rendering mutual aid, the emergency services of governmental agencies, how resources are mobilized, how the public will be informed and the process to ensure continuity of government during an emergency or disaster.

The concepts presented in this plan emphasize mitigation programs to reduce the vulnerabilities to disaster and preparedness activities to ensure the capabilities and resources are available for an effective response. To assist in recovery from the disaster, the plan outlines programs that promote a return to normalcy.

This plan is a management document intended to be read and understood before an emergency occurs. It is designed to outline the activities of the city within a statewide emergency management system, and it embraces the capabilities and resources in the broader emergency management community that includes individuals, businesses, non-governmental organizations and other governmental organizations (e.g., federal, tribal, state, county and special districts).

4. Basic Plan

There are three parts to the Emergency Operations Plan: The Basic Plan, Functional Annexes and Appendices.

Basic Plan: The basic plan describes the fundamental systems, strategies, policies, assumptions, responsibilities, and operational priorities that the city will utilize to guide and support emergency management efforts. Essential elements of the basic plan include:

- A description of the emergency services that are provided by governmental agencies and how resources are mobilized;
- An outline of the methods for carrying out emergency operations and the process for rendering mutual aid;
- An overview of the system for providing public information; and
- Emphasis on the need for continuity planning to ensure uninterrupted government operations.

These elements culminate with a comprehensive emergency management concept of operations that outlines the relationships and responsibilities for city government.

Functional Annexes: This plan implements Emergency Function working groups, which will develop functional annexes that follow an established format to describe discipline-specific goals, objectives, operational concepts, capabilities, organizational structures and related policies and procedures. The functional annexes will be developed separately from the basic plan and will make reference to existing agency and department plans and procedures. Supporting plans and documents should be listed in an attachment to each functional annex.

Appendices: Subsequent plans and procedures that are developed in support of the Emergency Operations Plan, such as mutual aid plans, hazard-specific plans, hazard mitigation plans, catastrophic plans and related procedures will be incorporated by reference and maintained separate from the basic plan. Some of these supporting plans may be appended to the end of the basic plan as deemed appropriate.

5. Purpose and Scope

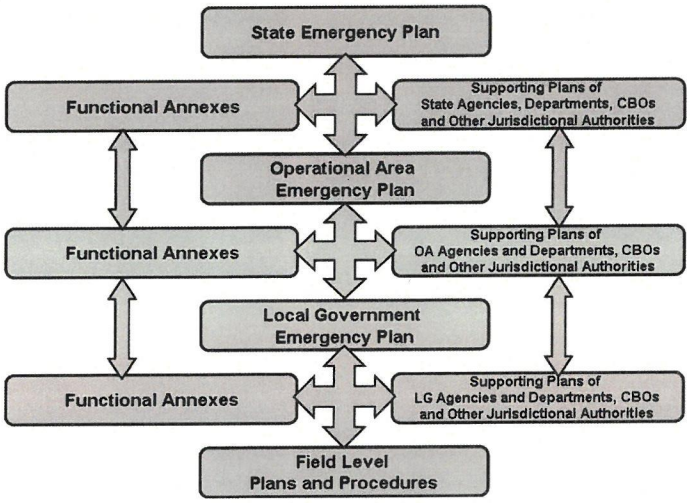
The purpose of this plan is to provide effective life-safety measures and reduce property loss; to provide for the rapid resumption of impacted businesses and community services; and to provide accurate documentation and records required for cost recovery efforts.

This Emergency Operations Plan provides a consistent framework to enable federal, tribal, state, and local governments, and the private sector to work together to mitigate, prepare for, respond to and recover from the effects of emergencies regardless of cause, size, location, or complexity. In accordance with the City of Highland Municipal Code[ii] (HMC) and the California Emergency Services Act (ESA)[iii], this plan is in effect at all times and applies to all functions of the City.

The plan incorporates and complies with the principles and requirements found in federal, state and local laws, ordinances, regulations and guidelines. It is intended to conform to the requirements of California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and be consistent with federal emergency planning concepts such as the National Response Framework (NRF) and catastrophic concept of operations (CONOPS) documents developed jointly by FEMA Region IX and the state.

This plan is part of a larger planning framework that supports emergency management within the city. *Figure 5-1 – Emergency Operations Plan Interface* illustrates the relationship of this Emergency Operations Plan to other plans. Through an integrated framework of emergency plans and procedures involving all stakeholders in the emergency management community, the City of Highland will promote effective planning and coordination prior to an emergency, thereby ensuring a more effective response and recovery.

Figure 5-1 – Emergency Operations Plan Interface



6. Situation and Assumptions

In preparation and response to any disaster, risks to the community must be considered. Risk is the predicted impact that hazards may have on people, services and specific facilities and structures within the city. Risk-related factors may include geographic features, infrastructure lifelines, availability of response resources, transportation routes and essential or critical facilities.

Highland's original town site was founded in 1891. Many of the buildings constructed during the town's early era are still in use today.

The City of Highland incorporated on November 24, 1987, as a general law city, consisting of approximately 13 square miles of land area and 29,500 residents. Following annexation of its entire Sphere of Influence, the City now includes 18 square miles of land, and the Department of Finance estimates the population as of January 2022 to be approximately 56,546 residents. The City's General Plan projects build-out population will be approximately 72,137 residents.

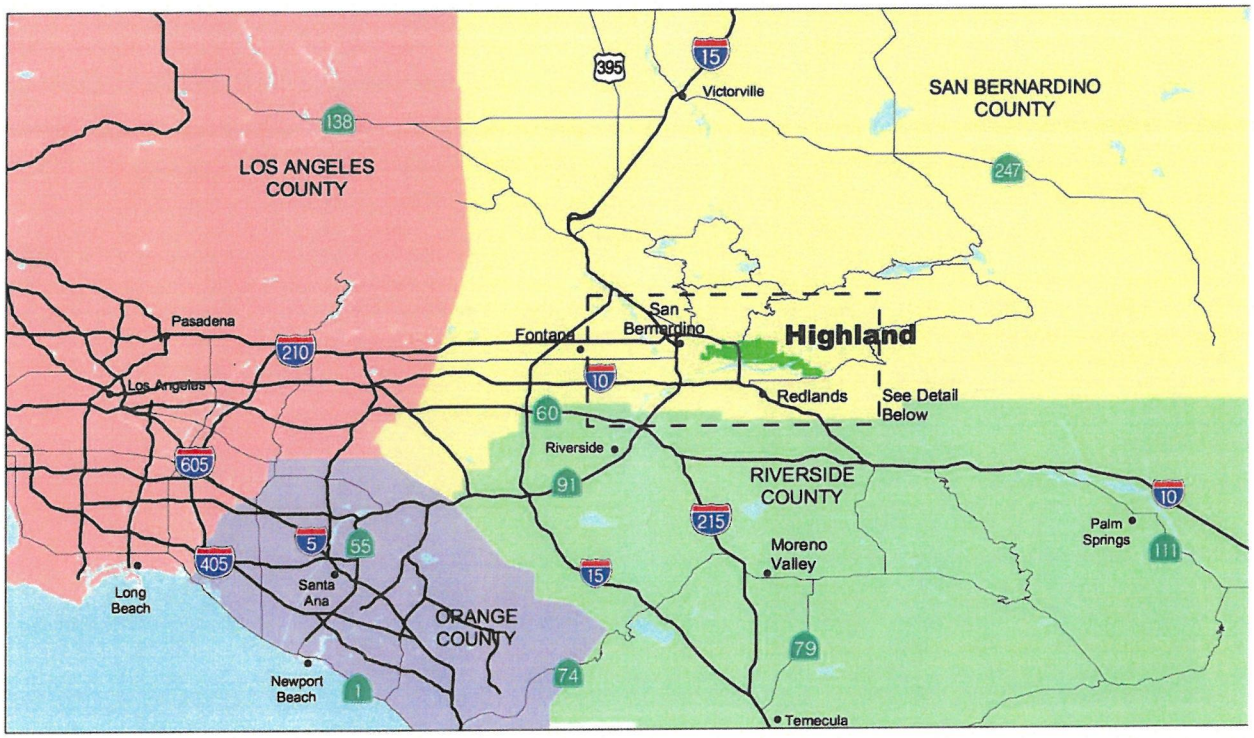
Highland is located in the eastern San Bernardino Valley, nestled against the foothills of the San Bernardino Mountains, between the cities of Redlands (to the south); San Bernardino (to the north, west and south); and the City of Yucaipa and unincorporated community of Mentone (to the east). Highland is bisected by State Route 210 and adjacent to the San Bernardino International Airport. *Figure 6-1 demonstrates the regional location of the City of Highland.*

The City Council is the governmental body that makes and enforces all laws and regulations with respect to municipal affairs. The City Council consists of five (5) residents who are elected by district in November of each even-numbered year. Each Council Member is elected to serve a four-year term, with two (2) elected at one election cycle and the other three (3) elected during the subsequent election cycle.

The Highland Disaster Council was created by Ordinance 75 in 1989 and is codified at Section 2.44 of Title 2 of the Highland Municipal Code (HMC). The Disaster Council meets upon call of the Chair (or in his/her absence the Vice Chair) and is empowered to develop and recommend for adoption by the City Council emergency and mutual aid plans, agreements, ordinances, resolutions, rules and regulations as are necessary for implementation of various plans and agreements. The Disaster Council consists of the Mayor, who serves as Chair; the Director of Emergency Services (City Manager), who serves as Vice Chair; the Assistant Director of Emergency Services; the chiefs of emergency service providers (fire and law enforcement); as well as representatives of civic, business, labor, veterans, professional or other organizations having an official emergency responsibility and who may be appointed by the Director of Emergency Services with the approval of the City Council.

Highland consists primarily of single-family residences with scattered duplex and apartment structures. A majority of the residences are single-story, stucco style structures with attached garages, but some residences in the western portion of the City are wood-sided dwellings and some have detached garages.

Figure 6-1 Regional Location Map



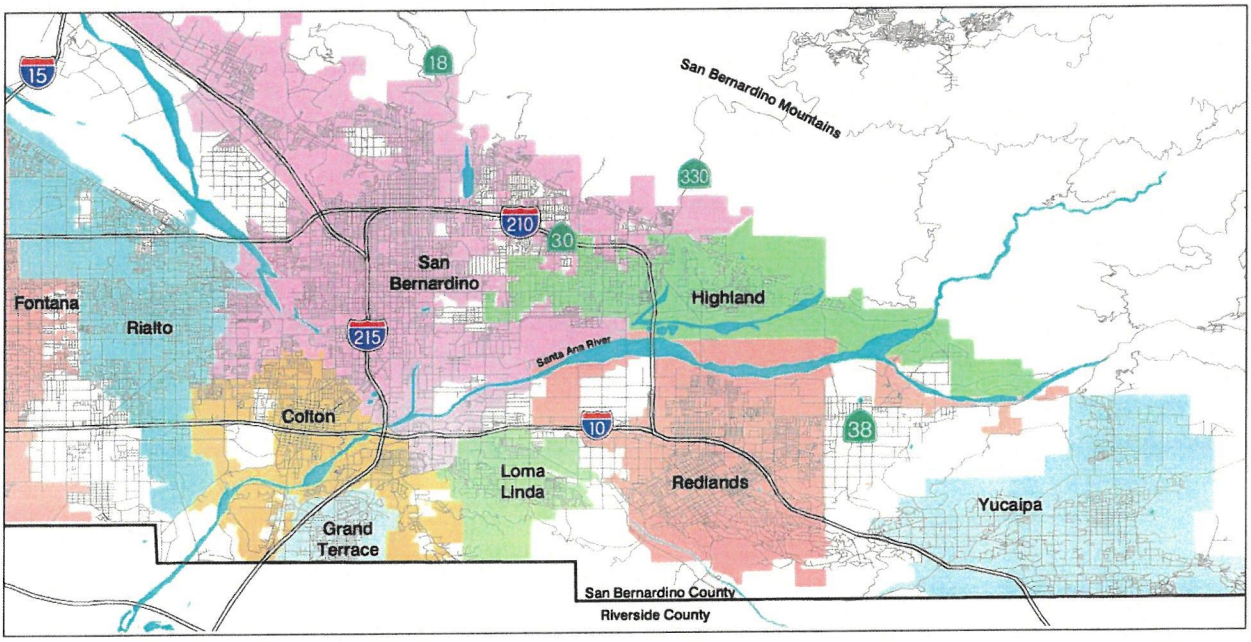
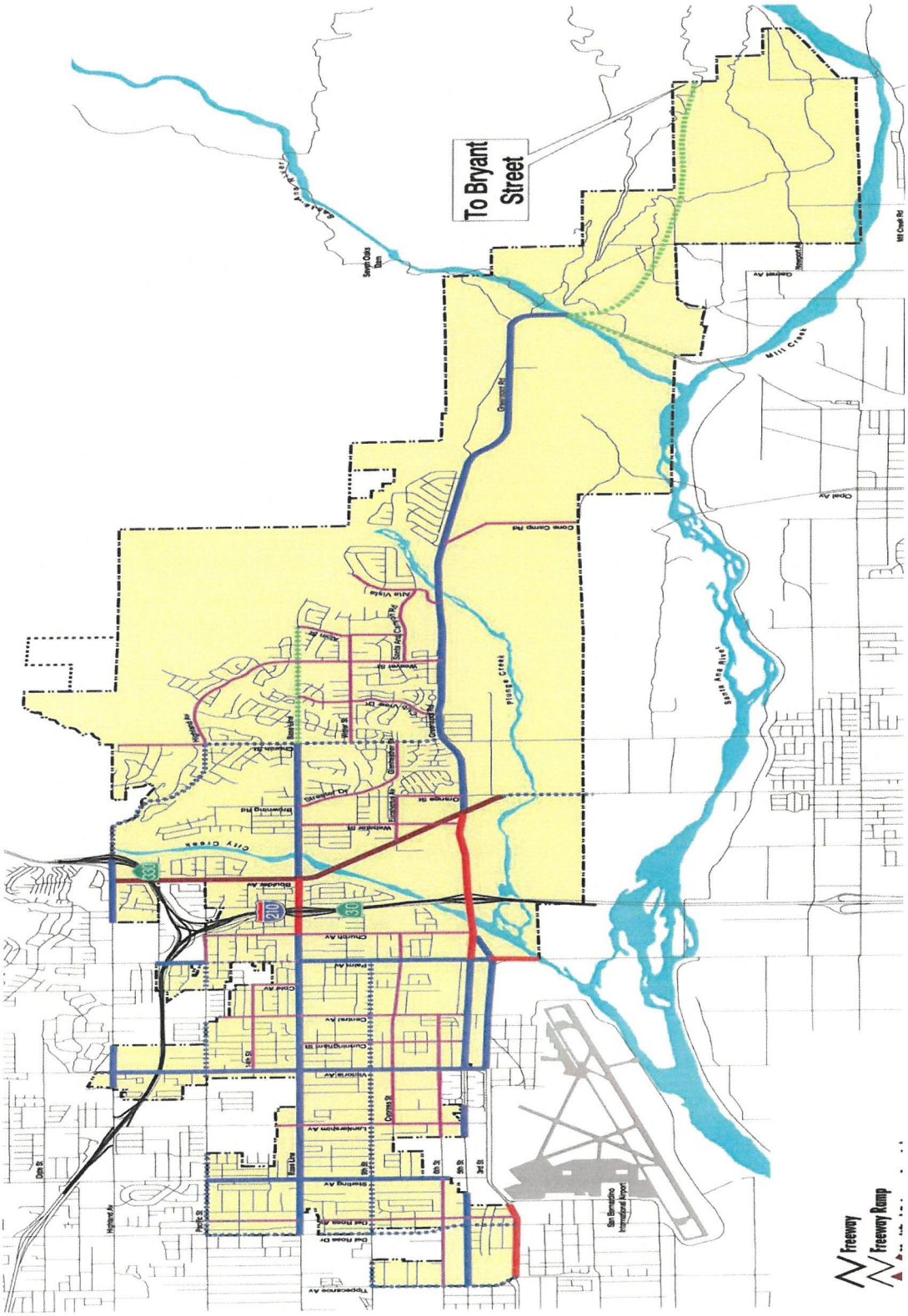


Figure 6-2 Boundary Map



A majority of commercial structures are located along major thoroughfares (Highland Avenue, Base Line, 3rd Street, 5th Street/Greenspot Road, Church Street, Boulder Avenue, Palm Avenue, Victoria Avenue, Sterling Avenue, and Tippecanoe Avenue). Most commercial structures in the western portion of the City are one story, wood frame or concrete buildings, constructed between 30 and 50 years ago. Most commercial structures in the eastern portion of the City are one story, concrete buildings and have been constructed within the last 20 years. A notable exception is the area around Palm Avenue and Pacific Street, which is formally referred to as the "Historic District". The Historic District includes many structures that are one- and two-story buildings constructed 65 to 100+ years ago.

The following descriptions and lists of facilities/properties may be used as the basis for prioritizing response and recovery activities as a result of a disaster. For instance, the Emergency Operations Center (EOC) Management Team or Operations Section Coordinator may use these lists as reference when prioritizing how to conduct damage assessments or reconstruction, if needed, given the amount and type of resources available to perform such tasks. These lists are not all-inclusive and do not prohibit the ability of altering them, depending on the size, scope, and timeliness of the disaster. For instance, if schools are not in session and shelters are not necessary, perhaps schools would not be considered an "essential" facility to the response and recovery operations.

- **Essential Facilities:** Defined as structures, areas or systems that, when damaged, significantly or directly affect the public health and safety of the community (e.g., police and fire stations, urgent medical care facilities and utilities (water, sewer/wastewater, electrical, gas and/or communication), shelters, and facilities that handle or store hazardous materials).

- **Critical Facilities:** Defined as structures, areas, or systems that, when damaged, could significantly impact the community. Although direct health and safety issues may not be a consideration, structural damage may have significant consequences to the community or affect a large segment of the population (e.g., schools, nursing homes, traffic control devices and bridges).

- **Other Facilities:** Defined as any structure, area or system that is not listed as either an essential or critical facility (e.g., offices, stores, residences).

- The local, long distance and cellular **telephone** systems are managed and operated by a variety of private entities (primarily AT&T, Spectrum, Verizon, and local ISPs). A majority of the telephone lines in the western portion of the City are above-ground, while those in the eastern portion are below-ground.

- The Southern California Edison Company provides **electrical** service. The majority of distribution and transmission lines in the western portion of the City are above-ground, while those in the eastern portion are typically below-ground. One electrical sub-station is located in Highland (on the south side of Greenspot Road between Boulder Avenue and Webster Street). However, generally, the City must rely on the stability of transmission towers in the Cajon and Banning Passes for continuity of service.

- **Natural Gas** service is provided by the Southern California Gas Company. A few residences, primarily in the rural easternmost area, use propane, rather than natural gas. In those instances, the residences typically have an average 250-gallon propane tank on site.

- **Water** service is provided to most areas of the City by the East Valley Water District (EVWD). Some areas are still served by smaller water companies, such as the Arroyo Verde Mutual Water Association, Eastwood Farms Community Water Users Association and North Fork Water Company and a few residences in the easternmost area of the City have their own wells.

- **Wastewater** collection is also provided by the East Valley Water District, although a few residences are not connected to the wastewater collection system. Typically, these residences utilize septic tanks.

- **State Route 210** is a major transportation corridor that transects the City. **State Route 330** briefly enters the City at its northern boundary until it intersects with State Route 210. The State of California Department of Transportation (Caltrans) is responsible for State Route 210 and State Route 330.

- Omnitrans is the **regional transit system** operated by a joint powers authority among local government agencies throughout the San Bernardino Valley. Transit information (e.g., routes, stops and schedules) may be obtained from any member city, the County of San Bernardino, or Omnitrans itself.

6.1 Population

The California Department of Finance estimates Highland's population, as of January 1, 2022, at 56,546. Ninety-nine percent (99%) of the total population resides within an approximate thirteen square mile area, with the remaining 5 square miles (in the eastern portion of the City) being largely undeveloped land.

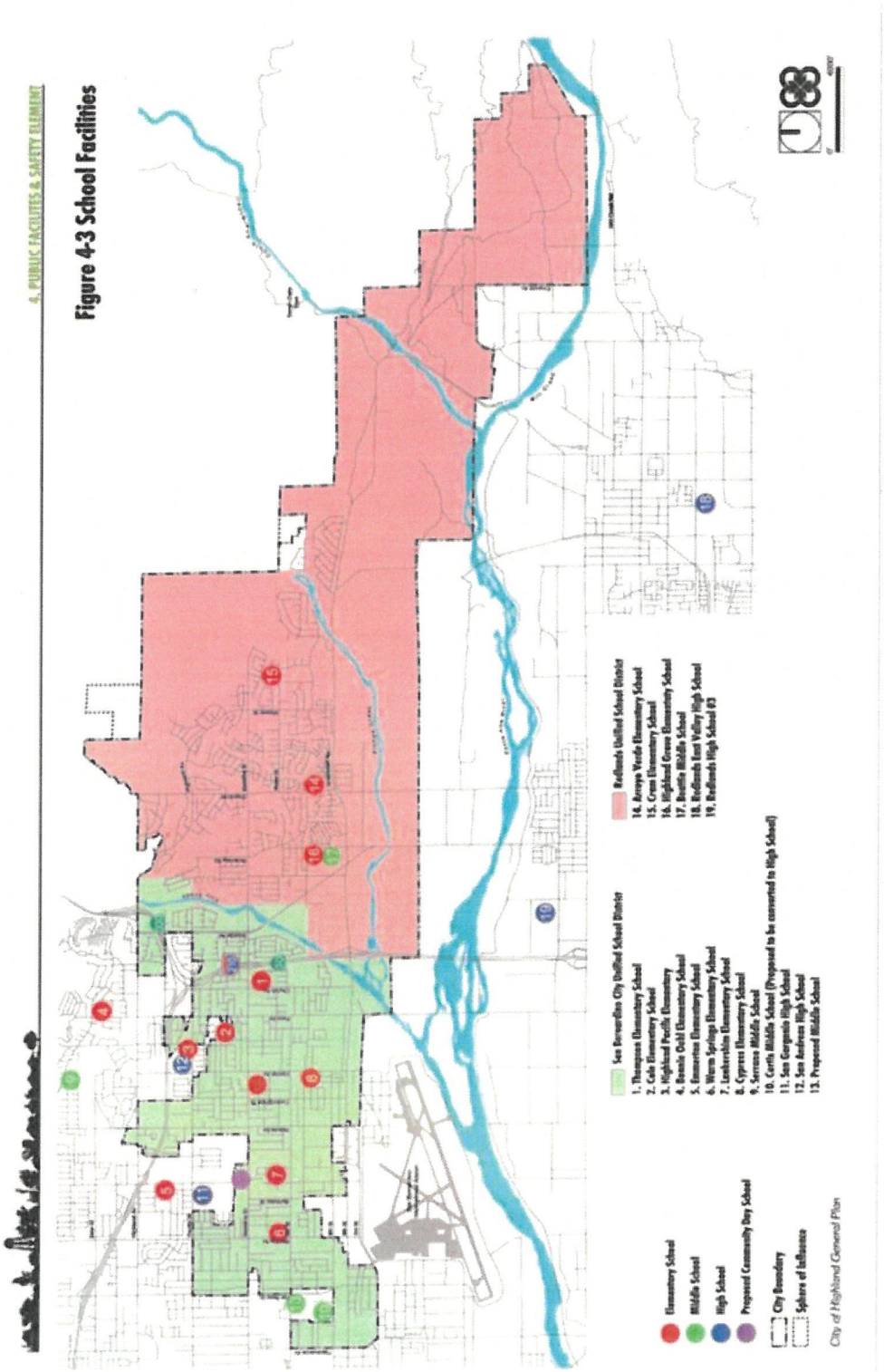
The city has several vulnerable population groups, including:

- **School Districts:** Two public school districts serve the City of Highland – the San Bernardino City Unified School District (SBCUSD) and the Redlands Unified School District (RUSD). SBCUSD and RUSD provide K-12 educational facilities and programs. School district boundaries and facilities are shown on *Figure 6-3 School District Boundaries and Facility Locations Map*.

- **Animal Population:** The animal population in Highland consists of horses, cattle, pigs, goats, and sheep in the more rural areas, as well as traditional household pets throughout the remainder of the City.

- **Elderly and Disabled Population:** According to the 2020 U.S. Census, approximately 10.3% of Highland's population is age 65 or over, in addition to those who are otherwise challenged because of physical or other disability.

Figure 6-3 School District Boundaries and Facility Locations



6.2 Geography

The City of Highland is primarily a desert-suburban area consisting of typical mountain-and-basin topography with sparse native vegetation. The natural geographic vulnerabilities include:

- **City Creek:** City Creek traverses the center of the City in a north-south direction from the San Bernardino Mountains to the Santa Ana River. This waterway produces the risk for flash flooding during rainstorms and is mildly susceptible to wildland fires. *Figure 6-7 illustrates the location of City Creek.*

- **Liquefaction Areas:** Like most areas of southern California, Highland is part of a gently sloping alluvial plain. This plain is composed of alluvium deposited by rivers and creeks that drain from the nearby mountains. Older alluvial deposits extend down from the foothills and cover approximately half of the City. These geological conditions pose the threat of liquefaction during seismic activity. *Figure 6-6 illustrates areas susceptible to liquefaction.*

- **Landslide Susceptibility:** Because of seismic hazards, liquefaction, and potential for significant runoff from the northern mountains, some areas in the eastern half of the City are susceptible to landslides. *Figure 6-6 illustrates areas susceptible to landslides.* It is pertinent to note that these areas are generally uninhabited.

- **Santa Ana River:** The Santa Ana River extends from the San Bernardino Mountains in the northeastern portion of the City, transects the City in a northeast-to-southwest direction until it merges with the Mill Creek Wash and then along the southern border of the City, producing the risk of flash flooding during rainstorms as well as generalized flooding during major events. It is also mildly susceptible to moderate wildland fires. *Figure 6-7 illustrates the location of the Santa Ana River.*

- **San Andreas Fault:** The San Andreas Fault System traverses the City's eastern and central areas in a southeast-to-northwest direction. This fault system is estimated to be capable of generating an earthquake magnitude of up to 8.3 on the Richter scale and poses the risk of a significant seismic event and liquefaction. *Figure 6-5 illustrates the location of the San Andreas Fault System.*

- **San Bernardino Mountains:** The San Bernardino Mountains (and the San Bernardino National Forest) extend along the northern border of the eastern portion of the City. The geographical features of these mountains produce the risk of flash flooding and significant wildland fires. *Figure 6-1 illustrates the proximity of the San Bernardino Mountains to the City.*

6.3 Hazards and Vulnerabilities

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business or other types of harm or loss.

Vulnerability indicates the level of exposure of human life and property to damage from natural and manufactured hazards.

The City of Highland conducted a hazard analysis to determine those hazards for which the city is vulnerable. Considerations were based on past history of occurrence, as well as potential for such hazards to occur in the city, given the city's geography and proximity to potential hazards. Below is a summary of hazards and vulnerabilities faced in the city:

6.3.1 Earthquake & Liquefaction

The seismic setting of Highland is dominated by the San Andreas Fault. Several active and potentially active faults of the San Andreas Fault System are present within and nearby Highland.

Magnitude is a measure of the size of an earthquake. The Richter Scale is the best-known scale for the measuring of magnitude (M) of earthquakes. The scale is logarithmic, meaning that a measurement of M7 signifies a disturbance with ground motion 10 times as large as a measurement of M6. The energy released by an earthquake of M7, however, is approximately 30 times that released by an earthquake of M6. An earthquake of M8 releases approximately nine hundred times the energy of an earthquake of M6. An earthquake of M2 is generally the smallest earthquake typically felt by humans. Earthquakes with a Richter measurement of M5 or higher are potentially damaging.

Intensity is a measure of the effect of an earthquake on the earth's surface. Currently, the United States utilizes the Modified Mercalli Intensity Scale. This scale is composed of 12 increasing levels of intensity, ranging from imperceptible shaking to catastrophic destruction. It does not have a mathematical basis. Instead, it is an arbitrary ranking based on individual observations. *Figure 6-4 demonstrates the Modified Mercalli Intensity Scale.*

Figure 6-4 Modified Mercalli Intensity Scale

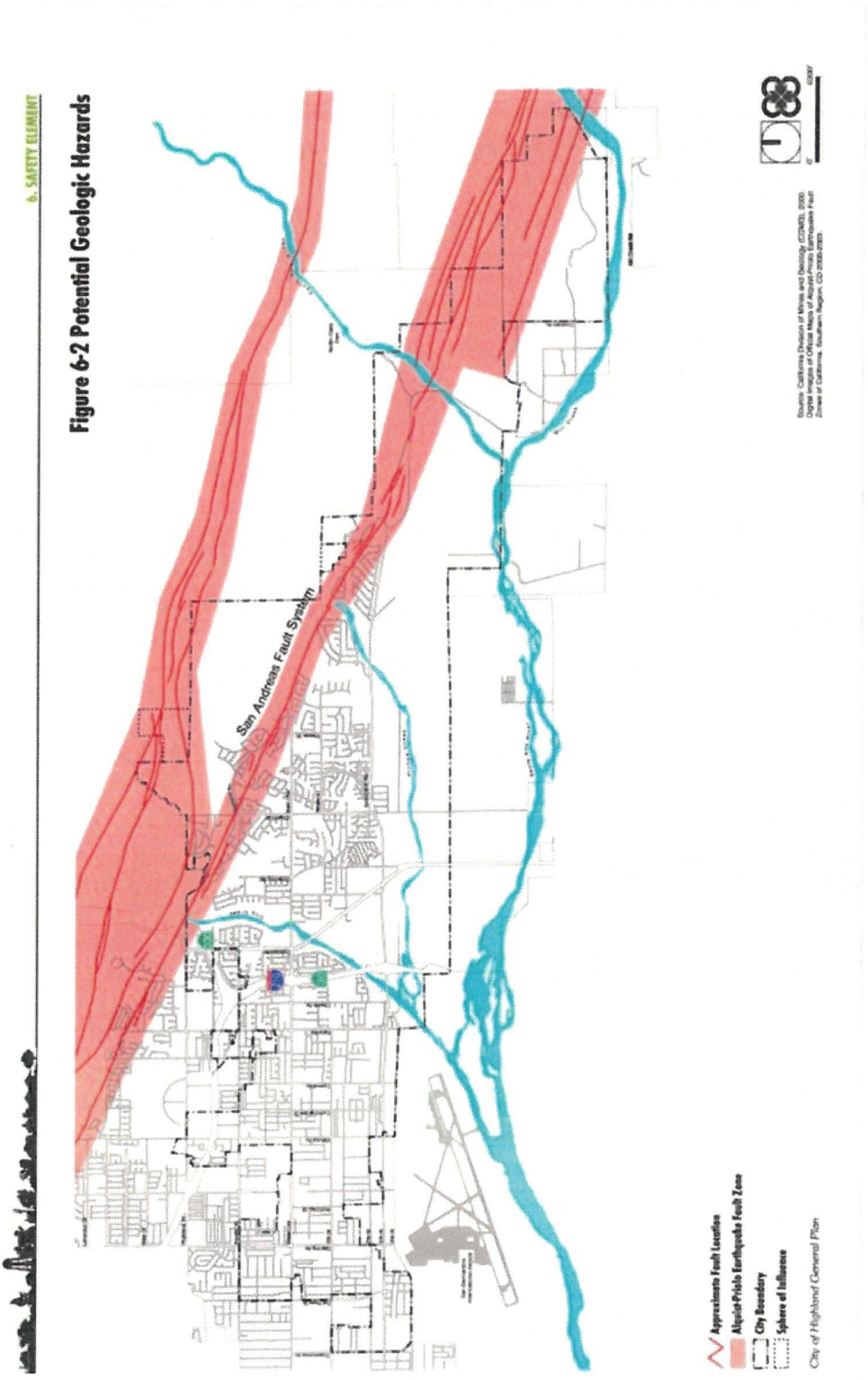
I. Instrumental	Not felt by many people unless in favorable conditions.
II. Feeble	Felt only by a few people at best, especially on the upper floors of buildings. Delicately suspended objects may swing.
III. Slight	Felt quite noticeably by people indoors, especially on the upper floors of buildings. Many do not recognize it as an earthquake. Standing vehicles may rock slightly. Vibration similar to the passing of a truck. Duration estimated.
IV. Moderate	Felt indoors by many people, outdoors by few people during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing vehicles rocked noticeably. Dishes and windows rattle alarmingly.
V. Rather Strong	Felt by nearly everyone; many awakened. Some dishes/windows are broken. Unstable objects overturned. Pendulum clocks may stop.
VI. Strong	Felt by all; many frightened and run outdoors, walk unsteadily. Windows, dishes, glassware broken; books fall off shelves; some heavy furniture moved or overturned; a few instances of fallen plaster. Damage slight.
VII. Very Strong	Difficult to stand; furniture broken; damage negligible in building of good design and construction; slight to moderate in well-built ordinary structures;

	considerable damage in poorly built or badly designed structures; some chimneys broken. Noticed by people driving.
VIII. Destructive	Damage slight in specially designed structures; considerable in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture moved.
IX. Ruinous	General panic; damage considerable in specially designed structures, well designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations.
X. Disastrous	Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundation. Rails bent.
XI. Very Disastrous	Few, if any masonry structures remain standing. Bridges destroyed. Rails bent greatly.
XII. Catastrophic	Total damage - Almost everything is destroyed. Lines of sight and level distorted. Objects thrown into the air. The ground moves in waves or ripples. Large amounts of rock may move position.

The **San Andreas Fault** is a right-lateral strike-slip type fault that extends in a general north-south direction. This fault is 744 miles in length and stretches from the community of Parkfield in northern California to the City of Indio in Riverside County. The north and south branches of the San Andreas Fault run through Highland. The last major earthquake along the south branch of the San Andreas occurred on January 9, 1857, in Fort Tejon and had an estimated Richter magnitude of 8.0 plus. The San Andreas Fault is believed capable of generating an earthquake of up to M8.3 on the Richter scale. *Figure 6-5 demonstrates the location of the San Andreas Fault System in Highland.*

The **San Jacinto Fault Zone** is located approximately 4.5 miles southwest of Highland and is believed capable of producing earthquake of M8.5 on the Richter scale. This Fault Zone has the potential for significant ground shaking within the region.

Figure 6-5 San Andreas Fault System



Highland has a high potential for surface rupturing and is susceptible to ground shaking from earthquakes. In the event of a major earthquake, ingress, and egress (including evacuation) routes may be severely disrupted due to potential physical road damage. Some structures, depending on the year and type of construction, may not withstand a seismic event of the potential maximum intensity earthquake.

Liquefaction is a seismically induced form of ground failure, which has been a major cause of earthquake damage to roads, utility pipelines, buildings, and other structures during past earthquakes in Southern California. Research and historical data indicate that loose, granular materials at depths of less than 50 feet with silt and clay contents of less than 30 percent saturated by relatively shallow groundwater table are most susceptible to liquefaction.

These geological conditions are typical in many parts of Southern California, including Highland; and therefore, liquefaction has been identified as a risk factor in the City. *Figure 6-6 demonstrates areas within the city that are susceptible to liquefaction.*

General Plan of Action

Earthquake Advisories are statements regarding scientific assessment that within a specified period (usually 3 to 5 days) there is an enhanced likelihood for damaging earthquakes to occur in areas designated in the Advisory. Advisories are not formal predictions, are usually issued after an initial earthquake has struck and there is concern of subsequent damaging earthquakes. The basis of advisories is existing knowledge of the seismic history and potential of the area under consideration.

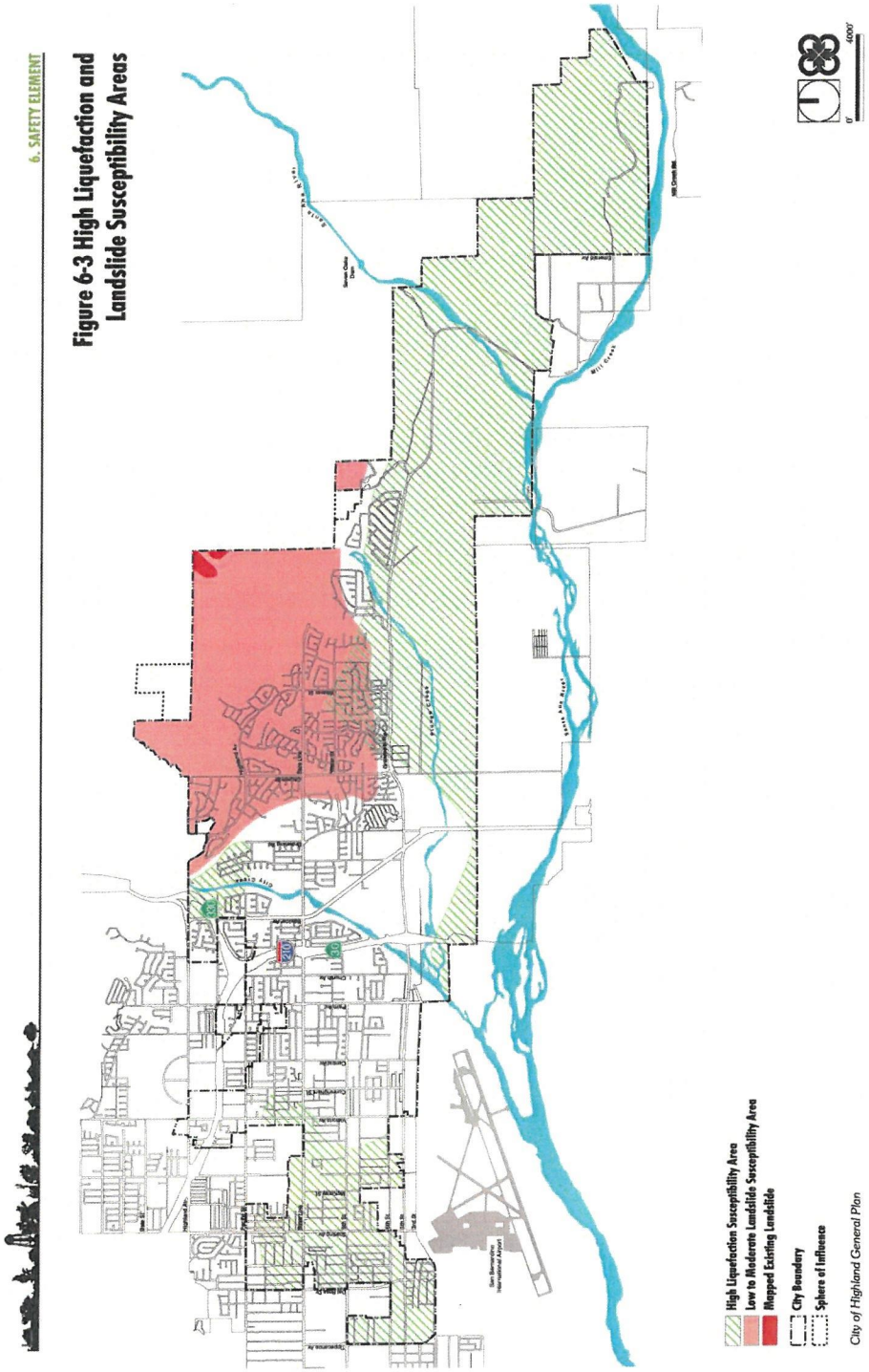
Upon notification of an Earthquake Advisory, the Emergency Preparedness Officer shall consider, as appropriate:

- Disseminating the information to key personnel
- Ensuring the readiness of systems essential to emergency operations
- Implementing protective and mitigation actions
- Providing information and guidance to the public about appropriate precautionary actions

A major earthquake occurring in Highland may cause injuries/deaths and extensive property damage (infrastructure/roads, residences, businesses). Many families may be separated, particularly if the earthquake should occur during normal working hours (when parents are typically at work and children at school), and a personal inquiry or locator system may be essential. Extensive search and rescue operations may be required to assist trapped or injured persons. Injured or displaced persons may require emergency medical care, food and temporary shelter. Medical care and transport may peak at a maximum level. Proper identification and burial of a mass number of deceased persons may be necessary. Shelters may be required if families are displaced. Communication with the public will be a key to response and recovery efforts.

Possible Secondary Affects: Fires, hazardous materials accidents, failure or disruption of utilities (such as electrical, gas, water, wastewater and communications systems). Aftershocks, dam failure, flooding, liquefaction, and landslides may aggravate response. The Emergency Operations Center Manager and/or Operations Section Chief will determine additional response efforts.

Figure 6-6 Liquefaction & Landslide Susceptibility Areas



6.3.2 Flood

Since incorporation in 1987, Highland has experienced few incidents of flooding, mud and debris flows, the most recent and damaging event occurring in December 2010/January 2011. Nonetheless, flooding poses a serious risk to life, property, public health, and safety and could cripple the economy. The Federal Emergency Management Agency (FEMA) indicates that floods are the most common and widespread of all natural disasters, except fires. Potential flooding is a safety concern in Highland, especially flooding from the failure of the Seven Oaks Dam caused by a severe earthquake.

The National Weather Service (NWS) uses specific weather terms to ensure that people know what to expect in the days and hours preceding a storm.

- A **Flood Statement** is issued to inform the public of flooding along major streams in which there is no serious threat to life or property. It may also follow a flood warning to give additional or follow-up information.

- A **Flood Watch** informs the public and cooperating agencies that current and developing conditions are such that there is a threat of flooding, but the occurrence is neither certain nor imminent.

- A **Flood Warning** informs the public of flooding along larger streams in which there is a serious threat to life or property.

- **Weather Advisories** highlight special weather conditions that are less serious than a weather warning. They are for events that may cause significant inconvenience, and if caution is not exercised, could lead to situations that may threaten life and/or property.

- **Weather Watch** is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

- **Weather Warning** is used when a hazardous weather or hydrologic event has a very high probability of occurring, is occurring or is imminent. A warning is used for conditions posing a threat to life or property.

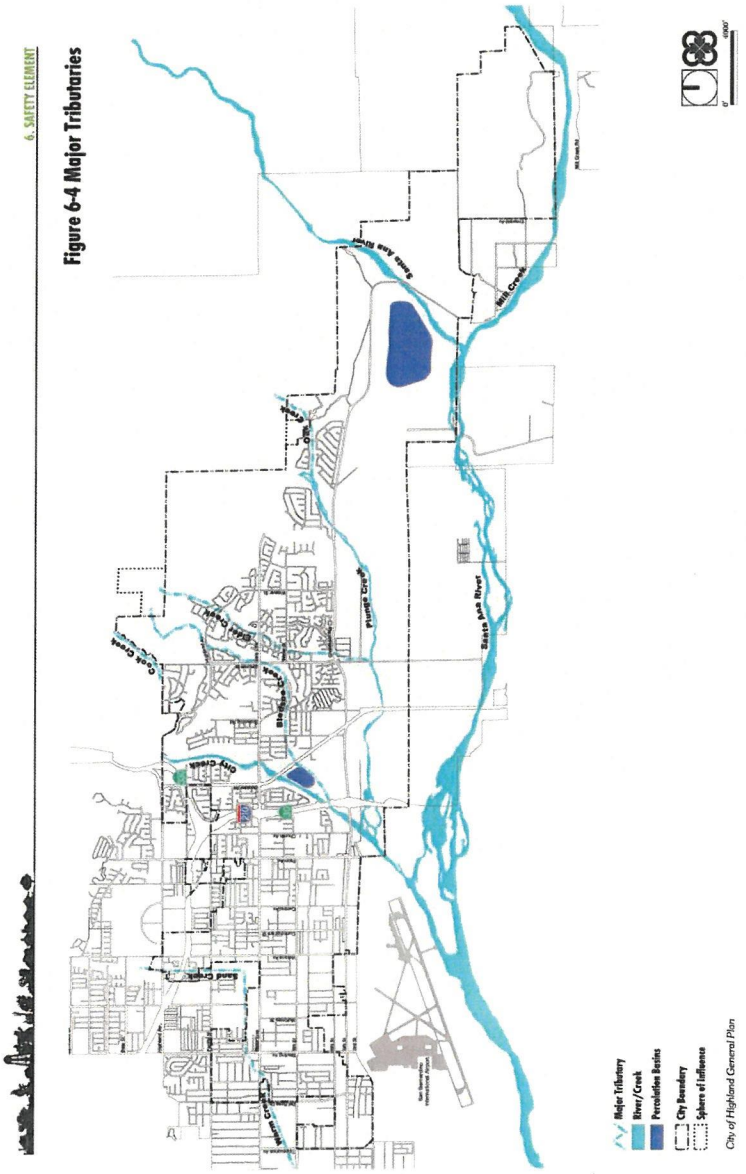
The potential exists for a significant flood event because of Highland's physical location at the foothills of the San Bernardino Mountains, its proximity to significant waterways and the Seven Oaks Dam.

As a member of the National Flood Insurance Program (NFIP), the City of Highland has adopted standards for flood protection in relationship to building elevation, flood proofing and anchoring.

Highland receives a considerable amount of runoff from watershed areas in the San Bernardino Mountains. This runoff flows along several improved, semi-improved and unimproved flood control channels and creeks to the Santa Ana River and eventually to the ocean. Eight major tributaries traverse Highland from east to west including Oak Creek, Plunge Creek, Elder Creek, Bledsoe Creek, Cook Creek, City Creek, Sand Creek and Upper Warm Creek. Sand Creek, Small

Canyon Creek and Bald Ridge Creek flow into Upper Warm Creek. The Santa Ana River is located along the southern boundary of Highland east of the San Bernardino International Airport. City Creek and Plunge Creek act as major natural drainage facilities for Highland. The Plunge Creek watershed is generally located along Greenspot Road and includes the tributaries of Little Mill Creek and Fredalba Creek. The City Creek watershed is located along State Route 330 north of the intersection of State Route 330 and Highland Avenue. *Figure 6-7 demonstrates the major tributaries in the City of Highland.*

Figure 6-7 Major Tributaries



Parts of Highland fall within the 100-Year and 500-Year Floodplain. The 100-Year Floodplain is an area of land subject to potential inundation by a storm whose intensity occurs on the average of once every 100 years. *Figure 6-8 demonstrates the Flood Hazards within the city.*

Highland is also within the Seven Oaks Dam inundation area. Dam failure at full capacity is a potential flood hazard for most of Highland. In such a case, water could extend as far north as Pacific Street in some locations. All southern exits from Highland could be impassable during a major inundation event.

The Seven Oaks Dam is a single purpose flood control project located just outside Highland's northeast boundary in an unincorporated area of San Bernardino County. The dam is a major feature of the Santa Ana River Mainstem Project designed to protect Orange, Riverside and San Bernardino Counties from flood. The dam is able to resist an earthquake measuring M 8.0 on the Richter scale with any point able to sustain a displacement of four feet without causing any overall structural damage.

In the event of catastrophic dam failure, the Big Bear Dam also has the potential to flood eastern portions of Highland. The Big Bear Dam is a water conservation reservoir owned by the Big Bear Municipal Water District.

Debris flows from post-fire damage, especially along the hillsides, can pose a significant threat to residences and infrastructure. Special mitigation efforts should be implemented in areas affected and susceptible.

General Plan of Action

Emergency preparedness will be based on four stages of response actions:

Stage I: **Light to moderate rain.** Monitor potential flood areas; track weather patterns and information provided by the National Weather Service.

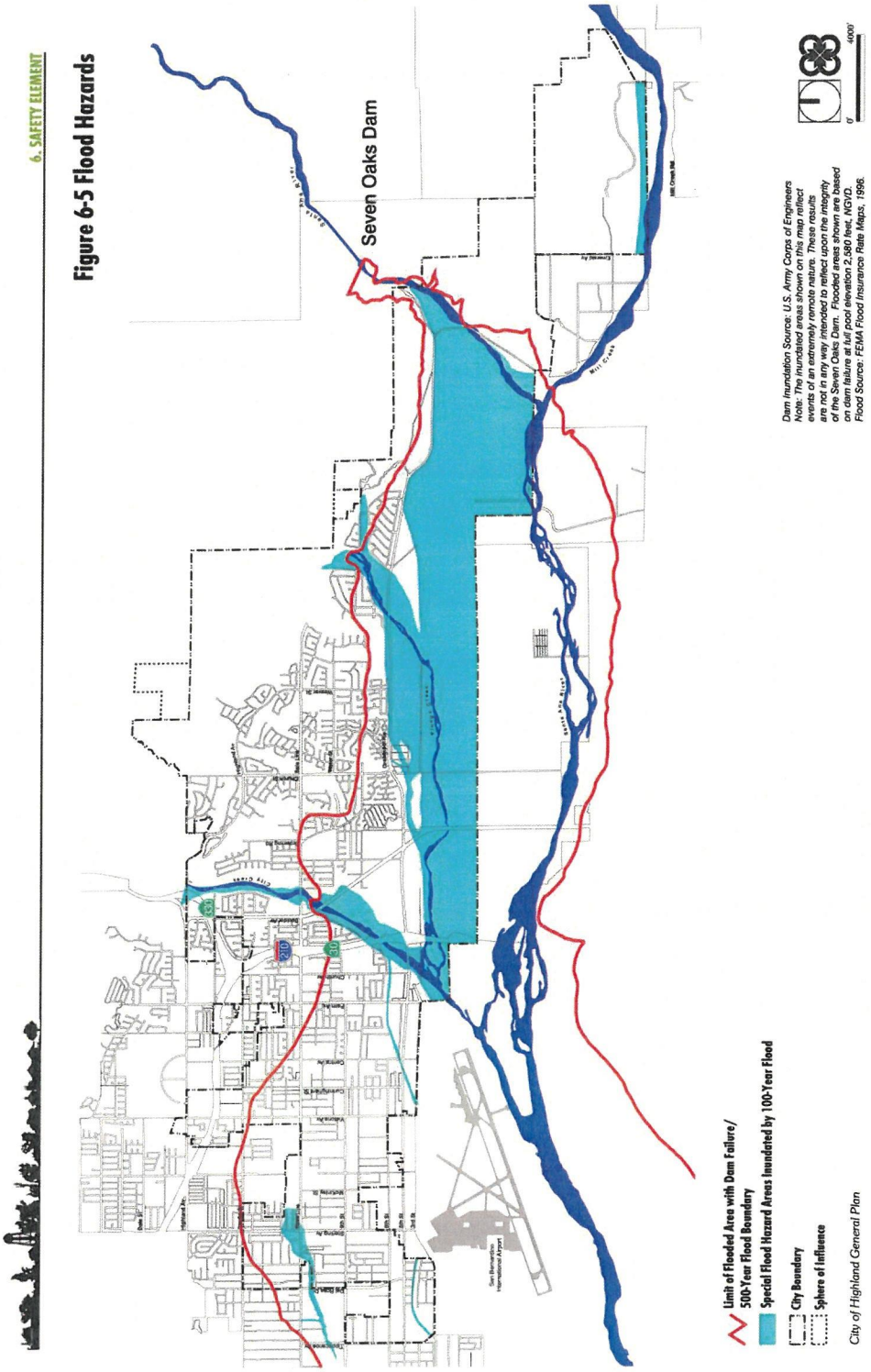
Stage II: **Moderate to heavy rain.** Warning signs in affected or potential flood areas may be posted. Public notification may be made to residents as well as to agencies that rely on roadway access (e.g., police, fire, ambulance, post office, public & school bus systems, California Highway Patrol, refuse collection services, etc.). Sandbag operations may be required to dam or divert water flows.

Stage III: **Continuation of heavy rain.** Affected streets may be closed to traffic. Some roads may be impassable, and detours may need to be established. Public notification of road closures will be done, if necessary. Rescue operations from structures and/or vehicles may be necessary.

Stage IV: **Threat to persons and private or public property.** May require evacuations and establishment of shelters.

Possible Secondary Affects: Public Health considerations pertaining to bacteria from ponding water, vector control, contamination of water supply and/or water table are possible. The EOC manager and/or the Operations Section Chief will determine additional response efforts.

6-8 Flood Hazards



6.3.3 Fire

Fires threaten lives, property, and natural resources, and also present a considerable risk to vegetation and wildlife habitat. Fires occur in wildland, urban and wildland-urban interface (WUI) areas.

Wildland fires occur in large undeveloped areas and result from ignition of grass, brush, or other flammable vegetative materials. Wildland fires can burn large areas destroying vegetation leading to increased susceptibility to land or mudslides and can cause significant damage to both structures and valuable open space land.

The northeastern and eastern portions of the City, especially hillside areas, are most susceptible to wildfires due to the location of fire-prone vegetation, limited access for firefighting equipment, steep topography and seasonal conditions that exacerbate fire hazard conditions. Conditions contributing to the severity of wildland fires are primarily related to weather, including temperature, humidity, and wind. Winds commonly referred to as "Santa Ana" winds typically occur during the fall months and pose a particularly significant hazard.

WUI fires occur in areas where urbanized development meets wildland areas. Wind-driven WUI fires pose a significant threat to lives and have increased potential to cause considerable damage to structures.

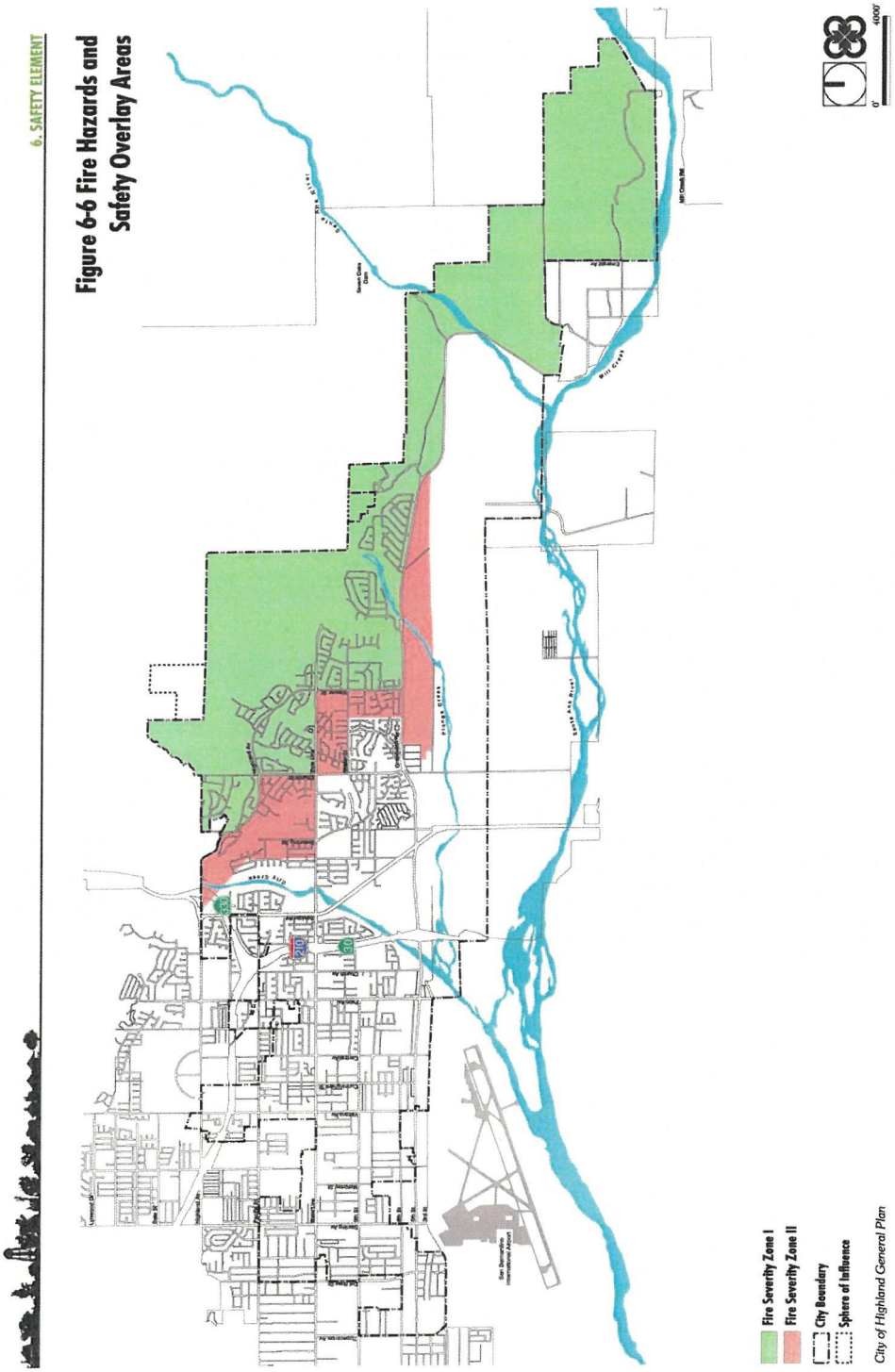
In October 2003, this area was victim to a wildland fire known as the "Old Fire", which burned 91,281 acres, destroyed 1,003 structures, and resulted in 6 deaths. Although the Old Fire resulted in significant evacuations in Highland, not a single structure in the city was destroyed. *Figure 6-9 demonstrates the high wildland fire hazard areas within the city.*

General Plan of Action

A major fire may result in the evacuation of residents and animals. Consideration must be given to evacuation of elderly and disabled populations. Shelters may be required if families are displaced. The San Bernardino County Department of Animal Care & Control (which provides animal control services within Highland) will implement animal evacuation and sheltering. Traffic control and security of evacuated properties must be considered. Water purveyors may be contacted to ensure water flow to the fire area. Assistance may be needed with communications, public information, staffing, equipment, and supplies. Future weather conditions must be monitored to determine wind direction and possibility of precipitation.

Possible Secondary Affects: Hazardous materials incidents; loss of utility service and communications; mass evacuation and potential for health hazards from smoke should all be considered. The EOC Manager and/or Operations Section Chief will determine additional response efforts.

Figure 6-9 Wildland Fire Hazard Areas



6.3.4 Landslide

Landslides are fast, downward movement of earth and rock materials. Some landslides are caused by infiltration of water into unstable material. Other landslides are earthquake-induced landslides consisting of rock falls and debris flows.

Foothills crossed by drainage channels created from local mountain runoff to the north characterize areas in the northeastern portion of Highland. Drainage from the north has cut deep into the surrounding landform creating steep walls susceptible to landslides. *Figure 6-6 also demonstrates areas of landslide susceptibility.*

6.3.5 Dam and Levee Failure

Dam inundation is defined as the flooding that occurs as the result of structural failure of a dam. Structural failure may be caused by faulty construction or seismic activity. In the case of seismic activity, inundation may occur by the action of a seismically induced wave that overtops the dam without causing dam failure. This action is referred to as a "seiche." Landslides flowing into a reservoir are also a source of potential dam failure or overtopping.

For the City of Highland to be impacted by dam inundation flooding, the Seven Oaks Dam (located on the Santa Ana River in the upper Santa Ana Canyon just outside the northeasterly city limits at 34°07'04" North Latitude and 117°05'52" West Longitude), would need to fail or be overtopped. Failure of the Seven Oaks Dam, even during a catastrophic event such as a severe earthquake, is considered to be an unlikely event.

Construction of the Seven Oaks Dam was completed by the U.S. Army Corps of Engineers (USACE) on November 15, 1999.

The purpose of Seven Oaks Dam is to operate in tandem with Prado Dam, also located on the Santa Ana River approximately 40.3 miles downstream, to provide flood protection to Orange County. During the early part of each flood season, runoff will be stored behind the dam in order to build a debris pool to protect the outlet works. Small releases will be made on a continual basis in order to maintain the downstream water supply. During a flood, Seven Oaks Dam will store water destined for Prado Dam for as long as the reservoir pool at Prado Dam continues to rise. When the flood threat at Prado Dam has passed, Seven Oaks Dam will begin to release its stored flood water at a rate that does not exceed the downstream channel capacity. At the end of each flood season, the reservoir behind Seven Oaks Dam will be gradually drained. *Figure 6-10 provides information on the Seven Oaks Dam.*

Ownership was transferred to the counties of San Bernardino, Riverside and Orange in October 2002. The San Bernardino County Flood Control District is primarily responsible for the physical operation of the dam. The San Bernardino County Department of Public Works, Flood Control District is located at 825 E. Third Street, San Bernardino, CA, and may be contacted at (909) 387-7918. The San Bernardino County Flood Control Districts East Valley Flood Yard may be contacted at (909) 387-8020.

In the event that unusual conditions arise, contact can also be made by telephone to the USACE, Los Angeles District Office, Reservoir Regulations Section at (213) 452-3623. During non-flood periods this office is open during regular business hours (7:30 AM – 4:00 PM Monday through Friday); and during flood-events the office is open 24 hours-per-day, 7 days a week.

Figure 6-10 Seven Oaks Dam Information

DWR Number	87-16
National ID	CA01530
Dam Type	Earth & Rock Fill
Crest Elevation	2,610 feet
Crest Length	2,760 feet
Streambed Elevation at Dam Centerline	2,060 feet
Maximum Dam Height above Streambed	550 feet
Design Freeboard	5.3 feet
Reservoir Area at Spillway Crest	780 acres
Reservoir Gross Storage Capacity at Spillway Crest	145,600 Acre-feet
Drainage Area	177 square miles

Levees are also subject to failure without warning but are especially subject to failure during an earthquake or flood.

General Plan of Action

Depending on the severity of the situation, a plan of action may include sandbag operations and/or soil shifting in an attempt to reroute water. Road closures may need to be posted and public notification made to affected residents and businesses. Contact must be made with agencies that rely on roadway access (e.g., police, fire, ambulance, post office, public & school bus systems, California Highway Patrol, refuse collection services, etc.). Rescue operations from structures and/or vehicles may be necessary. Evacuation of residences and businesses must be considered, as well as potential transportation of large numbers of evacuees, including the elderly, disabled and animal populations. Shelters may be required if families are displaced. Traffic control and security of property must be considered when evacuations are deemed appropriate.

Possible Secondary Affects: Public health considerations pertaining to bacteria from ponding water, vector control, and contamination to water supply or water table. The EOC Manager and/or the Operations Section Chief will determine additional response efforts.

6.3.6 Hazardous Material Emergency

There is no one, universal definition for what constitutes a "hazardous material." Many regulations at the local, state, and federal levels govern the management of hazardous materials and waste. These regulations are constantly evolving. The U.S. Environmental Protection Agency (USEPA) and the County of San Bernardino manage the inspection, regulation and permitting of hazardous materials storage, use and transportation.

Other jurisdictions are also involved in regulating the transportation of hazardous waste and materials on roads and highways. The U.S. Department of Transportation (USDOT), in cooperation with the USEPA, establishes and enforces regulations for transportation of hazardous materials and wastes such as containment and consistent identification/marking of hazardous materials. At the state level, the Department of Health Services (DHCS) tracks shipments of hazardous wastes and the California Highway Patrol (CHP) enforces transportation-related regulations by periodic inspection of vehicles on the road as well as annual inspection of transport vehicles to issue certification as required by DHCS.

San Bernardino County has a County Hazardous Waste Management Plan. As further required by the State, all cities within the County must also adopt a City Hazardous Waste Management Plan. City of Highland Ordinance No. 171, in accordance with state law and the HWMP, regulates hazardous materials management within the City and requires businesses that use hazardous materials or generate hazardous waste to include an inventory of amounts and types of hazardous materials, practices for management and reductions, as well as emergency response procedures.

However defined, hazardous materials are any substance or combination of substances, which because of quantity, concentration or characteristics, may cause or significantly contribute to an increase in injury/death or pose substantial hazards to humans and/or the environment. The occurrence of a hazardous materials incident can be accidental or due to a collision, spill, leak, or human error.

Highland has many businesses that manufacture, transport, store, use or dispose of hazardous materials and waste. The unauthorized handling of such materials is an issue of concern. The unhealthful effects of certain chemicals and substances have led to extensive regulation of hazardous materials. Nevertheless, there is still the potential for hazardous materials to be released into the environment, whether as a result of an accident, carelessness or intentionally.

While there are no known businesses in Highland that have large amounts of hazardous materials, numerous hazardous materials users have been identified, such as schools, dry cleaners, retail stores with swimming pool chemicals, etc.

Residents are encouraged to dispose of household hazardous waste by using the free Household Hazardous Waste Collection Center, operated by the San Bernardino County Fire Department's Hazardous Materials Division, located at San Bernardino International Airport. Proper disposal of household hazardous wastes eliminates many residential hazards.

The most significant hazardous materials incident in Highland's history involved clean-up following closure of Chemical Commodities, a business that repackaged chemicals for the U.S. Department of Defense (USDOD) and others. Cleanup operations lasted for several weeks and were coordinated by the San Bernardino County Fire Department's Hazardous Materials Division.

Hazardous materials are routinely transported along State Route 210, which traverses through the center of the city and provides a continual threat of hazardous materials release. *Figure 6-11 illustrates the Designated Truck Routes within the city.*

The impact of an aircraft accident creates the potential for multiple explosions and fire, resulting in a hazardous material incident involving jet fuel. Aircraft originating and departing from a number of airports in Southern California (e.g. San Bernardino, Ontario and Los Angeles International airports) frequently occupy the skies above Highland. General aviation aircraft also fly into and out of Redlands Municipal Airport near the city's southern border.

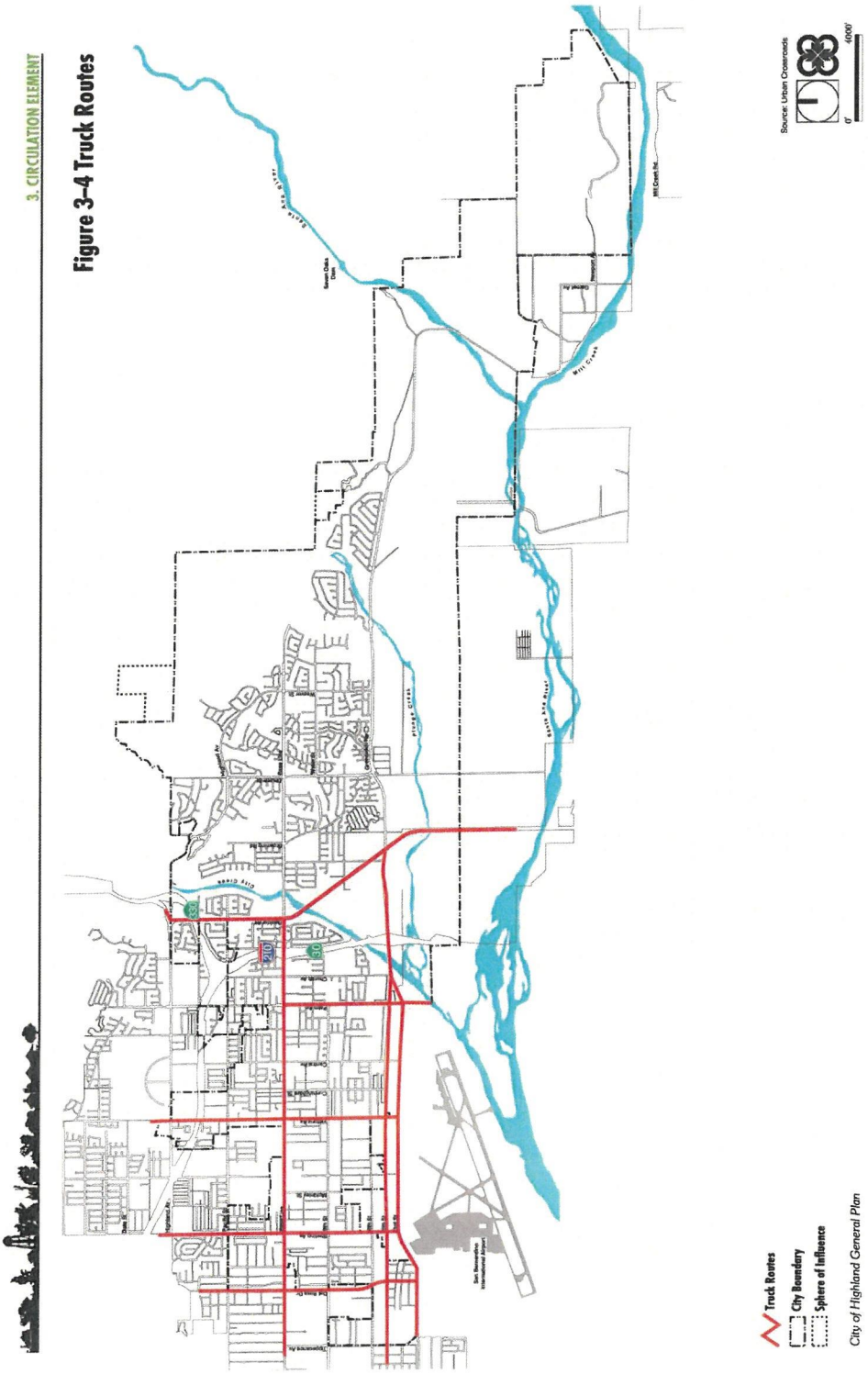
Clandestine laboratories are a threat because they are frequently operated secretly until a hazardous materials accident occurs or upon investigation by law enforcement. Clandestine dumping – the criminal act of disposing of hazardous or toxic materials on public or private property – is another threat in Highland. Because of the cost of properly disposing of hazardous materials/waste, the rural eastern area of Highland is targeted by illegal dumpers.

General Plan of Action

Regardless of the location and/or type of hazardous materials incident, the Highland Fire Department will respond and determine the need for additional assistance according to the San Bernardino County Fire Department's Hazardous Materials Division Plan. Prevailing wind and geographic features in the vicinity will be relevant factors in responding to a hazardous materials incident. Beyond this response, evacuations may be required of residents, businesses, and animals. Shelters may need to open (or consideration given to order in-place protection). Local hospitals may be notified of potential mass patients. Road closures may be in effect, as well as a need to secure the perimeter of the incident. Public information will need to be disseminated.

Possible Secondary Affects: Hazardous materials fire and clean-up operations must be completed to eliminate further contamination of life and property. The EOC Manager and/or the Operations Section Chief will determine additional response efforts.

Figure 6-11 Designated Truck Routes



6.3.7 Energy Disruption

California obtains electric power from a variety of in- and out-of-state sources, including gas-fired, nuclear, and hydro power plants as well as renewable sources such as wind, geothermal and solar power. California's energy production, storage and distribution systems are vulnerable to physical hazards as well as market forces, weather, and operating conditions. Energy disruption may have significant impacts and result in a risk to public health and safety, particularly those who rely on continuous energy for operation of life-sustaining equipment.

Power failure typically occurs in one of two scenarios – planned or accidental. Planned outages are those experienced during the 2001 energy shortage, or those that occur during a "rolling" blackout. Accidental power outages may occur as a result of traffic collisions, severe winds, fires and other unforeseen events. In either case, residents should be prepared to be without electrical power for hours or days.

Significant power transmission lines that serve southern California are routed through the Cajon and Banning Passes, areas that are prone to significant wildfires and strong winds. These systems may be shut down without warning.

General Plan of Action

In response to planned power outages, a separate notification procedure has been established among Southern California Edison Company, San Bernardino County Communications Center, City of Highland, and its police (Sheriff's) and fire (Cal Fire) departments. *(Refer to the Emergency Preparedness Officer for the current notification protocol.)*

With either planned or unplanned power outages, a number of determinations must be acquired prior to determining a general plan of action, such as:

- Size of the affected area
- Potential duration of the outage
- Number of residences, businesses and traffic control devices affected
- Operability of 9-1-1 system
- Time of Year (e.g., severe hot or cold weather)

Actions may include opening shelters in an unaffected area for those needing power for life-saving equipment, erecting stop signs in place of traffic control lights, conducting neighborhood patrols to facilitate emergency notification, dissemination of public information, etc.

Possible Secondary Affects: Fires may occur when power is restored. The EOC Manager and/or the Operations Section Chief will determine additional response efforts.

6.3.8 Civil Unrest

Civil unrest is usually triggered by a dramatic social or political event. Every area in California, including the City of Highland, is at risk for civil unrest.

Most recently, the civil unrest of 2020 has been a challenge for many cities in California, Highland included. Current numbers are not available for the state, but estimates are that 19 lives have been lost and over $1 billion of damage has occurred across the United States. Previously, the 1992 Los Angeles Civil Disturbance resulted in fifty-three deaths, over 2,300 injuries and over $800 million in damage.

General Plan of Action

Civil unrest may result in large, damaging fires and damage to water and wastewater systems rendering them ineffective, energy disruption, or other similar events. There may be large numbers of casualties requiring medical treatment.

Actions may include opening shelters in an unaffected area or evacuation of persons from affected areas, and dissemination of public information. Law enforcement will be relied upon to restore order.

Possible Secondary Affects: The EOC Manager and/or the Operations Section Chief will determine additional response efforts.

6.3.9 Pandemic and Epidemic

A disease outbreak can cause illness and result in significant numbers of casualties. Since 1900, there have been three influenza pandemics that killed approximately 830,000 people in the United States. As of March 14, 2023, approximately 103,672,529 cases of Covid-19 have been reported in the United States, according to the Centers for Disease Control & Prevention (CDC).

General Plan of Action

Actions may include providing support to the San Bernardino County Public Health Department in the form of separate shelters for quarantined and non-quarantined patients, providing facilities for distribution of medications, providing security for shelters, medication distribution points, and the like. The City created a Covid-19 Prevention Program that outlined protocol to control exposures that may occur at City worksites.

Possible Secondary Affects: The EOC Manager and/or the Operations Section Chief will determine additional response efforts.

6.3.10 Terrorist Attack

All areas of the United States are potential targets for both domestic and international terrorist attacks. Terrorists typically exploit vulnerabilities caused by technological hazards and may

include hazardous materials, biological agents that result in epidemics or attempts to damage critical infrastructure including cyber-attacks which pose potentially devastating disruptions to essential communications systems.

General Plan of Action

Actions will be determined by the type of attack and the EOC Manager and/or Operations Section Chief will determine additional response efforts.

6.4 Assumptions

Below are assumptions reflecting the situations that must be considered in order to achieve effective emergency management:

- All incidents are local
- Emergencies may occur at any time with little or no warning and may exceed the capabilities of local resources
- Emergencies may result in casualties, fatalities and displace people from their homes
- An emergency may result in property loss, interruption of essential public services, damage to basic infrastructure and significant harm to the environment
- The greater the complexity, impact and geographic scope of an emergency, the more multiagency coordination will be required
- The City of Highland is primarily responsible for emergency actions within its boundaries and will commit all available resources to save lives, minimize injury to persons, minimize damage to property and the environment under all threats and emergencies
- The City of Highland will utilize the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) in emergency response operations
- The Director of Emergency Services will coordinate the City's disaster response in conformance with City of Highland Municipal Code, Chapter 2.44, entitled "Emergency Services" and relating to the emergency organization and functions
- The City of Highland will participate as a member of the San Bernardino County Operational Area
- Organizations and individuals responsible for operating the Emergency Operations Center are familiar with the City of Highland Emergency Operations Plan, and will execute their assigned responsibilities
- The resources of the City of Highland will be made available to local agencies and citizens to cope with disasters affecting this area

- The City of Highland will commit its resources to a reasonable degree before requesting mutual aid assistance

- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them

Based on past history and potential assessment, the following table indicates the likelihood of occurrence of each identified threat and its probable severity. Included are hazards identified that could possibly occur within the city, but not at the level to plan and prepare due to the extreme unlikelihood of occurrence. *Figure 6-12 demonstrates the likelihood and severity of hazard occurrence.*

Figure 6-12 Likelihood & Severity of Hazard Occurrence

HAZARD	LIKELIHOOD OF OCCURRENCE				SEVERITY		
	Unlikely	Infrequent	Sometimes	Frequent	Low	Moderate	High
Dam Inundation	X				X	X	X
Earthquake <M5				X	X		
Earthquake >M5		X			X	X	X
Flood			X		X	X	X
Hazardous Materials Incidents		X			X	X	
Power Failure		X			X	X	
Terrorism	X				X	X	X
Wildland Fire			X		X	X	X
THE INCIDENTS BELOW WERE IDENTIFIED AS BEING EXTREMELY UNLIKELY TO OCCUR.							
Aircraft Accident	X				X	X	X
Severe Weather (heat; cold; wind)	X				X		

7. Emergency Management Organization

7.1 Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the ESA[iv] for managing multiagency and multijurisdictional responses to emergencies. The system unifies all elements of the emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multiagency or inter-agency coordination.

The City of Highland must use SEMS in order to be eligible for reimbursement of response-related costs under the state's disaster assistance programs.

7.1.1 SEMS Organization Levels

There are five SEMS organization levels, which are described below and are illustrated in *Figure 7-1 SEMS Organization Levels*:

Figure 7-1 SEMS Organization Levels



- **Field** – The Field Level is where emergency response personnel and resources, under the command of responsible individuals, carry out tactical decisions and activities in direct response to an incident or threat.

- **Local Government** – The Local Government Level includes cities, counties and special districts. This is where the City of Highland fits into the SEMS organizational structure. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated, or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.

- **Operational Area** – The Operational Area (OA) is the intermediate level of the state's emergency management organization which encompasses a county's boundaries and all political subdivisions located within that county, including special districts. The City of Highland is part of the San Bernardino County OA. The OA facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local Government Level and Regional Level. State, federal and tribal jurisdictions in the OA may have statutory authorities for response similar to that at the local level.

- **Region** – The City of Highland is part of the CalOES Southern Region. The Regional Level manages and coordinates information and resources among OAs within the mutual aid region and between the OA and the state level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions (*See Figure 10-1 – Mutual Aid Regions).* The Regional Level operates out of the Regional Emergency Operations Center (REOC).

- **State** – The State Level of SEMS prioritizes, tasks and coordinates state resources in response to requests from the Regional levels, coordinates mutual aid among the mutual aid regions and between the Regional Levels and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and other similar interstate compacts/agreements and coordinates with FEMA when federal assistance is requested. The State Level operates out of the State Operations Center (SOC).

7.1.2 SEMS Functions

In order to facilitate communications and coordination of responding agencies during extraordinary emergencies the city has adopted the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) into its emergency operations plan.

Local governments must use SEMS and NIMS to be eligible for reimbursement of their costs under State and Federal disaster assistance programs.

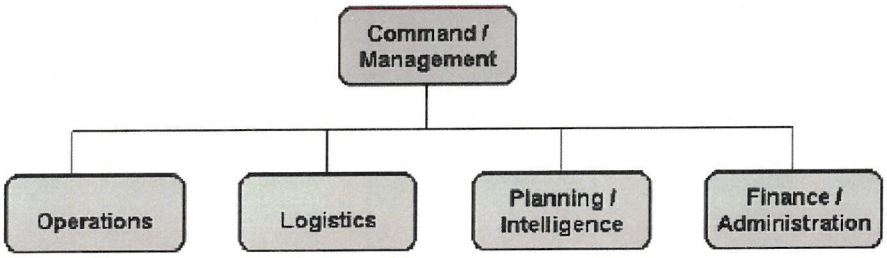
SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA), existing mutual aid systems, the operational area (OA) concept and multi-agency or inter-agency coordination. SEMS was established to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system; and
- Facilitate coordination among all responding agencies.

Use of SEMS improves the mobilization, deployment, utilization, tracking and demobilization of needed mutual aid resources. SEMS is intended to reduce the incidence of poor coordination and communications and to reduce resource ordering duplication on multi-agency and multi-jurisdiction incidents. SEMS is designed to be flexible and adaptable to the varied types of disasters and to the needs of all emergency responders.

SEMS requires that every emergency response involving multiple jurisdictions or agencies include the five functions at each level of the organization, identified below in *Figure 7-2 SEMS Functions*.

Figure 7-2 SEMS Functions



- **Command/Management** – Command is responsible for directing, ordering and/or controlling resources at the field response level. Management is responsible for overall emergency policy and coordination at the EOC levels. Command and Management are further discussed below:
    - **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the

organization. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responsible agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or EOC, when activated.

- **Management:** The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:
    - Facilitates multiagency coordination and executive decision-making in support of the incident response.
    - Implements the policies established by the governing bodies;
    - Facilitates the activities of the Multiagency Coordination Group (MAC Group).

- **Operations:** Responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's Action Plans (AP). At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the Operations Section Coordinator manages functional coordinators who share information and decisions about discipline-specific operations.

- **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.

- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the AP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.

The field and EOC functions are further illustrated in *Figure 7-3 Comparison of Field and EOC SEMS Functions.*

Figure 7-3 Comparison of Field and EOC SEMS Functions

PRIMARY SEMS FUNCTION	FIELD RESPONSE LEVEL	EOCs AND OTHER SEMS LEVELS
Command/ Management	Command is responsible for the directing, ordering and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination, and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning/ Intelligence	The collection, evaluation, documentation, and use of intelligence related to the incident.	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdictional activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/ Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.

7.1.3 National Incident Management System (NIMS) Integration

In addition to SEMS, the city is responsible for compliance with the requirements of the National Incident Management System (NIMS) as defined in the Homeland Security Presidential Directives. The city promotes and encourages NIMS adoption by associations, utilities, Non-Governmental Organizations (NGOs), private sector emergency management and incident response organizations to enhance emergency management effectiveness. SEMS and NIMS are designed to be compatible and are based on similar organizational principles.

7.1.4 EOC Activation Criteria, SEMS Levels and Staffing

Emergency Operations Centers (EOCs) should be activated in accordance with SEMS and organized according to the five functions of the system: Management, Operations, Planning/Intelligence, Logistics and Finance/Administration. Activation or deactivation will be determined by the Director of Emergency Services, or in his/her absence the Assistant Director of Emergency Services, consistent with the SEMS criteria and operational needs.

The city complies with the SEMS EOC minimum activation requirements illustrated in *Figure 7-4 SEMS EOC Activation Requirements.*

Figure 7-4 SEMS EOC Minimum Activation Requirements

Situations Identified in SEMS Regulations	SEMS Levels:				
	Field Response	Local Government	Operational Area	Regional	State
Incident involving two or more emergency response agencies §2405 (a),(b)	Use ICS				
Local emergency declared or proclaimed* §2407 (a)(2)		Use SEMS			
Local government EOC activated §2407(a)(1)		Use SEMS			
Local government activates EOC and requests OA EOC activation §2407(a)(1)		Use SEMS	Activate EOC	Activate EOC	Activate EOC
Two or more cities within an OA declare or proclaim a local emergency §2409(f)(2)			Activate EOC	Activate EOC	Activate EOC
County and one or more cities declare or proclaim a local emergency §2409(f)(3)			Activate EOC	Activate EOC	Activate EOC
City, city and county, or county requests Governor's state of emergency proclamation §2409(f)(4)			Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency for county or two or more cities §2409(f)(5)			Activate EOC	Activate EOC	Activate EOC
OA requests resources from outside its boundaries **§2409(f)(6)			Activate EOC	Activate EOC	Activate EOC
OA receives resource requests from outside its boundaries**§2409(f)(7)			Activate EOC	Activate EOC	Activate EOC
An OA EOC is activated §2411(a)				Activate EOC	Activate EOC
A regional EOC is activated §2413(a)(1)					Activate EOC
Governor proclaims a state of emergency §2413(a)(2)					Activate EOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)					Activate EOC

Notes: This matrix highlights the flow of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC which, in turn, triggers activation of the state level EOC.

*The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be declared or proclaimed without the need for EOC activation.

**Does not apply to requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the Master Mutual Aid Agreement.

§ Indicates sections in the California Code of Regulations, Title 19, Division 2, Chapter 1 (SEMS).

□ Situation is not applicable to the SEMS level.

The EOC staffing level should be established consistent with the organizational need, as defined below:

- **Level One Staffing (Full Staffing):** During a major disaster, full activation of all pre-identified EOC functions may be warranted. These functional positions include the management functions of SEMS, agency representatives or liaisons to serve as functional coordinators and support staff.

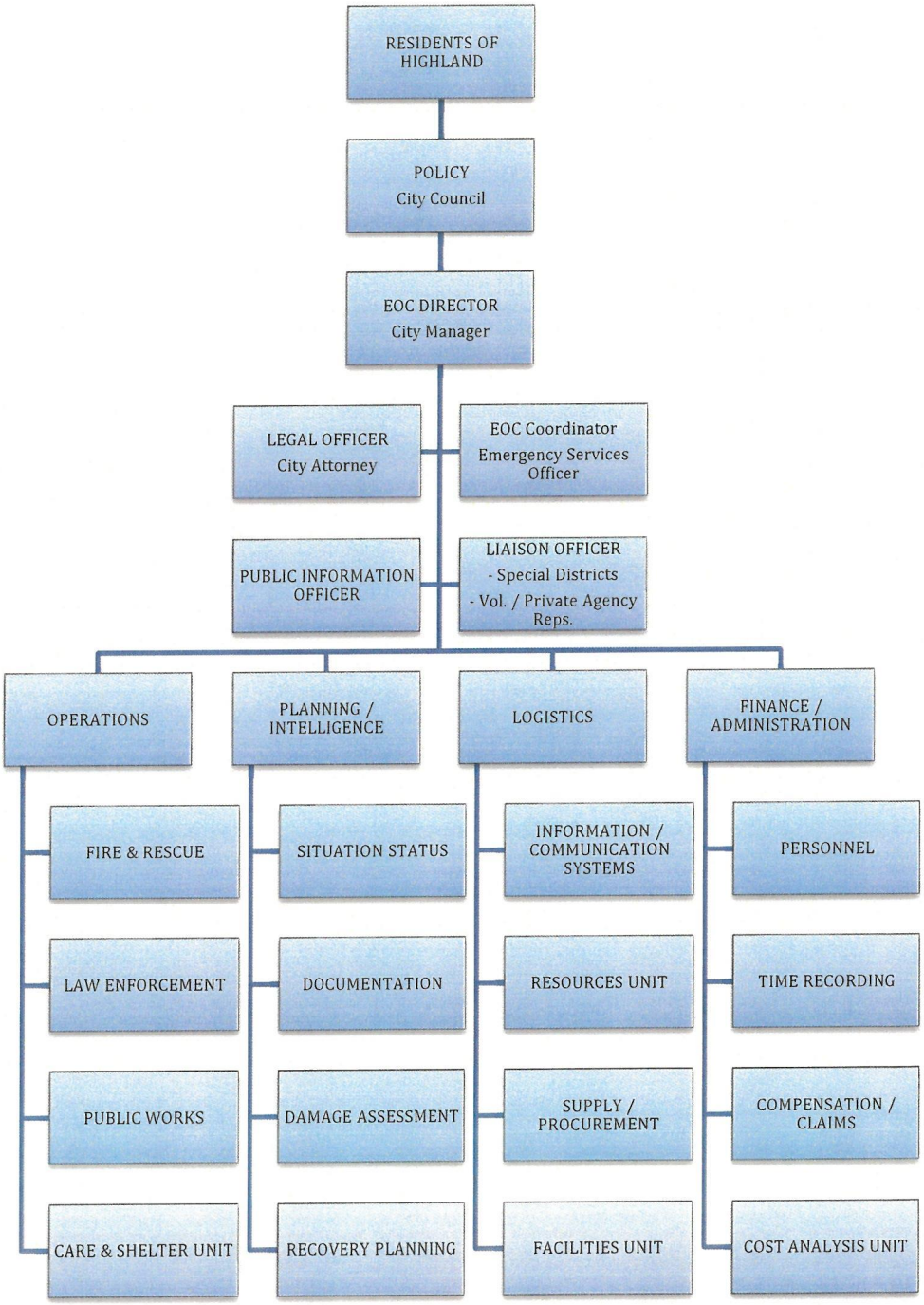
- **Level Two Staffing (Functional Staffing):** During this level of activation, selected functions have been deployed to the EOC to coordinate information and resources. For example, a wildland fire may only require an EOC Director, Fire Services Coordinator, Care and Shelter Coordinator and a Planning Coordinator to coordinate situation and resource status activities. Other functions may be activated on a case-by-case basis.

- **Level Three Staffing (Single Staffing):** This constitutes a minimal level of staffing to coordinate information among emergency management officials. Level One staffing consists of one function and may be served by a duty officer.

NOTE: The numbering sequence for EOC staffing progression established in the SEMS regulations are opposite of the NIMS numbering sequence. Since California law requires use of SEMS, this plan continues the use of the SEMS numbering sequence.

Figure 7-5 below contains the City of Highland EOC Organization Chart.

Figure 7-5 City of Highland EOC Organization Chart



Due to the limited number of personnel available, one individual may fulfill multiple organization functions.

7.1.5 Emergency Operations Centers

The State of California maintains and operates the State Operations Center (SOC) and three Regional Emergency Operations Centers (REOCs). The SOC is responsible for coordinating resource requests and resolving prioritization issues that may arise at the Region Levels, between the CalOES Administrative Regions and coordinating with FEMA and other federal agencies involved in the implementation of the National Response Framework (NRF). Typically, EOC activations begin with the Local Government Level where the emergency or disaster occurs, which in turn triggers activation at each subsequent level, as needed, up through the SOC.

- **State Operations Center:** SOC operations are under the management of CalOES. SOC responsibilities include:

    - Function as overall state coordinator in the event of simultaneous multi-regional incidents
    - Facilitates the establishment of inter-regional policy direction
    - Monitors and facilitates inter-regional communications and coordination issues
    - Compiles, authenticates and makes available summary disaster status information into Situation Reports for the Governor's Office, legislature, state agency headquarters, media and others as appropriate
    - Provides regional support and coordination in the absence of a REOC
    - Maintains status of mission numbers and state purchasing authority until these functions are assumed by the REOC in the affected area
    - Provides necessary coordination with and between established statewide mutual aid systems at the state level
    - Manages the state's Emergency Public Information program
    - Provides and maintains state government linkage and inter-agency coordination with the Federal Response System, including requesting appropriate assignments of federal Emergency Support Functions (ESFs) at the SOC and REOCs
    - Supports the recovery process and assists state agencies and REOCs in developing and coordinating recovery action plans

- **Regional Emergency Operations Centers:** The Regional Level manages and coordinates information and resources among Operational Areas within the mutual aid region and between the OAs and the State Level, as well as coordinating overall state agency support for emergency response activities within the region. The operational role of the REOCs is to:

    - Function as the state's primary point of contact for Operational Areas within the region
    - Coordinate the collection, verification and evaluation of situation status reports
    - Coordinate mutual aid requests between Operational Areas within the region, including coordination of mutual aid requests other than those processed through established discipline-specific systems (e.g. Disaster Medical/Health, Law Enforcement and Fire & Rescue Mutual Aid Systems)
    - Maintain liaison and coordination with the SOC and with state and federal agencies within the region

    - Ensure proper application of SEMS within the affected region

- Supports the recovery efforts of the Operational Areas in developing and coordinating recovery action plans
- Receives and disseminates emergency alerts and warnings

- **Operational Area Emergency Operations Center:** The Operational Area (OA) level is an intermediate level of the state's emergency services organization that encompasses the county and all political subdivisions located within the county, including special districts. The OA manages and coordinates information, resources and priorities among local governments within the OA and serves as the coordination and communications link between the Local Government Level and the Regional Level.

  The San Bernardino Operational Area consists of all cities within the County of San Bernardino, which includes the City of Highland, as well as the unincorporated area of San Bernardino County. The lead agency having overall responsibility for coordinating and supporting emergency operations within the OA is the San Bernardino County Fire Department, Office of Emergency Services. The County of San Bernardino EOC serves as the OA EOC. The operational role of the OA EOC is to:

  - Coordinate with local governments within the OA
  - Gather and disseminate information within the OA
  - Coordination with the Regional EOC and other OAs
  - Report information to the Regional level using the Operational Area Satellite Information System (OASIS), if available
  - The San Bernardino Operational Area EOC shall activate when:
    - A local government within the OA has activated its EOC and requested activation of the OA EOC to support their emergency operations
    - Two or more cities within the OA have declared or proclaimed a Local Emergency, or the county and one or more cities have declared or proclaimed a Local Emergency
    - A city, city and county, or county has requested a Governor's proclamation of a State of Emergency
    - A State of Emergency is proclaimed by the Governor for the county or two or more cities within the OA
    - The OA is requesting resources from outside its boundaries, except those used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange or other basis as provided for in the Master Mutual Aid Agreement
    - The OA has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange or other basis as provided for in the Master Mutual Aid Agreement

The role of the OA lead agency does not change the coordination of discipline-specific resources, such as fire, law and medical, through their established mutual aid systems.

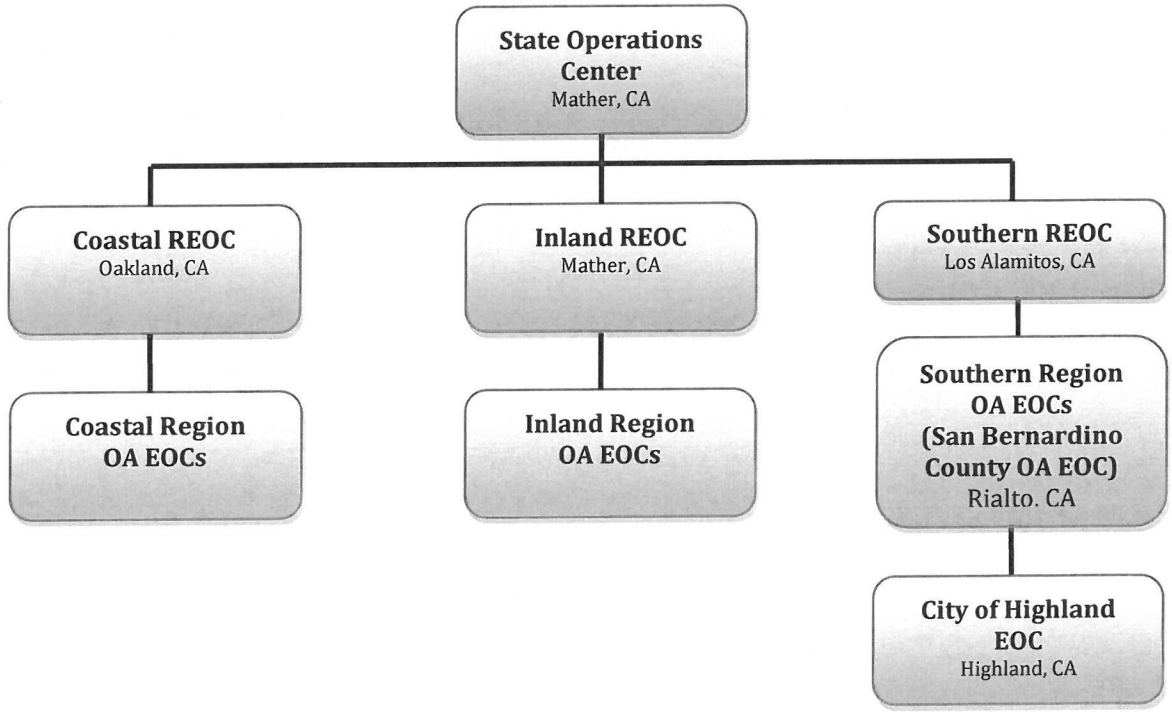
- **City of Highland Emergency Operations Center:** The City's primary EOC is located within the Police Station at 26985 Base Line, Highland, CA. The EOC manages and coordinates

information, resources and priorities among emergencies and disasters within the City and serves as the coordination and communications link between the Field Level and the San Bernardino County OA EOC.

- The operational role of the City EOC is to:
  - Activate, at the necessary level, in accordance with the SEMS requirements for minimum EOC activation
  - Act as the City's primary point of contact for emergencies and/or disasters occurring within the City
  - Establish priorities for emergencies and/or disasters occurring within the City
  - Coordinate the collection, verification and evaluation of status reports from and among Field Level responders and the San Bernardino County OA EOC
  - Coordinate mutual aid requests between Field Level responders and the San Bernardino County OA EOC excepting those requests processed through established discipline-specific systems (e.g. Disaster Medical/Health, Law Enforcement and Fire & Rescue Mutual Aid Systems)
  - Maintain liaison and coordination with the Field Level and the San Bernardino County OA EOC
  - Ensure proper application of SEMS and NIMS within the City
  - Develop and coordinate Action Plans and recovery action plans
  - Receive and disseminate emergency alerts and warnings within the City

Figure 7-6 EOC Relationships illustrates how communication and coordination occurs between the SOC, REOCs, OA EOCs and the City of Highland EOC.

Figure 7-6 EOC Relationships



7.1.6 EOC Organization

When an emergency or disaster occurs or has the potential to occur, EOCs will activate, as appropriate, to support the Field Response. The EOCs will organize according to the five SEMS standard functions (Management, Operations, Planning/Intelligence, Logistics and Finance/Administration) and will activate those functions necessary for the emergency. A sixth function, Intelligence/Investigations may be established if deemed necessary to meet emergency management needs.

Potential SEMS EOC functions include:

- **Management Section:** The EOC at all levels should consider the following activities and responsibilities as part of its Management Section:
  - Overall EOC management
  - Facilitation of Multiagency Coordination System (MACS) and MAC Groups
  - Public information coordination and Joint Information Center (JIC) management
  - Provision for public safety and risk communications and policy

- **Operations Section:** The EOC at all levels should consider the following activities and responsibilities as part of its Operations Section:
  - Transportation
  - Construction and Engineering
  - Fire and Rescue
  - Care and Shelter
  - Resources
  - Public Health and Medical
  - Hazardous Materials
  - Utilities
  - Law Enforcement
  - Long-Term Recovery
  - Evacuation
  - Volunteer and Donations Management
  - Others as needed

- **Planning/Intelligence Section:** The EOC at all levels should consider the following activities and responsibilities as part of its Planning/Intelligence Section:
  - Situation Status
  - Resource Status
  - Situation Analysis
  - Information Display
  - Documentation
  - Advance Planning
  - Technical Services
  - Action Planning
  - Demobilization

- **Logistics Section:** The EOC at all levels should consider the following activities and responsibilities as part of its Logistics Section:
    - Field Incident Support
    - Communications Support
    - Transportation Support
    - Personnel
    - Supply and Procurement
    - Resource Tracking
    - Sanitation Services
    - Computer Support

- **Finance/Administration:** The EOC at all levels should consider the following activities and responsibilities as part of its Finance/Administration Section:
    - Fiscal Management
    - Time Keeping
    - Purchasing
    - Compensation and Claims
    - Cost Recovery
    - Travel Request, Forms and Claims

7.1.7 Alternate EOC Facility

In the event the primary EOC is unavailable or unusable for any reason, the designated alternate EOC facility is located within City Hall at 27215 Base Line Highland, CA 92346. In the event that both the primary and alternate EOCs are unavailable or unusable for any reason, the City has a mobile alternate EOC within the Police Department's Mobile Command Post that will function as the City's EOC.

7.1.8 Alternate Government Facilities

The city seat of government is in the City of Highland, California. Each function of city government maintains continuity of government plans that designate alternate locations to serve as government offices for performing essential functions should the primary facilities be rendered inoperable. Generally, these alternate locations include other city-owned facilities such as the Police Station, Fire Stations, Community Center, Athletic Center, Library & Environmental Learning Center, and Corporation Yard.

7.2 Emergency Management Community

Highland promotes collaborative community-based planning and preparedness in which stakeholders from all sectors of society and emergency management disciplines work together to ensure an effective response to an emergency. Public agency stakeholders include federal, tribal, state, and local government agencies, special districts. Private sector stakeholders include residents, visitors, at-risk individuals, people with disabilities, the elderly, businesses, and non-governmental organizations.

7.3 The Role of Government

7.3.1 Governor

During an emergency or disaster, the Governor coordinates statewide emergency operations. The California Emergency Services Act[v] states in part, "During a state of emergency the Governor shall, to the extent he deems necessary, have complete authority over all agencies of state government and the right to exercise within the area designated all police power vested in the state."

7.3.2 California Emergency Council (CEC)

The California Emergency Council (CEC) is established in the California Emergency Services Act (ESA)[vi] to serve as the official advisory body to the Governor during times of emergency and on matters pertaining to emergency preparedness. The council considers, recommends and approves orders, regulations and policies that are within the authority of the Governor to implement. Council membership is defined in the ESA.

7.3.3 California Office of Emergency Services (CalOES)

The California Office of Emergency Services (CalOES) is delegated authority by the Governor to implement the ESA and perform executive functions assigned by the Governor to support and enhance all phases of emergency management. This includes the promulgation of guidelines and assignments to state government and its political subdivisions to support the development of California's emergency management system.

- **State-Level Emergency Coordination:** During a state of war emergency, a state of emergency or a local emergency, the CalOES Secretary coordinates the emergency activities of all state agencies in connection with such emergency and has the authority to use any state government resource to fulfill mutual aid requests or to support emergency operations. CalOES operates the California State Warning Center (CSWC) 24-hours per day to receive and disseminate emergency alerts and warnings. When needed, the SOC and REOCs are activated to coordinate emergency management information and resources.

- **Federal Coordination:** When federal assistance is required, CalOES coordinates requests for assistance and participates with the federal government in the Joint Field Office (JFO) activities. CalOES also coordinates the delivery of federal grant programs under Presidential declarations of emergency and major disasters.

7.3.4 State Agencies

Emergency management responsibilities of state agencies are described in the ESA[vii]. State agencies are mandated to carry out assigned activities related to mitigating the effects of an emergency and to cooperate fully with each other, CalOES and other political subdivisions in providing assistance. Responsibilities may include deploying field-level emergency response personnel, activating Emergency Operations Centers and issuing orders to protect the public.

- **Administrative Orders (AO):** Administrative Orders, prepared under the authority of Governor's Executive Order W-9-91, expand upon and consolidate emergency assignments of state agencies. Additional state agency assignments may be indicated within Standby Orders from the Governor.

- **Agency Plans:** Each agency maintains its own emergency plans and procedures to accomplish assigned emergency management tasks. Agency plans may delegate authority and assign responsibilities to divisions, bureaus, field offices, or other components of the agency. Agency plans must be consistent with the provisions of the administrative orders and the statutory authorities of the individual agency. Each agency should ensure its emergency plan is consistent with the State Emergency Plan.

- **Disaster Service Workers:** Government Code Section 3100 states that all public employees can be called upon as disaster services workers to support emergency response, recovery and mitigation activities. State agencies are responsible for ensuring that all personnel assigned specific responsibilities in support of this plan are adequately trained and prepared to assume those responsibilities.

7.3.5 Judicial Branch of State Government

The Judicial Branch of state government includes the Supreme Court, Courts of Appeal, the Administrative Office of the Courts and the Superior Courts in each of California's 58 counties. During an emergency or disaster, the Judicial Branch is responsible for maintaining and preserving access to justice. Each element of the Judicial Branch maintains emergency plans and continuity of operations plans that allow the court system to continue to function during emergencies and disasters. Each court also maintains local Security and Emergency plans developed by the court and the local Sheriff's Department or the California Highway Patrol.

7.3.6 County Government as Operational Area Lead

The ESA[viii] designates each county as an Operational Area (OA) to coordinate emergency activities and resources of its political subdivisions. The governing bodies of political subdivisions within each county coordinate to establish the lead agency for the OA. The OAs serve as the coordinating link between the Local Government Level and the Region Level of state government. OA responsibilities involve coordinating with the jurisdictions and organizations to deploy field-level emergency response personnel, activate emergency operations centers and issue orders to protect the public.

7.3.7 Local Government

Cities and counties have ordinances that establish an emergency organization and local disaster council. The ordinances provide for the development of an emergency plan, establishing responsibilities for emergency management operations and specifying the officials authorized to proclaim a local emergency. All local governments with a certified disaster council are required to develop Emergency Operations Plans (EOPs) for their jurisdiction that meet state and federal requirements and are in accordance with CalOES Local Planning Guidance.

The City of Highland's emergency organization and disaster council are provided for in the City of Highland Municipal Code (HMC), Title 2, Chapter 2.44, established by Ordinance 75 in 1989.

When there is an immediate threat or actual emergency, local governments implement emergency plans and take actions to mitigate or reduce the threat. Actions may include deploying field-level emergency response personnel, activating emergency operations centers and issuing orders to protect the public. All accessible and applicable local, state and federal resources will be committed to protect lives, property and the environment.

7.3.8 Special Districts

Special districts are formed under various laws that provide the necessary authority to operate. Special districts often have unique resources, capabilities and vulnerabilities. Special districts should be included in the activities at the OA in order to ensure that the needs of residents are best met during an emergency. Responsibilities may include deploying field-level emergency response personnel, activating emergency operations centers and issuing orders to protect the public.

The city incorporates participation by special districts within its jurisdiction in its Emergency Operations Center.

7.3.9 Tribal Governments

There are 109 federally-recognized Native American tribes in California. The United States government recognizes tribes as domestic, dependent nations with the right to self-governance, tribal sovereignty, and self-determination. Tribal governments are responsible for the protection and preservation of life, property and the environment on tribal lands. Responsibilities may include deploying field-level emergency response personnel, activating emergency operations centers and issuing orders to protect the public.

Federal/State Authorities: The Stafford Act (42 U.S.C. 5122(B)) defines an Indian tribe or authorized tribal organization as local governments. California has criminal law enforcement jurisdiction over offenses committed by or against tribes (28 U.S.C. 1360) and civil law enforcement jurisdiction over offenses to which the tribes are a party. Local ordinances are not applicable to tribes or tribal land.

Emergency Management: Tribal governments maintain various levels of emergency preparedness, coordination, communication and collaboration with federal, state and local governments. When there is a threat or actual emergency tribal authorities must take the appropriate actions to cope with the situation and activate their tribal emergency preparedness procedures and plans.

Agreements: Developing Memorandums of Understanding (MOU) or Memorandums of Agreement (MOA) between state, local and tribal governments could maximize capabilities at all levels, expedite mobilization during an emergency and promote sharing of equipment, skilled personnel, and other needed resources in an emergency.

Disaster Assistance: The state and its political subdivisions will make every effort to support the tribal communities in their response and recovery efforts. As conditions require and upon request from the tribe, the available and appropriate federal, state and local government resources will, in accordance with prior arrangements and as authorized by law, be committed to tribal lands to protect lives, property and the environment.

There are no tribal governments within the city, however there is one (San Manuel Band of Mission Indians) in close proximity to the city's northern boundary. The city has automatic and/or mutual aid agreements for both law enforcement and fire/paramedic services with the San Manuel Band of Mission Indians.

7.3.10 Federal Government

The federal government strongly supports emergency management throughout the nation by providing tools, resources and guidance to support California's emergency management system. When an emergency occurs that exceeds, or is anticipated to exceed resources located within the state, or when federal departments or agencies acting under their own authorities are partners in the Unified Command for an emergency, the federal government will implement the National

Response Framework (NRF) to access federal department and agency capabilities, organize the federal response and ensure coordination with all response partners.

The city maintains an automatic initial response agreement with the U.S. Forest Service for fires that may originate in either jurisdiction and threaten the other jurisdiction throughout the area generally east of Boulder Avenue.

7.3.11 Other State Governments

The United States has a long history of cooperation and assistance amongst state governments during emergencies. California has entered into reciprocal aid agreements with other states to provide for mutual assistance when such assistance is requested by the governor of that state or designee. In 1951, California became signatory to the Interstate Civil Defense and Disaster Compact and in 2005, became a member of the Emergency Management Assistance Compact (EMAC). In addition, the state is party to regional initiatives with neighboring states to support effective emergency management.

The City of Highland strongly supports interstate cooperation and, following the September 11, 2001 terrorist attacks, personnel from Highland participated in the response as part of a Disaster Medical Assistance Team.

7.3.12 International Governments

California has utilized resources from other countries and deployed resources to areas devastated by emergencies throughout the world. The state participates in the Borders Governors Conference and is signatory to the Joint Declaration Between the Border States of the United States of America and United States of Mexico on Emergency and Civil Protection. This MOU recognizes that emergencies can cross international borders and promotes cooperation to develop joint capabilities.

7.4 Role of the Private Sector

7.4.1 Residents

The residents of Highland are the primary beneficiaries of the emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters.

Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies and being prepared to evacuate or shelter-in-place for several days.

During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

The Highland Police and Fire Departments each have volunteer programs (e.g., Reserve Police Officers and Firefighters, Citizens on Patrol and Neighborhood Watch) that utilize citizen volunteers during day-to-day operations, as well as when disasters strike.

7.4.2 At-Risk Individuals

At-risk individuals include those people whose needs are not fully addressed by the traditional emergency service providers or feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to individuals who are:

- Homeless
- Without transportation or with limited mobility
- Without access to telephones, radio or television emergency broadcasts to know they need to take action
- Visiting or temporarily residing in an impacted area
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English
- Geographically or culturally isolated

Government, at all levels, must include provisions in their emergency response plans that address the specific needs of these individuals during response and recovery.

These items are addressed in each department/agency's Standard Operating Procedures and Agency Plans which are incorporated as part of this Emergency Operating Plan. Some examples may include use of public or school transportation vehicles to meet the needs of those who are transportation challenged; utilization of text and/or fax messaging in addition to telephone emergency notifications and incorporation of provisions of the Americans with Disabilities Act (ADA) in the selection of care and shelter sites.

7.4.3 People With Disabilities and Older Adults

According to the U.S. CDC, as of 2022, there are more than seven million people who identify as having a disability in California. The state's population of older adults is also growing and, according to the California Department of Aging, there were approximately 7.8 million people over the age of 60 in 2016 by 2030 there will be 10.9 million and almost 13.7 million over 60 by 2050.

AB2311 Access and Functional Needs are addressed in this section. Lessons from recent emergencies concerning people with disabilities and older adults have shown that the past paradigm of emergency planning, implementation and response must change to better meet the needs of these groups during an emergency. These lessons show four areas that are frequently identified as most important to people with disabilities and older adults:

- **Communications and Public Information:** Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or both.

- **Evacuation and Transportation:** Evacuation plans must incorporate transportation providers for disabled and/or older adults, those with mobility impairments and those without transportation or who have transportation disadvantages.

- **Sheltering:** Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters.

- **Americans with Disabilities Act (ADA):** When shelter facilities are activated, the city will work to ensure they accommodate the provisions of the ADA.

Each of these areas is addressed in additional detail in department/agency plans and Standard Operating Procedures (SOPs) developed and incorporated as part of this Emergency Operations Plan. Some examples may include use of public or school transportation vehicles to meet the needs of those who are transportation challenged; utilization of text and/or fax messaging in addition to telephone emergency notifications and incorporation of ADA provisions in the selection of care and shelter sites.

7.4.4 Businesses

Much of the critical infrastructure is owned or maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency and play a critical role in meeting the needs of those impacted by an emergency.

- **Target Hazards:** Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and the surrounding community. This requires businesses to coordinate with federal, tribal, state and local governments to ensure that their emergency plans are integrated with government plans.

- **Hazardous Materials Area Plans:** Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. Businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to Certified Unified Program Agencies (CUPAs) or Administering Agencies (AAs). The AA can then develop Hazardous Materials Area Plans to respond to a release of hazardous materials within their jurisdiction.

    - The San Bernardino County Fire Department, Hazardous Materials Division, is designated by the State Secretary for Environmental Protection as the CUPA for San Bernardino County.

- **Business Emergency Plans:** This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and the community at large by providing:

- Information to employees to protect themselves and their families from the effects of emergencies
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors
- An identification of actions necessary to protect company property and records during emergencies
- A listing of critical products and services
- Production shut-down procedures
- A company command post
- Alternate work sites
- Methods and channels of communication
- Contacts with local emergency management officials
- A method to provide and accept goods and services from other companies

- **Business Operations Centers:** This plan also promotes the use of business operations centers to enhance public and private coordination. Government can effectively coordinate with businesses by establishing a business operations center that is linked to their existing emergency operations center.

7.4.5 Voluntary Organizations

Highland recognizes the value and importance of organizations and individuals that perform voluntary services in the community. These organizations have resources which augment emergency response and recovery efforts. Examples of voluntary organizations include, but are not limited to, the following:

American Red Cross: When a disaster threatens or strikes, the Red Cross provides shelter, food and health and mental health services to address basic human needs to enable them to resume normal daily activities. (www.redcross.org)

Salvation Army: The Salvation Army is often among the first on scene when disaster strikes. Salvation Army Officers are trained to meet all kinds of emergencies by providing food, shelter, clothing and other services. (www.salvationarmyusa.org)

Voluntary Organizations Active in Disaster (VOAD): This coalition of nonprofit organizations supports the emergency management efforts of federal, state and local agencies and governments by coordinating the planning efforts of a variety of voluntary organizations. (www.calvoad.org)

7.4.6 Public-Private Partnerships

The private sector provides valuable assistance and resources to support emergency response and recovery activities. To support coordination and response between government and the private sector, this plan incorporates Public-Private sector resources that can be called upon during an emergency. The goal of the Public-Private Partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services in order to minimize the need to stockpile such supplies during normal times.

- Logistic measures required to quickly deliver needed supplies and services to affected areas.

- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of state and local agencies responding to emergencies

- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies

- Systems that aid business and economic recovery following an emergency

One example of such a partnership is the city's Memorandum of Understanding (MOU) with Smart & Final stores to participate in its Disaster Relief Program, which provides 24-hour access to any supplies and materials from Smart & Final stores.

8. Mitigation Programs

Emergency management activities consist of four overlapping phases: Mitigation, Preparedness, Response and Recovery. While every emergency will encompass at least one phase, not every incident will encompass all four phases. During the mitigation phase, action is taken to reduce or eliminate the long-term risk to human life and property from natural and human-caused hazards. Mitigation efforts occur both before and after an event.

- **Pre-Disaster Mitigation** focuses on projects that address natural or man-made hazards in order to reduce the risks to the population and structures. This is primarily accomplished by strengthening the resilience of Highland's infrastructure. A FEMA-commissioned study concluded that each dollar spent on mitigation activities saves an average of $4 in post-disaster costs.[ix]

The city has made aggressive efforts in pre-disaster mitigation by implementing stringent building and construction standards, which many attribute as a significant reason no homes were damaged during the devastating 2003 Old Fire. Some of those standards include:

  - Requiring fuel modification zones and perimeter roadways with water available for fire protection surrounding developments near the high fire hazard zones;
  - Limiting placement of attic vents (and ingress possibilities for embers) on structures built within the high fire hazard zones;
  - Prohibiting use of flammable or combustible materials for exterior construction within the high fire hazard zones; and
  - Requiring installation of fire sprinkler systems in all new construction or significantly remodeled buildings.
- **Post-Disaster Mitigation** efforts are designed to reduce future damage in a stricken area and decrease the loss of life and property due to incidents. The essential steps of hazard mitigation are:

  - Hazard identification
  - Vulnerability analysis
  - Defining a hazard mitigation strategy
  - Implementation of hazard mitigation activities and projects

8.1 Multi-Hazard Mitigation Plan

The city's mitigation activities are guided by the Multi-Jurisdictional Hazard Mitigation Plan developed by a consortium of local agencies under the direction and guidance of the San Bernardino County Fire Department's Office of Emergency Services. This plan represents the OAs official statement on hazard mitigation goals, strategies and priorities and provides a comprehensive assessment of the OAs hazards and vulnerabilities. The goal of Highland's mitigation efforts are to:

- Reduce life loss and injuries

- Minimize damage to structures and property, as well as disruption of essential services and human activities
- Protect the environment
- Promote hazard mitigation as an integrated public policy

9. Emergency Preparedness

Preparedness involves activities undertaken in advance of an emergency to develop and enhance operational capacity to respond and recover from an emergency. As part of a comprehensive preparedness program, the emergency management community must develop plans and procedures, maintain prevention programs, manage resources, establish mutual aid agreements, train personnel and educate the public.

9.1 Preparedness Planning

The City and its various functions and agencies which are assigned emergency responsibilities in this plan will prepare appropriate supporting plans and related standard operating procedures that describe how emergency operations will be carried out.

SEMS and NIMS Elements: Plans and procedures must address all applicable SEMS and NIMS requirements. At a minimum, plans should contain a list of stakeholders, preparedness actions, how mutual aid will be coordinated, how people with special needs will be addressed, an outline of response actions and the process for incorporating corrective actions.

Local Planning Guidance: Federal and state laws and regulations require all local governments with a certified disaster council to develop Emergency Operations Plans (EOPs) for their jurisdiction that meet state and federal requirements. This plan has been developed by the City of Highland to meet these requirements.

Regional Planning: Where multiple jurisdictions share similar and concurrent hazards the city supports the establishment of interagency or inter-jurisdictional planning committees. Such planning committees can enhance regional planning by coordinating their response efforts and sharing information on resources and capabilities. One example of this is the San Bernardino County OA's Multi-Jurisdictional Hazard Mitigation Plan.

Public-Private Partnerships: The city encourages public-private partnerships where appropriate, to gain a better perspective on available emergency resources to meet the public need.

Recovery Planning: Each city function and agency will develop a function-specific recovery plan prior to the occurrence of a disaster. Each plan should establish mechanisms for recovery decision-making and identify key participants in the recovery organization, including non-governmental and private sector entities. The plans should also identify processes and procedures for requesting state and federal recovery assistance and ensuring that recovery activities are carried out in accordance with state and federal requirements. Each of the function-specific recovery plans will then be combined into a single, comprehensive citywide recovery plan.

9.2 Preparedness Training

Training, tests, and exercises are essential to ensure public officials, emergency response personnel and the public are operationally ready to respond to emergencies. As part of the emergency management training curriculum, personnel with emergency responsibilities will complete emergency management courses as described in the SEMS Approved Course of Instruction and the NIMS integration criteria. The City will provide ongoing training for City personnel throughout all departments to maintain efficient incident management activities to support any type of disaster that the City may experience.

Contract organizations serving the City of Highland are responsible for following this plan and developing procedures to fulfill their stated responsibilities. The City's Emergency Services Officer is responsible for maintaining and distributing revisions.

9.3 Preparedness Exercises

Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations. The city plans for and/or participates in various all-hazards exercise programs that involve emergency management/response personnel from multiple disciplines and/or multiple jurisdictions. Typically, these exercises are designed to:

- Be as realistic as possible
- Stress the application of SEMS
- Be based on risk assessments (credible threats, vulnerabilities, and consequences)
- Include non-governmental organizations and the private sector, when appropriate
- Incorporate the concepts and principles of SEMS and NIMS
- Demonstrate continuity of operations issues
- Incorporate issues related to special needs populations

Exercises range from seminars/workshops to full scale demonstrations.

- **Seminars/Workshops** are low-stress, informal discussions in a group setting with little or no simulation. These are utilized to provide information and introduce people to policies, plans and procedures.

- **Drills/Tests** are conducted on a regular basis to maintain the readiness of operational procedures, personnel and equipment.

- **Tabletop Exercises** provide a convenient and low-cost method designed to evaluate policies, plans and procedures and to resolve coordination and responsibility conflicts. Tabletop exercises are a good way to see if policies and procedures exist to handle certain issues.

- **Functional Exercises** are designed to test and evaluate the capability of an individual function such as communications, public evacuation, or medical.

- **Full-Scale Exercises** simulate an actual emergency. They typically involve complete emergency management staff and are designed to evaluate the overall operational capability of the emergency management system.

The City's Disaster Preparedness Officer is responsible for scheduling and conducting exercises for City personnel throughout all City departments.

9.4 Prevention and Protection Programs

The city supports risk prevention programs as a component of a broader emergency preparedness effort. Prevention programs are established to detect problems, share information and intelligence and to prepare strategies to avert problems before they occur.

9.5 Communications and Information Management

Preparedness strategies include plans and procedures for utilizing communications and information management systems. Each function should incorporate the following principles into their communications and information management systems:

- **Common Terminology:** Apply common and consistent terminology as used in SEMS, including the establishment of plain language (clear text) communications standards.

- **Protocols:** Develop procedures and protocols for communications (to include voice, data, access to geospatial information, Internet/web use and data encryption), where applicable, to utilize or share information during an incident/planned event.

- **Data Collection:** Institute multidisciplinary and/or multijurisdictional procedures and protocols for standardization of data collection and analysis to utilize or share information during an incident/planned event.

- **Common Operating Picture:** Utilize systems, tools and processes to present consistent and accurate information (e.g. common operating picture) during an incident/planned event.

9.6 Preparing Resources

This plan promotes a six-part resource management system that addresses interoperability, credentialing, resource typing, mutual aid use, deployment policies and cost recovery. Each function and/or agency with responsibilities in this plan should ensure that their resource management systems address these points:

- **Interoperability:** Ensure that equipment, communications, and data systems are interoperable.

- **Credentialing:** Initiate system to credential emergency management/response personnel to ensure proper authorization and access to an incident including those involving mutual aid agreements and/or assistance agreements.

- **Resource Typing:** Inventory response assets to conform to NIMS National Resource Typing Definitions, as defined by FEMA.

- **Interagency Assistance:** Develop and utilize a response asset inventory for assistance requests such as training, exercises, and incidents.

- **Deployment Policies:** Develop and institute policies, plans, procedures, and protocols to prevent spontaneous deployment of resources/personnel and/or responding to a request that bypasses official resource coordination processes.

- **Cost Recovery:** Develop and institute mechanisms to deploy, track and recover costs for resources utilized during response and recovery.

10. Response Concept of Operations

The response phase concept of operations summarizes seven key elements:

- Goals, priorities and strategies;
- Direction, control and coordination;
- Alert and warning;
- Intelligence gathering and situation reporting;
- Public information;
- Mutual aid and assistance; and
- Sequence of events during disasters.

10.1 Response Goals, Priorities and Strategies

During the Response Phase, emergency managers set goals, prioritize actions and outline operational strategies. This plan provides a broad overview of those goals, priorities and strategies and describes what should occur during each step, when and at whose direction.

- **Operational Goals:** During the response phase, the agencies that are charged with responsibilities in this plan should focus on the following five goals:
  - Mitigate Hazards
  - Meet Basic Human Needs
  - Address Needs of People with Disabilities and Older Adults
  - Restore Essential Services
  - Support Community and Economic Recovery

- **Operational Priorities:** Operational priorities govern resource allocation and the response strategies for the city during an emergency. Below are the operational priorities addressed in this plan:
  - **Save Lives** – The preservation of life is the top priority of emergency managers and first responders and takes precedence over all other considerations.
  - **Protect Health and Safety** – Measures should be taken to mitigate the emergency's impact on public health and safety.
  - **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
  - **Preserve the Environment** – Reasonable efforts must be made to preserve the environment and protect it from damage during an emergency.

- **Operational Strategies:** To meet the operational goals, emergency responders should consider the following strategies:
  - **Mitigate Hazards** – As soon as practical, suppress, reduce or eliminate hazards and/or risks to persons and property during the disaster response. Lessen the actual or potential effects or consequences of future emergencies.
  - **Meet Basic Human Needs** – All possible efforts must be made to supply resources to meet basic human needs, including food, water, shelter, medical

treatment and security during the emergency. Afterwards, provisions will be made for temporary housing, food stamps and support for re-establishing employment after the emergency passes.

- **Address Needs of People with Disabilities and Older Adults** – People with disabilities and older adults are more vulnerable to harm during and after an emergency. The needs of people with disabilities and the elderly must be considered and addressed.
- **Restore Essential Services** – Power, water, sanitation, transportation and other essential services must be restored as rapidly as possible to assist in returning to normal daily activities.
- **Support Community and Economic Recovery** – All members of the community must collaborate to ensure that recovery operations are conducted efficiently, effectively and equitably, promoting expeditious recovery of the affected areas.

10.2 Direction, Control and Coordination

Responsibility for emergency response is based on statutory authority. The emergency response is coordinated under SEMS and NIMS, which provide a flexible, adaptable, and expandable response organization to address all-hazards of varying magnitude and complexity.

- **Command and Control:** During response to minor or moderate events, one jurisdiction may manage the emergency with existing resources. The Emergency Operations Center (EOC) may not need to be activated. Personnel that are part of a field level emergency response will utilize the Incident Command System (ICS) to manage and direct on-scene operations.

- **Field/EOC Communications and Coordination:** The EOC is activated to support field operations when an emergency requires significant additional resources beyond what is available within the jurisdiction.

- **Multiagency Coordination:** Larger scale emergencies involve one or more responsible jurisdictions and/or multiple agencies. Management personnel from the responsible jurisdictions form a Unified Command and/or a Multiagency Coordinating Group. Provision is made for situation assessment, determining resource requirements, establishing a logistical system and allocating resources. EOCs, dispatch centers and other essential facilities located in, or adjacent to, the affected area are activated.

- **Multiagency Coordination System (MACS):** Multiagency coordination is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. Multiagency coordination occurs across jurisdictional lines and across levels of government. The primary function of MACS is to coordinate activities above the field level and to prioritize the incident demands for critical or competing resources. MACS consists of a combination of elements including personnel, procedures, protocols, business practices and communications integrated into a common system.

- **Multiagency Coordination Groups (MAC Group):** Agency Administrators/Executives, or their designees, who are authorized to represent or commit agency resources and funds are brought together to form MAC Groups. MAC Groups may be established at any

level or in any discipline. Under SEMS, MAC Group activities are typically facilitated by EOCs. A MAC Group can:

- Commit agency resources and funds
- Provide coordinated decision making
- Allocate resources among cooperating agencies
- Establish priorities among incidents
- Harmonize agency policies
- Provide strategic guidance to support incident management activities

- **Government Direction and Control:** The city emergency management organization directs and conducts emergency operations within the city and coordinates support for local emergency services. Below are the cornerstones of the city's emergency management goals:
  - All essential emergency tasks will be assigned
  - Emergency tasks assigned to city agencies/functions will generally be compatible with their regular responsibilities
  - Each task will be assigned primarily to one agency/function
  - Support tasks will be assigned to as many support agencies/functions as appropriate
  - Each agency/function is responsible for performing tasks such as planning, organizing, training and other preparedness activities necessary to carry out assigned tasks

- **Disaster Direction and Control:** During disasters of great magnitude the local EOC, OA EOC, Regional EOCs and SOC will activate as necessary to provide coordination and support. Multiagency coordination is established to prioritize the allocation and utilization of resources and set emergency management policies.

- **Joint State/Federal Operations:** When the federal government responds to an emergency or disaster within the state, it will coordinate with the state to establish a Unified Coordination Group (UCG) in accordance with Unified Command principles. The UCG will integrate state and federal resources and set priorities for implementation. The UCG may activate a Joint Field Office (JFO) to facilitate the unified operation. When a JFO is activated, the SOC will transfer operations to that facility.

- **Integration of State and Federal Field Teams:** The state may deploy Field On-Site Observation Teams (FOOT) to provide situation reports on the disaster to the REOC in coordination with the responsible Unified Command. The REOC will coordinate with the OA EOC, Local EOC and field level command structures to integrate field team activities into those actions taken by local authorities. Federal field team activities will follow similar protocol and will be coordinated via the SOC to the REOC to the OA EOC.

10.3 Alert and Warning

The city has primary responsibility to prepare for a disaster including alerting and warning the public, mobilizing resources and initiating protective actions.

- **Notifications Received by the City:** The city receives notification of emergencies within its jurisdiction, by type of incident, from the following sources:

o Aircraft accident	Police Department
o Civil unrest	Police Department
o Dam or levee failure	Fire or Police Departments/San Bernardino County Flood Control District
o Earthquake	Fire or Police Departments
o Energy disruptions	Southern California Edison Company
o Evacuations	Police Department
o Fire	Fire Department
o Flood	Fire, Police, Public Works Departments
o Hazardous materials incidents	Fire, Police, Public Works Departments
o Major road closures	Police or Public Works Departments
o Search and rescue	Police Department
o Traffic collisions/hazards	Police or Public Works Departments
o Weather related incidents	San Bernardino County OA

  Typically, the city receives notification of incidents outside its jurisdiction by the San Bernardino OA or the police and/or fire departments. The city maintains at least one designated person to receive notifications of significant events in surrounding jurisdictions, warnings or alerts. Both the Police and Fire Department dispatch centers can contact the designated individual 24-hours per day, 365 days per year.

- **Notifications Made by the City:** Notifications made by the city are made to the San Bernardino County OA, to the Police (Sheriff's) and/or Fire (Cal Fire) departments, with the exception of notifications that are made direct to local media outlets.

- **Notification of City Emergency Personnel:** All city management staff and on call personnel maintain a list of agencies and personnel who are critical to emergency operations. The city will utilize telephone, cell phone, pager, text messaging, email, personal contact to notify personnel of an emergency need.

At the state level, CalOES operates the California State Warning Center (CSWC), which is staffed 24-hours per day, 365 days a year to serve as the official state level point of contact for emergency notifications. From this center, personnel maintain contact with County Warning Points, state and federal agencies, and the National Warning Center.

- **Notifications Received by the State Warning Center:** Local governments and OAs notify the CSWC of emergencies that affect their community in accordance with existing laws and protocols, or when state assistance is requested or anticipated. Notifications may occur directly or via Regional Offices. Local Emergency proclamations should be sent to the CSWC (typically through the OA EOC) to keep the Governor and key state agencies abreast of emergency conditions or when state assistance is requested.

- **Earthquake Notifications:** The CSWC receives notification of earthquakes from the California Integrated Seismic Network (CISN), National Earthquake Information Center (NEIC) and the United States Geological Survey (USGS). CISN is a statewide network that provides the basic information for California earthquakes shown on the CISN Display. The CISN Display is an internet-based rapid earthquake notification system that receives earthquake information from networks worldwide. An app, Shakealert, is also available that provides an early warning for earthquakes in the area.

- **Tsunami Notifications:** The CSWC receives tsunami notifications from the Alaska Tsunami Warning Center via the National Weather Service (NWS) and the National Warning Center.

- **Weather Notifications:** Notification of severe weather is received from the NWS.

- **Energy Notifications:** The California Independent Systems Operator (California ISO) monitors the California power grid, which consists of a network of long-distance, high-voltage transmission lines and substations that carries bulk electricity to local utilities for distribution to their customers. When the grid is unable to meet electrical demands, the California ISO will direct utilities to reduce their demands and issue emergency notices of energy interruptions. The CSWC is notified by the California ISO when the operating reserves reach these critical levels.

- **Hazardous Materials/Oil Spill Release Notifications:** In accordance with state law, handlers, any employees, authorized representatives, agents or designees of handlers shall, upon discovery, immediately report any release or threatened release of hazardous materials to the CSWC.

- **Nuclear Power Plant Notifications:** The CSWC receives notifications of nuclear power plant events directly from the three nuclear power plants (Diablo Canyon, San Onofre and Rancho Seco) in California. Secondary notifications may be received from the affected county Sheriff's departments via California Law Enforcement Telecommunications System (CLETS), California Law Enforcement Radio System (CLERS) and the Operational Area Satellite Information System (OASIS).

- **Communications, Alert and Warning Systems:** The CSWC is responsible for informing, communicating, alerting and notifying local governments, OAs, state officials and the federal government of natural or human caused emergencies. To meet this responsibility, the Warning Center is equipped with a number of telephone, data and radio systems, including the California Warning System (CALWAS), CLETS, NWS Weather Wire, CSWC message switching computer, Emergency Digital Information Service (EDIS), CISN and Dialogic Automated Notification System, all of which are described in more detail below. Most of these systems are used on a day-to-day basis; others are available for use in an emergency, as conditions require.

    - **NAWAS and CALWAS:** The CSWC maintains the California Warning System (CALWAS) to communicate with Regional Offices and County Warning Points during an emergency. CALWAS is part of the National Warning System (NAWAS).

- **OASIS, CLETS, CLERS and EAS:** The Operational Area Satellite Information System (OASIS), California Law Enforcement Telecommunications System (CLETS) and the California Law Enforcement Radio System (CLERS) are utilized to alert and notify sheriff and police departments and key Emergency Alert System (EAS) stations.

- **Radios and Microwave Systems:** The State Agencies Radio/Microwave System is utilized to communicate information to State Agencies and Emergency Operations Centers (EOCs).

- **EDIS:** The Emergency Digital Information Service (EDIS) was developed in response to a legislative mandate following the 1989 Loma Prieta Earthquake, as a method to assist the media in providing messages visually to the hearing impaired. Government agencies utilize EDIS for the distribution of warning and emergency information to the media and public.

- **Alerting and Warning State and Local Agencies:** Multiple communication channels will be used to maintain constant communication among and between federal, state and local communications centers and to ensure the city can quickly respond to any developing emergencies. The Warning Center provides local and state agencies with a broad range of information including, but not limited to:
  - Local emergencies
  - Earthquakes
  - Tsunamis
  - Floods
  - Dam and levee failures
  - Major fires
  - Hazardous material spills
  - Radiological and nuclear incidents
  - Radioactive fallout wind data
  - Energy emergencies
  - Foreign animal disease
  - Missing and overdue aircraft or runaway trains
  - Terrorism threat
  - Precipitation forecasts
  - Winter road information
  - Major road closures
  - Weather watches and warnings
  - Severe weather emergencies
  - Search and rescue incidents

- **Notification of Emergency Personnel:** The CSWC maintains a list of agencies and personnel that are critical to emergency operations. The CSWC will utilize pager, cell phone, telephone, email, Blackberry and Dialogic Automatic Notification System to notify state personnel of an emergency and help guide response teams across the state.

Diagrams demonstrating the flow of information through California's warning systems are provided in *Attachment D – California Warning Systems.*

10.4 Intelligence Gathering and Situation Reporting

Emergency Operations Centers are responsible for gathering timely, accurate, accessible and consistent intelligence during an emergency. Situation reports should create a common operating picture and be used to adjust the operational goals, priorities and strategies.

To ensure effective intelligence flow, emergency response agencies must establish communications systems and protocols to organize, integrate and coordinate intelligence among the affected agencies. The flow of situation reports among the various government levels should occur as outlined below:

- **Field Situation Reports:** Field situation reports should be disseminated to the each responsible jurisdiction EOC.
- **Local EOC:** Local EOC summarizes reports received from the field, from department operations centers and other reporting disciplines and sends them to the Operational Area (OA) EOC.
- **OA EOC:** The Operational Area (OA) EOC summarizes reports received from responsible jurisdiction EOCs, field units, department operations centers and other reporting disciplines and forwards them to the Regional Emergency Operations Center (REOC).
- **REOC:** The REOC summarizes situation reports received from the OA EOCs, state field units, state department operations centers and other reporting disciplines and forwards them to the State Operations Center (SOC).
- **SOC:** The SOC summarizes situation reports received from the REOCs, state department operations centers, state agencies and other reporting disciplines and distributes them to state officials and others.
- **Joint Field Office (JFO):** When a state-federal JFO is activated, the REOC and SOC situation reports will be assimilated into the JFO situation report. The REOC organization may be collocated with the federal organization at the JFO.

10.5 Public Information

Public information consists of the processes, procedures, and systems to communicate timely and accurate information by accessible means and in accessible formats on the incident's cause, size, current and projected situation to the public, responders, and additional stakeholders (both directly and indirectly affected). Public information must be coordinated and integrated as part of the Multiagency Coordination System across jurisdictions, agencies and organizations, among federal, tribal, state and local governments, with the private sector and NGOs. Public information includes processes, procedures and organizational structures required to gather, verify, coordinate, and disseminate information.

10.5.1 Public Outreach Programs

Emergency management officials must communicate and educate the public (including residents, businesses and individuals) about the risks and issues faced by the community and provide resources to mitigate those risks and to support preparedness. Outreach programs should address information on established emergency plans and procedures and delineate the roles and responsibilities of first responders and the public immediately following an emergency and during a sustained response.

10.5.2 Emergency Public Information

During an emergency, responsible jurisdictions must disseminate information about the emergency to keep the public informed about what has happened, the actions of emergency response agencies and to summarize the expected outcomes of the emergency actions.

- **Local Government Responsibilities:** The city will provide immediate and critical emergency public information to its constituents.

- **State Government Responsibilities:** CalOES will coordinate the state's emergency public information efforts and provides support to other state agencies to ensure that the state government issues a timely, clear, concise and consistent message.

- **Assistance to Local Officials:** State or OA assistance may be required when:
    - The means of dispersing public information at the local government level is damaged or overwhelmed.
    - Critical information needs to be disseminated to victims, responders, recovery personnel and members of the media.
    - Multiple response agencies and levels of government need to work cooperatively to provide consistent emergency information.

10.5.3 Joint Information System (JIS)

Under SEMS, public information is directly managed and controlled by the jurisdictions with responsibility for the emergency incident through the Multiagency Coordination System (MACS) beginning at the Field Level under a Unified Command structure and linking to Multiagency Coordination Groups (MAC Group) within each EOC level of SEMS as a Joint Information Center (JIC). Collectively, the activated JICs form the Joint Information System (JIS) that coordinates and communicates lifesaving measures, evacuation routes, threat and alert methods and other public safety information to numerous audiences in an accurate, timely, accessible, and consistent manner.

- **Joint Information System:** The JIS provides the mechanism to organize, integrate and coordinate information to ensure timely, accurate, accessible and consistent messaging activities across multiple jurisdictions and/or disciplines, with the private sector, NGOs and others. It includes the plans, protocols, procedures and structures used to provide public information. Federal, tribal, state, local and private sector Public Information Officers (PIOs) and established JICs are critical supporting elements of the JIS. Key elements include:

- Interagency coordination and integration;
- Gathering, verifying, coordinating, and disseminating consistent messages;
- Support for decision makers; and
- Flexibility, modularity, and adaptability.

- **Joint Information Center:** The JIC is a central location that facilitates operation of the JIS. It is a location where personnel with public information responsibilities perform critical emergency information functions, crisis communications and public affairs functions. A JIC may be established at various levels of government, at incident sites, or may be components of federal, tribal, state or local MAC Groups or EOCs. Typically, an incident specific JIC is established at a single, on scene location in coordination with federal, state and local agencies. Informational releases are cleared through the Incident Commander (IC), Unified Command and/or the EOC/MAC Group.

- **Public Information Officer (PIO) Coordination Teams:** When a JIC is established, it will be staffed with public information representatives from the responding agencies, who will coordinate as a team to:
  - Gather, verify and produce information for dissemination to the media and public (e.g. press releases, background information, fact sheets, public service announcements, briefings, news conference materials, etc.)
  - Respond to media questions and requests
  - Schedule media briefings, news conferences, interviews, public service announcements, etc.
  - Arrange media tours
  - Assign agency representatives to coordinate information from their agency with other team members before it is released to the public

- **Media Centers:** Agencies may establish media centers that serve as central locations for media briefings, conferences, and information distribution. Media centers may be activated independently or as part of a larger JIC.

- **Inquiry Centers:** Agencies may activate inquiry centers to centralize information sharing between the public, the media and government. Inquiry centers should be directly linked to media centers or JICs as appropriate. Inquiry Centers allow for:
  - Establishment of Public Information Hotlines (including TTY capability) and hotline staff
  - Monitoring of radio and television stations and informing the PIO coordination team of inaccuracies
  - Sharing of information about the emergency or the government's response
  - Identification of information trends, which in turn allows PIOs to focus on providing targeted information
  - Identification of rumors and misinformation and bringing these to the attention of the PIO coordination team
  - Response to questions using official, verified information that has been approved for release
  - Call referrals to federal, tribal, state, local, volunteer, public-private partners and other stakeholders, as appropriate
  - Current and updated information records
  - Records of questions, responses, and actions

- Enhancing information to meet the needs of those whose primary language may not be English and to meet the functional needs of the disadvantaged communities

- **Virtual Joint Information Center:** A virtual JIC may be initiated through technological means when geographic restrictions, incident management requirements or other limitations preclude physical attendance by PIOs at a central location. Through telephone or video teleconferences, personnel participating in the virtual JIC can meet and coordinate information.

- **Use of 2-1-1 Information and Referral Services:** When appropriate, the city supplements its public information programs by utilizing the established San Bernardino County 2-1-1 information and referral services hotline to increase the public's access to vital emergency-related information, including evacuation routes, shelter locations, road closures, to reduce inappropriate calls to 9-1-1 and to make referrals to essential health and social services. The 2-1-1 program improves access to government and other community services for people who are most at risk including older adults, people with disabilities, non-English speaking persons, those incapacitated by the disaster and people new to the community.

10.6 Mutual Aid

Highland's emergency assistance is based on a statewide mutual aid system designed to ensure that additional resources are secured when our own resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), which the city has entered into with the state and other political subdivisions. MMAA provides for agencies to assist each other by providing resources to impacted areas during an emergency, without the expectation of reimbursement.

The City has also established a variety of automatic and mutual aid agreements with surrounding and nearby jurisdictions to assure the closest appropriate resources respond to incidents, regardless of jurisdictional responsibility.

10.6.1 Mutual Aid Regions

For coordination purposes, California has been divided into six (6) mutual aid regions, to provide for more effective application and coordination of mutual aid and other emergency related activities. *Figure 10-1 – California Mutual Aid Regions* illustrates these regions.

It is pertinent to note that Region I (on *Figure 10-1*) has been further divided into two sub-regions (identified as Regions 1 and 1A) for purposes of Law Enforcement Mutual Aid.

The city is located within Mutual Aid Region VI.

10.6.2 Law Enforcement Mutual Aid Plan

The CalOES Law Enforcement Branch coordinates all inter-regional and state agency activity relating to mutual aid under the Law Enforcement, Search and Rescue and Coroner Mutual Aid Plans. The city participates in all these plans through its relationship with the San Bernardino County Sheriff's Department which provides law enforcement services to the city and functions as the city's police department.

- **Law Enforcement Mutual Aid Plan:** This plan describes the standard procedures used to acquire law enforcement mutual aid resources and the methods to ensure coordination of law enforcement mutual aid planning and readiness at the federal, state, and local levels.

- **Search and Rescue Mutual Aid Plan:** This plan supports and coordinates responses of personnel and equipment to Search and Rescue incidents, including:
    - Searching for, locating, accessing, stabilizing, rescuing and transporting victims in/from remote locations, those where accessibility is difficult or during dangerous weather conditions
    - Conducting technical rescues (e.g. high-angle rope, swift water, etc.)
    - Investigations of missing person incidents potentially involving criminal acts
- **Coroner Mutual Aid Plan:** This plan is a companion to the Law Enforcement Mutual Aid Plan and describes mobilization procedures and functions of the sheriff/coroner, coroner, and medical examiner organization, as well as other similar assistance available.

10.6.3 Fire and Rescue Mutual Aid Plan

The CalOES Fire and Rescue Branch coordinates inter-regional and state agency activity relating to mutual aid under the California Fire Service and Rescue Mutual Aid Plan. This plan provides for systematic mobilization, organization and operation of fire and rescue resources in mitigating the impacts of disasters and includes the Urban Search and Rescue Mutual Aid Plan.

The city participates in this plan through its relationship with the California Department of Forestry & Fire Protection (Cal Fire) which provides fire and paramedic services to the city and functions as the city's fire department.

Figure 10-1 California Mutual Aid Regions



10.6.4 Emergency Managers Mutual Aid Plan (EMMA)

The Emergency Managers Mutual Aid Plan (EMMA) describes the process to support emergency management operations in affected jurisdictions under the MMAA.

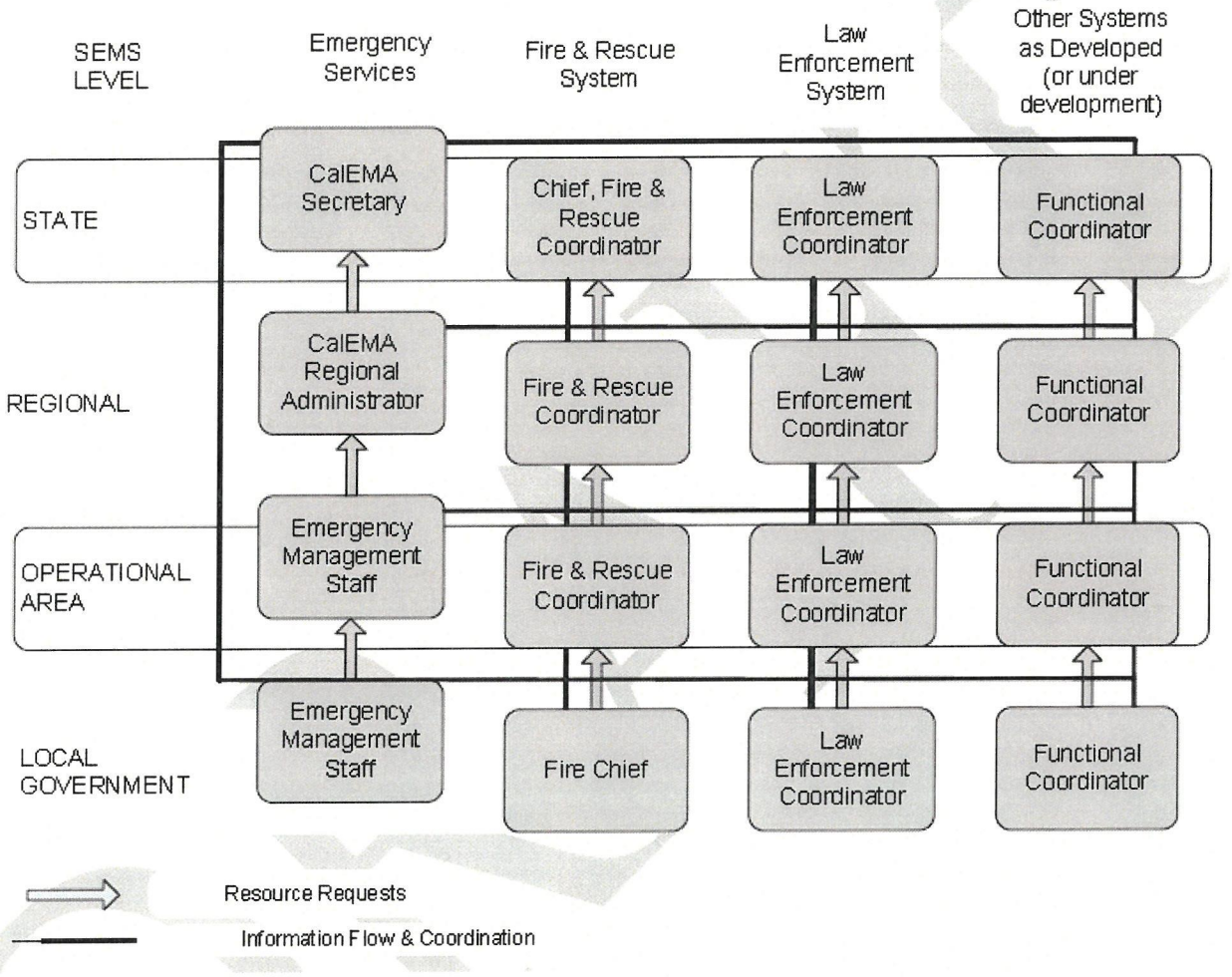
10.6.5 Mutual Aid Coordination

Formal mutual aid requests follow specified procedures and are processed through pre-identified mutual aid coordinators. Certain mutual aid requests will follow discipline-specific flow chains (e.g., Fire and Rescue, Law Enforcement, Emergency Managers Mutual Aid Plans, etc.). As requests move through the flow chain, if resources are unavailable at a level, the request is forwarded to the next higher level.

- **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC) and/or Unified Command. Requests originating at this level move upward through the flow chain until they are filled or cancelled.
- **Local Government Requests:** Local jurisdictions are responsible for the protection of life and property within their geographic boundaries. Prior to submitting requests to the Mutual Aid System, the local agency should assess whether the needed resources are available from its own resource inventory or other existing local agreements. If needed resources are not available locally, the request is submitted to the Operational Area.
- **Operational Area Requests:** The Operational Area Mutual Aid Coordinator will assess, prioritize and fill resource requests, if resources are available within the OA. If resources are unavailable within the OA, the request will be submitted to the Region Level.
- **Region Level Requests:** The Region Mutual Aid Coordinator will assess, coordinate and fill resource requests, if resources are available within the Mutual Aid Region. If resources are unavailable within the Region, the request will be submitted to the State Level.
- **State Level Requests:** The Secretary of CalOES is responsible for coordination of all mutual aid requests and will assess, prioritize and fill requests, if resources are available within the State. This includes forwarding resource requests among the REOCs or tasking the appropriate state agency to fill the request.

Figure 10-2 Discipline-Specific Mutual Aid Systems illustrates the flow of information and requests within each of the various discipline-specific mutual aid systems in relation to the SEMS organization levels.

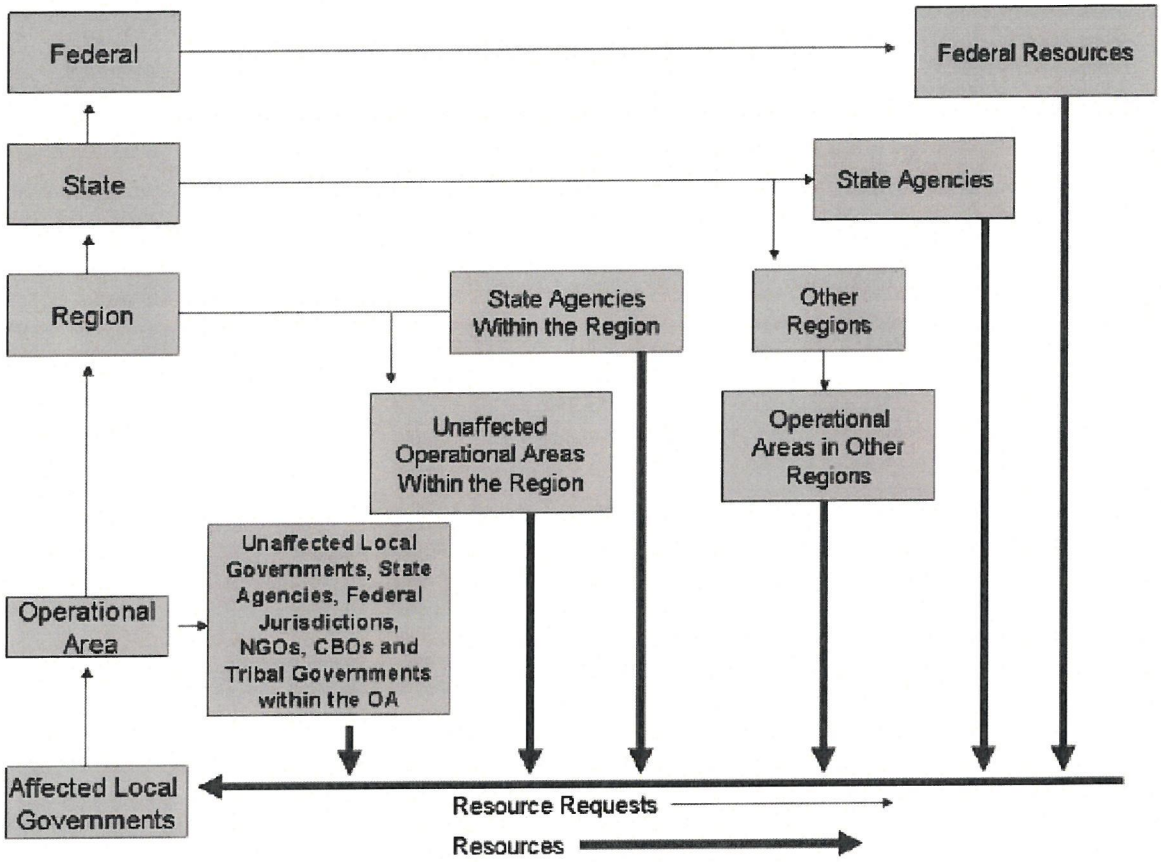
Figure 10-2 Discipline-Specific Mutual Aid Systems



10.6.6 Flow of Mutual Aid and Other Resource Requests

Figure 10-3 Flow of Mutual Aid and Other Requests and Resources illustrates the statewide resource management process under SEMS. In this model, the affected government entity has the ability to access stakeholders at all levels of the system.

Figure 10-3 Flow of Mutual Aid and Other Requests and Resources



10.6.7 Emergency Management Assistance Compact (EMAC)

California is a member of the interstate Emergency Management Assistance Compact (EMAC), a congressionally ratified organization that provides form, structure and procedures for rendering emergency assistance between states. After a State of Emergency declaration, California can obtain reimbursable assistance through EMAC from other member states in a quick and efficient manner, without issues of liability.

10.6.8 Resource Management

Contracts and agreements for emergency response and disaster repair/restoration are entered into by various levels of government. When locally available resources become exhausted, resource requests follow the established process for ordering, tracking, mobilization and demobilization. Depending on the scale of the emergency, limited resources may be prioritized.

- **Resource Ordering:** All resource requests should include the following information:
  - Clear description of the current situation
  - Accurate description of the requested resources
  - Specific type and nature of the service the resources will provide

- Desired reporting time and location for arriving resources and estimated duration of need
- Designated local contact at the reporting location and contact information
- Name of the requesting agency and/or OA Mutual Aid contact person and information
- Requests for personnel and/or equipment with operators must indicate if logistical support (food, shelter, fuel and reasonable maintenance) is required or will be provided

- **Emergency Resource Directories:** Each agency/function should identify both internal and external sources to obtain materials and supplies that may be necessary during an emergency and should maintain up to date information in an Emergency Resource Directory (ERD). Agency/function ERDs may be combined into a single citywide ERD.

- **Daily Updates:** When receiving mutual aid resources, the city will report the number and status of resources deployed to the OA EOC daily.

- **Federal Assistance:** When resources are unavailable within the state or through existing agreements with other states, California may request assistance from the federal government, further expanding the resource pool available to the city. Requests for federal assistance are coordinated through the SOC.

10.6.9 State Agency Mission Tasking

It is the policy of California that all executive branch agencies of state government will provide immediate and efficient response to emergencies and while agencies must be mindful of the fiscal implications of emergency response actions, life-saving response shall not be delayed by concerns over reimbursement or budgetary impacts.

Mission Coordination: The SOC or REOC will contact the appropriate state agency to fulfill the needed resources, documents the requests in the Response Information Management System (RIMS) and issues a Mission Number for the task.

Mission Numbers: State agency mission numbers are valid only for state agencies. Once a mission number has been assigned, any notable change in the mission, activity, type, work site, scope or nature must be approved by CalOES.

Contact with Requesting Agency: Tasked state agencies are responsible to provide the requested resources and maintain the ability to adjust the number, type, and status of resources in consultation with the requesting agency, to accomplish the mission.

Mission Completion Date: Following mission approval the requesting and tasked state agencies must establish a mission completion date. Once established, the completion date may only be extended following formal reconsideration by the requesting and tasked state agencies and CalOES.

Daily Updates: Tasked state agencies are to report the number and status of deployed resources on a daily basis and to provide continuous updated information, via RIMS, on the number, type and status of resources.

Cost Recovery: Issuance of a state agency mission number by CalOES does not assure that the tasked state agency will be reimbursed. Rather, it only means that CalOES will endorse claims for reimbursement by the tasked state agencies.

10.7 Sequence of Events During Disasters

Two sequences of events are typically associated with disasters: One involving response and the other emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines necessary steps to obtain expanded emergency authority needed to mitigate the disaster and for requesting state and federal disaster assistance.

10.7.1 Before Impact

- **Routine Monitoring for Alerts, Watches and Warnings:** Various city staff and emergency officials monitor events and the environment to identify specific threats that may impact the city and take actions to increase awareness levels of potential emergency responders and the community when a threat is approaching or imminent.

- **Increased Readiness:** Adequate warning provides the opportunity for emergency responders to increase readiness – actions designed to increase the ability to effectively respond once the emergency occurs. These actions may including, but not limited to:
    - Brief government officials
    - Review plans and procedures
    - Prepare and disseminate information to the community
    - Update resource lists
    - Test warning and communication systems
    - Activate Emergency Operations Centers

- **Pre-Impact:** When a disaster is highly likely, action is taken to save lives and protect property. During this phase warning systems may be activated, evacuation may begin, and resources may be mobilized.

10.7.2 Immediate Impact

During this phase, emphasis is placed on saving lives and property, gaining control of the situation and minimizing the impacts of the disaster.

- **Alert and Notification:** Response agencies are alerted about an incident, typically via the 9-1-1 emergency reporting system and first responders are notified.

- **Resource Mobilization:** Response agencies activate personnel and mobilize resources to support the incident response. Activation and mobilization continue for the duration of the emergency as additional resources are needed from within and outside of the affected jurisdiction.

- **Incident Response:** Immediate response is accomplished within the affected area by the local jurisdiction and segments of the private sector. First responders arrive and manage the incident within their established field level plans and procedures, consistent with the ICS organizational structures, doctrine and procedures.

- **Establishing Incident Command:** Incident Command is established to direct, order and control resources pursuant to explicit legal, agency or delegated authority. Initial actions are coordinated through the on-scene Incident Commander (IC) who develops an initial Incident Action Plan (IAP), which establishes priorities for the incident(s), assigns resources and includes a common communication plan. If multiple jurisdictional agencies are involved, a Unified Command (UC) and Unified Ordering Point (UOP) will be established. The IC may implement an Area Command to oversee multiple large or rapidly evolving incidents.

- **Activation of the Multiagency Coordination System (MACS):** Responding agencies coordinate and support emergency management and incident response objectives through development and use of integrated Multiagency Coordination Systems (MACS) and MAC Groups, including development and connectivity between the Incident Command Post (ICP), local 9-1-1 and Emergency Operations Centers, OA EOCs, REOCs, the SOC and federal EOC and NRF organizational elements.

- **Local EOC Activation:** Local jurisdictions activate their EOC based on the magnitude of the emergency and consistent with established SEMS activation guidelines. When activated, local EOCs develop a common picture of the incident(s) by collecting, analyzing and disseminating emergency information. Local EOCs improve the effectiveness of the response through reducing the external coordination required of the IC by providing a single point of contact to support multiagency coordination. When activated, the local EOC notifies the OA EOC.

- **Communications Between Field and the EOC:** When an EOC is activated, communications and coordination are established between the IC and the appropriate Department Operations Center (DOC) to the EOC, or directly between the IC and the EOC.

- **Operational Area (OA) EOC Activation:** The OA EOC activates based on the magnitude of the emergency and consistent with established SEMS activation guidelines. The OA EOC coordinates resource requests from the affected jurisdiction to unaffected jurisdictions within the OA or to the REOC when resources are no longer available within the OA.

- **Regional Emergency Operations Center (REOC) Activation:** The appropriate REOC activates based on the magnitude of the emergency and consistent with established SEMS activation guidelines. The REOC coordinates resource requests from the affected OA EOC to unaffected OAs within the Region or to the SOC when resources are no longer available within the Region.

- **State Level Field Teams:** The state may deploy Field On-Site Observation Teams (FOOT) to provide situation reports on the disaster to the REOC in coordination with the responsible Incident Command.
- **State Operations Center (SOC) Activation:** The SOC activates based on the magnitude of the emergency and consistent with established SEMS activation guidelines. The SOC

coordinates resource requests from the affected REOC to unaffected REOCs, state agencies, other states and the federal government when resources are no longer available within the state. SOC also provides information to state officials as appropriate.

See Section 7 for *Figure 7-4 SEMS EOC Minimum Activation Requirements* that illustrates the relationships of EOCs when an emergency occurs.

- **Joint Information Center (JIC) Activation:** When multiple agencies provide public information, the lead agencies will work together to analyze the available information and provide a consistent message to the public and media. When appropriate, the agencies may activate a JIC to facilitate dissemination of information.

- **Department Operations Center (DOC) Activation:** Federal, tribal, state or local agencies may activate appropriate department operations centers to manage information and resources assigned to the incident. When a DOC is activated, agency representatives or liaisons may be deployed to facilitate information flow between facilities.

- **FEMA Regional Response Coordination Center (RRCC) Activation:** The FEMA RRCC may deploy a liaison or Incident Management Assistance Team (IMAT) to the SOC to monitor the situation and provide information to federal officials.

10.7.3 Sustained Operations

As the emergency situation continues, further assistance is provided to victims and efforts are made to reduce the likelihood of secondary damage. If the situation requires, mutual aid is provided.

Levels of Operation: To facilitate implementation of an appropriate response to the type and scope of emergency, City of Highland emergency operations will be conducted in phases. This ensures that emergency response assets are committed in a measurable way – either upward or downward – to the incipient threat or hazard.

- **Level I (Decentralized Coordination and Direction):** A minor to moderate incident where local resources are adequate and available. A Local Emergency may or may not be proclaimed. The EOC may or may not be activated. Some primary EOC staff may be needed.

- **Level II (Centralized Coordination and Decentralized Direction):** A moderate to severe emergency where local resources are not adequate and mutual aid may be required. The EOC should be activated. A Local Emergency will be proclaimed, and a State of Emergency may be proclaimed. Primary EOC staff will be needed.

- **Level III (Centralized Coordination and Direction):** A major to catastrophic local disaster where resources are overwhelmed and extensive state and/or federal resources are required. A Local Emergency and a State of Emergency will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster may be requested. Response and early recovery activities will be directed from the EOC. Primary and support EOC staff will be needed.

- **Level IV (National Security Emergencies):** National security emergencies may range from minor inconveniences such as food or petroleum shortages to the worst-case scenario involving an attack on the United States utilizing nuclear weapons. Protective measures to be employed in the event of a threatened or actual attack may include in-place protection or spontaneous evacuation, depending on the incident. The EOC may or may not be activated. Some primary and support EOC staff may be needed, depending on the type of incident.

10.7.4 Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life-support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened and hazard mitigation surveys are performed.

Local Assistance Centers: Local Assistance Centers (LACs) are opened by local governments to assist communities by providing a central location for services and resource referrals for unmet needs following a disaster or significant emergency. LACs are normally staffed and supported by local, state and federal agencies, as well as non-profit, volunteer and other NGO organizations. The LAC provides a single facility where individuals, families and businesses can access the full array of disaster assistance programs and services. Where appropriate, a state-federal Disaster Recovery Center (DRC) may be collocated with a LAC.

Joint Field Office: The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state may appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: Resources are demobilized as they are deemed to be excess to the needs of the incident and are no longer needed to support the response. Demobilization includes provisions to address and validate the safe and orderly return of resources to their original location, as well as processes to track and assure accurate applicable reimbursement.

10.7.5 Emergency Proclamations

The ESA provides for three (3) types of emergency proclamations in California:

1. Local Emergency
2. State of Emergency
3. State of War Emergency

Emergency proclamations expand the powers and authorities of the various political subdivisions and provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions, they are not a prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from public-private partners or NGOs.

- **Local Emergency Proclamation:** The City Council or designee may proclaim a Local Emergency if there is extreme peril to the safety of persons and property within the territorial limits of the city, or where the city is overwhelmed and unable to abate an existing or potential emergency and requires resources from other jurisdictions. A Local Emergency provides the city with expanded emergency police powers and authorities, including:
    - Authorization to promulgate and suspend local orders and regulations necessary to provide for the protection of life and property
    - Authority to acquire or commandeer supplies and equipment for public use
    - Power to conduct and perform emergency response activities under emergency conditions with broadened immunities from legal liability for performance or failure of performance

When time and conditions allow the City Attorney drafts and the Mayor or designee signs the Local Emergency Proclamation and provides it to the local EOC. The local EOC notifies the OA EOC of the proclamation and the OA EOC notifies the CalOES Regional Administrator.

Figure 10-4 provides a sample resolution of the City Council declaring a Local Emergency for flooding, mud & debris flows.

Figure 10-5 provides a sample resolution of the City Council requesting the Governor to declare a State of Emergency.

Figure 10-6 provides a sample resolution of the City Council declaring a threatened existence of a Local Emergency due to fires.

Figure 10-4
Sample City Council Resolution Declaring a Local Emergency

RESOLUTION NO. 2005-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Government Code Section 8630 empowers the City Council to proclaim the existence of a local emergency when the City is affected by a public calamity;

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City to proclaim the existence of a local emergency therein;

WHEREAS, the City Council does hereby find:

That conditions of disaster or of extreme peril to the safety of persons and property have arisen within the City, caused by heavy rainfall, flooding, and debris flows from rainstorms in the City and surrounding foothills, and mountains commencing on or about the 19th day of October 2004 and continuing with greater intensity on January 10th and 11th 2005 causing personal injury and destruction of public and private property; and

That aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City.

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this City shall be those prescribed by state law, by ordinances and resolutions of this City, and by the City of Highland Emergency Plan.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

PASSED, APPROVED AND ADOPTED this ~~11th day~~ of January, ~~2005~~.

Ross Jones, Mayor

ATTEST:

Betty Hughes, City Clerk

Figure 10-5
Sample City Council Resolution Requesting the Governor to Declare a State of Emergency

RESOLUTION NO. 2005-004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA REQUESTING THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, on January 11, 2005, the City Council found that due to heavy rainfall, flooding, and debris flows a condition of disaster or of extreme peril to life and property did exist within the City;

WHEREAS, in accordance with state law, the City Council proclaimed an emergency did exist throughout the City; and

WHEREAS, local resources are unable to cope with the effects of said emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request for a proclamation that the City of Highland is in a state of emergency.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Director of the Office of Emergency Services.

IT IS FURTHER RESOLVED that Sam J. Racadio, City Manager, is hereby designated as the authorized representative for public assistance and Joseph Hughes, Assistant City Manager, is hereby designated as the authorized representative for individual assistance of the City of Highland for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

PASSED, APPROVED AND ADOPTED this ~~11th~~ day of January, 2005.

Ross Jones, Mayor

ATTEST:

Betty Hughes, City Clerk

Figure 10-6
Sample City Council Resolution Declaring a Threatened Existence of a Local Emergency

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, PROCLAIMING THE THREATENED EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Government Code Section 8630 empowers the City Council to proclaim the existence of a local emergency when the City is affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City to proclaim the existence of a local emergency basis therein; and

WHEREAS, the City Council does hereby find:

That threatened conditions of disaster or of extreme peril to the safety of persons and property have arisen within the City, caused by the wildfires burning near the City and in the surrounding foothills, and mountains commencing on or about the 21st day of October, 2007, and continuing with greater intensity on subsequent days, causing the threat of personal injury and destruction of public and private property; and

That aforesaid conditions of extreme peril warrant and necessitate the proclamation of the threatened existence of a local emergency.

NOW, THEREFORE, BE IT PROCLAIMED that a local emergency now exists throughout the City.

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency organization of this City shall be those prescribed by state law, by ordinances and resolutions of this City and by the City of Highland Emergency Plan.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

PASSED, APPROVED AND ADOPTED this 23rd day of October, 2007.

Ross B. Jones
Mayor

ATTEST:

Betty Hughes, CMC
City Clerk

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- **Requests for CalOES Secretary Concurrence:** Local governments may request cost reimbursement from the state for certain disaster-related costs pursuant to the California Disaster Assistance Act (CDAA) following the proclamation of a Local Emergency.

- **Requests for State Assistance:** When emergency conditions exceed or have the potential to exceed local resources and capabilities, the city may request state assistance pursuant to the California Emergency Services Act (ESA). The formal request may be included in the original proclamation of a Local Emergency or as a separate document. The request must be received within ten (10) days of the event.

- **Initial Damage Estimate:** The request for assistance pursuant to the ESA should include a copy of the proclamation of a Local Emergency and an Initial Damage Estimate (IDE) estimating the severity and extent of damage caused by the incident. An IDE may not be required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during rapidly escalating emergencies where immediate response assistance is necessary.

- **State of Emergency Proclamation:** Once requests for state assistance and IDEs are received, they are reviewed by CalOES and a recommendation is made to the Governor, who may proclaim a State of Emergency based on the formal request from a local governing body. If time and conditions permit, the Governor drafts and signs a formal State of Emergency Proclamation. A State of Emergency provides the Governor with expanded emergency powers and authorities, including:
    - Rights to exercise police power vested in the Constitution and laws of California, as deemed necessary, within the designated area
    - The power to use and commandeer public and private property and personnel to ensure all resources within the state are available to the emergency
    - Directing state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of residents of the affected area
    - Make, amend or rescind orders and regulations and temporarily suspend non-safety-related statutes, ordinances, rules or regulations that impose restrictions on emergency response activities

- **Governor's Proclamation Without a Local Request:** The Governor may proclaim a State of Emergency, without a request from the local governing body or designee, if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capacity and capabilities of the local authorities.

- **State of War Emergency:** The Governor may proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States or upon receipt of a warning from the federal government that such an enemy attack is probable or imminent. The powers of the Governor pursuant to a State of War Emergency are commensurate with those under a State of Emergency.

- **State Request for Presidential Declaration:** When State capabilities will be exceeded, the Governor may request assistance from the federal government, including assistance pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to State and local governments, certain private nonprofit organizations and individuals to support response, recovery and mitigation efforts following Presidential emergency or major disaster declarations.

- **Preliminary Damage Assessment:** Upon submission of a request for a Presidential declaration, FEMA coordinates with the state to conduct a Preliminary Damage Assessment (PDA) to determine if the incident is sufficient to justify federal assistance pursuant to the Stafford Act. This process may take from a few days to a week, depending on the magnitude of the incident. FEMA uses the results from the PDA to determine if the situation is beyond the combined capabilities of state and local resources and to verify the need for federal assistance. A PDA may not be required if immediate response assistance is necessary.

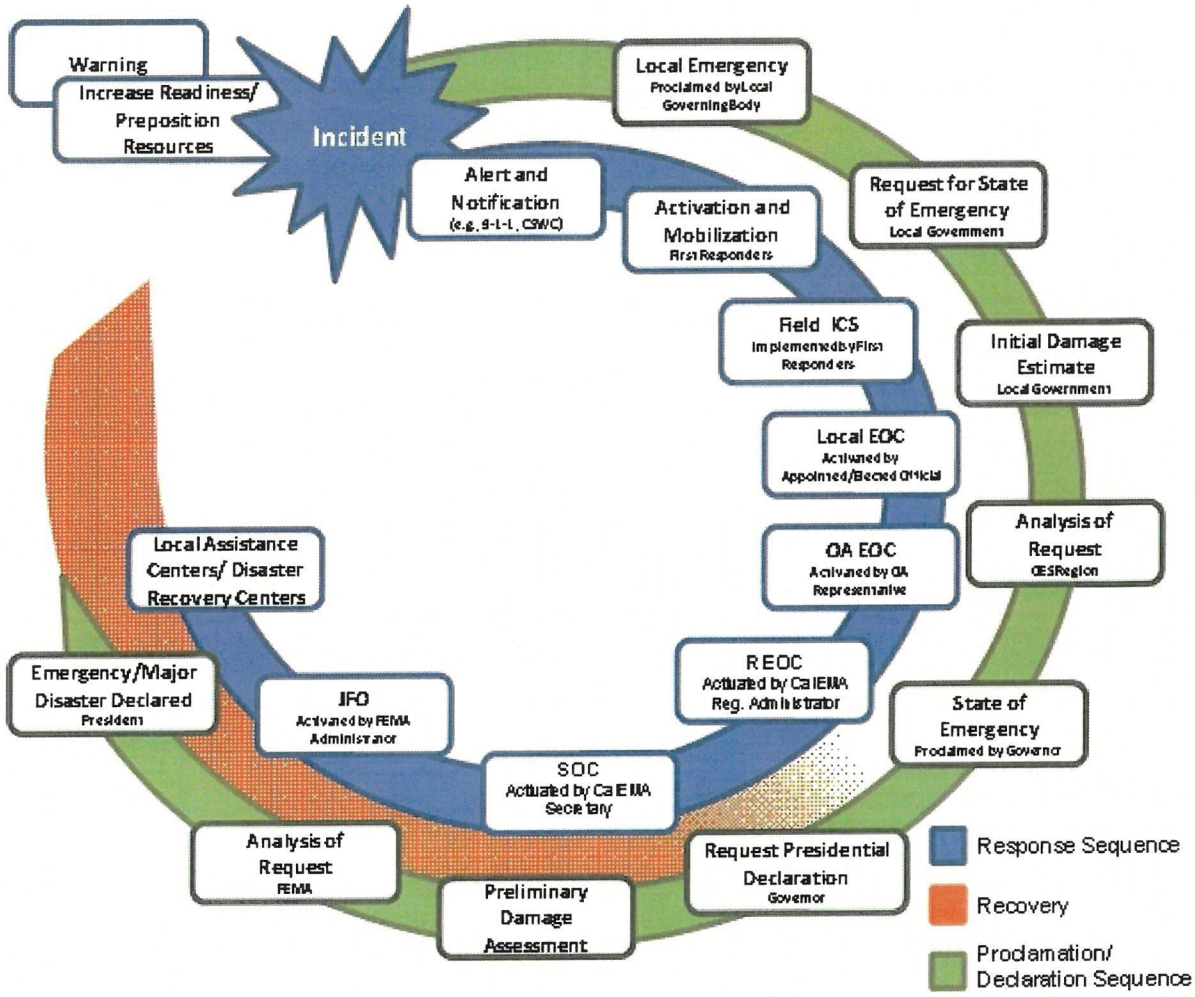
- **Federal Analysis of State Request:** Once requests for federal assistance and PDAs are received, they are reviewed by FEMA and a recommendation is made to the President, who may declare an Emergency or Major Disaster pursuant to the Stafford Act.

- **Federal Declaration Without PDA:** The President may declare a major disaster without a PDA if the incident is so severe that damage is overwhelming and immediately apparent.

- **Presidential Declaration of Emergency or Major Disaster:** The President may declare an Emergency or Major Disaster under the Stafford Act (42 USC 5121), providing federal resources in support of the state's response and recovery activities. While declarations pursuant to the Stafford Act permit federal resources and funding to support response and recovery, federal agencies may also provide assistance pursuant to other authorities or agreements that do not require a Presidential Declaration.

Figure 10-7 – Response Phase Sequence of Events illustrates the sequence of activities occurring for the emergency response and proclamation process.

Figure 10-7 Response Phase Sequence of Events



11. Recovery Concept of Operations

The recovery phase of an emergency or disaster is often defined as restoring a community to its pre-disaster condition. More realistically, recovery is the process of re-establishing a state of normalcy in the affected community. The specific approach to recovery operations following a disaster will be determined by the location, type, magnitude, and effects of the incident.

- **Transition to Recovery:** While immediate lifesaving activities are occurring, emergency managers are simultaneously assessing how soon the response phase can transition to recovery. Critical response phase operations will gradually shift to assisting individuals, households, businesses and government in meeting basic needs and returning to self-sufficiency.

- **Short-Term Recovery:** Short-term recovery operations begin concurrently with or shortly after the commencement of response operations. Although referred to as "short-term" recovery, these activities may last for weeks. Short-term recovery includes actions required to:
  - Stabilize the situation
  - Restore services
  - Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase
  - Commence the planning for restoration of the community, including economic recovery

- **Long-Term Recovery:** Long-term recovery continues actions initiated during short-term recovery, but focuses on community restoration. Long-term recovery may continue for months or years, depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that resulted from the disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate risks after a major incident and may include:
  - Reconstruction of facilities, technology systems and services necessary for restoration of all operations functions
  - Community planning including development of long-term housing plans
  - Implementation of waivers, zone changes and other land use legislation to promote recovery
  - Assistance to displaced families, which may include financial support as well as social and health services
  - Restoration of the local economic system
  - Integration of mitigation strategies into recovery efforts
  - Documentation of eligible disaster-related costs for reimbursement through grant programs

- **Individuals and Households:** Individuals and households will try to stabilize their circumstances by seeking adequate shelter, assessing damage to their property, resuming work and other regular activities, applying for assistance and obtaining insurance proceeds.

- **The Private Sector:** The private sector engages in activities necessary to resume business operations including assessing damage, implementing continuity of business plans, caring for employees, shifting operations to temporary facilities or other locations, applying for assistance, and obtaining insurance proceeds. Business may also play a key role in donating goods and/or services for community recovery.

- **Non-Government Organizations:** NGOs will provide support to individuals and households who are displaced by a disaster and work with governmental organizations to support the transition from care and shelter operations to interim housing arrangements. Community organizations active before a disaster may expand their services to meet increased needs. These groups include churches, neighborhood health clinics and food distribution agencies. NGOs may provide a range of services such as donations management, emergency food, clothing, and shelter, as well as support for housing reconstruction. NGOs provide these services independently or in coordination with other governmental efforts.

- **Local Government Actions:** Local governments organize recovery operations according to their respective priorities and mechanisms for conducting business. Local governments may work with neighboring jurisdictions to share resources or address common issues. Regional entities may also play a role in setting priorities and obtaining resources for recovery within their areas of authority. These organizations may undertake the following actions to stimulate recovery within their respective communities:
  - Conduct damage and safety assessments
  - Assess the housing situation, identify potential solutions and request support/assistance
  - Assess damage to public facilities and initiate repairs
  - Assess damage to private property and issue permits for demolition/repairs
  - Remove debris
  - Open transportation routes
  - Restore services such as power, water, wastewater and transportation
  - Activate Local Assistance Centers to assist individuals and households
  - Coordinate program assistance to individuals and businesses
  - Document disaster-related costs for potential reimbursement
  - Work with state and federal officials to assess damage, identify needs and secure assistance
  - Resume governmental functions
  - Initiate planning for long-term community recovery
  - Consider appropriate legislative actions to facilitate repairs to business, commercial and industrial properties
  - Assist in identifying temporary housing and business space

- **State Government Actions:** When a State of Emergency is proclaimed, state or federal assistance may be available. The city will work with the appropriate state and federal agencies to ensure effective delivery of services.

- **SOC and REOC Operations:** Initial state recovery operations will be coordinated through REOCs and the SOC.

- **Local Assistance Centers:** The city may establish one or more Local Assistance Centers (LACs) where services for disaster victims can be centralized. LACs are staffed by representatives of local, state and federal agencies and NGOs. They provide a convenient 'one

stop shop' for disaster survivors to access recovery assistance and referral to other programs. LACs may also host organizations (e.g. U.S. Postal Service, utility companies and property tax officials) who can assist survivors as they begin the process of recovery. Federal agencies may provide representatives who can assist survivors with federal disaster assistance programs.

- **FEMA Disaster Recovery Centers:** FEMA may establish Disaster Recovery Centers (DRCs) to centralize public outreach operations for federal agencies and their respective assistance programs. The local jurisdiction should coordinate the location of DRCs and LACs with state and federal agencies to best meet the needs of disaster victims.

- **Joint Field Office:** Federal and state government agencies may establish a Joint Field Office (JFO) to manage and coordinate their recovery operations. Generally, all Emergency Support Functions (ESFs) that support federal response and recovery efforts will operate from the JFO once it is activated. State agencies may deploy staff to the JFO to ensure coordination with federal agencies. State and federal officials will coordinate directly with other state agencies, other states and FEMA to provide recovery resources requested by local governments.

- **Multiagency Coordination Groups:** Multiagency Coordination (MAC) Groups may be established to facilitate coordination among various agencies, technical groups, the private sector and NGOs. The MAC will develop and provide recommendations for prioritizing limited resources and the need for technical specialist groups to the SOC and REOCs.

- **State Agency Assistance:** State agencies may provide support to local governments under their respective authorities or through various federal programs.

- **Long-Term Recovery Efforts:** The City will coordinate long-term recovery efforts within its jurisdiction, which may include implementation of Emergency Support Function (ESF), Long-Term Community Recovery where federal agencies assist affected communities to identify recovery needs and potential sources to recover funds and providing long-term community recovery planning support, as appropriate.

- **The SEMS Recovery Organization** is *demonstrated in Figure 11-1 below.* As with the EOC Organization, available personnel to staff each and every function in the recovery organization will require some functions to be combined or to remain unstaffed.

- **Recovery Damage Assessment:** During the early phase of a disaster, initial damage is only estimated. Plans should include procedures for conducting more detailed surveys to be used in disaster project applications. Damage assessment procedures include the following:
    - Safety Concerns
        - Ensuring gas, water, and sewer leaks are identified
        - Ensuring utilities are turned off in unsafe or damaged structures
        - Securing hazardous materials sites and preparing clean-up plans
        - Ensuring unsafe buildings are vacated, clearly marked and access is restricted
        - Incorporating safety precautions to be undertaken by emergency workers into the Incident Action Plan
    - Structural Damage Assessment
        - Checklists and procedures for survey teams should include the following direction and terms when describing damage

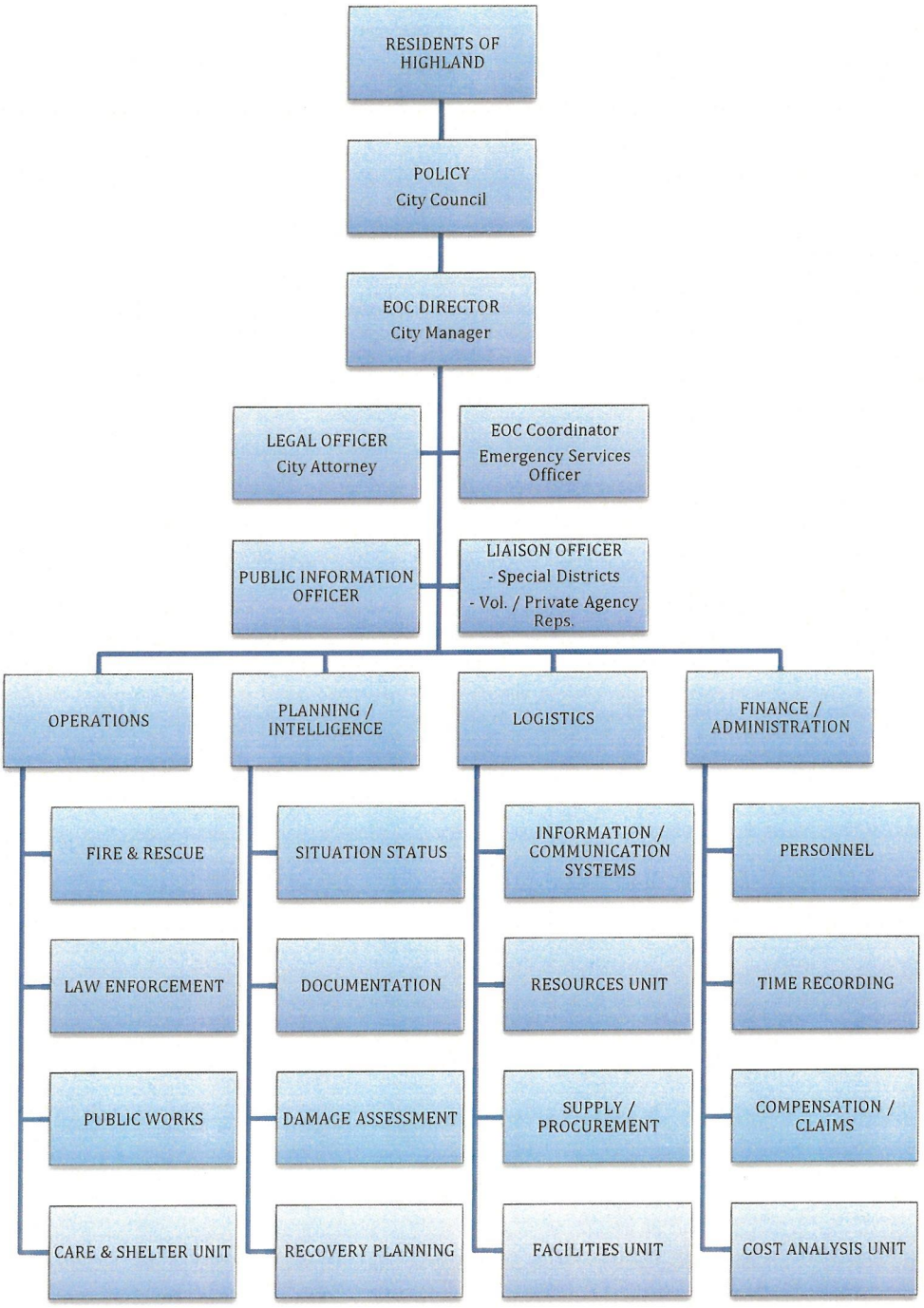
- Damage estimates are limited to the structure itself and do not include contents
- Destroyed – when the cost of repair is greater than 75% of value
- Major Damage – when the cost of repair is greater than 10% of value
- Minor Damage – when the cost of repair is less than 10% of value

- Recovery Activities
  - Common terms for recovery activities are listed below:
    - Category A: Debris Removal – clearance of debris, wreckage, demolition, and removal of buildings damaged beyond repair
    - Category B: Emergency Protective Measures – measures to eliminate or reduce immediate threats to life, public health, and safety
    - Category C: Roads & Bridges – all non-emergency work and any that may be require more time for decision-making, preparation of detailed design, construction plans, cost estimates and schedules
    - Category D: Water Control Facilities – includes flood control, drainage, levees, dams, dikes, irrigation works and bullheads
    - Category E: Public Buildings and Equipment – buildings, vehicles or other equipment, transportation systems, government buildings, supplies or inventory, higher education facilities, libraries and schools
    - Category F: Utilities – water supply systems, sanitary sewage treatment plants, storm drainage facilities, electricity and natural gas distribution facilities
    - Category G: Parks, Recreational, Other – private and non-profit facilities, recreational facilities and playground equipment
- List of Damages -
  - Once a Presidential Disaster Declaration is made, a "List of Damages" must be completed by each jurisdiction and transmitted to the OA, who will compile and transmit the lists to the Region, who will in turn send them to the State and FEMA. The list of damages should include:
    - Location of Action/Damage – the geographical location of damaged facilities or emergency work
    - Description of Action/Damage – a narrative description explaining the nature of the disaster related problem
    - Estimated Cost – a separate estimate for each facility or system affected
- Recovery Documentation

  Recovery documentation information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, repairing damaged facilities to a non-vulnerable and mitigated condition or replacing facilities that are damaged beyond repair. The costs to comply with building codes for new construction, repair or restoration should also be documented. Costs of improving facilities may be reimbursable under some federal mitigation programs.

Documentation is a key step toward recovering expenditures related to response and recovery operations and must begin at the field response level and continue throughout the disaster response and recovery. The Documentation Group will coordinate the collection and maintenance of all incident documentation.

Figure 11-1 SEMS Recovery Organization



11.1 Individual Assistance (IA) Programs

- **Non-Governmental Organizations (NGO) Assistance:** Many NGOs provide recovery assistance to individuals, families and community organizations. This assistance ranges from donated goods and services to loans and assistance for reconstruction.

- **State Assistance:** The state does not have the authority to offer financial assistance to private disaster victims however it does coordinate with federal, state and local NGOs to provide other types of recovery assistance to individuals, households and businesses.

- **Federal Assistance:** The federal government does provide a wide array of housing and other needs assistance programs for individuals and households, including:
  - **Temporary Housing:** The Individuals and Households Program (IHP) includes temporary housing and assistance to make repairs to damaged homes and other assistance for necessary expenses and serious needs caused by the disaster.
  - **Counseling:** Crisis counseling, disaster unemployment assistance and legal services.
  - **USDA Assistance:** The U.S. Department of Agriculture (USDA) may provide assistance to agricultural producers following events that have been designated as agricultural disasters by the Secretary of Agriculture. USDA assistance may include emergency loans to help agricultural producers recover from production and physical losses. The United States Small Business Administration (USSBA) may also provide loan assistance to agricultural and producer cooperatives following agricultural disasters.
  - **Small Business Administration:** The USSBA may also provide low-interest disaster loans to homeowners, renters, businesses, and private non-profit organizations in declared disaster areas. Loans may include coverage for uninsured physical damage or economic losses to homes, businesses and other properties.

11.2 Public Assistance (PA) Programs

- **State Assistance:** The California Disaster Assistance Act (CDAA)[x] authorizes the state to provide financial assistance for costs incurred by local governments as a result of a disaster. CDAA assistance may be implemented when no Presidential declaration of an Emergency or Major Disaster is made. Typically, state assistance is limited to no more than 75% of the state-eligible costs however discretion over the amount of available assistance rests with the Legislature. CDAA assistance may include:
  - **Secretary's Concurrence:** The Secretary of CalOES may concur with a local government agency's request for state assistance independent of a Governor's proclamation of a State of Emergency. Secretary Concurrence assistance is limited to eligible permanent repair work and typically requires a 25% cost share by the local agency.
  - **Declared State of Emergency:** When the Governor declares a State of Emergency both emergency and permanent work may be eligible for CDAA assistance. Typically, this assistance also requires a 25% cost share by the local agency.

- **Federal Assistance:** When a Presidential declaration of Emergency or Major Disaster is made, the President may designate the entire geographic area, or some lesser area, as eligible for Public Assistance (PA). Below is a summary of major PA programs available through FEMA:

- **FEMA Public Assistance Grant Program:** Tribal, state and local government agencies and certain non-profit entities are eligible for grants covering eligible disaster recovery work on a federal (75%) cost share basis. Typically the State of California, through its CDAA assistance, will share the remaining costs (25% share of overall costs) with the applicant, resulting in each paying 12.5% of the overall costs. Eligible costs include:
  - Debris removal
  - Emergency work necessary to save lives, protecting public health and safety and protecting property
  - Restoration of damaged facilities, including buildings, equipment and infrastructure to their pre-disaster design and function
  - Implementation of cost-effective hazard mitigation measures during repairs to damaged facilities to reduce the risk of future damage
- **Assistance to Tribal Governments:** Tribal governments within California may submit Requests for Public Assistance to CalOES who will transmit them to FEMA. Once received, FEMA may then work directly with the tribal government.

- **Non-Stafford Act Programs:** Federal assistance may also be available outside the provisions of the Stafford Act. Examples of potentially available federal assistance include:
  - **Federal Highway Administration (USFHWA):** The USFHWA may provide assistance to state and local governments for damage to roads, bridges and other facilities on the federal-aid system under the Emergency Relief Program.
  - **Natural Resources Conservation Service (USNRCS):** The USNRCS may provide assistance to state and local governments for emergency work necessary to protect life, property and public health and safety in watersheds damaged by a disaster (e.g. fire or flood) through the Emergency Watershed Protection Program.
  - **U.S. Army Corps of Engineers (USACE):** The USACE may provide assistance for flood fighting, emergency and other repairs to damaged facilities, levees and other flood control facilities that met pre-disaster criteria under the Rehabilitation and Inspection Program.
  - **U.S. Department of Housing and Urban Development (USHUD):** USHUD Community Development Block Grants may be requested by tribal, state and local governments for a wide array of recovery services.
  - **Congressionally-Designated Appropriations:** The U.S. Congress may make disaster-specific appropriations that allow federal agencies to provide assistance beyond existing authorities and programs.

11.3 Debris Management Programs

Disasters may create significant amounts of debris that must be properly removed and disposed to reduce threats to public health and safety and to allow for recovery of the community. Debris management poses challenges for tribal, state and local government agencies because of the significant amount of resources required for debris management operations; procurement and management of contractors; requirements for reduction of debris volume, segregation and recycling; and handling and disposal of household and other hazardous wastes.

- **Local Responsibility:** While debris management operations are the responsibility of the affected jurisdiction, the federal government may aid with debris management following a Presidential declaration of Emergency or Major Disaster.

- **State Assistance:** CalOES provides debris management technical assistance to local governments in the development of pre-disaster debris management plans and assists local governments with requests for federal debris removal assistance following disasters by providing guidance on eligibility requirements such as:
  - **Recycling:** Consistent with existing waste diversion and recycling policies, it is the city's intent that disaster-related debris be recycled when feasible. Additional information on recycling and diversion is available in the California Integrated Waste Management Department's disaster plan.
  - **State Environmental Requirements:** FEMA ensures compliance with federal laws, regulations and Executive Orders when implementing Stafford Act programs[xi] and CalOES ensures compliance with applicable state environmental laws and regulations.

- **Federal Assistance:** Below are a variety of federal debris management assistance programs that are coordinated by FEMA:
  - **Technical Assistance:** Federal, tribal, state and local governments coordinate as a team to identify, evaluate and provide the most appropriate technical assistance available.
  - **Direct Federal Assistance:** FEMA may task other federal agencies, such as the U.S. Army Corps of Engineers, to perform debris management activities directly on behalf of tribal, state, or local governments when those entities do not have the resources to accomplish the work.
  - **Financial Assistance:** FEMA may provide financial assistance under the Public Assistance (PA) Program to tribal, state and local governments for eligible debris management activities.
  - **Federal Environmental Requirements:** FEMA and other federal agencies that provide assistance must ensure that all actions comply with federal environmental laws, regulations and Executive Orders[xii], including:
    - National Environmental Policy Act (NEPA)
    - National Historic Preservation Act
    - Endangered Species Act
    - Clean Water Act
    - Executive Order 11988, Floodplain Management
    - Executive Order 11990, Protection of Wetlands
    - Executive Order 12898, Environmental Justice
  - **Exemptions:** The Stafford Act and its implementing regulations (44 CFR Part 9) provide limited exclusions exempting certain actions from the NEPA review process, including debris removal, emergency protective measures, repairs of damaged facilities to pre-disaster condition and minor mitigation measures.

12. Continuity Planning

Some emergencies create extraordinary demands on government entities and emergency response agencies which in extreme circumstances may stress them to the point that they can no longer operate and provide emergency and essential services. A major emergency could include death or injury of key government officials, partial or complete destruction of established seats of government and the destruction of public and private records essential to continued operations of government and industry. The inability of government to provide emergency and essential services can cause direct damage to government infrastructure, life safety and basic human needs may be compromised leading to increased morbidity, mortality and civil unrest.

The City of Highland's Continuity of Government provisions are set forth in Chapter 2.44 of the Highland Municipal Code.

- **Planning Authority:** The State Constitution and Government Code provide authority for the continuity and preservation of state and local government. The ESA[xiii] provides for the preservation of government and its services. This is accomplished by planning for succession of officers, designation of standby officers, administration of oaths of office and continuation of duties of the governing body.

- **Continuity Plans:** To ensure continuity of government and its operations, the state and its political subdivisions must plan for the preservation, maintenance, or reconstitution of government. When an emergency occurs, continuity planning will support the government's ability to:
    - Carry out constitutional responsibilities
    - Restore and maintain emergency operations
    - Restore and maintain public health and safety
    - Restore and maintain government operations
    - Protect the economy
    - Conserve the environment

- **Planning Elements:** To ensure continuity of government, the following elements must be addressed:
    - Identification and prioritization of essential functions
    - Establishment, promulgation and maintenance of orders of succession
    - Pre-identification and updates, as necessary, of delegations of authority
    - Identification, establishment, and maintenance of continuity facilities
    - Identification, establishment, and maintenance of continuity communications
    - Establishment and maintenance of a system of vital records management
    - Establishment of a program that identifies and supports human capital, including continuity personnel and other staff
    - Establishment of a process for devolution of control and direction
    - Establishment of a process for reconstitution
    - Development of an effective testing, training and exercising program to support continuity efforts

- **State Authority:** The Governor has the legal authority under a State of Emergency to commandeer resources required to address the situation at hand. As such, significant state government intervention and control of an emergency exists by its legal authority.

- **State Intervention:** While not likely, if local government becomes partially or entirely disabled in an emergency, state government intervention may be required to assist in the restoration of emergency operation and essential services. Significant state intervention presumes that local government lacks the resources to restore any overwhelmed or devastated portion of its structure. When state government intervention is warranted, the state will deploy resources and coordinate with local jurisdictions and the federal government. State intervention may be justified for a variety of reasons, including:
    - Local government officials are not able to operate and provide direction to their local government agencies
    - The local emergency management system is damaged or impaired and is not sufficiently functioning
    - The local government's Continuity of Government (COG) plan is substantially disrupted or halted due to the overwhelming consequences of a catastrophic emergency.

- **Private Sector:** In addition to public sector continuity planning, the private sector should develop similar plans to ensure businesses and economic institutions continue to function following an emergency.

13. Emergency Functions

This plan establishes the Emergency Functions (EFs) which consist of eighteen (18) primary activities deemed essential to addressing the emergency management needs in all phases of emergency management. The EFs were designed to bring together discipline-specific stakeholders to collaborate and function within the four phases of emergency management. The EFs consist of an alliance of city agencies and functions, as well as other stakeholders with similar functional responsibilities. These groupings will allow each EF to collaboratively prepare for, cohesively respond to and effectively recover from and emergency.

13.1 Emergency Function Lead Agency and Descriptions

Each EF represents an alliance of stakeholders who possess common interests and share a level of responsibility in emergency management. The EFs bring together city agencies, functions, and others to collaboratively prepare for, cohesively respond to and effectively recover from an emergency.

A single city department is assigned to lead each EF based on its authorities, resources and capabilities. Each EF member agency is responsible to assist in coordinating the city's response to emergencies, including provision of mutual aid and the allocation of essential supplies and resources.

Figure 13-1 – Emergency Functions, lists and defines each Emergency Function and identifies the designated lead agency.

Figure 13-1 Emergency Functions

Emergency Function Title	Definition	Lead City Agency
Transportation	Coordinates the management, damage assessment and restoration of transportation infrastructure systems in response to incidents.	Public Works
Communications	Coordinates restoration of emergency and non-emergency telecommunications, including voice and data systems.	Administration
Construction & Engineering	Facilitates the inspection and damage assessment of public and private structures following an incident and provides technical assistance, engineering expertise and construction management to recover from incidents.	Engineering / Building & Safety / Community Development
Fire & Rescue	Provides suppression of urban, rural and wildland fires; and emergency incident scene rescue activities.	Fire
Management	Responsible for overall emergency management policy and coordination with other governmental and private organizations.	Administration
Care & Shelter	Coordinates actions to assist responsible agencies to meet the needs of victims displaced during an incident including food, clothing, non-medical care and sheltering, family reunification and victim recovery.	Public Works
Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.	Police & Fire
Public Health & Medical	Coordinates with public health and medical assistance functions to meet health care needs of individuals during and following emergencies.	Public Works
Search & Rescue - Fire	Coordinates the response of personnel and equipment to search for, locate and rescue victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope rescue, water rescues and similar emergencies.	Fire
Search & Rescue - Police	Coordinates the response of personnel and equipment to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue, water rescues and investigations of missing person incidents that may involve criminal acts.	Police
Hazardous Materials	Coordinates the preparation for, prevention of and response to a threat to the public or environment by actual or potential hazardous materials releases.	Fire / SB County Fire Department

Food & Agriculture	Coordinates activities impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.	Administration
Utilities	Provides resources and support to restore gas, electric, water, wastewater, and telecommunications services.	Public Works
Law Enforcement	Provides personnel and equipment to support law enforcement, coroner activities and maintain public peace.	Police
Long-Term Recovery	Supports and enables economic recovery from the long-term consequences of extraordinary emergencies and disasters.	Finance / Administration
Public Information	Supports the accurate, timely and accessible information to affected audiences, including residents, other government agencies, the media and private sector, including special needs populations.	Administration
Evacuation	Enables the evacuation of persons, domestic animals and livestock from hazardous areas and provides security for evacuated areas.	Police / SB County Animal Care & Control Dept.
Volunteer & Donations Management	Ensures the most efficient and effective use of volunteers and organizations and monetary and in-kind donated resources to support incidents.	Public Works

Similarities between the city EFs, state EFs and federal Emergency Support Functions (ESFs) exist. While similar to state EFs and federal ESFs, the City Emergency Functions are established to augment operations during all four phases of emergency management.

13.2 Emergency Function Annex Development

Development of the EFs requires a coordinated approach between all participants. The lead agency brings together supporting federal and state agencies, departments, and stakeholders from the public and private sector to develop and maintain a functional annex to the Emergency Operations Plan. The functional annex contains the concept of operations with policies, protocols and procedures for each EF.

To develop the functional annex, each EF will develop a working group with five (5) primary objectives:

1. Identify and engage stakeholders in the EF
2. Identify capabilities and resources of each member to create and maintain emergency resource directories
3. Develop and maintain a functional annex to the City of Highland Emergency Operations Plan
4. Respond with, train, and exercise the plans and procedures described in the functional annex
5. Develop after action reports and implement appropriate corrective actions

13.3 Emergency Management Activities

The EFs were designed to bring together discipline-specific stakeholders at all levels of government to collaborate and function within the four phases of emergency management.

Mitigation

- Identify stakeholders and engage them in the development and maintenance of the EF.
- Complete a vulnerability assessment and prioritize actions to reduce vulnerabilities within the scope of the EF
- Collaborate to pool EF resources to prevent hazards and reduce vulnerability (leveraging funding, resources, and personnel)
- Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities
- Support the San Bernardino Operational Area's Multi-jurisdictional Hazard Mitigation Plan

Preparedness

- Develop an EF functional annex to the Emergency Operations Plan containing a charter, concept of operations, plans and supporting agreements
- Establish decision-making and communication processes for the EF
- Identify stakeholder roles, responsibilities and statutory authorities
- Initiate and oversee pre-emergency planning and coordination activities
- Conduct resource inventories, categorize resources, establish agreements for acquiring needed resources, manage information systems and develop processes for mobilizing and demobilizing resources with the EF stakeholders
- Plan for short-term and long-term emergency management and recovery operations
- Integrate After Action Reports (AARs) and Corrective Action Planning (CAP) into the EF annex and EF exercise process
- Conduct regular EF meetings and training events
- Support coordination for incident prioritization, critical resource allocation, integrate communications systems and information coordination

Response

- Coordinate EF support when activated during a response
- Provide subject matter experts to support emergency response activities as provided by statutory authority
- Request participation from support agencies and organizations
- Coordinate contracts and procure goods and services as needed
- Develop After Action Reports and Corrective Action Planning

Recovery

- Support recovery activities with roles and responsibilities of EF members
- Work with other EFs to organize rapid needs assessment teams to prevent duplication of efforts
- Support efficient activation and sufficient staffing of LACs with EF members

13.4 Emergency Functions During EOC Activation

The EFs are a source for discipline-specific and subject matter expertise that can be utilized during an emergency response at any level of SEMS. When an EF is employed during EOC activation, it provides the greatest possible access to stakeholder resources and capabilities regardless of what organization has those resources.

- **Designated Representative:** Prior to an emergency the EF Working Group should designate a representative and alternates that may be called upon to support the EOC when activated. EF representatives are identified on the basis of subject matter expertise regarding specific disciplines, authorities, and resources, and will have access to the resources and capabilities of the EF.

- **Expertise, Resources and Capabilities:** The EF representatives may provide discipline-specific subject matter expertise as necessary for all activities within the EOC organization. Some of the typical activities of an EF representative may provide include:
  - Recommendations on the appropriate use of resources and alternative resources
  - Expertise regarding the procedures, processes and methods for obtaining resources
  - Agency-specific aspects relating to resource acquisition
  - Acquire, maintain and process discipline-specific intelligence and information
  - Guidance on processing of resources to EOC management functions
  - Coordination with EFs within other EOC levels

EF Notification and Mobilization: Upon activation of the EOC, each functional coordinator will assess the need for EFs to support their emergency response and recovery activities. Each EF will mobilize according to its functional annex. When planning for mobilization each working group should consider space requirements and availability. The EF is typically assigned to the Operations Section. During full EOC activation, space will be at a premium, so alternate mobilization plans are recommended.

EF Initial Response Actions: The items listed below constitute the initial response actions to be taken by each activated EF:

- Establish formal activation time and initial staffing pattern for representation in the EOC
- Activate communications plans and establish and maintain communications between the appropriate DOC, the EOC and the OA EOC
- Based on the governance structure documented in the EF annex, notify and activate support agencies as required for the threat or emergency
- Begin to immediately acquire intelligence concerning the EF relationship with the emergency
- Deploy staff to appropriate levels of the emergency management organization (e.g., OA EOC) and provide technical assistance as needed

Coordination with Federal and State Emergency Functions and Emergency Support Functions: The federal government organizes much of its resources and capabilities under 15 Emergency Support Functions (ESFs) as described in the National Response Framework (NRF) and CalOES has developed 18 Emergency Functions (EFs). When the federal or state government deploys their ESF or EF to assist in an emergency, it provides the greatest possible access to department and agency resources regardless of which organization has those resources. ESF and

EF coordinators and primary agencies are identified on the basis of authorities and resources. Support agencies are assigned based on the availability of resources in a given functional area. Each ESF or EF aligns categories of resources and provides strategic objectives for their use. The ESF or EF will utilize standardized resource management concepts such as typing, inventorying and tracking to facilitate the dispatch, deployment and recovery of resources before, during and after an incident.

Figure 13-2 City Departments and Functions EF Responsibilities Matrix illustrates how roles and responsibilities are organized.

Figure 13-2 City Departments & Functions EF Responsibilities Matrix

This matrix summarizes the roles of city departments and functions Primary (Lead) or Support in relation to each of the Emergency Functions.

L Lead **L*** Co-Lead **L**** City Lead coordinating w/another agency **S** Support

City Departments & Functions	EMERGENCY FUNCTIONS																	
	Transportation	Communications	Construction & Engineering	Fire and Rescue	Management	Care & Shelter	Resources	Public Health & Medical	Search & Rescue - Fire	Search & Rescue - Police	Hazardous Materials	Food & Agriculture	Utilities	Law Enforcement	Long-Term Recovery	Public Information	Evacuation	Volunteers & Donation Management
Administrative Services		L			L			L**				L			L	L		
Accounting					S										S			S
Auditing				S	S	S	S		S	S				S	S			S
Budgeting															S			
City Clerk					S													
Collection					S									S	S			S
Fee Analysis															S			
Human Resources																		
Information Technology		S			S	S	S						S					
Licensing																		
Payroll																		
Purchasing	S	S			S	S	S											S
Risk Management	S		S		S	S												
Public Works	L		L*			L							L					L
Engineering	S		S		S								S		S		S	
Facilities		S	S		S	S	S	S						S	S			S
Graffiti																		
Maintenance Services	S	S	S		S	S		S			S			S	S		S	S
Parks						S	S											
Public Services					S	S									S			

Volunteer Services					S	S	S	S						S	S			S
City Departments & Functions	**EMERGENCY FUNCTIONS**																	
	Transportation	Communications	Construction & Engineering	Fire and Rescue	Management	Care & Shelter	Resources	Public Health & Medical	Search & Rescue - Fire	Search & Rescue - Police	Hazardous Materials	Food & Agriculture	Utilities	Law Enforcement	Long-Term Recovery	Public Information	Evacuation	Volunteers & Donation Management
Public Safety				L			L		L	L	L**			L			L	
Police - Administration		S			S	S	S			S	S			S	S		S	S
Police - Criminal Invest.					S					S				S				
Police - Narcotics/Vice														S				
Police - Patrol	S			S	S	S	S		S	S	S			S			S	
Police - Support Services					S					S				S				
Police - Volunteer Services	S			S	S	S	S		S	S	S			S			S	S
Fire - Administration		S		S	S		S		S	S	S			S	S			
Fire - Suppression				S					S									
Fire - Paramedic				S					S									
Fire - Volunteer Services				S	S		S		S									
Community Development			L*															
Building & Safety			S	S	S	S									S			
Code Enforcement				S														
Economic Development			S		S							S	S		S			
Planning			S		S								S		S			

14. Roles and Responsibilities

Below are the key city departments and functions that have primary or support roles in an emergency. Departments and functions not specifically listed may be called upon to carry out activities necessary mitigate the effects of an emergency.

14.1 Administrative Services

The Administrative Services Department consists of twelve functions. During an emergency, the department can call upon its personnel and resources to address issues related to transportation, communications, construction & engineering, fire & rescue, management, care & shelter, resources, public health & medical, search & rescue operations, food & agriculture, utilities, law enforcement, long-term recovery, public information and volunteers & donation management. Below are the department's primary or support roles in this plan:

Emergency Functions: The Administrative Services Department serves as the lead agency for coordinating emergency activities related to **Communication, Management, Long-Term Recovery and Public Information** operations. As the city's lead agency, coordinates with the San Bernardino County Departments of Public Health and Agriculture, Weights & Measures in emergencies relating to **Public Health & Medical and Food & Agriculture.**

The department coordinates and develops the **public information** functions related to the incident. It may assign primary and support roles to those functions within the department that have the authorities, capabilities, and resources necessary to meet emergency needs.

14.1.1 Accounting

- **Management:** Provides accounting services for expenses incurred in managing the emergency and may provide clerical staff to support other operations, as needed.
- **Long-Term Recovery:** Provides tracking and accounting services for expenses incurred in repairing, restoring, or replacing public real property damaged or destroyed in the emergency. Works with federal and state agencies to develop implementation and reporting criteria for economic stabilization programs in accordance with appropriate laws, rules and regulations.
- **Volunteers & Donation Management:** Provides tracking and accounting services for donations received and volunteer workers.

14.1.2 Auditing

- **Fire and Rescue:** Provides auditing and reconciliation services and reports on costs incurred in fire and rescue operations to document expenses for potential federal and state reimbursement claims.

- **Management:** Provides auditing and reconciliation services and reports on costs incurred in emergency management to document expenses for potential federal and state reimbursement claims.

- **Care & Shelter:** Provides auditing and reconciliation services and reports on costs incurred in providing care and shelter services for potential federal and state reimbursement claims.

- **Resources:** Provides auditing and reconciliation services and reports on costs incurred pre-positioning resources necessary to deal with the emergency for potential federal and state reimbursement claims.

- **Search & Rescue:** Provides auditing and reconciliation services and reports on costs incurred providing search and rescue operations related to the emergency for potential federal and state reimbursement claims.

- **Law Enforcement:** Provides auditing and reconciliation services and reports on costs incurred providing law enforcement services related to the emergency for potential federal and state reimbursement claims.

- **Long-Term Recovery:** Provides auditing and reconciliation services and reports on costs incurred in long-term recovery programs related to the emergency to assure appropriate use of funds.

- **Volunteers & Donation Management:** Provides auditing and reconciliation services and reports on costs incurred, value and disposition of donations received and dispersed and time contributed by volunteers in responding to and recovering from the emergency.

14.1.3 Budgeting

- **Long-Term Recovery:** Provides budgeting services for allocation of long-term recovery programs.

14.1.4 City Clerk

- **Management:** Develops and provides for safekeeping of documents (e.g. Declarations of Local Emergency, Ordinances, Resolutions and Executive Orders) related to the disaster.

14.1.5 Collection

- **Management:** Provides collection tracking, reporting and invoicing services related to recovery of costs incurred in the management of the emergency.

- **Law Enforcement:** Provides collection tracking, reporting and invoicing services related to recovery of costs incurred providing Law Enforcement operations for the emergency.

- **Long-Term Recovery:** Provides collection tracking, reporting and invoicing services related to recovery of costs incurred in the various Long-Term Recovery programs related to the emergency.

- **Volunteers & Donation Management:** Provides collection tracking, reporting and invoicing services related to Volunteers and Donation Management during the emergency.

14.1.6 Fee Analysis

- **Long-Term Recovery:** Develops and analyzes potential fees and costs for the various Long-Term Recovery programs related to the emergency.

14.1.7 Information Technology

- **Communications:** Responsible for establishing and maintaining emergency and non-emergency communications systems and telecommunication capabilities during and after the emergency. Develops and assures continuity of communication and telecommunication services at the Emergency Operations Center. Provides maintenance, planning and repair services for city-owned and operated communications systems. Responsible for establishing and enforcing information technology (IT) strategic plans, policies and standards for telecommunications and communications systems.

- **Management:** Assists in providing information technology services to the management functions for the emergency.

- **Care & Shelter:** Assists in developing communications and telecommunications plans for care and shelter facilities, mobilization centers and other disaster support areas.

- **Resources:** Assists fire and police departments with use of Geographic Information Services (GIS) systems for pre-positioning of resources.

- **Utilities:** Assists utility companies in re-establishing services following a disaster by providing GIS and other technological information, as needed.

14.1.8 Purchasing

The Purchasing function develops expedited emergency purchasing and acquisition procedures and assists lead agencies in acquiring personnel, materials and supplies necessary in preparing for, responding to and recovering from, the disaster.

- **Transportation:** Develops expedited emergency purchasing and acquisition procedures to acquire personnel, materials and supplies necessary in maintaining and repairing the transportation system.

- **Communications:** Develops expedited emergency purchasing and acquisition procedures to acquire personnel, materials and supplies necessary to maintain and repair communications and telecommunications systems.

- **Management:** Develops expedited emergency purchasing and acquisition procedures to acquire personnel, materials and supplies necessary for management of the emergency.

- **Care & Shelter:** Assists in developing agreements for care and shelter facilities and develops expedited emergency purchasing and acquisition procedures for personnel, materials and supplies necessary for the operation of care and shelter facilities.

- **Resources:** Develops expedited emergency purchasing and acquisition procedures and assists lead agencies in acquiring personnel, materials and supplies necessary to support the pre-positioning of resources preparing to respond to the disaster.

- **Volunteer & Donation Management:** Assists in developing procedures to track acquisition and disposition of donations. Develops expedited emergency purchasing and acquisition procedures to acquire materials and supplies necessary to support volunteers providing services during and after the disaster.

14.1.9 Risk Management

- **Transportation:** Coordinates with the city's risk management firm in development of plans to restore transportation systems, including minimizing future risk of liability.

- **Construction & Engineering:** Coordinates with the city's risk management firm in development of plans to restore infrastructure systems, including minimizing future risk of liability.

- **Management:** Coordinates with the city's risk management firm in minimizing risk of liability while responding to the disaster. Assists in development of plans to reduce or mitigate risks from future disasters.

- **Care & Shelter:** Coordinates with the city's risk management firm in development of plans to minimize risk of liability at care and shelter centers.

14.2 Public Works

The Public Works Department consists of 8 functions. During an emergency, the department can call upon its personnel and resources to address issues related to transportation, communications, construction & engineering, management, care & shelter, resources, public health & medical, hazardous materials, utilities, law enforcement, long-term recovery, and volunteers & donation management. Below are the department's primary or support roles in this plan:

Emergency Functions: The Public Works Department serves as the lead agency for coordinating emergency activities related to **Transportation, Care & Shelter, Utilities, and Volunteers & Donation Management** operations. It shares responsibility as a co-lead agency for **Construction & Engineering** with the Community Development Department.

The department may assign primary and support roles to those functions within the department that have the authorities, capabilities, and resources necessary to meet emergency needs.

14.2.1 Engineering

- **Transportation:** Provides assessments of transportation infrastructure. Cooperates with federal, state, and other agencies in assessing damage to the transportation system. Provides transportation policies and guidance as needed. Coordinates plans, procedures and preparations for route recovery and traffic regulation. Develops routing and directions for movement of victims out of an impacted area and the ingress of necessary personnel into the area, as well as for delivery of necessary personnel, materials and supplies to medical facilities, care, and shelter centers, etc. Prepares roadway information and displays and assists with signage, location selection and staffing for roadblocks.

- **Construction & Engineering:** Works with the Community Development Department contacting construction material manufacturers, wholesalers and contractors having construction and related equipment for use in emergency operations. Provides engineering expertise, access to utilities within structures and facilities in city rights of way and other technical assistance and services.

- **Management:** Provides recommendations, input, and support to the overall management of the emergency, as needed.

- **Utilities:** Coordinates with private utility providers to identify utilities in city rights of way and to provide other technical assistance as needed.

- **Long-Term Recovery:** Develops recommendations, prepares applications for federal and state financial assistance and, together with the Community Development Department, coordinates repair and reconstruction of the transportation system following the disaster.

- **Evacuation:** Provides routing and directions for safe movement of victims out of the impacted area and assists with establishment of signage and site selection for roadblocks.

14.2.2 Facilities

- **Communications:** Assists in facility layout planning and installation of emergency and non-emergency communications and telecommunications systems.

- **Construction & Engineering:** Assists, as appropriate, in conducting damage assessment evaluations and making necessary repairs to city-owned facilities.

- **Management:** Provides input and recommendations related to use of city-owned facilities for disaster management to the overall emergency management organization.

- **Care & Shelter:** Provides recommendations for site locations and assists in planning layout and establishing care and shelter centers.

- **Resources:** Assists by providing input and recommendations for locating incoming resources in appropriate city-owned facilities and establishing resource mobilization centers.

- **Public Health & Medical:** Assists by providing input and recommendations for locating facilities to address public health and medical incidents, including locations for large-scale distribution of medications and/or vaccinations to the public.

- **Law Enforcement:** Assists by providing recommendations for potential use of city-owned facilities for staging areas during large-scale evacuation and law enforcement operations.

- **Long-Term Recovery:** Assists by providing recommendations for potential use and layout of city-owned facilities for use as Long-Term Recovery and/or Local Assistance Centers (LACs).

- **Volunteers & Donation Management:** Assists by providing recommendations for site selection of sites used for receipt, storage and distribution of donated materials and supplies.

14.2.3 Maintenance Services

- **Transportation:** Assists by providing maintenance and repairs to city-owned and operated facilities used for staging personnel, apparatus, equipment, materials and supplies to assess, maintain, repair, and restore the transportation system.

- **Communications:** Assists by providing maintenance and repairs to city-owned and operated facilities used for staging personnel, apparatus, equipment, materials and supplies to assess, maintain, repair, and restore the communications and telecommunications systems.

- **Construction & Engineering:** Assists by providing maintenance and repairs to city-owned and operated facilities used for staging personnel, apparatus, equipment, materials and supplies to assess, maintain, repair, and restore the transportation system.

- **Management:** Assists by providing maintenance and repairs to city-owned and operated facilities used for staging personnel, apparatus, equipment, materials and supplies to support the overall management of the emergency incident.

- **Care & Shelter:** Assists by providing maintenance and repairs to city-owned and operated facilities used for staging personnel, apparatus, equipment, materials and supplies to assess and maintain the care and shelter facilities.

- **Public Health & Medical:** Assists by providing maintenance and repairs to city-owned and operated facilities used for staging personnel, apparatus, equipment, materials and supplies for Public Health & Medical operations and for distributing supplies and materials to the public.

- **Hazardous Materials:** Assists by providing maintenance and repairs to city-owned and operated facilities used for staging personnel, apparatus, equipment, materials and supplies for hazardous materials emergencies.

- **Law Enforcement:** Assists by providing maintenance and repairs to city-owned and operated facilities used for staging personnel, apparatus, vehicles, equipment, materials and supplies for law enforcement operations.

- **Long-Term Recovery:** Assists by providing maintenance and repairs to city-owned and operated facilities used for staging personnel, apparatus, equipment, materials and supplies to assess, repair, restore and recover from the disaster.

14.2.4 Parks

- **Care & Shelter:** Provides city-owned park facilities, maintenance and repairs while used as Care & Shelter facilities.

- **Resources:** Provides city-owned park facilities, maintenance and repairs while used as staging areas for pre-positioned resources for mitigation of potential and actual emergencies.

14.2.5 Public Services

- **Management:** Provides personnel, as needed, to assist with overall emergency management of the disaster.

- **Care & Shelter:** Provides personnel, as needed, to assist with establishment and operation of care and shelter facilities.

- **Long-Term Recovery:** Provides personnel, as needed, to assist with long-term recovery operations.

14.2.6 Volunteer Services

- **Management:** Assists by providing volunteer personnel to assist with the wide array of functions involved in the overall emergency management of the disaster.

- **Care & Shelter:** Assists by providing volunteer personnel to assist with operation of Care & Shelter facilities.

- **Resources:** Assists by providing volunteer personnel to assist with the operation of mobilization centers and staging areas established to support pre-positioned resources for mitigation of potential and actual emergencies.

- **Public Health & Medical:** Assists by providing volunteer personnel to assist the Administrative Services and San Bernardino County Public Health Departments and with operation of Public Health & Medical facilities.

- **Law Enforcement:** Assists by providing volunteer personnel to assist with operation of facilities related to long-term law enforcement operations.

- **Long-Term Recovery:** Assists by providing volunteer personnel to assist with the operation of Long-Term Recovery facilities.

- **Volunteers & Donation Management:** Develops policies and procedures for registration, use and management of and coordinates volunteer activities for all emergency management disciplines, including necessary training, equipment and transportation.

14.3 Public Safety

The Public Safety Department consists of 11 functions. During an emergency, the department can call upon its personnel and resources to address issues related to transportation, communications, fire & rescue, management, care & shelter, resources, search & rescue operations, hazardous materials, law enforcement, long-term recovery, evacuation and volunteers & donation management. Below are the department's primary or support roles in this plan:

Emergency Functions: The Public Safety Department serves as the lead agency for coordinating emergency activities related to **Fire & Rescue, Resources, Search & Rescue Operations and Evacuation** operations. It shares responsibility as the city's lead agency for coordination with the San Bernardino County Fire Department's Hazardous Materials incidents.

The department may assign primary and support roles to those functions within the department that have the authorities, capabilities, and resources necessary to meet emergency needs.

14.3.1 Police - Administration

- **Communications:** Assists, as necessary, in maintaining and re-establishing communications and telecommunications capabilities.

- **Management:** Develops, plans, and implements all law enforcement related functions as part of the overall emergency management team.

- **Care & Shelter:** Assists by developing security plans for care and shelter facilities.

- **Resources:** Develops and implements pre-positioning of law enforcement resources to meet the anticipated needs of impending or actual emergencies.

- **Search & Rescue:** Coordinates activities to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue and investigations of missing person incidents that may involve criminal acts.

- **Hazardous Materials:** Develops site security plans, as needed, for hazardous materials incidents.

- **Law Enforcement:** Develops, plans, implements, and directs all law enforcement activities related to the emergency response and recovery.

- **Long-Term Recovery:** Develops site security plans, as needed, for Long-Term Recovery and Local Assistance Center (LAC) facilities.

- **Evacuation:** Develops evacuation plans, establishes evacuation travel routes and provides security for evacuated areas.

- **Volunteers & Donation Management:** Develops site security plans for facilities receiving, storing, and distributing donated materials and supplies.

14.3.2 Police – Criminal Investigation

- **Management:** Assists, as necessary, the overall emergency management organization by providing relevant information related to criminal investigations.

- **Search & Rescue – Police:** Provides criminal investigation services on all missing persons matters which may involve criminal acts.

- **Law Enforcement:** Assists, as necessary, with all law enforcement matters.

14.3.3 Police – Narcotics/Vice

- **Law Enforcement:** Assists, as necessary, with all law enforcement matters.

14.3.4 Police – Patrol

- **Transportation:** Assists in the management of transportation routes by providing traffic control services.

- **Fire & Rescue:** Assists with fire suppression services by providing scene security and traffic control services.

- **Management:** Assists, as necessary, the overall emergency management organization by providing site security, intelligence, and other relevant information.

- **Care & Shelter:** Assists, as necessary, by providing law enforcement, patrol and site security services at care and shelter facilities.

- **Resources:** Assists, as necessary, by providing site security and, when necessary (e.g. during civil disturbances), escort services for other pre-positioned resources accessing the emergency.

- **Search & Rescue – Fire:** Assists, as necessary, by providing overall scene security.

- **Search & Rescue – Police:** Assists, as necessary, by providing scene security.

- **Hazardous Materials:** Assists, as necessary, by providing overall scene security.

- **Law Enforcement:** Assists, as necessary, in all law enforcement operations.

- **Evacuation:** Notifies residents of evacuation orders, establishes evacuation routes, provides evacuation traffic control services, works with other emergency responders to establish and secure ingress routes and provides security for evacuated properties.

14.3.5 Police – Support Services

- **Management:** Assists, as necessary, the overall emergency management organization.

- **Search & Rescue – Police:** Assists, as necessary, with appropriate search & rescue operations.

- **Law Enforcement:** Assists, as necessary, with appropriate law enforcement operations.

14.3.6 Police – Volunteer Services

- **Transportation:** Assists, as necessary, with appropriate law enforcement operations related to transportation.

- **Fire & Rescue:** Assists, as necessary, with appropriate law enforcement operations related to fire & rescue operations.

- **Management:** Assists, as necessary, with appropriate law enforcement operations related to overall emergency management operations.

- **Care & Shelter:** Assists, as necessary, with appropriate law enforcement operations related to care & shelter facilities and operations.

- **Resources:** Assists, as necessary, with appropriate law enforcement operations related to pre-positioning of emergency response resources.

- **Search & Rescue – Fire:** Assists, as necessary, with appropriate law enforcement operations related to search & rescue operations.

- **Search & Rescue – Police:** Assists, as necessary, with appropriate law enforcement operations related to search & rescue operations.
- **Hazardous Materials:** Assists, as necessary, with appropriate law enforcement operations related to hazardous materials operations.
- **Law Enforcement:** Assists, as necessary, with appropriate law enforcement operations.
- **Evacuation:** Assists, as necessary, with appropriate law enforcement operations related to evacuations.
- **Volunteers & Donation Management:** Assists, as necessary, with appropriate law enforcement operations related to volunteers & donation management operations.

14.3.7 Fire - Administration

- **Communications:** Assists, as necessary, in maintaining and re-establishing communications and telecommunications capabilities.
- **Fire & Rescue:** Develops, plans, and implements all fire suppression operations.
- **Management:** Develops, plans, and implements all fire suppression related functions as part of the overall emergency management team.
- **Resources:** Develops and implements pre-positioning of fire suppression resources to meet the anticipated needs of impending or actual emergencies.
- **Search & Rescue – Fire:** Develops, plans, and implements searches for victims within structure collapse, construction cave-ins, trench, confined space, high angle structure rope and water rescues.
- **Search & Rescue – Police:** Assists, as necessary, with appropriate law enforcement search & rescue functions.
- **Hazardous Materials:** Coordinates with and assists the San Bernardino County Fire Department, as necessary, in developing plans for mitigation of hazardous materials operations.
- **Law Enforcement:** Assists, as necessary, with appropriate law enforcement operations.
- **Long-Term Recovery:** Assists, as necessary, with appropriate long-term recovery operations.

14.3.8 Fire - Suppression

- **Fire & Rescue:** Provides urban, rural and wildland fire suppression operations.

- **Search & Rescue – Fire:** Provides search and rescue functions for victims within structure collapse, construction cave-ins, trench, confined space, high angle structure rope and water searches & rescues.

14.3.9 Fire - Paramedic

- **Fire & Rescue:** Assists providing urban, rural and wildland fire suppression operations.
- **Search & Rescue – Fire:** Assists providing search and rescue functions, including providing emergency medical treatment, for victims within structure collapse, construction cave-ins, trench, confined space, high angle structure rope and water searches & rescues.

14.3.10 Fire – Volunteer Services

- **Fire & Rescue:** Provides urban, rural and wildland fire suppression operations.
- **Management:** Assists, as necessary, with appropriate operations related to overall emergency management.
- **Resources:** Assists, as necessary, with appropriate operations related to pre-positioning of resources to meet anticipated needs for impending or actual emergencies.
- **Search & Rescue – Fire:** Assists, as necessary, with appropriate operations related to searches for and rescue of victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope and water search & rescue operations.

14.4 Community Development

The Community Development Department consists of five functions. During an emergency, the department can call upon its personnel and resources to address issues related to transportation, construction & engineering, fire & rescue, management, care & shelter, hazardous materials, food & agriculture, utilities, long-term recovery, and volunteers & donation management. Below are the department's primary or support roles in this plan:

Emergency Functions: The Community Development Department serves as the co-lead agency for **Construction & Engineering** with the Public Works Department.

The department may assign primary and support roles to those functions within the department that have the authorities, capabilities, and resources necessary to meet emergency needs.

14.4.1 Building & Safety

- **Construction & Engineering:** Provides assessments of public and private-owned structures. Develops procedures, reviews plans and inspects re-construction or repairs to damaged buildings. Posts uninhabitable or unsafe buildings to prevent entry. Works

with the Public Works Department contacting construction material manufacturers, wholesalers and contractors having construction and related equipment for use in emergency operations. Provides building & safety expertise and other technical assistance and services.

- **Fire & Rescue:** Assists by providing safety and compliance inspections for public and private buildings damaged by fires.
- **Management:** Provides recommendations, input and support to the overall management of the emergency, as needed.
- **Care & Shelter:** Assists with selection of site locations for care & shelter facilities by conducting inspections and ensuring they are safe to occupy.
- **Long-Term Recovery:** Develops expedited processes to permit rapid re-construction and repair of damaged structures.

14.4.2 Code Enforcement

- **Fire & Rescue:** Assists the Building & Safety function, as necessary, inspecting structures damaged by fires.

14.4.3 Economic Development

- **Construction & Engineering:** Develops an expedited economic development plan for the re-establishment of businesses damaged during the emergency.
- **Management:** Assists, as necessary, the overall emergency management organization.
- **Food & Agriculture:** Develops and implements plans, in cooperation with federal and state agencies, to expedite recovery of food & agriculture businesses.
- **Utilities:** Develops plans, in cooperation with private utility companies, for rapid restoration of all utility services within the community.
- **Long-Term Recovery:** Develops an expedited, unified strategic plan for economic development assistance available to businesses damaged during the emergency.

14.4.4 Planning

- **Construction & Engineering:** Assists, as necessary, in developing expedited plan check review processes to speed re-construction and repair of damaged structures.
- **Management:** Assists, as necessary, the overall emergency management organization.
- **Utilities:** Assists private utility companies in assuring rapid restoration of all utility services within the community.

- **Long-Term Recovery:** Develops an expedited review process for processing planning applications for reconstruction of buildings damaged in the emergency.

15. Plan Administration

15.1 Plan Development and Maintenance

This Emergency Operations Plan is developed under the authority of the City Council of the City of Highland. The Disaster Services Officer will review and develop revised drafts of the plan in coordination with relevant stakeholders and is charged with keeping the plan up to date. This plan has been reviewed by the Highland Emergency Council, which recommends approval of the plan to the City Council.

15.2 Administrative Practices

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting in order to obtain potential reimbursement provided through disaster assistance programs.

Emergency responders must develop and integrate administrative and financial procedures into their Standard Operating Procedures (SOP). It is essential that all financial management officials follow the administrative practices required by federal and state laws, city ordinances and policies, and the SEMS Guidelines.

15.3 Standard Operating Procedures (SOP)

This Emergency Operations Plan is intended to be used in conjunction with state, regional and operational area plans and associated standard operating procedures (SOPs). Where supporting city plans are inconsistent with the general principles described in this plan, this plan will supersede the supporting plans.

SOPs provide the purpose, authorities, duration, and details for the preferred method or performing a single function or a number of interrelated functions in a uniform manner. SOPs must also facilitate the need to carry out actions under conditions that may not have been anticipated when the SOP was developed. For example, it may be necessary to consider alternative procedures that solve a problem in order to perform in a more time- or cost-efficient way. It is clear, therefore, that some procedures may need to be suspended, relaxed or made operational under threat of disaster. However, such action should be carefully considered, and the potential consequences should be realistically analyzed.

It is the responsibility of each function to develop and maintain Standard Operating Procedures.

15.4 Vital Records Retention

Maintenance of administrative records continues through all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided, including procedures for all units of the potential response organization. During a response, entities ensure that adequate documentation is collected through the Documentation Unit at the Incident

Command Post and EOC, for activities of personnel, use of equipment and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information. Problem areas are identified, corrective measures taken and personnel retrained in the proper, updated procedures.

15.5 After Action Reports & Corrective Actions

SEMS regulations require completion and submission of an After-Action Report (AAR) to CalOES within ninety (90) days of the close of the emergency period. Upon completion of the AAR, corrective actions will be identified to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Depending on the level of the AAR, corrective action may encompass anything from detailed recommendations for improving individual plans and procedures to broader system-wide improvements. Priority corrective actions will be assigned to relevant departments and tracked by the Disaster Services Officer to ensure the identified problem has been addressed. A sample After Action/Corrective Action Report Form is included in Attachment G.

16. Attachments

Below is a list of attachments referenced in this plan:

- Attachment A – Authorities and References
- Attachment B – Acronyms and Abbreviations
- Attachment C – Glossary
- Attachment D – California Warning System
- Attachment E – Emergency Operations Plan Crosswalk
- Attachment F – Distribution List
- Attachment G – Sample After Action/Corrective Action Report
- Attachment H – SEMS EOC Position Checklists
- Attachment I – Contact List
- Attachment J – End Notes

16.1 Attachment A – Authorities & References

City of Highland, California – Municipal Code (Title 2, Chapter 2.44 "Emergency Services")

California Emergency Services Act

California Disaster Assistance Act

California Code of Regulations, Title 19

California Disaster and Civil Defense Master Mutual Aid Agreement

Standardized Emergency Management System Guidelines

Standardized Emergency Management System Approved Course of Instruction

Governor's Executive Order W-9-91

Administrative Orders (prepared under the authority of Governor's Executive Order W-9-91)

State of Emergency Orders and Regulations (regulations made in advance of a State of War Emergency – Standby Orders)

Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

California-Federal Emergency Operations Center Guidelines: Integrating Federal Disaster Response Assistance with California's Standardized Emergency Management System

National Incident Management System

National Response Framework

Title 44, Code of Federal Regulations

California Catastrophic Incident Base Plan: Concept of Operations

16.2 Attachment B – Acronyms & Abbreviations

Acronyms and Abbreviations	
AA	Administering Agency
AAR	After Action Report
AO	Administrative Order
AP	Action Plan
CalOES	California Office of Emergency Services
CAL FIRE	California Department of Forestry and Fire Protection
California ISO	California Independent Systems Operator
Caltrans	California Department of Transportation
CALWAS	California Warning System
CDAA	California Disaster Assistance Act
CEC	California Emergency Council
CHP	California Highway Patrol
CISN	California Integrated Seismic Network
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
COG	Continuity of Government
CONOPS	Concept of Operations
CSWC	California State Warning Center
CUPA	Certified Unified Program Agencies
DHCS	California Department of Health Care Services
DOC	Department Operations Center
DRC	Disaster Recovery Center
EAS	Emergency Alert System
EDIS	Emergency Digital Information Service
EF	Emergency Function
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Managers Mutual Aid Plan
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERD	Emergency Resource Directory
ESA	California Emergency Services Act
ESF	Emergency Support Function
EVWD	East Valley Water District
FEMA	Federal Emergency Management Agency
FOOT	Field On-Site Observation Team

Acronyms and Abbreviations	
GIS	Geographic Information System
HMC	City of Highland, California – Municipal Code
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IHP	Individuals and Households Program
IMAT	Incident Management Assistance Team
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LAC	Local Assistance Center
M	Magnitude
MAC	Multiagency Coordination
MAC Group	Multiagency Coordination Group
MACS	Multiagency Coordination System
MMAA	California Disaster and Civil Defense Master Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NEIC	National Earthquake Information Center
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
REOC	Regional Emergency Operations Center
RIMS	Response Information Management System
RRCC	Regional Response Coordination Center
RUSD	Redlands Unified School District

Acronyms and Abbreviations	
SBCUSD	San Bernardino City Unified School District
SEMS	Standardized Emergency Management System
SOC	State Operation Center
SOP	Standard Operating Procedure
UC	Unified Command
UCG	Unified Coordination Group
UOP	Unified Ordering Point
USACE	United States Army Corps of Engineers
USDA	United States Department of Agriculture
USDOD	United States Department of Defense
USDOT	United States Department of Transportation
USEPA	United States Environmental Protection Agency
USFHWA	United States Federal Highway Administration
USGS	United States Geological Survey
USHUD	United States Dept. of Housing and Urban Development
USNRCS	United States Natural Resources Conservation Service
USSBA	United States Small Business Administration
VOAD	Voluntary Organizations Active in Disasters
WUI	Wildland-Urban Interface

16.3 Attachment C – Glossary of Terms

Action Plan (AP): See **EOC Action Plan** and **Incident Action Plan.**

Activation: 1) Initial activation of an EOC may be accomplished by a designated official of the emergency response agency that implements SEMS as appropriate to accomplish the agency's role in response to the emergency. 2) An event in the sequence of events normally experienced during most emergencies.

After Action Report (AAR): A report that examines response actions, application of SEMS, modifications to plans and procedures, training needs and recovery activities. After action reports are required under SEMS after any emergency that requires a declaration of an emergency. Reports must be submitted within 90 days to CalOES.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGOs) may be included to provide support.

All-Hazards: Any incident, natural or manmade, that warrants action to protect life, property, environment, public health or safety and minimize disruptions of government, social or economic activities.

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA): An agreement entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations, and public agencies of the state to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency.

California Emergency Functions (CA-EF): The California Emergency Functions are a grouping of state agencies, departments, and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the state's ability to collaboratively prepare for, effectively mitigate, cohesively respond to, and rapidly recover from any emergency. California Emergency Functions unify a broad spectrum of stakeholders with various capabilities, resources and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the state government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

California Emergency Services Act (ESA): An Act within the California Government Code to ensure that preparations within the state will be adequate to deal with natural, manmade or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property and natural resources of the state and generally to protect the health and safety and preserve the lives and property of the people of the state.

Catastrophe: Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale and/or government functions.

Command: The act of directing, ordering or controlling by virtue of explicit statutory, regulatory or delegated authority.

Command/Management: Command is responsible for the directing, ordering and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

Command Post: See **Incident Command Post.**

Command Staff: The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS, and they report directly to the EOC Director and comprise the Management Staff.

Common Terminology: Normally used words and phrases; avoids the use of different words/phrases for same concepts; consistency, to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: Process of transmission of information through verbal, written or symbolic means.

Continuity of Government (COG): Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the pre-delegation of emergency authority and active command and control during response and recovery operations.

Continuity of Operations (COOP): Planning should be instituted (including all levels of government) across the private sector and non-governmental organizations as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multiagency or Interagency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Corrective Actions: Implementing procedures that are based on lessons learned from actual incidents or from training and exercises.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Cyber Threat: An act or threat that poses potentially devastating disruptions to critical infrastructure, including essential communications such as voice, email and internet connectivity.

Cyber Security: The protection of data and systems in networks that are connected to the internet, including measures to protect critical infrastructure services. These services may include essential communications such as voice, email and internet connectivity.

Demobilization: The orderly, safe and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC), specific to a single department or agency. Their focus is on internal agency incident management and response. They are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agents for the department or agency.

Disaster: A sudden calamitous emergency event bringing great damage, loss or destruction.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Section Chief. A division is located within the ICS organization and divisions may be organized into Branches, which then report to the Operations Section.

Documentation Unit: Functional unit within the Planning/Intelligence Section responsible for collecting, distributing, recording and safeguarding all documents relevant to an incident or within an EOC.

Emergency: Any incident(s), whether natural or manmade, that require responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected

state can request and receive assistance from other member states quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management Community: The stakeholders in emergency response including the residents; private sector; federal, tribal, state, and local governments.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC may be organized by major functional disciplines (e.g., fire, law enforcement, or medical services), by jurisdiction (e.g., federal, tribal, state, county, or city), or some combination thereof.

Emergency Operations Plan (EOP): The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Resource Directory (ERD): A directory containing information on agency or organization personnel and their emergency certifications and qualifications, vendor and support organization supplies, equipment, etc., that may be needed during an emergency. Supplies and equipment may include such items as potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be organized by capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel affiliated with or sponsored by emergency response agencies.

EOC Action Plan: The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

Essential Facilities: Police, fire, emergency operations centers, schools, medical facilities and other resources that have a role in an effective and coordinated emergency response.

Evacuation: Organized, phased and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

Federal: Of or pertaining to the federal government of the United States of America.

Finance/Administration Section: The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. These same five functions are also found at all SEMS EOC

Levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved (e.g., the planning function). A sixth function, Intelligence/Investigation, may be established, if required to meet emergency management needs.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic area (e.g., a division). Groups, when utilized, are typically located in the Operations Section.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods. At the SEMS EOC level it is called the EOC Action Plan.

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one base per incident, and it is typically identified using the "(incident name) Base". The Incident Command Post may be collocated with the base.

Incident Command: One or more individuals responsible for overall management of the incident and consists of the Incident Commander (either individual or unified command) and any supporting staff.

Incident Commander (IC): The individual or individuals responsible for all incident activities, including development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all types of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and

functional agencies, both public and private, to organize field-level incident management operations.

Information: Pieces of raw, unanalyzed data that identifies persons, evidence, events or illustrates processes that specify the occurrence of an event. May be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the "currency" that produces intelligence.

Intelligence: Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package and produces a conclusion or estimate. Information must be real, accurate and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC and current and expected conditions and how they affect the actions taken to achieve operational period objectives. Intelligence is an aspect of information. Intelligence is primarily intended for internal use and not for public dissemination.

Intelligence/Investigations: Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real-time, when needed and when authorized.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages, developing, recommending, and executing public information plans and strategies on behalf of the IC, advising the IC concerning public affairs issues that could affect a response effort, and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, tribal, state and local boundary lines) or functional (e.g., law enforcement, public health).

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for coordinating with representatives from cooperating and assisting agencies or organizations. At SEMS EOC Levels, reports directly to the EOC Director, and coordinates the initial entry of Agency Representatives into the Operations Center and also provides guidance and support for them as required.

Local Government: According to federal code[xiv] a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government, an Indian tribe or authorized tribal entity, or in Alaska Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services and material support for an incident or EOC activation.

Management Staff: See **Command Staff**.

Mitigation: Provides a critical foundation in the effort to reduce the loss of life and property from natural and/or manufactured disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-emergency location where emergency services personnel and equipment may be temporarily located, pending assignment to emergencies, release or reassignment.

Multiagency or Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multiagency Coordination Group (MAC Group): Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together to form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the System. It can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident.

Mutual Aid Coordinator: An individual at local government, Operational Area, Regional or State Level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of CalOES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

National: Of a nationwide character, including the federal, tribal, state and local aspects of governance and policy.

National Incident Management System (NIMS): Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and non-governmental organizations to work seamlessly to prevent, protect, against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): A guide to how the nation conducts all-hazards incident management.

Non-Governmental Organization (NGO): An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Officer: 1) The ICS title for the personnel responsible for the Command Staff (Management Staff at EOC) positions of Safety, Liaison and Public Information. 2) One who holds an office or post, especially one elected or appointed to a position of authority or trust in a corporation, government, institution, etc.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the geographical boundaries of the county.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12-24 hours.

Operations Section: The section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, it normally includes subordinate branches,

divisions and/or groups. At the SEMS EOC levels the section is responsible for the coordination of operational activities. The Operations Section at an EOC contains branches, groups, or units necessary to maintain appropriate span of control.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private sector, and/or non-governmental organizations.

Planning Section: The section responsible for the collection, evaluation and dissemination of operational information related to the incident or EOC activities and for the preparation and documentation of the IAP or EOC action plan respectively. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident of EOC activation.

Political Subdivisions: Includes any city, city and county, county, tax or assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations, heightened inspections, improved surveillance and security operations, investigations to determine the full nature and source of the threat, public health and agricultural surveillance and testing processes, immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocols: Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate and accessible information on the incident's cause, size and current situation; resources committed; and other matters of general interest to the public, responders and additional stakeholders (both directly and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Recovery: The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and service; individual, private-sector, non-governmental and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political environmental and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore the affected area or community.

Region Emergency Operations Center (REOC): Facilities found at CalOES Administrative Regions. REOCs provide centralized coordination of resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

Reimbursement: Provides a mechanism to recoup funds expended for incident-specific activities.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, tribal, state and local teams; and resource mobilization protocols.

Resources: Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations, continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity and apprehending actual perpetrators and bringing them to justice.

Response Personnel: Includes federal, territorial, tribal, state, sub-state regional and local governments, private sector organizations, critical infrastructure owners and operators, NGO and all other organizations and individuals who assume an emergency management role. Also known as an Emergency Responder.

Safety Officer: A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

Section: 1) The organizational level having responsibility for a major functional area of incident of EOC Management (e.g., Operations, Planning, Logistics, Finance/Administration) and Intelligence/Investigations (if established). The section is organizationally situated between the branch and the Incident Command. 2) A separate part or division as **a.** A portion of a book, treatise, or writing. **b.** A subdivision of a chapter. **c.** A division of law.

Situation Report: Often contain confirmed or verified information regarding the specific details relating to the incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5).

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate and maintain systems, programs, services, or projects (as defined in California Code of Regulations (CCR) Section 2900(s)) for purposes of natural disaster assistance. This may include a joint powers authority established under Section 6500 et. seq. of the Code.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified private non-profit organizations. The provisions of the Stafford Act cover all-hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.

Staging Area: Established on an incident for the temporary location of available resources. A Staging Area can be any location on an incident in which personnel, supplies and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

Standardized Emergency Management System (SEMS): A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

Standardized Emergency Management System (SEMS) Guidelines: The SEMS guidelines are intended to assist those responsible for planning, implementing, and participating in SEMS.

Standardized Emergency Management System (SEMS) Regulations: Regulations establishing the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for potential Emergencies (FIRESCOPE) program, including those currently in use by state agencies, the Multiagency Coordination System (MACS) as developed by

FIRESCOPE, the Operational Area concept and the Master Mutual Aid Agreement and related mutual aid systems. SEMS regulations are found at Title 19, Division 2, Chapter 1, Section 2400 et. seq.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

State Operations Center (SOC): The SOC is operated by the California Office of Emergency Services (CalOES) at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three CalOES Administrative Regional Emergency Operations Centers (REOCs). It is also responsible for providing updated situation reports to the Governor and legislature.

Strategy: The general plan or direction selected to accomplish incident objectives.

System: An integrated combination of people, equipment and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

Technical Assistance: Support provided to tribal, state, and local jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

Technical Specialists: Personnel with special skills that can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources, is a violation of the criminal laws of the United States or of any state or other subdivision of the Unit States in which it occurs, and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2(15), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.].

Type: 1) An ICS resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications. 2) A class, kind or group

sharing one or more characteristics; category. 3) A variety or style of a particular class or kind of things.

Unified Command (UC): An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the US, often the senior person from agencies and/or disciplines participating in the UD, to establish a common set of objectives and strategies and a single IAP.

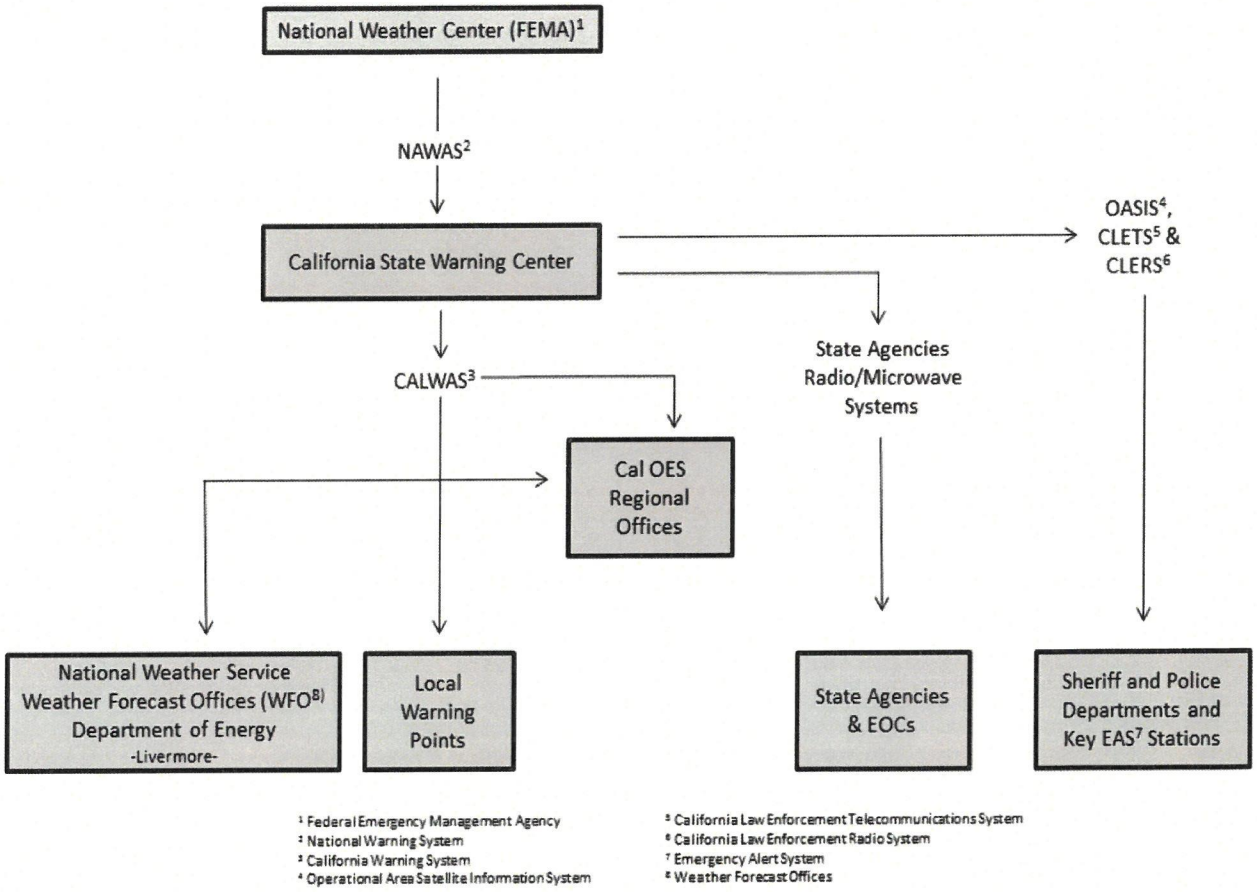
Unit: The organizational element with functional responsibility for a specific incident (e.g., planning, logistics, finance/administration).

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CRF 553.101.

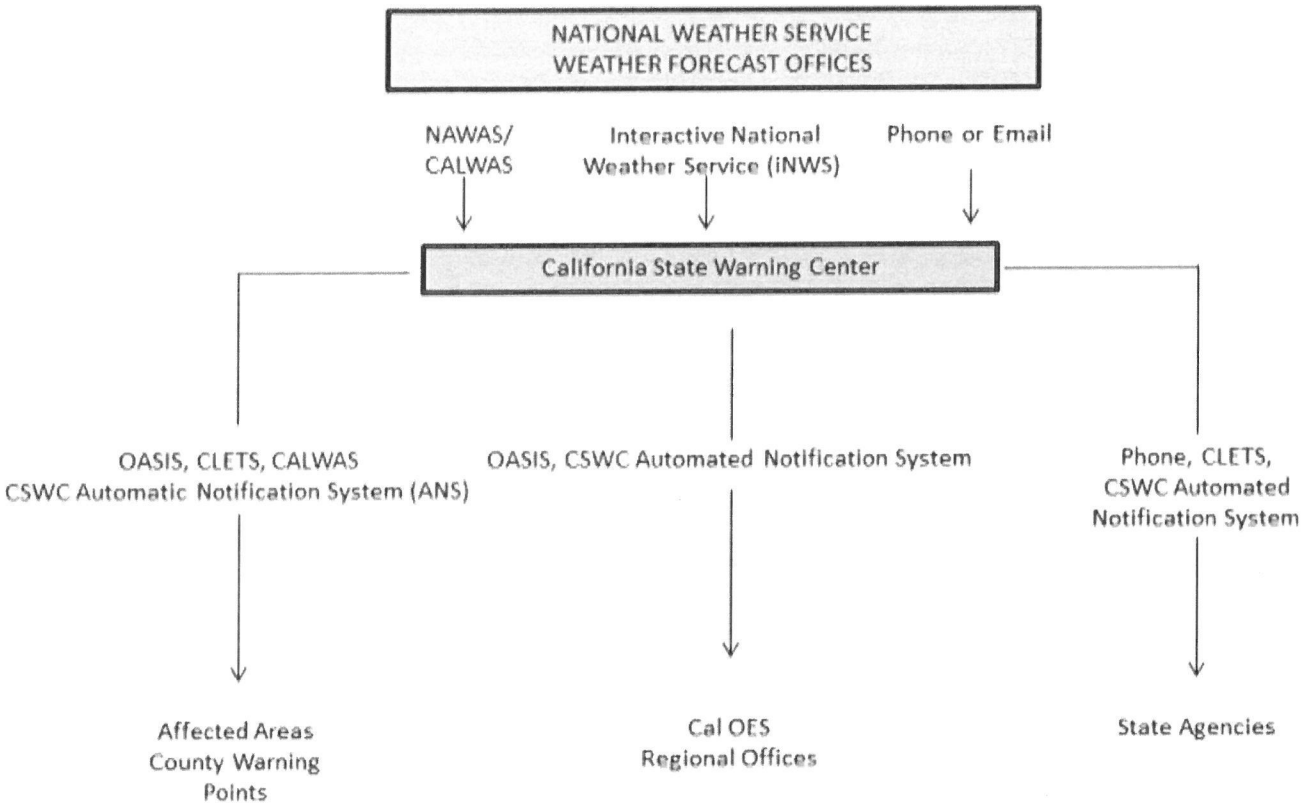
16.4 Attachment D – California Warning System

D-1 California Warning System

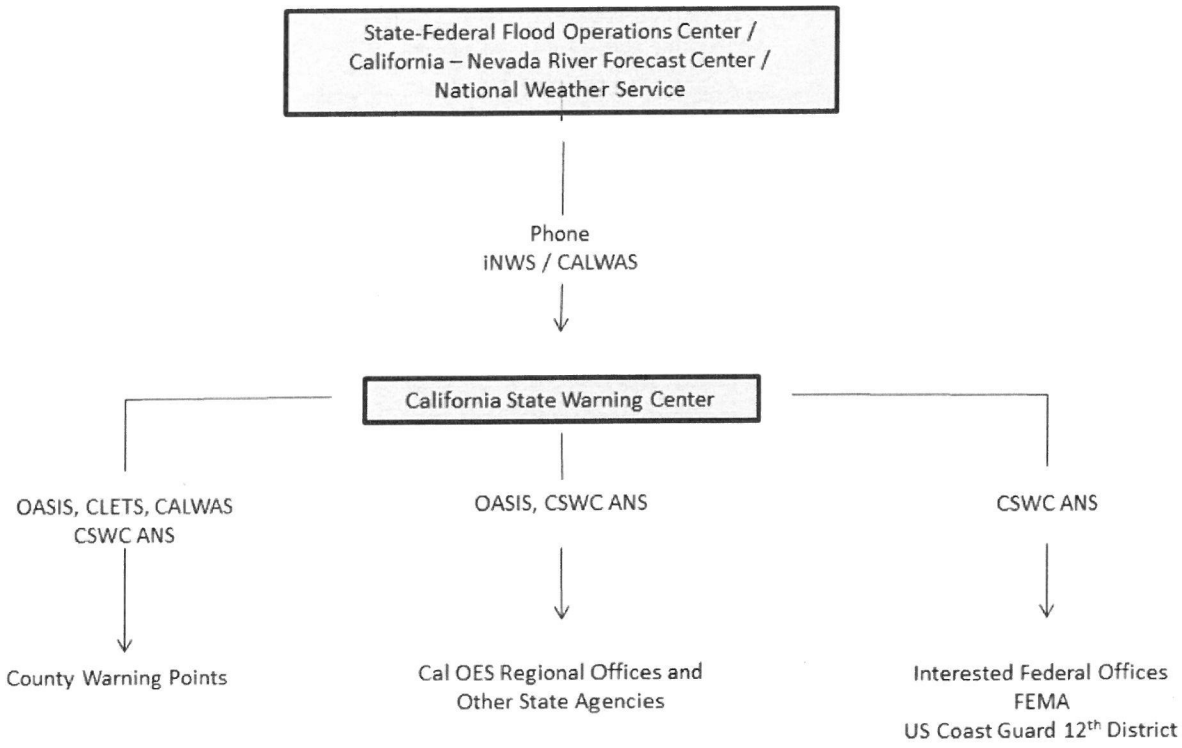


[1] Federal Emergency Management Agency
[2] National Warning System
[3] California Warning System
[4] Operational Area Satellite Information System
[5] California Law Enforcement Telecommunications System
[6] California Law Enforcement Radio System
[7] Emergency Alert System
[8] Weather Forecast Offices

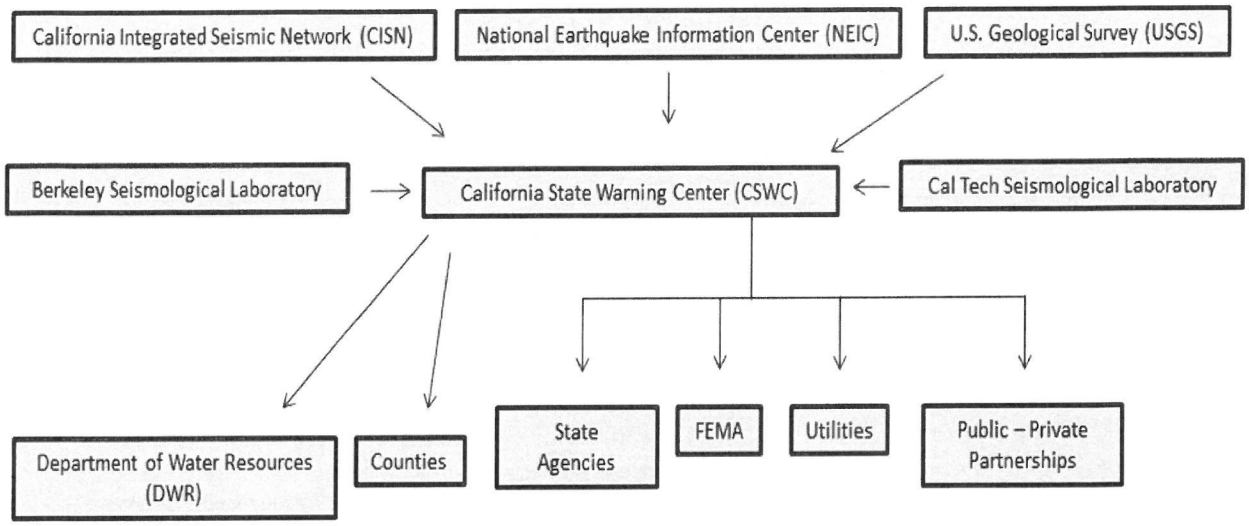
D-2 Severe Weather Warning



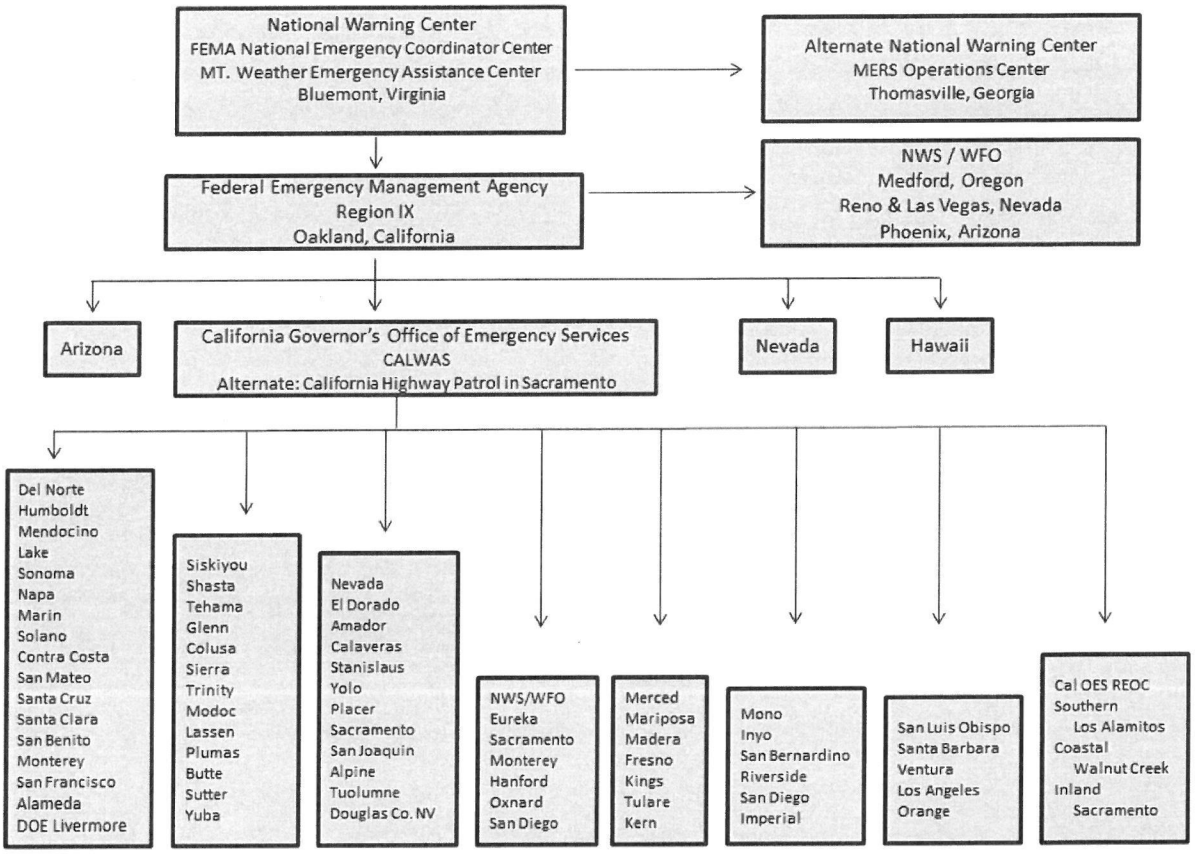
D-3 Flood Forecast Warning



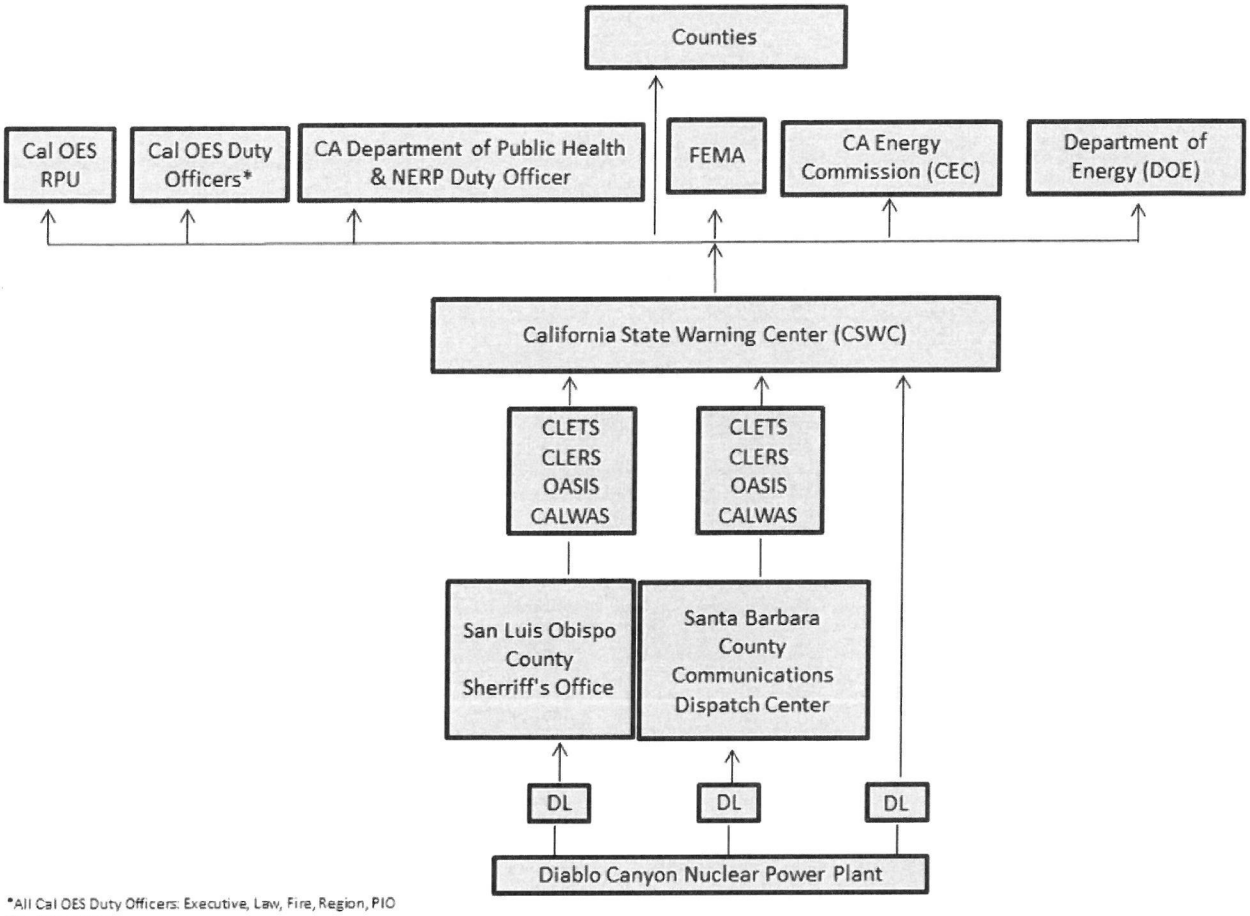
D-4 Earthquake Warning System



D-5 California Portion of National Warning System



D-6 State Nuclear Power Plant Emergency Notification System



*All Cal OES Duty Officers: Executive, Law, Fire, Region, PIO
DL = Direct Line

16.5 Attachment E – Emergency Plan Crosswalk

EMERGENCY PLAN REVIEW CROSSWALK
LOCAL GOVERNMENT AGENCIES

Agency: City of Highland

Plan Name: Emergency Operations Plan 2023

Submitted by: Leticia Nava-Cruz Date: 03/17/2023

Email: lnavacruz@cityofhighland.org Phone Number: 909-864-6861 ext. 208

Reviewed by:_____ Date:_____

Email:_____ Phone Number:_____

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
FOREWORD SECTION – INTRODUCTORY MATERIAL		
1. Promulgation Document/Signature Page: • This is a promulgation statement recognizing and adopting the plan as the jurisdiction's all-hazards EOP and signed by the senior elected or appointed official. (CPG 101) • Provide evidence of a dated letter of promulgation or resolution from the governing board. (SEMS)	1	
2. Approval and Implementation: • Introduces the plan and outlines its applicability. Include a delegation of authority for specific modifications that may be made to the plan without the senior official's signature. (CPG 101) • Provide a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used. (SEMS)	5, 11	
3. Plan Concurrence: Provide evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet. (SEMS)	2-3	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
4. Record of Changes: • Normally a table with fields that track each update or change to the plan. (CPG 101) • Who maintains the emergency plan? What is the process? Detail schedules for modifications, revision list, and who has responsibility for ensuring the plan is kept up-to-date. (SEMS)	4	
5. Record of Distribution: • Normally a table with fields that indicate who received the plan, date of delivery and number of copies. (CPG 101) • Include a distribution method that indicates who received the plan and when. (SEMS)	167	
6. Table of Contents: • Outlines the plan's format, key sections, attachments, charts, etc. Identifies the major chapters and key elements within the EOP. (CPG 101) • List of where significant parts of the plan are located by page number and subsection of the plan. (SEMS)	6-10 172-173	
PART I: BASIC PLAN		
7. Purpose: Describe the purpose for developing and maintaining the EOP. (CPG 101)	13	
8. Scope: Describe at what times or under what conditions the plan will be activated. (CPG 101)	13	
9. Situation Overview: • Provide an overview of the steps taken by the jurisdiction to prepare for disasters. This section should include the following: A) Hazard Analysis Summary; B) Capability Assessment; and C) Mitigation Overview. (CPG 101) • Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards. (SEMS)	14-40 63-64	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
10. Planning Assumptions: Identify what are assumed to be facts for planning purposes in order to make it possible to execute the EOP. (CPG 101)	65-68	
11. Concept of Operations: • Explain in broad terms, the jurisdiction's intent with regard to emergency operations. Provide a clear methodology to realize the goals and objectives to execute the plan. This may include a brief discussion of the activation levels identified by the jurisdiction for its operations center, and may touch on direction and control, alert and warning, and continuity matters. (CPG 101) • Describe the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies. (Gov. Code Sec. 8560)	69-106	
12. Organization and Assignment of Responsibilities: • Provide an overview of the key functions the jurisdiction will accomplish during an emergency. Include roles that federal, state, territorial, tribal, local, regional and private sector agencies will take to support local operations. Pre-designate jurisdictional and/or functional area representatives to the IC or UC whenever possible. (CPG 101) • Identify agency roles and responsibilities during disaster situations and include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, and Finance/Administration). (SEMS)	41-64 115-129	
13. Direction, Control, and Coordination: • Describe the framework for all direction, control, and coordination activities. Identify who has tactical and operational control of response assets. Discuss multijurisdictional coordination systems and processes. (CPG 101) • Indicate how the Incident Command System (ICS) will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations. (SEMS)	69-78	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
14. Information Collection, Analysis and Dissemination: Describe the required critical or essential information common to all operations identified during the planning process. (CPG 101)		
15. Communications: • Describe the communications and coordination protocols used between response organizations. (CPG 101) • Indicate how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities. (SEMS)	67-80	
16. Administration, Finance, and Logistics: Describe administrative protocols including documentation, after-action reporting, cost recovery, and resource management. (CPG 101)	117-128	
17. Plan development and Maintenance: Describe the process to regularly review and update the EOP. (CPG 101)	65-69 129-130	
18. Authorities and References: Provide the legal basis for emergency operations and activities. Describe federal, state, and local laws that specifically apply to the plan. List references used to develop the plan. (CPG 101)	131	
BASIC PLAN (Additional SEMS Elements)		
19. SEMS Coordination Levels: Indicate how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, and state), how information is exchanged, and how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities.	41-45	
20. Emergency Operations Center Organization: Describe the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC.	46-54	
21. Involvement of special districts, private, and nonprofit agencies: Identify emergency responsibilities of special districts,	55-60	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
private, and volunteer agencies, and their roles in the EOC, Incident Command Post, or other emergency facility.		
22. Essential Facilities-Primary and Alternate EOC: Indicate the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated.	53-55	
23. Essential Facilities-Activation/Deactivation of EOC: Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated.	46	
24. Field/EOC Direction and Control Interface: Describe the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information.	42-55	
25. Field Coordination with Department Operations Centers (DOC) and EOCs: Include the use and coordination of DOCs and how they fit into the emergency management organization.	42-55	
26. Essential Facilities-Alternate Government Facilities: Indicate an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center.	54	
27. Essential Facilities-Americans with Disabilities Act: Identify how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act.	59-60	
28. Continuity of Government: Provide persons by position to succeed key government officials and members of the emergency management organization. Also indicate the level and duration of authority these individuals would assume (Gov. Code Sec. 8560).	105-106	
29. Vital Record Retention: Indicate how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance.	129-130	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
30. Notification and Mobilization: Describe how resources are mobilized and managed (Gov. Code Sec. 8560). Include methods to contact emergency response personnel during normal and after hours. This may be in the form of an alert list.	72-75	
31. Mutual Aid: Include a general description of mutual aid system and processes. (Gov. Code Sec. 8560)	81	
32. Emergency Proclamations: Indicate the purpose and process of emergency proclamations (include samples).	90-92	
33. Public Information: Include pre-incident and post-incident public awareness, education, and communications plans and protocols. (Gov. Code Sec. 8560)	65-69 75-78 149	
34. Recovery Overview: Include a general recovery concept of operations.	96-100	
35. Recovery Organization: Provide a description of the recovery organization along with a diagram.	96-104	
36. Recovery Damage Assessment: Describe the damage assessment organization and responsibilities.	96-104	
37. Recovery Documentation: Describe the documentation process.	96-104	
38. Recovery After-Action Reports (AAR): Define procedures to submit AAR to Cal OES via Cal EOC.	130 168-170	
39. Recovery Disaster Assistance: Describe the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs.	96-104	
40. Standard Operating Procedures (SOP) Development: Ensure emergency response agencies develop and maintain SOPs.	129	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
Indicate in the plan the relationship and purpose of SOPs to the plan.		
41. Training and Exercises: Describe the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary.	65-68	
APPENDICES (SEMS ELEMENTS)		
42. Glossary of Terms: Include a glossary of terms that includes all the terms used throughout the plan.	133-148	
43. References: Identify the references used in developing the plan.	132	
44. Resources: Identify sources for materials and supplies internally and externally.	324	
45. Contact List: Include a list of agencies and personnel not internal to the organization, but critical to emergency operations. May be kept under separate cover.	108	
46. Supporting Documentation: Include material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance.	290-323	
PART II: EMERGENCY SUPPORT FUNCTION ANNEXES (If Applicable) (CPG 101 ELEMENTS)		
47. Functional Support Annexes: Include functional annexes that add specific information and directions to the EOP. These annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of emergency support functions to include: • CA-ESF 1 – Transportation • CA-ESF 2 – Communications	109-112	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
• CA-ESF 3 – Construction and Engineering • CA-ESF 4 – Fire and Rescue • CA-ESF 5 – Management • CA-ESF 6 – Care and Shelter • CA-ESF 7 – Resources • CA-ESF 8 – Public Health and Medical • CA-ESF 10 – Hazardous Materials • CA-ESF 11 – Food and Agriculture • CA-ESF 12 – Utilities • CA-ESF 13 – Law Enforcement • CA-ESF 14 - Recovery • CA-ESF 15 – Public Information • CA-ESF 17 – Volunteers and Donation Management • CA-ESF 18 – Cyber Security		
PART III: FUNCTIONAL ANNEXES (SEMS ELEMENTS)		
48. Management Section: Include the following activities and responsibilities: • Overall EOC management • Public information assignment • Identification of a media center • Rumor control • Public inquires • Provision for public safety communications and policy • Identification of a Safety Officer • Facility security • Agency liaison • State/Federal field activity coordination	52-53 175-191	
49. Operations Section: Include the following activities and responsibilities: • General warning	52-53 192-225	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
• Special population warning • Authority to activate Emergency Alert System • Inmate evacuation • Traffic direction and control • Debris removal • Evacuation • Evacuation and care for pets and livestock • Access control • Hazardous materials management • Coroner operations • Emergency medical care • Transportation management • Crisis counseling for emergency responders • Urban search and rescue • Disease prevention and control • Utility restoration • Flood operations • Initial damage assessments • Safety assessments • Shelter and feeding operations • Emergency food and water distribution		
50. Planning/Intelligence Section: Include the following activities and responsibilities: • Situation status • Situation analysis • Information display • Documentation	52-53 226-237	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
• Advance planning • Technical services • Action planning • Demobilization		
51. Logistics Section: Include the following activities and responsibilities: • Field incident support • Communications support • Transportation support • Personnel • Supply and procurement • Resource tracking • Sanitation services • Computer support	52-53 238-255	
52. Finance/Administration Section: Include the following activities and responsibilities: • Fiscal management • Timekeeping • Purchasing • Compensation and claims • Cost recovery • Travel request, forms, and claims	53-54 256-266	
PART IV: SUPPORT ANNEXES (CPG 101 ELEMENTS)		
53. Support Functions: Describe critical operational functions and who is responsible for carrying them out. They may include: • Continuity of Government/Operations • Warning	69-104	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
• Population Protection • Financial Management • Mutual aid/Multijurisdictional Coordination • Private Sector Coordination • Volunteer and Donations Management • Worker Safety and Health • Prevention and Protection		
PART V: HAZARD, THREAT, or INCIDENT SPECIFIC ANNEXES		
54. Threat Specific Appendices: The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction. Describe any emergency response strategies that apply to a specific type of hazard. These may include: • Avalanche • Severe Storm • Earthquake • Tsunami • Volcanic Activity • Tornado • Floods • Dam Failure • Hazardous Materials Incident - Incorporate or reference the Hazardous Materials Area Plan • Power Disruption (e.g., Public Safety Power Shutoff (PSPS)) • Radiological Incident • Biological Incident • Terrorism Incident • Other hazards, threat, or incidents	20-38	
ADDITIONAL SEMS ELEMENTS FOR CONSIDERATION		
55. Dams: If there are dams in the area, the plan should have or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations, and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. The information required for each dam should	32	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of people with disabilities, persons that lack their own transportation, or persons requiring special assistance.		
56. Recent Legislation Upon the next update of their emergency plan, jurisdictions are to implement the following legislative requirements: • AB 2311 – Access and Functional Needs (Brown) • AB 477 – Access and Functional Needs (Cervantes) • SB 160 – Cultural Competence (Jackson)	59-60	

Comments:

16.6 Attachment F – Distribution List

Agencies/Functions	# Copies
City Manager/Director of Emergency Services	1
City Clerk	1
Director of Administrative Services	1
Community Development Director	1
City Planner	1
Building Official	1
Public Works Director/City Engineer	1
Assistant Public Works Director	1
Public Services Manager	1
Disaster Preparation Officer	1
Police Department	1
Fire Department	1
Emergency Operations Center	1
Alternate Emergency Operations Center	1
Public Works Yard	1
SB County Operational Area/OES	1
California Office of Emergency Services / FEMA	1

Additional copies of the Emergency Operations Plan are available from the City.

16.7 Attachment G – After Action / Corrective Action Report

(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).

Information Needed	Text goes in text boxes below.
Name of Agency:	
Type of Agency:* (Select one) * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.	
OES Admin Region: (Coastal, Inland, or Southern)	
Completed by:	
Date report completed:	
Position: (Use SEMS/NIMS positions)	
Phone number:	
Email address:	
Dates and Duration of event: (Beginning and ending date of response or exercise activities - using mm/dd /yyyy)	
Type of event, training, or exercise:* * Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, game.	
Hazard or Exercise Scenario:* *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.	

SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (Public Information, Safety, Liaison, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)		
	Satisfactory	**Needs Improvement**
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

LOGISTICS (Services, support, facilities, etc.)		
	Satisfactory	**Needs Improvement**
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		
Facilities		

FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)		
	Satisfactory	**Needs Improvement**
Overall Assessment of Function (check one)		
If "needs improvement" please briefly describe improvements needed:		
Planning		
Training		
Personnel		
Equipment		

SEMS regulations under Title IX, Division 2, Chapter 1, Section 2450(a) require any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a State of Emergency or State of War Emergency shall complete and transmit an AAR to CalOES within 90 days of the close of the emergency period. Upon completion of the AAR, corrective actions are identified to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Depending on the level of the AAR, corrective action may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Priority corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

Local Government EOC POSITION CHECKLISTS

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CITY OF HIGHLAND
Emergency Operations Center

Generic Checklist
(For All Positions)

Activation Phase:

- ☐ Check in with the Personnel Unit (in Logistics) upon arrival at the EOC.
- ☐ Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ☐ Ensure RIMS (Response Information Management System) is operational.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

City of Highland EOC

Management Section

Position Checklists

EOC DIRECTOR

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Establish the appropriate Staffing level for the City of Highland EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.

2. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the City. In conjunction with the General Staff, set priorities for response efforts within the City. Ensure that all agency actions are accomplished within the priorities established.

3. Ensure that Inter-Agency Coordination is accomplished effectively within the City EOC.

Activation Phase:

☐ Determine appropriate level of activation based on situation as known.

☐ Mobilize appropriate personnel for the initial activation of the City EOC.

☐ Respond immediately to EOC site and determine operational status.

☐ Obtain briefing from whatever sources are available.

☐ Ensure that the EOC is properly set up and ready for operations.

☐ Ensure that an EOC check-in procedure is established immediately.

☐ Ensure that an EOC organization and staffing chart is posted and completed.

☐ Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.

- ☐ Operations Section Chief
- ☐ Planning/Intelligence Section Chief
- ☐ Logistics Section Chief
- ☐ Finance/Administration Chief

☐ Determine which Management Section positions are required and ensure they are filled as soon as possible.

- ☐ Liaison Officer
- ☐ Public Information Branch Coordinator
- ☐ Security Officer
- ☐ EOC Coordinator
- ☐ Safety Officer

☐ Ensure that telephone and/or radio communications with Operational Area EOC are established and functioning.

☐ Schedule the initial Action Planning meeting.

☐ Confer with the General Staff to determine what representation is needed at the City EOC from other emergency response agencies.

☐ Assign a liaison officer to coordinate outside agency response to the City EOC, and to assist as necessary in establishing an Interagency Coordination Group.

Operational Phase:

☐ Monitor general staff activities to ensure that all appropriate actions are being taken.

☐ In conjunction with the Public Information Unit, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.

☐ Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.

☐ Based on current status reports, establish initial strategic objectives for the City EOC.

☐ In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.

☐ Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. (refer to Planning/Intelligence Section, "Action Planning Job Aid." Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.

☐ Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.

- ☐ Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- ☐ Conduct periodic briefings for elected officials or their representatives.
- ☐ Formally issue Emergency Proclamation for the City, and coordinate local government proclamations with other emergency response agencies, as appropriate.
- ☐ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- ☐ Authorize demobilization of sections, branches and units when they are no longer required.
- ☐ Notify the Operational Area EOC, and other appropriate organizations of the planned demobilization, as appropriate.
- ☐ Ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Ensure that all required forms or reports are completed prior to demobilization.
- ☐ Be prepared to provide input to the after action report.
- ☐ Deactivate the City EOC at the designated time, as appropriate.
- ☐ Proclaim termination of the emergency response and proceed with recovery operations.

EOC COORDINATOR (ESC)

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Facilitate the overall functioning of the City of Highland EOC.

2. Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.

3. Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

☐ Assist the EOC Director in determining appropriate staffing for the EOC.

☐ Provide assistance and information regarding section staffing to all general staff.

Operational Phase:

☐ Assist the EOC Director and the General Staff in developing an overall strategic objective as well as section objectives for the Action Plan.

☐ Advise the EOC Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.

☐ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.

☐ Provide overall procedural guidance to General Staff as required.

☐ Provide general advice and guidance to the EOC Director as required.

☐ Ensure that all notifications are made to the Operational Area EOC.

- ☐ Ensure that all communications with appropriate emergency response agencies is established and maintained.

- ☐ Assist EOC Director in preparing for and conducting briefings with Management Staff, the City Council, the media, and the general public.

- ☐ Assist the EOC Director and Liaison Officer, in establishing and maintaining an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.

- ☐ Assist the Liaison Officer with coordination of all EOC visits.

- ☐ Aid with shift change activity as required.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Public Information Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Serve as the coordination point for all media releases for the City of Highland. Represent the City of Highland EOC as the lead Public Information Officer.

2. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.

3. Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Operational Area as required.

4. Develop the format for press conferences, in conjunction with the EOC Director.

5. Maintaining a positive relationship with the media representatives.

6. Supervising the Public Information Branch.

Activation Phase:

☐ Follow generic Activation Phase Checklists.

☐ Determine staffing requirements and make required personnel assignments for the Public Information Branch, as necessary.

Operational Phase:

☐ Obtain policy guidance from the EOC Director with regard to media releases.

☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.

☐ Coordinate with the Situation Status Unit and identify method for obtaining and verifying significant information as it is developed.

☐ Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of hand-out materials.

- ☐ Implement and maintain an overall information release program.
- ☐ Establish a Media Information Center, as required, providing necessary space, materials, telephones, and electrical power.
- ☐ Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.
- ☐ Interact with other City EOC as well as Operational Area EOC PIOs and obtain information relative to public information operations.
- ☐ Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases, as necessary.
- ☐ In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- ☐ At the request of the EOC Director, prepare media briefings for members of the City Council and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- ☐ Ensure that a rumor control function is established to correct false or erroneous information.
- ☐ Ensure that adequate staff are available at incident sites to coordinate and conduct tours of the disaster areas.
- ☐ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- ☐ Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ☐ Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
- ☐ Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- ☐ Ensure that file copies are maintained of all information released.
- ☐ Provide copies of all media releases to the EOC Director.

- ☐ Conduct shift change briefings in detail, ensuring that in-progress activities are identified, and follow-up requirements are known.

- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Rumor Control Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Provide staffing for rumor control telephone bank.
2. Establish a "Disaster Hotline" with an up-to-date recorded message.
3. Supervise the Rumor Control Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Obtain "confirmed" disaster information.

☐ Operate a telephone bank for receiving incoming inquiries from the general public.

☐ Correct rumors by providing factual information based on confirmed data.

☐ Establish a "Disaster Hotline" recorded message and provide updated message information periodically.

☐ Refer inquiries from member of the media to the lead Public Information Officer or designated staff.

Demobilization Phase:

☐ Follow generic Demobilization Phase Checklist.

Liaison Officer

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the City of Highland EOC and handling requests from other EOCs for City of Highland EOC agency representatives.

2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.

3 Ensuring that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.

4. In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.

5. Ensuring that demobilization is accomplished when directed by the EOC Director.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

☐ Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:

☐ Contact Agency Representatives already on-site, ensuring that they:

- ☐ Have signed into the EOC,
- ☐ Understand their assigned functions,
- ☐ Know their work locations,
- ☐ Understand City of Highland EOC organization and floor plan.

☐ Determine if additional representation is required from:

- ☐ Other agencies,
- ☐ Volunteer organizations,
- ☐ Private organizations,

- ☐ Utilities not already represented.

- ☐ In conjunction with the EOC Director and EOC Coordinator, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.

- ☐ Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.

- ☐ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.

- ☐ With the approval of the EOC Director, provide agency representatives from the City EOC to other EOCs as required and requested.

- ☐ Maintain a roster of agency representatives located at the City EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist

- ☐ Release agency representatives that are no longer required in the City EOC when authorized by the EOC Director.

Agency Representatives

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the City of Highland.

2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.

3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the City EOC.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

☐ Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the City EOC.

☐ Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.

☐ Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.

☐ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.

☐ Contact the City EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

Operational Phase:

☐ Facilitate requests for support or information that your agency can provide.

☐ Keep current on the general status of resources and activity associated with your agency.

- ☐ Provide appropriate situation information to the Planning/Intelligence Section.
- ☐ Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- ☐ Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the City of Highland EOC Director as required.
- ☐ On a regular basis, inform your agency of the City EOC priorities and actions that may be of interest.
- ☐ Maintain logs and files associated with your position.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.
- ☐ When demobilization is approved by the EOC Director, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
- ☐ Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
- ☐ Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.

Safety Officer

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that all buildings and other facilities used in support of the Highland City EOC are in a safe operating condition.

2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.

3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)

☐ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.

☐ Be familiar with particularly hazardous conditions in the facility; take action when necessary.

☐ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.

☐ If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.

☐ Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.

☐ Keep the EOC Director advised of unsafe conditions; take action when necessary.

- ☐ Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Security Officer

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Provide 24-hour security for the City of Highland EOC.

2. Control personnel access to the City of Highland EOC in accordance with policies established by the EOC Director.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Determine the current EOC security requirements and arrange for staffing as needed.

☐ Determine needs for exclusive access to EOC facilities.

☐ Provide executive and V.I.P. security as appropriate and required.

☐ Provide recommendations as appropriate to EOC Director.

☐ Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

City of Highland EOC

Operations Section

Position Checklists

Operations Section Chief

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the Highland City EOC.

2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.

3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.

4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.

5. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports (utilizing the Response Information Management System formats if available).

6. Conduct periodic Operations briefings for the EOC Director as required or requested.

7. Overall supervision of the Operations Section.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

☐ Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.

☐ Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators, as necessary.

- ☐ Fire & Rescue
- ☐ Law Enforcement
- ☐ Health and Welfare
- ☐ Construction & Engineering

- ☐ Determine need for Mutual Aid.
- ☐ Request additional personnel for the section as necessary for 24-hour operation.
- ☐ Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that there is adequate equipment and frequencies available for the section.
- ☐ Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- ☐ Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- ☐ Establish radio or cell-phone communications with Incident Commander(s) operating in City, and coordinate accordingly.
- ☐ Determine activation status of other EOCs in the Operational Area and establish communication links with their Operations Sections if necessary.
- ☐ Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- ☐ Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- ☐ Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Ensure that all section personnel are maintaining their individual position logs.
- ☐ Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and

Major Incident Reports (utilize Response Information Management System format if available).

- ☐ Ensure that all media contacts are referred to the Public Information Branch.
- ☐ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- ☐ Attend and participate in EOC Director's Action Planning meetings.
- ☐ Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- ☐ Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- ☐ Ensure that the branches coordinate all resource needs through the Logistics Section.
- ☐ Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- ☐ Brief the EOC Director on all major incidents.
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.
- ☐ Brief Branch Coordinators periodically on any updated information you may have received.
- ☐ Share status information with other sections as appropriate.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Fire & Rescue Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate fire, disaster medical, hazardous materials, and search and rescue operations in the unincorporated county or contract areas.

2. Assist the City of Highland EOC Fire & Rescue Branch Coordinator in acquiring mutual aid resources, as necessary.

3. Coordinate the mobilization and transportation of all resources through the Logistics Section.

4. Complete and maintain branch status reports (in RIMS format if available) for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources in the City.

5. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.

6. Overall supervision of the Fire & Rescue Branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Based on the situation, activate the necessary Units within the Fire & Rescue Branch:

- ☐ Fire Operations Unit
- ☐ Search & Rescue Unit
- ☐ Disaster Medical Unit
- ☐ Hazmat Unit

☐ If the mutual aid system is activated, coordinate use of City fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator.

☐ Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.

☐ Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- ☐ Ensure that Branch and Unit position logs and other files are maintained.
- ☐ Maintain current status on Fire & Rescue missions being conducted in the City.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operational periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Fire & Rescue Branch Status Report on RIMS forms if available.
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Fire Operations Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area Fire / Rescue Mutual Aid Coordinator, as appropriate.

2. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).

3. Monitor and track fire resources utilized during the event.

4. Provide general support to field personnel as required.

5. Supervise the Fire Operations Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other appropriate files.

☐ Establish and maintain radio or cell-phone communication with the Department Operations Center, or Fire & Rescue Branch at the Field Level.

☐ Obtain regular status reports on the fire situation from the Department Operations Center or Fire & Rescue Branch at the Field Level.

☐ Assess the impact of the disaster/event on the City Fire Department's operational capability.

☐ Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.

- ☐ Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- ☐ Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
- ☐ If not addressed at the Incident Command Post or DOC, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
- ☐ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- ☐ Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- ☐ Assist in establishing camp facilities (or the use of commercial lodging) through the Logistics Section, if not addressed at the ICP or DOC.
- ☐ Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Disaster Medical Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Provide assistance to Incident Command Posts and Department Operations Centers in establishing triage teams.
3. Determine the status of medical facilities within the affected area.
4. Coordinate the transportation of injured victims to appropriate medical facilities as required.
5. Supervise the disaster Medical Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain position logs and other necessary files.

☐ Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.

☐ Determine the status and availability of medical mutual aid resources in the operational area; specifically paramedics and ambulances.

☐ Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.

☐ Determine status and availability of specialized treatment such as burn centers.

☐ Assist the Search and Rescue Unit Leader in providing triage for extricated victims.

- ☐ Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.

- ☐ Establish and maintain communication with the Operational Area EOC and determine status and availability of medical resources.

- ☐ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.

- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.

- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Search & Rescue Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Determine the scope of the search and rescue mission.
2. Assist in mobilizing Search and Rescue Teams at the request of City Department Operations Centers or Field Incident Commanders.
3. Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Search & Rescue Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain position log and other appropriate files.

☐ Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.

☐ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.

☐ Mobilize and deploy available search and rescue teams to locations within the City, or to other emergency response agencies within the Operational Area, in a manner consistent with established policies and priorities.

☐ Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.

- ☐ Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Operational Area; specifically larger jurisdictions who have organized USAR teams.

- ☐ Coordinate with the Law Enforcement Branch to determine availability of search dog units.

- ☐ Coordinate with Construction and Engineering to provide on-site assistance with rescue operations at the request of team leaders.

- ☐ Coordinate with the Disaster Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.

- ☐ Coordinate with the coroner's unit to provide on-site assistance in managing fatalities at search locations.

- ☐ Ensure that each team leader develops a safety plan for each assigned mission.

- ☐ Monitor and track the progress and status of each search and rescue team.

- ☐ Ensure that team leaders report all significant events.

- ☐ Assist in establishing camp facilities (or commercial lodging) for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.

- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.

- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Hazmat Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Determine the scope of hazardous materials incidents throughout the City.
2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.
3. Request assistance from and / or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Hazmat Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other appropriate files.

☐ Work closely with all Operations Section Branch Coordinators to determine the scope of HazMat incident response required.

☐ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HazMat teams based on established priorities.

☐ Mobilize and deploy available HazMat teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with the Hazmat Mutual Aid System and established priorities.

☐ Establish radio or cell-phone communication with all deployed HazMat teams to determine the scope of support required.

- ☐ Work closely with the Logistics Section to determine the status and availability of Hazmat Response Teams in the Operational Area.
- ☐ Coordinate with construction and engineering to provide on-site assistance with HazMat operations at the request of team leaders.
- ☐ Coordinate with the Disaster Medical Unit to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- ☐ Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at HazMat scenes.
- ☐ Monitor and track the progress and status of each HazMat team.
- ☐ Ensure that Hazmat Team Leaders report all significant events.
- ☐ Assist in establishing camp facilities (or commercial lodging) for HazMat teams through the Logistics Section, if not addressed at the ICP or DOC.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Law Enforcement Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate movement and evacuation operations during a disaster.
2. Alert and notify the public of the impending or existing emergency within the City.
3. Coordinate law enforcement and traffic control operations during the disaster.
4. Coordinate site security at incidents.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
6. Supervise the Law Enforcement branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Based on the situation, activate the necessary Units within the Law Enforcement Branch:

☐ Law Enforcement Operations Unit ☐ Coroner Unit

☐ Contact and assist the Highland Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinator with the coordination of mutual aid resources requested or provided by the City of Highland.

☐ Provide an initial situation report to the Operations Section Chief.

☐ Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch, and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

☐ Ensure that Branch and Unit position logs and other appropriate files are maintained.

- ☐ Maintain current status on Law Enforcement missions being conducted in the City.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operational periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Law Enforcement Branch Status Report. (Use RIMS Forms if available).
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Determine need for Law Enforcement Mutual Aid.
- ☐ Determine need for Coroner's Mutual Aid.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for the Law Enforcement Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Law Enforcement Operations Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate City of Highland requests for Law Enforcement Mutual Aid Resources through the Highland Operational Area Law Enforcement Mutual Aid Coordinator.

2. Establish and maintain communication with Law Enforcement Branch Directors in the field or at the Department Operations Center (DOC) if activated.

3. Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).

4. Monitor and track law enforcement resources utilized during the event.

5. Provide general support to field personnel as required.

6. Supervise the law enforcement operations unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other appropriate files.

☐ Establish and maintain radio or cell-phone communication with the Department Operations Center, or Law Enforcement Branch Directors at the field level.

☐ Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement Branch at the field level.

☐ Assess the impact of the disaster/event on the Police Department's operational capability.

☐ Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.

- ☐ If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.

- ☐ If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.

- ☐ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.

- ☐ Coordinate major evacuation activity with the Fire Operations Branch, as required.

- ☐ Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.

- ☐ Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or DOC.

- ☐ Reinforce the use of proper procedures for media contacts.

- ☐ Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.

- ☐ Evaluate and process all requests for law enforcement resources through the Operational Area Law Enforcement Mutual Aid Coordinator.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Coroner Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. At the direction of the Sheriff / Coroner, establish and oversee an interim system for managing fatalities resulting from the disaster / event.

2. At the direction of the Sheriff / Coroner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.

3. Supervision of the Coroner Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other appropriate files.

☐ Ensure that locations where fatalities are discovered are secured.

☐ Ensure that fatality collection points are established and secured, as necessary.

☐ Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff / Coroner.

☐ Request Coroner's Mutual Aid through the Sheriff / Coroner at the Operational Area EOC as required.

☐ Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc..

☐ Coordinate with the Search & Rescue Unit To determine location and number of extricated fatalities.

☐ Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so, advised by the Sheriff / Coroner.

- ☐ Assist the Sheriff / Coroner with identification of remains and notification of next of kin as required.

- ☐ In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and / or disturbed as a result of the disaster.
- ☐ Keep the Law Enforcement Branch Coordinator informed of Coroners Unit activities on a regular basis.

- ☐ Inform the Law Enforcement Branch Coordinator and the Public Information Branchof the number of confirmed fatalities resulting from the disaster or event. **(NOTE: This information must be verified with the Sheriff / Coroner prior to release).**

- ☐ Ensure that all media contacts are referred to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Construction / Engineering Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within the City.
4. Assist other sections, branches, and units as needed.
5. Supervise the Construction/Engineering Branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Based on the situation, activate the necessary units within the Construction/Engineering Branch:

- ☐ Utilities Unit
- ☐ Damage/Safety Assessment Unit
- ☐ Public Works Unit

☐ Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources, as necessary.

☐ Provide an initial situation report to the Operations Section Chief.

☐ Based on the initial EOC strategic objectives, prepare objectives for the Construction/Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

☐ Ensure that branch and unit position logs and other necessary files are maintained.

- ☐ Maintain current status on all construction/engineering activities being conducted in the City.
- ☐ Ensure that damage and safety assessments are being carried out for both public and private facilities.
- ☐ Request mutual aid as required through the Operational Area Publics Works Mutual Aid Coordinator.
- ☐ Determine and document the status of transportation routes into and within affected areas.
- ☐ Coordinate debris removal services as required.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- ☐ Ensure that <u>all</u> Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for the Construction/Engineering Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Utilities Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Assess the status of utilities, provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives in the City EOC if present, or directly with Utility companies.
3. Supervise the Utilities Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Establish and maintain communications with the utility providers for the City.

☐ Determine the extent of damage to utility systems in the City.

☐ Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the City EOC.

☐ Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.

☐ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.

☐ Keep the Public Health Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.

☐ Keep the Construction/Engineering Branch Coordinator informed of the restoration status.

☐ Complete and maintain the Utilities Status Report (Utilize RIMS forms if available).

- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Damage/Safety Assessment Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.

2. If the disaster is winter storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of the Seven Oaks Dam.

3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.

4. Maintain detailed records on damaged areas and structures.

5. Initiate requests for Engineers from the Highland Operational Area, to inspect structures and/or facilities.

6. Supervise the Damage/Safety Assessment Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, and other branches/units as necessary.

☐ Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.

☐ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.

☐ Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.

- ☐ Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- ☐ Initiate all requests for engineers and building inspectors through the Operational Area EOC.
- ☐ Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Public Works Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Assist other Operation Section Branches by providing construction equipment and operators as necessary.

2. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.

3. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.

4. Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.

5. Supervise the Public Works Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.

☐ Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.

☐ As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.

☐ Work closely with the Logistics Section to provide support and materiel as required.

☐ Keep the Construction/Engineering Branch Coordinator informed of unit status.

- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Health and Welfare Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Safeguard the public health of citizens in the City of Highland, by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.

2. In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims within the City of Highland.

3. Supervise the Health and Welfare Branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a Health and Welfare Unit position logs and other necessary files.

☐ Ensure that all potable water supplies remain safe, and free from contaminates.

☐ Ensure that sanitation systems are operating effectively and not contaminating water supplies.

☐ Ensure that a vector control plan is established and implemented for the affected area(s).

☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Health And Welfare Branch Operational periodically during the operations period or as requested.

☐ Complete and maintain the Care & Shelter Status Reports (utilizing RIMS forms if available).

☐ Ensure that the Public Health Branch is available to assist the Coroner Unit in mitigating managing mass fatality situations.

- ☐ Ensure coordination of all mass care activities occurs with the Red Cross and other volunteer agencies as required.

- ☐ Prepare objectives for the Health and Welfare Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.

- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Care & Shelter Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within the City.

2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.

3. Assist the American Red Cross with the transition from mass care to separate family/individual housing.

4. Supervise the Care & Shelter Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain your position log and other necessary files.

☐ Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.

☐ Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.

☐ Ensure that each activated shelter meets the requirements as described under the Americans With Disabilities Act.

☐ Assist the American Red Cross in staffing and managing the shelters to the extent possible.

☐ In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.

- ☐ Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- ☐ Complete and maintain the Care and Shelter Status Report Form (utilize RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Public Health Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Assess the status and availability of potable water within the City
2. Assess the status of the sanitation system within the City.
3. Inspect and assess emergency supplies such as foodstuffs and other consumables for purity and utility.
4. Assess the need for a vector control plan for the affected disaster area(s) within the City.
5. Supervise the Public Health Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems.

☐ If systems are damaged, request assistance from Highland County Public Health to assess drinking water quality and potential health risks from ruptured sewer / sanitation systems.

☐ Develop a distribution system for drinking water throughout the City as required.

☐ Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.

☐ Inspect emergency supplies to be used in the EOC or by field emergency responders, such as foodstuffs, drugs, and other consumables for purity and utility.

☐ Determine the need for vector control, and coordinate with Highland County Public Health for Vector control services as required.

- ☐ Inform the Health & Welfare Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested.

- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

City of Highland EOC

Planning/Intelligence Section

Position Checklists

Planning/Intelligence Section Chief

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:

   - ☐ Collecting, analyzing, and displaying situation information,
   - ☐ Preparing periodic Situation Reports,
   - ☐ Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting,
   - ☐ Conducting Advance Planning activities and report,
   - ☐ Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.

2. Establish the appropriate level of organization for the Planning/Intelligence Section.

3. Exercise overall responsibility for the coordination of branch/unit activities within the section.

4. Keep The EOC Director informed of significant issues affecting the Planning/Intelligence Section.

5. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.

6. Supervise the Planning/Intelligence Section.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

☐ Based on the situation, activate branches within section as needed and designate Branch or Unit Leaders for each element:

☐ Situation Analysis Unit ☐ Advance Planning Unit

☐ Documentation Unit ☐ Technical Services Unit

☐ Request additional personnel for the section as necessary to maintain a 24-hour operation.

☐ Establish contact with the Operational Area EOC when activated and coordinate Situation Status Reports with their Planning/Intelligence Section.

☐ Meet with Operations Section Chief; obtain and review any major incident reports.

☐ Review responsibilities of branches in section; develop plans for carrying out all responsibilities.

☐ Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.

☐ Keep the EOC Director informed of significant events.

☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

☐ Ensure that Planning/Intelligence position logs and other necessary files are maintained.

☐ Ensure that The Situation Analysis Unit is maintaining current information for the situation status report.

☐ Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence (Utilize RIMS forms if available).

☐ Ensure that a situation status report is produced and distributed to EOC Sections and Operational Area EOC at least once, prior to the end of the operational period.

☐ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.

☐ Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.

☐ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.

- ☐ Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.

- ☐ Ensure that objectives for each section are completed ,collected and posted in preparation for the next Action Planning meeting.

- ☐ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.

- ☐ Work closely with each branch/unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.

- ☐ Ensure that the advance planning unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the City EOC.

- ☐ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.

- ☐ Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.

- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Situation Analysis Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Oversee the collection, organization, and analysis of disaster situation information.
2. Ensure that information collected from all sources is validated prior to posting on status boards.
3. Ensure that situation status reports are developed utilizing RIMS forms, for dissemination to EOC staff and also to the Operational Area EOC.
4. Ensure that an EOC Action Plan is developed (utilizing RIMs form) for each operational period, based on objectives developed by each EOC Section.
5. Ensure that all maps, status boards and other displays contain current and accurate information.
6. Supervise Situation Analysis Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure there are adequate staff available to collect and analyze incoming information, maintain the Situation Status Report on RIMS, and facilitate the Action Planning process.

☐ Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase:

☐ Ensure position logs and other necessary files are maintained.

☐ Oversee the collection and analysis of all event/or disaster related information.

☐ Oversee the preparation and distribution of the Situation Status Report (utilizing RIMS forms if available). Coordinate with the Documentation Unit for manual distribution and reproduction as required.

- ☐ Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, (utilizing RIMS forms), on a regular basis.

- ☐ Meet with the Public Information Branch Coordinator to determine the best method for ensuring access to current information.

- ☐ Prepare a situation summary for the EOC Action Planning meeting.

- ☐ Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.

- ☐ Convene and facilitate the Action Planning meeting following the meeting process guidelines. (attachment)

- ☐ In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, sit stat reports, etc.)

- ☐ Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.

- ☐ Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Documentation Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.

2. Provide document reproduction services to EOC staff.

3. Distribute the City of Highland EOC situation status reports, EOC Action Plan, and other documents, as required.

4. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.

5. Assist the EOC Coordinator in the preparation and distribution of the After-action Report.

6. Supervise the Documentation Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Maintain a position log.

☐ Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.

☐ Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.

☐ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.

☐ Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.

- ☐ Keep extra copies of reports and plans available for special distribution as required.
- ☐ Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Advance Planning Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.

2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.

3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.

4. Supervise the Advance Planning Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Maintain a position log.

☐ Monitor the current situation report to include recent updates.

☐ Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster.

☐ Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.

☐ Submit the Advance Plan to the Planning Intelligence Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.

☐ Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Technical Services Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Provide technical observations and recommendations to the City EOC in specialized areas, as required.

2. Ensure that qualified specialists are available in the areas required by the particular event or disaster.

3. Supervise the Technical Services Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Maintain a position log and other necessary files.

☐ Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.

☐ Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.

☐ Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Demobilization Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.

2. Supervise personnel assigned to the Demobilization Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Monitor the current situation report to include recent updates.

☐ Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.

☐ Meet with the EOC Director and administer the EOC Director's worksheet for the Demobilization Plan.

☐ Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director and General Staff for review.

☐ Finalize the Demobilization Plan for approval by the EOC Director.

☐ Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.

☐ Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.

City of Highland EOC

Logistics Section

Position Checklists

Logistics Section Chief

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure the Logistics function is carried out in support of the City EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.

2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.

4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the City.

5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.

6. Supervise the Logistics Section.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.

☐ Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:

- ☐ Communications Branch
- ☐ Transportation Unit
- ☐ Supply/Procurement Unit
- ☐ Personnel Unit
- ☐ Facilities Unit
- ☐ Resource Status Unit

☐ Mobilize sufficient section staffing for 24-hour operations.

- ☐ Establish communications with the Logistics Section at the Operational Area EOC if activated.

- ☐ Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.

- ☐ Meet with the EOC Director and General Staff and identify immediate resource needs.

- ☐ Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.

- ☐ Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.

- ☐ Provide periodic Section Status Reports to the EOC Director.

- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- ☐ Ensure that Logistic Section position logs and other necessary files are maintained.

- ☐ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.

- ☐ Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.

- ☐ Attend and participate in EOC Action Planning meetings.

- ☐ Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.

- ☐ Ensure that transportation requirements, in support of response operations, are met.

- ☐ Ensure that all requests for facilities and facility support are addressed.

- ☐ Ensure that all City resources are tracked and accounted for, as well as resources ordered through Mutual Aid.

- ☐ Provide section staff with information updates as required.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Communications Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.

2. Oversee the installation of communications resources within the City EOC. Ensure that a communications link is established with the Operational Area EOC.

3. Determine specific computer requirements for all EOC positions.

4. Implement RIMS if available, for internal information management to include message and e-mail systems.

5. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.

6. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.

7. Supervise the communications branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Based on the situation, activate the necessary units within the Communications Branch:

☐ Communications Unit ☐ Information Systems Unit

☐ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:

☐ Ensure that communication branch position logs and other necessary files are maintained.

- ☐ Keep all sections informed of the status of communications systems, particularly those that are being restored.
- ☐ Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- ☐ Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
- ☐ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- ☐ Ensure that RIMS Communications links, if available, are established with the Operational Area EOC.
- ☐ Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.
- ☐ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- ☐ Ensure that technical personnel are available for communications equipment maintenance and repair.
- ☐ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- ☐ Keep the Logistics Section Chief informed of the status of communications systems.
- ☐ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Communications Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Install, activate, and maintain telephone and radio systems for the Highland City EOC.
2. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
3. Acquire radio frequencies as necessary to facilitate operations.
4. Assign Amateur Radio Operators as needed to augment primary communications networks.
5. Supervise the EOC Communications Center and the Communications Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.

☐ Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.

☐ Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.

☐ Coordinate with Pacific Bell Telephone Company in the City to obtain portable telephone banks, as necessary.

☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Information Systems Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Install, activate, and maintain information systems for the City of Highland EOC .
2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Install RIMS, if available, on all computers for internal information management to include message and e-mail systems.
4. Supervise the Information Systems Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Continually monitor and test RIMS if available and ensure automated information links with the Operational Area EOC are maintained.

☐ Keep the Communications Branch Coordinator informed of system failures and restoration activities.

☐ Develop instructional guidance for use of computers and computer programs such as RIMS. Be prepared to conduct training sessions for EOC staff, as necessary.

☐ Request additional computer equipment as required through the Communications Branch Coordinator.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Transportation Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.

2. Arrange for the acquisition or use of required transportation resources.

3. Supervise the Transportation Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the City.

☐ Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.

☐ Develop a Transportation Plan which identifies routes of ingress and egress; thus, facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.

☐ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.

☐ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Personnel Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Identify, recruit, and register volunteers as required.
3. Develop an EOC organization chart.
4. Supervise the Personnel Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain personal log and other necessary files.

☐ In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.

☐ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in.

☐ Establish communications with volunteer agencies and other organizations that can provide personnel resources.

☐ Coordinate with the Highland Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.

☐ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.

- ☐ Maintain a status board or other reference to keep track of incoming personnel resources.
- ☐ Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
- ☐ Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.
- ☐ To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.
- ☐ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
- ☐ Arrange for childcare services for EOC personnel as required.
- ☐ Establish registration locations with sufficient staff to register volunteers and issue them disaster service worker identification cards.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Supply/Procurement Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.
2. Coordinate procurement actions with the Finance /Administration Section.
3. Coordinate delivery of supplies and materiel as required.
4. Supervise the Supply/Procurement Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Determine if requested types and quantities of supplies and materiel are available in City inventory.

☐ Determine procurement spending limits with the Purchasing Unit in Finance/ Administration. Obtain a list of pre-designated emergency purchase orders as required.

☐ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.

☐ In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.

☐ Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.

☐ Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.

- ☐ Orders exceeding the purchase order limit must be approved by the Finance/ Administration Section before the order can be completed.

- ☐ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.

- ☐ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.

- ☐ In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.

- ☐ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.

- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Facilities Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.

2. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.

3. Supervise the facilities unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.

☐ Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.

☐ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.

☐ If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.

☐ Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.

☐ Ensure all structures are safe for occupancy and that they comply with ADA requirements.

- ☐ As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.

- ☐ Keep the Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Resource Status Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralize resource status information.

2. Develop and maintain resource status boards in the Logistics Section.

3. Supervise the Resource Status Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Coordinate closely with all units in the Logistics Section particularly Supply/ Procurement, personnel, and transportation.

☐ As resource requests are received in the Logistics Section, post the request on a status board, and track the progress of the request until filled.

☐ Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.

☐ Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.

☐ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.

☐ <u>Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.</u>

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

City of Highland EOC

Finance/ Administration Section

Position Checklists

Finance/Administration Section Chief

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for all City emergency response personnel.
3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all City employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
8. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
10. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
11. Supervise the Finance/Administration Section.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.

- ☐ Based on the situation, activate units within section as needed and designate Branch Coordinators for each element:

  - ☐ Time Keeping Unit
  - ☐ Compensation & Claims Unit
  - ☐ Purchasing Unit
  - ☐ Recovery Unit

- ☐ Ensure that sufficient staff are available for a 24-hour schedule, or as required.

- ☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.

- ☐ Meet with all Unit Leaders and ensure that responsibilities are clearly understood.

- ☐ In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.

- ☐ Notify the EOC Director when the Finance/Administration Section is operational.

- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- ☐ Ensure that Finance/Administration position logs and other necessary files are maintained.

- ☐ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.

- ☐ Participate in all Action Planning meetings.

- ☐ Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.

- ☐ Keep the EOC Director, General Staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.

- ☐ Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.

- ☐ Ensure that the Time Keeping Unit tracks and records all agency staff time.

- ☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.

- ☐ Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable timeframe, given the nature of the situation.

- ☐ Ensure that the Time-Keeping Unit processes all time-sheets and travel expense claims promptly.

- ☐ Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.

- ☐ Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Time Keeping Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Track, record, and report all on-duty time for personnel working during the event or disaster.

2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to county budget and payroll office.

4. Supervise the time keeping unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain position logs and other necessary files.

☐ Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with City policy.

☐ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.

☐ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.

☐ Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.

☐ Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Compensation and Claims Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Oversee the investigation of injuries and property / equipment damage claims involving the City, arising out of the event or disaster.
2. Complete all forms required by worker's compensation program.
3. Maintain a file of injuries and illnesses associated with the event or disaster which includes results of investigations.
4. Supervise the Compensation and Claims Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.

☐ Investigate all injury and damage claims as soon as possible.

☐ Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with City Policy & Procedures.

☐ Coordinate with the Safety Officer regarding the mitigation of hazards.

☐ Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.

☐ Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Purchasing Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain position logs and other necessary files.

☐ Review the City's emergency purchasing procedures.

☐ Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.

☐ Ensure that all contracts identify the scope of work and specific site locations.

☐ Negotiate rental rates not already established, or purchase price with vendors as required.

☐ Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.

☐ Finalize all agreements and contracts, as required.

☐ Complete final processing and send documents to Budget and Payroll for payment.

☐ Verify costs data in the pre-established vendor contracts and/or agreements.

- ☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.

- ☐ Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Recovery Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

2. Coordinate all fiscal recovery with disaster assistance agencies.

3. Prepare and maintain a cumulative cost report for the event or disaster.

4. Supervise the Recovery Unit and all recovery operations.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain position log and other necessary files.

☐ In conjunction with Budget Office, compute costs for use of equipment owned, rented, donated or obtained through mutual aid.

☐ Obtain information from the Resources Status Unit regarding equipment use times.

☐ Ensure that the Budget Office establishes a disaster accounting system, to include an exclusive cost code for disaster response.

☐ Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.

☐ Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.

- ☐ Act as the liaison for the City of Highland EOC, with the county and other disaster assistance agencies; to coordinate the cost recovery process.

- ☐ Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.

- ☐ Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis.

- ☐ Prepare and maintain a cost report for the Finance/Administration Chief, EOC Director, and City Council. The report should provide cumulative analyses, summaries, and total disaster / event related expenditures for the City.

- ☐ Organize and prepare records for final audit.

- ☐ Assist the EOC Coordinator and Planning/Intelligence Section with preparation of the After-Action Report.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

16.9 Attachment I – Contact List

Hired Equipment Management System

Unit ERD

For SAN BERNARDINO Contract Period 05/01/2020 to 04/30/2023

Printed on 08/13/2020 at 12:08
Source: Production

BACKHOE, TYPE I (90+ HP)

WM KANAYAN CONSTRUCTION, INC — SAN BERNARDINO — DVBE: YES — CSB: YES — (760)953-2776

Qty: 1 Year: 2005 Make: CATERPILLAR Model:
Size: UNIT # BH-50 Serial #: DBL00388 446D BH-50 VIN #:
Remarks:

Qty: 1 Year: 2005 Make: CATERPILLAR Model:
Size: UNIT #BH-40 Serial #: DBL00590 446D BH-40 VIN #:
Remarks:

BACKHOE, TYPE II (60-89 HP)

WM KANAYAN CONSTRUCTION, INC — SAN BERNARDINO — DVBE: YES — CSB: YES — (760)953-2776

Qty: 1 Year: 2005 Make: CASE Model:
Size: UNIT # BH-30 Serial #: JJG0373862 580D BH-30 VIN #:
Remarks:

CARRYALL, 4X2 3/4 TON

INLAND EQUIPMENT — HIGHLAND — DVBE: YES — CSB: YES — (909)709-1130

Qty: 1 Year: 2002 Make: FORD Model:
Size: 3/4 TON, 2X4, 4 DOOR P/U Serial #: F250 VIN #: 1FTNW20F92EC45132
Remarks: 3/4TON, 2X4, 4 DOOR P/U

CHAINSAW REPAIR MODULE, TYPE I (2 PERSON)

PO BAHN & SONS INC — SANTA MONICA — DVBE: YES — CSB: YES — (888)285-6240

Qty: 1 Year: 2007 Make: THOR Model:
Size: Serial #: VORTEX VIN #: 4XTFS393385C569887
Remarks:

Qty: 1 Year: 2017 Make: HAUKMARK Model:
Size: Serial #: EDGE VIN #: 575GB2423HT333142
Remarks:

CLERICAL SUPPORT MODULE, TYPE 1

COBALT EQUIPMENT, INC VALENCIA DVBE: YES CSB: YES (800)545-6112

Qty: 0 Year: Make: Model:
Size: 11"X17" COLOR COPIES AT : Serial #: 11X17 COLOR COI VIN #:
Remarks:

Qty: 0 Year: Make: Model:
Size: 8.5" X 11" LAMINATION 3M/5I Serial #: 8.5"X11" LAMINATI VIN #:
Remarks:

Qty: 0 Year: Make: Model:
Size: 11" X 17" LIMINATION 3M/5M Serial #: 11"X17" LAMINATI(VIN #:
Remarks: RATE IS PER LIMINATION

Qty: 0 Year: Make: Model:
Size: SCANNING PER PAGE $0.02 Serial #: SCANS VIN #:
Remarks:

Qty: 0 Year: Make: Model:
Size: FAX PER PAGE SENT/RECEI Serial #: FAXING VIN #:
Remarks:

Qty: 0 Year: Make: Model:
Size: 8.5" X 11" COLOR CARD STC Serial #: 8.5 X 11 COLOR C, VIN #:
Remarks:

Qty: 0 Year: Make: Model:
Size: SATELLITE INTERNET 10MB Serial #: SATELLITE INTERI VIN #:
Remarks: MUST HAVE WRITTEN CALFIRE APPROVAL PRIOR TO USE

Qty: 0 Year: Make: Model:
Size: 1 ADDITIONAL COPIER MAC Serial #: COPIER MACHINE VIN #:
Remarks: MUST HAVE WRITTEN CALFIRE APPROVAL PRIOR TO USE

Qty: 0 Year: Make: Model:
Size: 8.5" X 11" B&W COPIES. $0.1 Serial #: 8.5 X 11 B&W COP VIN #:
Remarks:

Qty: 0 Year: Make: Model:
Size: 36" PLOTTER PRINTING. $4. Serial #: PLOTTER PRINT VIN #:
Remarks:

Qty: 0 Year: Make: Model:
Size: 8.5" X 11" COLOR COPIES. $ Serial #: 8.5X11 COLOR CO VIN #:
Remarks:

Qty: 0 Year: Make: Model:
Size: FAX MACHINE. $45.00 PER I Serial #: FAX MACHINE VIN #:
Remarks: INCLUDES SENDING FAXES AT NO ADDITIONAL CHARGE

Qty: 1 Year: 1997 Make: STRICK Model:
Size: TYPE 1 CLERICAL SUPPORT Serial #: VIN #: 1S12E9533VE421944
Remarks:

Qty: 1 Year: Make: COLOR PAPER Model:
Size: 11" X 17" COLOR PAPER, PE Serial #: 11"X17" COLOR P/ VIN #:
Remarks:

Qty: 1 Year: Make: Model:
Size: CD/DVD BURNING/COPYING Serial #: CD/DVD BURNING VIN #:
Remarks:

Qty: 0 Year: Make: Model:
Size: MISC BINDING, COST PER E Serial #: MISC BINDING VIN #:
Remarks:

CLERICAL SUPPORT MODULE, TYPE 1

Qty: 0 Year: Make: Model:

Size: ADDITIONAL STAFFING Serial #: STAFF MEMBER VIN #:

Remarks: MUST HAVE WRITTEN CALFIRE APPROVAL PRIOR TO USE

Qty: 0 Year: Make: Model:

Size: 8.5" X 11" COLOR PAPER, PI Serial #: 8.5" X 11" COLOR I VIN #:

Remarks:

Qty: 0 Year: Make: Model:

Size: 8.5" X 11" B&W CARD STOCI Serial #: 8.5X11 B&W CARD VIN #:

Remarks:

REZEK EQUIPMENT SAN BERNARDINO DVBE: YES CSB: YES (909)888-3008

Qty: 0 Year: Make: TYPE 1 DATA Model:

Size: 20MB DOWN LOAD, 10MB UI Serial #: TYPE 1 DATA LINE VIN #:

Remarks: MUST HAVE WRITTEN CALFIRE APPROVAL BEFORE USE

CLERICAL SUPPORT MODULE, TYPE 2

REZEK EQUIPMENT SAN BERNARDINO DVBE: YES CSB: YES (909)888-3008

Qty: 0 Year: Make: TYPE 2 DATA Model:

Size: 6MB DOWNLOAD, 2MB UPL(Serial #: TYPE 2 DATA LINE VIN #:

Remarks: MUST HAVE WRITTEN CALFIRE APPROVAL BEFORE USE

COMMAND TRAILER, TYPE I (328+ SQ FT)

REZEK EQUIPMENT SAN BERNARDINO DVBE: YES CSB: YES (909)888-3008

Qty: 1 Year: 2017 Make: KENTUCKY Model:

Size: 424 SQ FT Serial #: T-106 VIN #: 1KKVD532XHL238488

Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 2017 Make: KENTUCKY Model:

Size: 424 SQ FT Serial #: T-107 VIN #: 1KKVD5322HL239182

Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

COMMAND TRAILER, TYPE II (248 - 327 SQ FT)

REZEK EQUIPMENT SAN BERNARDINO DVBE: YES CSB: YES (909)888-3008

Qty: 1 Year: 2009 Make: INFERNO Model:

Size: 320 SQ FT Serial #: T-90 VIN #: 4EZFH383095060992

Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 2009 Make: INFERNO Model:

Size: 320 SQ FT Serial #: T-94 VIN #: 4EZFH383295060993

Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 2009 Make: INFERNO Model:

Size: 320 SQ FT Serial #: T-98 VIN #: 4EZFH383495060994

Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

COMMAND TRAILER, TYPE III (160 - 247 SQ FT)

REZEK EQUIPMENT — SAN BERNARDINO — DVBE: YES — CSB: YES — (909)888-3008

Qty: 1 Year: 2003 Make: SANDPIPER Model:

Size: 240 SQ FT Serial #: T-20 VIN #: 4X4FSAF233C014829

Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 2003 Make: SIERRA Model:

Size: 240 SQ FT Serial #: T-21 VIN #: 4X4FSEF223C025070

Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 2003 Make: WILDWOOD Model:

Size: 240 SQ FT Serial #: T-22 VIN #: 4X4TWDD283C036966

Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 2003 Make: WILDWOOD Model:

Size: 240 SQ FT Serial #: T-23 VIN #: 4X4TWDD233C036969

Remarks: DATA LINE TYPE 1 OPTION $1160 PER DAY, DATA LINE TYPE 2 OPTION $760 PER DAY

Qty: 1 Year: 2003 Make: WILDWOOD Model:

Size: 240 SQ. FT Serial #: T-17 VIN #: 4X4TWDD223C036705

Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

DOZER, TYPE II (120-219 HP)

D & M DOZER SERVICE INC. — LUCERNE VALLEY — DVBE: YES — CSB: YES — (760)963-2206

Qty: 1 Year: 1993 Make: CATERPILLAR Model:

Size: DOZER, ICS TYPE 2 W/WINC Serial #: 6CK00333 D6H XR VIN #:

Remarks:

Qty: 1 Year: 1963 Make: CATERPILLAR Model:

Size: DOZER, ICS TYPE 2 W/WINC Serial #: 76A2008 D6C VIN #:

Remarks:

D.G. BACKHOE SERVICE — BISHOP — DVBE: YES — CSB: YES — (775)721-9369

Qty: 1 Year: 1999 Make: CATERPILLAR Model:

Size: ICS TYPE 2 WITH 6-WAY BL/ Serial #: 3WN01688 D6M-XL VIN #:

Remarks:

EASTSIDE IRON CO. — BISHOP — DVBE: YES — CSB: YES — (760)487-7400

Qty: 1 Year: 2015 Make: CASE Model:

Size: ICE TYPE 2 DOZER WITH 6-\ Serial #: NFDC16059 1650M VIN #:

Remarks:

WM KANAYAN CONSTRUCTION, INC — SAN BERNARDINO — DVBE: YES — CSB: YES — (760)953-2776

Qty: 1 Year: 1999 Make: CATERPILLAR Model:

Size: CALFIRE TYPE 2 UNIT #WS- Serial #: 4JN01689 D6M VIN #:

Remarks:

Qty: 1 Year: 1988 Make: CATERPILALR Model:

Size: CALFIRE TYPE 2 UNIT# TD-3 Serial #: 3ZF546 D6H VIN #:

Remarks:

EVAPORATIVE/SWAMP COOLER

A & H RENTS INC. — SAN BERNARDINO — DVBE: YES — CSB: YES — (951)318-8000

Qty: 6 Year: Make: Model:

Size: 9,600 CFM 15AMP Serial #: VIN #:

Remarks:

EXCAVATOR, 21.1 - 24 TONS

D & M DOZER SERVICE INC. | LUCERNE VALLEY | DVBE: YES | CSB: YES | (760)963-2206

Qty: 1 | Year: 1995 | Make: CAT | Model:

Size: CAT 320L EXCAVATOR W/TI | Serial #: 9KK3357 | EXCAVATOR 21.1- | VIN #:

Remarks:

EXCAVATOR, 24.1 - 28 TONS

WM KANAYAN CONSTRUCTION, INC | SAN BERNARDINO | DVBE: YES | CSB: YES | (760)953-2776

Qty: 1 | Year: 2016 | Make: CATERPILLAR | Model:

Size: UNIT #EX-80 WITH HYDRAUI | Serial #: TFX01569 | 320E LRR EX-80 | VIN #:

Remarks:

Qty: 1 | Year: 2005 | Make: CATERPILLAR | Model:

Size: UNIT # EX-50 24.1-28 TONS \ | Serial #: PAB02952 | 320 CL EX-50 | VIN #:

Remarks:

EXCAVATOR, 28.1 - 40 TONS

WM KANAYAN CONSTRUCTION, INC | SAN BERNARDINO | DVBE: YES | CSB: YES | (760)953-2776

Qty: 1 | Year: 2005 | Make: CATERPILLAR | Model:

Size: UNIT #EX-70 WITH HYDRAUI | Serial #: BKW000342 | 325C LCR EX-70 | VIN #:

Remarks:

FOOD PREP TRAILER

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 | Year: | Make: UTILITY | Model:

Size: 45' REFRIGERATED FOOD P | Serial #: | 226 | VIN #: 1UYVS2459TM864402

Remarks:

Qty: 1 | Year: | Make: UTILITY | Model:

Size: 45' REFRIGERATED FOOD P | Serial #: | 227 | VIN #: 1UYVS2457TM864401

Remarks:

FORKLIFT, ALL TERRAIN (4000 LBS MIN)

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 | Year: | Make: TEREX | Model:

Size: 6,000 POUND LOW PROFILE | Serial #: | 401 | VIN #: TEREX 0236

Remarks:

Qty: 1 | Year: | Make: TEREX | Model:

Size: 6,000 POUND LOW PROFILE | Serial #: | 402 | VIN #: TEREX 0240

Remarks:

FUEL TENDER, 1000 - 1499 GALS

MERIT OIL | BLOOMINGTON | DVBE: YES | CSB: YES | (909)633-1007

Qty: 1 | Year: 2014 | Make: PETERBUILT | Model:

Size: 1450 GAL FUEL TENDER | Serial #: | TRUCK #76 | VIN #: 2NP2HJ7X6EM220451

Remarks:

FUEL TENDER, 1500 - 2499 GALS

MERIT OIL | BLOOMINGTON | DVBE: YES | CSB: YES | (909)633-1007

Qty: 1 | Year: 2014 | Make: PETERBUILT | Model:

Size: 2000 GAL FUEL TENDER | Serial #: | TRUCK #71 | VIN #: 2NP2HJX9EM220217

Remarks:

FUEL TENDER, 2500 + GALS

MERIT OIL | BLOOMINGTON | DVBE: YES | CSB: YES | (909)633-1007

Qty: 1 Year: 2015 Make: PETERBUILT Model:
Size: Serial #: TRUCK #79 VIN #: 1NPBL79X4FD289340
Remarks:

Qty: 1 Year: 2013 Make: PETERBUILT Model:
Size: Serial #: TRUCK #66 VIN #: 1NPVL79X7DD199786
Remarks:

Qty: 1 Year: 2013 Make: PETERBUILT Model:
Size: Serial #: TRUCK #68 VIN #: 1NPVL79X2DD204988
Remarks:

Qty: 1 Year: 2016 Make: PETERBUILT Model:
Size: Serial #: TRUCK #78 VIN #: 1NPCL70X0GD324216
Remarks:

Qty: 1 Year: 2013 Make: KENWORTH Model:
Size: Serial #: TRUCK #74 VIN #: 1NKAL79X0DJ364731
Remarks:

Qty: 1 Year: 2015 Make: PETERBUILT Model:
Size: Serial #: TRCUK #77 VIN #: 1NPBL79XXFD289343
Remarks:

GENERATOR, 101 - 149 KW

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: Make: REZEK Model:
Size: 125 KW GENERATOR Serial #: # GT81 125KW VIN #: GT81125KW
Remarks:

GENERATOR, 11 - 19 KW

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: Make: REZEK Model:
Size: 15KW GENERATOR Serial #: # RT34 15KW VIN #: RT3415KW
Remarks:

Qty: 1 Year: Make: REZEK Model:
Size: 15 KW GENERATOR Serial #: # RT35 15KW VIN #: RT3515KW
Remarks:

Qty: 1 Year: Make: REZEK Model:
Size: 12KW GENERATOR Serial #: # GT 47 12KW VIN #: GT4712KW
Remarks:

Qty: 1 Year: Make: REZEK Model:
Size: 12KW GENERATOR Serial #: # GT49 12KW VIN #: GT4912KW
Remarks:

GENERATOR, 150+ KW

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: Make: REZEK Model:
Size: 175 KW GENERATOR Serial #: # RT37 175 KW VIN #: RT37175KW
Remarks:

Qty: 1 Year: Make: REZEK Model:
Size: 175 KW GENERATOR Serial #: #RT 38 175 KW VIN #: RT38175KW
Remarks:

GENERATOR, 2 - 10 KW

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 525 Year: Make: REZEK Model:

Size: 10 KW GENERATOR Serial #: 10 KW VIN #:

Remarks: VARIOUS MANUFACTURES

GENERATOR, 20 - 35 KW

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: Make: REZEK Model:

Size: 20 KW GENERATOR Serial #: # RT11 20KW VIN #: RT1120KW

Remarks:

Qty: 1 Year: Make: REZEK Model:

Size: 20 KW GENERATOR Serial #: #RT40 20KW VIN #: RT4020KW

Remarks:

Qty: 1 Year: Make: REZEK Model:

Size: 20 KW GENERATOR Serial #: #RT41 20KW VIN #: RT4120KW

Remarks:

Qty: 1 Year: Make: REZEK Model:

Size: 20KW GENERATOR Serial #: #GT20 20KW VIN #: GT2020KW

Remarks:

Qty: 1 Year: Make: REZEK Model:

Size: Serial #: #GT54 25KW VIN #: GT5425KW

Remarks:

GENERATOR, 71 - 100 KW

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1	Year:	Make: REZEK	Model:		
Size: 80 KW GENERATOR		Serial #:	#RT14 80KW	VIN #:	RT1480KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 80KW GENERATOR		Serial #:	#RT78 80KW	VIN #:	RT780KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 80KW GENERATOR		Serial #:	#RT13 80KW	VIN #:	RT1380KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 80KW GENERATOR		Serial #:	#RT 26 80KW	VIN #:	RT2680KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 100 KW GENERATOR		Serial #:	#RT80 100 KW	VIN #:	RT80100KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 100KW GENERATOR		Serial #:	#RT 81 100 KW	VIN #:	RT81100KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 80 KW GENERATOR		Serial #:	#GT 29 80 KW	VIN #:	GT2980KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 100 KW GENERATOR		Serial #:	# GT33 80KW	VIN #:	GT3380KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 100 KW GENERATOR		Serial #:	#GT32 100 KW	VIN #:	GT32100KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 80 KW GENERATOR		Serial #:	#GT33 80 KW	VIN #:	GT3380KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 85 KW GENERATOR		Serial #:	# GT 43 80KW	VIN #:	GT4380KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 80 KW GENERATOR		Serial #:	#GT71 80KW	VIN #:	GT7180KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 80 KW GENERATOR		Serial #:	#GT72 80KW	VIN #:	GT7280KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 80 KW GENERATOR		Serial #:	#GT74 80 KW	VIN #:	GT7480KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 80 KW GENERATOR		Serial #:	#GT79 80 KW	VIN #:	GT7980KW
Remarks:					
Qty: 1	Year:	Make: REZEK	Model:		
Size: 80 KW GENERATOR		Serial #:	#GT 80 80 KW	VIN #:	GT8080KW
Remarks:					

GENERATOR, 71 - 100 KW

Qty: 1 Year: Make: REZEK Model:
Size: 80 KW GENERATOR Serial #: #RT27 60 KW VIN #: RT2780KW
Remarks:

Qty: 1 Year: Make: REZEK Model:
Size: 80KW GENERATOR Serial #: #GT78 80KW VIN #: GT7880KW
Remarks:

Qty: 1 Year: Make: REZEK Model:
Size: 100KW GENERATOR Serial #: #GT 31 100KW VIN #: GT31100KW
Remarks:

GIS SUPPORT MODULE, TYPE I

INITIAL ACTION SERVICES ONTARIO DVBE: YES CSB: YES (714)606-8924
Qty: 1 Year: 2008 Make: THOR Model:
Size: Serial #: TAHOE VIN #: 4XTFS39388C170215
Remarks:

Qty: 1 Year: 2007 Make: NEW VISION - KZ Model:
Size: Serial #: KZ VIN #: 4EZFN383377S095410
Remarks:

GRADER, TYPE I (200 - 250 HP)

WM KANAYAN CONSTRUCTION, INC SAN BERNARDINO DVBE: YES CSB: YES (760)953-2776
Qty: 1 Year: 1999 Make: CATERPILLAR Model:
Size: UNIT # G20 Serial #: 1AL00648 143H VIN #:
Remarks:

GRADER, TYPE III (115 - 144 HP)

WM KANAYAN CONSTRUCTION, INC SAN BERNARDINO DVBE: YES CSB: YES (760)953-2776
Qty: 1 Year: 1974 Make: CATERPILLAR Model:
Size: UIT # G-40 Serial #: 61M4884 12G G40 VIN #:
Remarks:

Qty: 1 Year: 1979 Make: CATERPILLAR Model:
Size: UNIT # G-30 Serial #: 61M3727 12G G-30 VIN #:
Remarks:

GREY WATER TRUCK, TYPE I (2500+ GALS)

A-1 WATER AND DUMP TRUCK LAKE HUGHES DVBE: YES CSB: YES (805)680-0372
Qty: 1 Year: 2017 Make: PETERBUILT Model:
Size: 2500 GAL TYPE 1 GRAY WA Serial #: 367 VIN #: 1NPTL40X7HD433059
Remarks:

PREFERRED SEPTIC & DISPOSAL BISHOP DVBE: YES CSB: YES (760)784-1223
Qty: 1 Year: 2013 Make: INTERNATIONAL Model:
Size: 2500+ GAL GRAY WATER TE Serial #: VIN #: 1HTMKAZN2DH471609
Remarks:

GREY WATER TRUCK, TYPE III (1000 - 1499 GALS)

REZEK EQUIPMENT — SAN BERNARDINO — DVBE: YES — CSB: YES — (909)888-3008

Qty: 1 Year: 2015 Make: FORD F-550 Model:
Size: 1,000 GAL GRAY WATER TE Serial #: R-51 VIN #: 1FD0W5HT6FED08050
Remarks:

Qty: 1 Year: 2015 Make: FORD F-550 Model:
Size: 1,000 GAL GRAY WATER TE Serial #: R-53 VIN #: 1FD0W5HT6FED08051
Remarks:

Qty: 1 Year: 2015 Make: FORD F-550 Model:
Size: 1,000 GAL GRAY WATER TE Serial #: R-55 VIN #: 1FD0X5HT2FED55198
Remarks:

Qty: 1 Year: 2015 Make: FORD F-550 Model:
Size: 1,000 GAL GRAY WATER TE Serial #: R-57 VIN #: 1FD0X5HT4FED55199
Remarks:

HANDWASH STATION, TYPE II (1)

CONNELLY PUMPING SERVICE — BIG BEAR CITY — DVBE: YES — CSB: YES — (909)556-1120

Qty: 20 Year: Make: Model:
Size: SINGLE BASIN TYPE WASH Serial #: VIN #:
Remarks:

PREFERRED SEPTIC & DISPOSAL — BISHOP — DVBE: YES — CSB: YES — (760)784-1223

Qty: 0 Year: Make: Model:
Size: RATES ARE BASED PER FIX Serial #: VIN #:
Remarks:

HANDWASH TRAILER, TYPE I (16+)

A-1 WATER AND DUMP TRUCK — LAKE HUGHES — DVBE: YES — CSB: YES — (805)680-0372

Qty: 1 Year: 2018 Make: CARSON TRAILERS Model:
Size: TYPE 1 SINK WASH TRAILEF Serial #: VIN #: 4HXBE1822JC199008
Remarks:

HANDWASH TRAILER, TYPE II (10-14)

DAVIAN CAMACHO — LA PUENTE — DVBE: YES — CSB: YES — (562)329-4995

Qty: 1 Year: 2018 Make: RICH Model:
Size: 12 BASIN WASH TRAILER Serial #: VIN #: 1K9BU2026J1236293
Remarks:

HANDWASH TRAILER, TYPE III (4-8)

REZEK EQUIPMENT — SAN BERNARDINO — DVBE: YES — CSB: YES — (909)888-3008

Qty: 1 Year: Make: RICH TRAILERS Model:
Size: 8 BASIN HAND WASH TRAIL Serial #: 410 VIN #: 1K9BU1529F1236542
Remarks:

Qty: 1 Year: Make: RICH TRAILERS Model:
Size: 8 BASIN HAND WASH TRAIL Serial #: 411 VIN #: 1K9BU1522F1236558
Remarks:

HELICOPTER OPERATIONS SUPPORT MODULE

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: Make: REZEK Model:

Size: HELICOPTER SUPPORT MO Serial #: 302 VIN #: 16VGX1367W1399131

Remarks:

Qty: 1 Year: Make: WELLS CARGO Model:

Size: HELICOPTER SUPPORT MO Serial #: 304 VIN #: 1WC200R2217006160

Remarks:

Qty: 1 Year: Make: WELLS CARGO Model:

Size: HELICOPTER SUPPORT MO Serial #: 305 VIN #: 1WC200R2417006161

Remarks:

Qty: 1 Year: Make: REZEK Model:

Size: HELICOPTER SUPPORT MO Serial #: 301 VIN #: 16VGX3623V1487916

Remarks: PER SPECIFICATIONS OF PAGE 111 OF SUPPLIER PARTICIPATION MANUAL

HVAC 3.5 TONS

A & H RENTS INC. | SAN BERNARDINO | DVBE: YES | CSB: YES | (951)318-8000

Qty: 5 Year: Make: Model:

Size: 3.5TON /42,000 BTU AC/SWA Serial #: VIN #:

Remarks:

LIGHTING SYSTEM, 180 DEGREES (LIGHT TOWER)

REZEK EQUIPMENT SAN BERNARDINO DVBE: YES CSB: YES (909)888-3008
Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT47
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT48
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT49
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT61
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT69
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT89
Remarks:

Qty: 40 Year: 2020 Make: REZEK Model:
Size: SKID MOUNTED LED LIGHT Serial #: LED LIGHT TOWEI VIN #:
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT40
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT42
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT43
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT44
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT45
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT46
Remarks:

Qty: 1 Year: Make: ATLAS COPCO Model:
Size: LED LIGHT TOWER Serial #: LED LIGHT TOWEI VIN #: LT41
Remarks:

WM KANAYAN CONSTRUCTION, INC SAN BERNARDINO DVBE: YES CSB: YES (760)953-2776
Qty: 1 Year: Make: ALLMAND Model:
Size: 4 LIGHT 360 DEGREE LIGHT Serial #: 5XFLN0514FN005855 VIN #:
Remarks:

LIGHTING SYSTEM, 360 DEGREES (BALLOON TYPE)

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 480 Year: Make: SEA DEVIL Model:

Size: 150W LED BALLOON TYPE L Serial #: 150W LED BALLOC VIN #:

Remarks:

Qty: 250 Year: Make: SEA DEVIL Model:

Size: 300W LED BALLOON TYPE L Serial #: 300W LED BALLOC VIN #:

Remarks:

Qty: 250 Year: Make: SEA DEVIL Model:

Size: 500W LED BALLOON TYPE L Serial #: 500W LED BALLOC VIN #:

Remarks:

Qty: 250 Year: Make: SEA DEVIL Model:

Size: 700W LED BALLON TYPE LIC Serial #: 700W LED BALLOC VIN #:

Remarks:

MEDICAL SUPPORT MODULE, TYPE II (DISPENSARY)

WILDLAND 27 | GLENDALE | DVBE: YES | CSB: YES | (323)243-9090

Qty: 1 Year: 2012 Make: INTERSTATE Model:

Size: MEDICAL TRAILER, TYPE 2 Serial #: N/A N/A VIN #: 4RACS1423CK044945

Remarks:

MKU SUPPORT MODULE A (KITCHEN, FEEDING, SANITATION)

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: Make: REZEK Model:

Size: PER SPECIFICATIONS OF SI Serial #: MKU MOD A VIN #:

Remarks: INCLUDES MKU MODULE B, C, & D

MKU SUPPORT MODULE B (KITCHEN AREA)

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: Make: REZEK Model:

Size: PER SPECIFICATIONS OF SI Serial #: MKU MOD B VIN #:

Remarks: MKU MODULE B KITCHEN AREA

MKU SUPPORT MODULE C (FEEDING AREA)

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 4 Year: Make: REZEK Model:

Size: PER SPECIFICATIONS OF SI Serial #: MKU MOD C VIN #:

Remarks: 4 EA MKU MODULE C FEEDING AREAS

MKU SUPPORT MODULE D (SANITATION)

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: Make: REZEK Model:

Size: PER SPECIFICATIONS OF SI Serial #: MKU MOD D VIN #:

Remarks: MKU MODULE D SANITATION

NATURAL AIR ASPIRATING FOAM SYSTEM

SOCO ENTERPRISE INC. | MAMMOTH LAKES | DVBE: YES | CSB: YES | (818)515-4294

Qty: 1 Year: 2004 Make: KENWORTH T300 Model:

Size: DAILY RATE FOR FOAM SYS Serial #: T300 VIN #: 2NKMLD9X84M050023

Remarks:

OFFICE TRAILER, TYPE I (328+ SQ FT)

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: 1987 Make: SUPER BUS Model:
Size: 360 SQ FT Serial #: T-101 VIN #: 3A9FP4616HC003002
Remarks: DATA LINE TYPE 1 OPTION $1160 PER DAY, DATA LINE TYPE 2 OPTION $760 PER DAY

Qty: 1 Year: 1993 Make: SUPER BUS Model:
Size: 360 SQ FT Serial #: T-102 VIN #: 3M9FP4610PT001110
Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 1993 Make: MAGNA BUS Model:
Size: 360 SQ FT Serial #: T-103 VIN #: 3M9FP4619PT001106
Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 1993 Make: MAGNA BUS Model:
Size: 360 SQ FT Serial #: T-104 VIN #: 3M9FP4614PT001109
Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 1997 Make: GREAT DANE Model:
Size: 376 SQ FT Serial #: T-105 VIN #: 1GRAA9629VS026001
Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 2013 Make: KENTUCKY Model:
Size: 960 SQ FT Serial #: T-108 (EXP) VIN #: 1KKVD5321DL233979
Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

OFFICE TRAILER, TYPE II (248 - 327 SQ FT)

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: 2002 Make: SANDPIPER Model:
Size: 304 SQ FT Serial #: T-19 VIN #: 4X4FSAD233C014946
Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 2003 Make: SANDPIPER Model:
Size: 304 SQ FT Serial #: T-24 VIN #: 4X4FSAD263C015122
Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: 2003 Make: SANDPIPER Model:
Size: 304 SQ FT Serial #: T-25 VIN #: 4X4FSAD283C015123
Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: Make: REZEK Model:
Size: 320 SQF Serial #: 303 VIN #: 16VGX4022X1311098
Remarks: DATA LINES ARE AVAILABLE SPEEDS AND RATES PER THIS AGREEMENT

Qty: 1 Year: Make: WELLS CARGO Model:
Size: 352 SQF Serial #: 308 VIN #: 1WC200R33X7003611
Remarks: DATA LINE TYPE 1 OPTION $1160 PER DAY, DATA LINE TYPE 2 OPTION $760 PER DAY

PICKUP, 4X4 1 TON

CONNELLY PUMPING SERVICE | BIG BEAR CITY | DVBE: YES | CSB: YES | (909)556-1120

Qty: 1 Year: 2017 Make: DODGE RAM Model:
Size: 1 TON CREW CAB 4X4 LONG Serial #: RAM 350 4X4 VIN #: 3C63R3JJ2HG623730
Remarks:

PICKUP, 4X4 1/2 TON

CONNELLY PUMPING SERVICE | BIG BEAR CITY | DVBE: YES | CSB: YES | (909)556-1120

Qty: 1 Year: 2015 Make: DODGE RAM Model:
Size: SHORT BED 1/2 TON 4X4 CF Serial #: RAM 1500 VIN #: 1C6RR7WT1F5564879
Remarks:

PICKUP, 4X4 3/4 TON

WILDLAND 27 — GLENDALE — DVBE: YES — CSB: YES — (323)243-9090
Qty: 0 Year: 2005 Make: CHEVEROLET Model:
Size: 3/4 TONS 4X4 4 DOOR P/U Serial #: SILVERADO 2500 ‹ VIN #: 1GCHK23205F897430
Remarks: 3/4 TON 4X4 4 DOOR TRUCK

POTABLE WATER TRUCK, TYPE III (1000 - 1499 GALS)

A-1 WATER AND DUMP TRUCK — LAKE HUGHES — DVBE: YES — CSB: YES — (805)680-0372
Qty: 1 Year: 2007 Make: FORD Model:
Size: POTABLE WATER TENDER, Serial #: F-550 VIN #: 1FDAF56P57EA56626
Remarks:

REZEK EQUIPMENT — SAN BERNARDINO — DVBE: YES — CSB: YES — (909)888-3008
Qty: 1 Year: 2015 Make: FORD Model:
Size: 1,000 GAL POTABLE WATER Serial #: R-52 VIN #: 1FD0W5HTXFED08049
Remarks:

Qty: 1 Year: 2015 Make: FORD Model:
Size: 1,000 GAL POTABLE WATER Serial #: R-50 VIN #: 1FD0W5HTXFEC80415
Remarks:

Qty: 1 Year: 2015 Make: FORD Model:
Size: 1,000 POTABLE WATER TEN Serial #: R-54 VIN #: 1FD0XH5T4FED41884
Remarks:

Qty: 1 Year: 2015 Make: FORD Model:
Size: 1,000 GAL POTABLE WATER Serial #: R-56 VIN #: 1FD0X5HT0FED55197
Remarks:

REFRIGERATOR TRAILER, 24 - 28 FT

REZEK EQUIPMENT — SAN BERNARDINO — DVBE: YES — CSB: YES — (909)888-3008
Qty: 1 Year: Make: UTILITY Model:
Size: 28' REFRIGERATOR TRAILEI Serial #: 206 VIN #: 1UYVS1280VU250302
Remarks:

Qty: 1 Year: Make: UTILITY Model:
Size: 28' REFRIGERATOR TRAILEI Serial #: 203 VIN #: 1UYVS1298JC897202
Remarks:

Qty: 1 Year: Make: UTILITY Model:
Size: 28' REFRIGERATOR TRAILEI Serial #: 204 VIN #: 1UYVS1296JC897201
Remarks:

Qty: 1 Year: Make: UTILITY Model:
Size: 28' REFRIGERATOR TRAILEI Serial #: 205 VIN #: 1UYVS1289VU250301
Remarks:

REFRIGERATOR TRAILER, 41 + FEET

REZEK EQUIPMENT — SAN BERNARDINO — DVBE: YES — CSB: YES — (909)888-3008
Qty: 1 Year: Make: UTILITY Model:
Size: 48' REFRIGERATOR TRAILEI Serial #: 201 VIN #: 1UYVS2486TU818102
Remarks:

Qty: 1 Year: Make: UTILITY Model:
Size: 46' REFRIGERATOR TRAILEI Serial #: 202 VIN #: 1UYVS247XHU645604
Remarks:

REFRIGERATOR TRUCK, 15 - 18 FT

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: 1990 Make: FORD LN7000 Model:

Size: 16' REFRIGERATOR TRUCK Serial #: R-23 VIN #: 1FDXR72P1LVA25046

Remarks: DRIVER OPTION DAILY RATE $600.00

REFRIGERATOR TRUCK, 19 - 24 FT

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: 1989 Make: FORD LN-8000 Model:

Size: 20' REFRIGERATOR TRUCK Serial #: R-16 VIN #: 1FDXR82A7KVA11779

Remarks: DRIVER OPTION DAILY RATE $600.00

Qty: 1 Year: 1989 Make: FORD LN8000 Model:

Size: 20' REFRIGERATOR TRUCK Serial #: R-22 VIN #: 1FDXR82A1KVA00745

Remarks: DRIVER OPTION DAILY RATE $600.00

SCULLERY/POT WASHING UNIT

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: Make: WELLS CARGO Model:

Size: AUTOMATIC DISHWASHING Serial #: 207 VIN #: 1WC200R32Y7004346

Remarks: CHEMICAL SANITIZERS WITH EACH SINK

Qty: 1 Year: Make: DORSEY Model:

Size: AUTOMATIC DISHWASHING Serial #: 208 VIN #: 1DTV11523XA276543

Remarks: CHEMICAL SANITIZER AT EACH WAS BASIN

SERVICE VEHICLE MODULE, GENERAL MECHANIC W/ LIGHT SERVICE TRUCK

ANOTHER MOBILE FLEET | FONTANA | DVBE: YES | CSB: YES | (909)574-0661

Qty: 1 Year: 2004 Make: INTERNATIONAL Model:

Size: WITH 225 AMP WELDER & 1: Serial #: 4300LP VIN #: 1HTMNAAM14H658673

Remarks:

Qty: 1 Year: 2007 Make: ISUZU Model:

Size: LIGHT DUTY SVR TRUCK W/ Serial #: NQR VIN #: JALE5B16X77904122

Remarks:

INLAND EMPIRE FLEET MAINT LLC | LOMA LINDA | DVBE: YES | CSB: YES | (909)270-4328

Qty: 1 Year: 2014 Make: FORD Model:

Size: 1 TON SERVICE TRUCK Serial #: F-350 VIN #: 1FD7X3E61EEB70365

Remarks:

Qty: 1 Year: 2008 Make: FORD Model:

Size: 1 TON SERVICE TRUCK Serial #: F-350 VIN #: 1FTWF32YED39092

Remarks:

SERVICE VEHICLE MODULE, HEAVY EQUIPMENT DIESEL MECHANIC W/ FULL SERVICE TRUCK

ALL AMERICAN MOBILE REPAIR | LAKE HUGHES | DVBE: YES | CSB: YES | (661)433-3808

Qty: 1 Year: 2015 Make: CHEVY Model:

Size: HD SERVICE TRUCK WITH A Serial #: 3500HD SERVICE VIN #: 1GB3KYCG0FF168150

Remarks:

ANOTHER MOBILE FLEET | FONTANA | DVBE: YES | CSB: YES | (909)574-0661

Qty: 1 Year: 2009 Make: DODGE Model:

Size: HD SVR TRUCK W/AIR COMI Serial #: 5500HD VIN #: 3D6WD78L69G501922

Remarks:

SHOWER UNIT, TYPE I (15+ HEAD)

A-1 WATER AND DUMP TRUCK | LAKE HUGHES | DVBE: YES | CSB: YES | (805)680-0372

Qty: 1 Year: Make: CARSON TRAILERS Model:

Size: Serial #: A1S2-A & A1S1B VIN #: SEE BELOW

Remarks: 2 TRAILER UNIT
A1S2-A VIN: 4HXRC3526DC165386 A1S1-B VIN: 4HXRC26216C109075

SHOWER UNIT, TYPE III (4-7 HEAD)

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: Make: RICH TRAILER Model:

Size: 6 HEAD SHOWER UNIT Serial #: 510 VIN #: 1K9BU2920F1236574

Remarks:

Qty: 1 Year: Make: RICH TRAILERS Model:

Size: 6 HEAD SHOWER UNIT Serial #: 511 VIN #: 1K9BU2929F1236573

Remarks:

STAKESIDE, 20501 + GVW

INLAND EQUIPMENT | HIGHLAND | DVBE: YES | CSB: YES | (909)709-1130

Qty: 1 Year: 1998 Make: FREIGHTLINER Model:

Size: 26,000GVW STAKESIDE Serial #: N/A FL60 VIN #: 1FV3GFACXWH19152

Remarks: 26,000GVW STAKESIDE TRUCK

TENDER, WATER TYPE I (2500 + 200 GPM)

A-1 WATER AND DUMP TRUCK — LAKE HUGHES — DVBE: YES — CSB: YES — (805)680-0372
Qty: 1 Year: 2008 Make: PETERBUILT Model:
Size: WATER TENDER ICS TYPE 1 Serial #: 388 VIN #: 1NPWL40X98D766571
Remarks:

BARNETT TRANSPORTATION — SAN BERNARDINO — DVBE: YES — CSB: YES — (909)754-6902
Qty: 1 Year: 1998 Make: KENWORTH Model:
Size: 4,000 GAL TYPE 1 WATER TI Serial #: # WS508 VIN #: 1XKWD20X9WR771864
Remarks: 3 AXLE, 10 TIRE, CALFIRE SPEC TYPE 1 WT

CLASS 1 FIRE — CASTAIC — DVBE: YES — CSB: YES — (661)510-0278
Qty: 1 Year: 2019 Make: KENWORTH Model:
Size: 3200 GAL LIC: 02796S2 Serial #: T-370 VIN #: 2NKHLJ0X3KM359389
Remarks:

DICK ALLEN WATER TRUCK — CASTAIC — DVBE: YES — CSB: YES — (661)510-8512
Qty: 1 Year: 1994 Make: FREIGHLINER Model:
Size: 3,300 GAL Serial #: FLC VIN #: 1FUYZCYB6RL867696
Remarks:

DRE WATER SERVICE — YUCAIPA — DVBE: YES — CSB: YES — (909)725-9383
Qty: 1 Year: 2003 Make: INTERNARTIONAL Model:
Size: 3,200 GAL Serial #: 8000 VIN #: 1HSHXAHR93J076457
Remarks: ICS TYPE 1, 3200GAL, 3 AXLE WT
Qty: 1 Year: 2013 Make: MACK Model:
Size: 3,500GAL Serial #: 600 VIN #: 1M1AW01X7DM005869
Remarks: ICS TYPE 1 WT. 3,500GAL, 3 AXLE

GREG HOLT — NEWBERRY SPRINGS — DVBE: YES — CSB: YES — (559)967-0981
Qty: 1 Year: 2010 Make: FREIGHTINER Model:
Size: 3,500GAL Serial #: M916A3 VIN #: 1FULATCG0APAR9993
Remarks:
Qty: 1 Year: 2007 Make: FREIGHTINER Model:
Size: 3,500 GAL Serial #: M916A3 VIN #: 1FULATCG47PY16918
Remarks:

JNP WATER TRUCKS — VICTORVILLE — DVBE: YES — CSB: YES — (760)559-6793
Qty: 1 Year: 2017 Make: FREIGHTINER Model:
Size: 3,200 GAL Serial #: SD108 VIN #: 3ALKG5FE3JDKB3635
Remarks:
Qty: 1 Year: 2012 Make: KENWORTH Model:
Size: 3,200 GAL Serial #: T-800 VIN #: 1NKDLP0X4CJ327481
Remarks:

SOCO ENTERPRISE INC. — MAMMOTH LAKES — DVBE: YES — CSB: YES — (818)515-4294
Qty: 1 Year: 2004 Make: KENWORTH Model:
Size: 3250GAL Serial #: T300 VIN #: 2NKMLD9X84M050023
Remarks:

WATER IN MOTION CO. INC — SUN VALLEY — DVBE: YES — CSB: YES — (818)266-4907
Qty: 1 Year: 1996 Make: INTERNATIONAL Model:
Size: 3,000 GALLON, 3 AXEL WATI Serial #: 9200 VIN #: 1HSHGAER1TH392687
Remarks:

TENDER, WATER, TYPE II (1000 - 2499, 200 GPM)

BARNETT TRANSPORTATION — SAN BERNARDINO — DVBE: YES — CSB: YES — (909)754-6902
Qty: 1 Year: 2001 Make: PETERBUILT Model:
Size: 1830 GAL TYPE 2 WATER TE Serial #: # WS500 VIN #: 2NPNHF7X61M559571
Remarks: 2 AXLE, 8 TIRE, CALFIRE SPEC TYPE 2 WT

DUST STOPPERS — MISSION HILLS — DVBE: YES — CSB: YES — (818)263-4476
Qty: 1 Year: 2013 Make: INTERNATIONAL Model:
Size: 1700 GAL Serial #: 8600 VIN #: 1HSHWSJN0DH184717
Remarks:

H2OPRO — PHELAN — DVBE: YES — CSB: YES — (760)729-3802
Qty: 1 Year: 2014 Make: INTERNATIONAL Model:
Size: 1,700 GAL Serial #: 4400 VIN #: 3HAJTSKL2EL788963
Remarks: ICS TYPE 2 WATER TENDER. 1700GAL 2 AXLE

INLAND EQUIPMENT — HIGHLAND — DVBE: YES — CSB: YES — (909)709-1130
Qty: 1 Year: 1980 Make: FORD Model:
Size: 1,800GAL Serial #: C600 VIN #: 000000R71UVHJ8567
Remarks: ICS TYPE 2 WT, 1,800GAL 2 AXLE

L & L LOGISTICS INC. — PHELAN — DVBE: YES — CSB: YES — (760)881-1034
Qty: 1 Year: 1997 Make: FORD Model:
Size: 2,100GAL Serial #: FORD A9500 VIN #: 1FTYY92P6VVA33752
Remarks:

MERLIN JOHNSON CONSTRUCTION INC. — MENTONE — DVBE: YES — CSB: YES — (909)322-6061
Qty: 1 Year: 1989 Make: INTERNATIONAL Model:
Size: 1400 GAL Serial #: VIN #: 1HSZDGFRXXH665056
Remarks: ICS TYPE 2, 2 AXLE 1400 GAL

ROGER STRALEY — LAKE ARROWHEAD — DVBE: YES — CSB: YES — (909)831-1663
Qty: 1 Year: 1990 Make: INTERNATIONAL Model:
Size: 2,000 GAL, TYPE 2 WATER T Serial #: 7100 VIN #: 1HSHAZ6NGLH207738
Remarks:

WILDLAND 27 — GLENDALE — DVBE: YES — CSB: YES — (323)243-9090
Qty: 1 Year: 2000 Make: FORD Model:
Size: 2,000GAL Serial #: F650 VIN #: 3FDNF656XYMA37680
Remarks: ICS TYPE 2 WT. 2,000GAL 2X4

TENT MODULE, TYPE I 570+ SQ FT (INSULATED ROOF & WALLS, SIDES AND FLOOR)

REZEK EQUIPMENT — SAN BERNARDINO — DVBE: YES — CSB: YES — (909)888-3008
Qty: 6 Year: Make: REZEK Model:
Size: PER SPECIFICATIONS OF SI Serial #: VIN #:
Remarks:

TENT, CANOPY

A & H RENTS INC. — SAN BERNARDINO — DVBE: YES — CSB: YES — (951)318-8000
Qty: 5 Year: Make: Model:
Size: Serial #: VIN #:
Remarks:

TENT, CANOPY W/SIDES & FLOOR

A & H RENTS INC. | SAN BERNARDINO | DVBE: YES | CSB: YES | (951)318-8000

Qty: 5 Year: Make: Model:

Size: Serial #: VIN #:

Remarks:

TENT, CANOPY, W SIDES, FLOOR & INSULATED ROOF

A & H RENTS INC. | SAN BERNARDINO | DVBE: YES | CSB: YES | (951)318-8000

Qty: 5 Year: Make: Model:

Size: INSULATED WALLS AND RO Serial #: VIN #:

Remarks:

TOILETS, ADA COMPLIANT

CONNELLY PUMPING SERVICE | BIG BEAR CITY | DVBE: YES | CSB: YES | (909)556-1120

Qty: 5 Year: Make: Model:

Size: Serial #: VIN #:

Remarks:

PREFERRED SEPTIC & DISPOSAL | BISHOP | DVBE: YES | CSB: YES | (760)784-1223

Qty: 0 Year: Make: Model:

Size: Serial #: VIN #:

Remarks:

TOILETS, STANDARD

CONNELLY PUMPING SERVICE | BIG BEAR CITY | DVBE: YES | CSB: YES | (909)556-1120

Qty: 100 Year: Make: Model:

Size: Serial #: VIN #:

Remarks:

PREFERRED SEPTIC & DISPOSAL | BISHOP | DVBE: YES | CSB: YES | (760)784-1223

Qty: 0 Year: Make: Model:

Size: Serial #: VIN #:

Remarks:

TRACTOR, 2 AXLE

REZEK EQUIPMENT | SAN BERNARDINO | DVBE: YES | CSB: YES | (909)888-3008

Qty: 1 Year: 2005 Make: INTERNARTIONAL Model:

Size: 2 AXLE, 6 TIRE TRACTOR Serial #: R-14 VIN #: 1HSHWAHN95J143903

Remarks:

Qty: 1 Year: 1987 Make: INTERNATIONAL Model:

Size: 2 AXLE, 6 TIRE TRACTOR Serial #: R-18 VIN #: 1HSRALYN6HH505874

Remarks:

TRACTOR, 3 AXLE

REZEK EQUIPMENT — SAN BERNARDINO — DVBE: YES — CSB: YES — (909)888-3008

Qty: 1	Year: 1988	Make: INTER F9700	Model:				
Size: 3 AXLE, 10 TIRE TRACTOR	Serial #:		R-20	VIN #:	1HSRKAMR7JH530430		
Remarks:							
Qty: 1	Year: 2009	Make: INTER PROSTAR	Model:				
Size: 3 AXLE, 10 TIRE TRACTOR	Serial #:		R-32	VIN #:	2HSCUAPR99C141500		
Remarks:							
Qty: 1	Year: 2006	Make: INTER 8600	Model:				
Size: 3 AXLE, 10 TIRE TRACTOR	Serial #:		R-37	VIN #:	1HSHXAHR46J331312		
Remarks:							
Qty: 1	Year: 2006	Make: INTER 8600	Model:				
Size: 3 AXLE, 10 TIRE TRACTOR	Serial #:		R-38	VIN #:	1HSHXAHR66J331313		
Remarks:							
Qty: 1	Year: 2018	Make: PETERBUILT	Model:				
Size: 3 AXLE, 10 TIRE TRACTOR	Serial #:		R-80	VIN #:	1NPBL79X6JD486584		
Remarks:							
Qty: 1	Year: 2018	Make: PETERBUILT	Model:				
Size: 3 AXLE, 10 TIRE TRACTOR	Serial #:		R-81	VIN #:	1NPBL79X6JD486583		
Remarks:							

TRANSPORT COMBO, 3S2 COMBINATION (26+)

BARNETT TRANSPORTATION SAN BERNARDINO DVBE: YES CSB: YES (909)754-6902

Qty: 1 Year: 2002 Make: PETERBUILT Model:
Size: 3S2-26 TIRE COMBO W/COZ Serial #: TRUCK #16 VIN #: 1XP5D40X32D573063
Remarks: MAY BE COMBINED W/ANY TRAILER ON AGREEMENT

Qty: 1 Year: 2003 Make: PETERBUILT Model:
Size: 3S2-26 TIRE COMBO W/COZ Serial #: TRUCK #20 VIN #: 1XP5D40X73D598534
Remarks: MAY BE COMBINED W/ANY TRAILER ON AGREEMENT

Qty: 1 Year: 2014 Make: PETE Model:
Size: 3S2-26 TIRE COMBO W/MUR Serial #: TK #40 VIN #: 1XPXD40X9ED241349
Remarks: MAY BE COMBINED W/ANY TRLRR ON AGREEMENT

Qty: 1 Year: 2016 Make: PETERBUILT Model:
Size: 3S2-26 TIRE COMBO W/MUR Serial #: TRUCK #58 VIN #: 1XPTD40X9GD351979
Remarks: MAY BE COMBINED W/ANY TRAILER ON AGREEMENT

Qty: 1 Year: 2020 Make: PETERBUILT Model:
Size: 3S2-26 TIRE COMBO W/MUR Serial #: TRUCK #60 VIN #: 1XPXP4EX3LD711503
Remarks: MAY BE COMBINED W/ANY TRAILER ON AGREEMENT

Qty: 1 Year: 2020 Make: KENWORTH Model:
Size: 3S2-26 TIRE COMBO W/MUR Serial #: TRUCK # 64 VIN #: 1XKWD40XXMR430286
Remarks: MAY BE COMBINED W/ANY TRAILER ON AGREEMENT

Qty: 1 Year: 1997 Make: PETERBUILT Model:
Size: 3S2-26 TIRE COMBO W/COZ Serial #: TRUCK #970 VIN #: 1XP5DB0X6VD440919
Remarks: MAY BE COMBINED W/ANY TRAILER ON AGREEMENT

Qty: 1 Year: 2013 Make: PETERBUILT Model:
Size: 3S2-26 TIRE COMBO W/COZ Serial #: TRUCK #62 VIN #: 1XPTD40X7ED224063
Remarks: MAY BE COMBINED W/ANY TRAILER ON AGREEMENT

WM KANAYAN CONSTRUCTION, INC SAN BERNARDINO DVBE: YES CSB: YES (760)953-2776

Qty: 1 Year: 2016 Make: PETERBUILT Model:
Size: 3S2 26 TIRE W/COZAD TRAI Serial #: UNIT #T-69 TRAILE VIN #: 1XPCD40X9GD305679
Remarks:

TRANSPORT COMBO, 3S2/3S3 COMBINATION (18 - 22)

BARNETT TRANSPORTATION — SAN BERNARDINO — DVBE: YES — CSB: YES — (909)754-6902
Qty: 1 Year: 2013 Make: PETE Model:
Size: 3S2-18 TIRE COMBO W/LANI Serial #: TK # 38 VIN #: 1XPXD40X1DD206576
Remarks: MAY BE COMBINED W/ANY TRLR ON AGREEMENT

Qty: 1 Year: 2015 Make: PETE Model:
Size: 3S2-22 TIRE COMBO W/LABI Serial #: TK #46 VIN #: 1XPXD40C3FD257385
Remarks: MAY BE COMBINED WITH ANY TRLR ON AGREEMENT

Qty: 1 Year: 2016 Make: PETE Model:
Size: 3S2-18 TIRE COMBO W/LANI Serial #: TK #48 VIN #: 1XPXD40X5GD343606
Remarks: MAY BE COMBINED WITH ANY TRLR ON AGREEMENT

Qty: 1 Year: 2000 Make: PETE Model:
Size: 3S2-22 COMBO W/MURRAY Serial #: TK #50 VIN #: 1XPADB0X7YD517476
Remarks: MAY BE COMBINED W/ANY TRLR ON AGREEMENT

Qty: 1 Year: 2019 Make: PETE Model:
Size: 3S2-18 TIRE COMBO W/TRA Serial #: TK #56 VIN #: 1XPXD40XXKD639603
Remarks: MAY BE COMBINED W/ANY TRLR ON AGREEMENT

Qty: 1 Year: 1998 Make: PETERBUILT Model:
Size: 3S2-22 TIRE COMBO W/TRA Serial #: TRUCK #981 VIN #: D449233GL
Remarks: MAY BE COMBINED W/ANY TRAILER ON AGREEMENT

Qty: 1 Year: 1998 Make: PETERBUILT Model:
Size: 3S2-22 TIRE COMBO W/COZ Serial #: TRUCK #982 VIN #: D449234GL
Remarks: MAY BE COMBINED W/ANY TRAILER ON AGREEMENT

D & M DOZER SERVICE INC. — LUCERNE VALLEY — DVBE: YES — CSB: YES — (760)963-2206
Qty: 1 Year: 2009 Make: INTERNATIONAL Model:
Size: 3S2-18 TIRE LOWBED W/RA Serial #: PROSTAR EAGLE VIN #: 2HSCUAPR29C674773
Remarks:

D.G. BACKHOE SERVICE — BISHOP — DVBE: YES — CSB: YES — (775)721-9369
Qty: 1 Year: 1991 Make: KENWORTH Model:
Size: 3 AXLE KENWORTH TRUCK, Serial #: W900 VIN #: 2XKWDB9X7MM557849
Remarks:

EASTSIDE IRON CO. — BISHOP — DVBE: YES — CSB: YES — (760)487-7400
Qty: 1 Year: 2014 Make: CATERPILALR Model:
Size: 3 AXLE TRUCK W/2 AXLE SF Serial #: CT 660 VIN #: 1HSJGTKR7EJ490832
Remarks:

WM KANAYAN CONSTRUCTION, INC — SAN BERNARDINO — DVBE: YES — CSB: YES — (760)953-2776
Qty: 1 Year: 1999 Make: PETERBUILT Model:
Size: 3S3 22 TIRE COMBO W/3 AX Serial #: UNIT #T66 TRAILE VIN #: 1XP5D69XOYD511305
Remarks:

Qty: 1 Year: 2010 Make: KENWORTH Model:
Size: 3S2-18 TIRE W/2 AXLE TRAII Serial #: UNIT #T98 TRAILE VIN #: 1NKDL09X2AJ267305
Remarks:

16.10 Attachment J – NIMS Cast Report

Report Criteria:

Report:	Comprehensive Scores
Account:	USA » State/Territory » Region 9 » California » San Bernardino County OA » City of Highland
Data Snapshot:	2012-10-19 - (Current Assessment Data Set)
Show Notes:	yes
Show Rollup Change History:	no
Show Only Tier 1:	no
Show Only Weaknesses:	no
Report Version:	long

1. Community Adoption

1.1 Formal Adoption — *Date Saved: 2007-08-23*

Implementation Activity:
Adopt NIMS at the community level for all government departments and/or agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs) and private sector incident management and response organizations.

Metrics Guidance[1]

Has the tribal/local jurisdiction formally adopted NIMS[2] as the all-hazards, incident management system for implementation by all jurisdictional-level departments and/or agencies? (Tier 1)

- (•) **Yes**
- ( ) **No**

If "Yes," what legal authority was used to adopt NIMS: [Check all that apply.] (Tier 1)

- [ ] **Executive Order**
- [ ] **Proclamation**
- [x] **Resolution**
- [ ] **Legislation**
- [ ] **Other legal authority, explain[3] :**

If "No," which of the following impedes[4] adoption: [Check all that apply.] (Tier 1)

- [ ] **Plans**
- [ ] **Policy**
- [ ] **Personnel**
- [ ] **Funding**
- [ ] **Exercise**
- [ ] **Education**
- [ ] **Other impediments, explain[5] :**

1. Community Adoption

1.2 Promotion and Encouragement Methods — *Date Saved: 2007-09-04*

Implementation Activity:
Adopt NIMS at the community level for all government departments and/or agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs) and private sector incident management and response organizations.

Metrics Guidance[1]

For each of the following, indicate to which groups and with which methods the tribal/local has promoted and encouraged[6] the adoption of NIMS: [Check all that apply.] (Tier 1)

	Meetings (e.g.,. committees, conferences, working groups, etc.)	Mailings (e.g., newsletters, letters, etc.)	Email or other electronic means (e.g., websites)	Exercises (e.g., drills, tabletop, full-scale)	Other methods used to promote and encourage the adoption of NIMS	Not applicable	No methods
Associations (e.g., professional organization or trade associations)	☑	☐	☐	☐	☐	☐	☐
Critical Infrastructure[7]	☑	☐	☐	☐	☐	☐	☐
Utilities (e.g., transportation, electric, water)	☑	☐	☐	☐	☐	☐	☐
Private sector incident management and response[8] organizations	☑	☐	☐	☐	☐	☐	☐
Non-governmental organizations (NGOs)	☑	☐	☐	☐	☐	☐	☐

1. Community Adoption

Local Departments and Agencies	☑	☐	☐	☐	☐	☐	☐

Describe efforts to promote and encourage NIMS adoption[2] : (Tier 1)

When possible, discussed use and implementation of NIMS with local players.

Which of the following impedes[4] the promotion and encouragement of NIMS adoption: [Check all that apply.] (Tier 1)

- ☐ **No impediments exist**
- ☐ **Plans**
- ☐ **Policy**
- ☑ **Personnel**
- ☑ **Funding**
- ☐ **Training**
- ☐ **Exercise**
- ☐ **Education**
- ☐ **Other impediments, explain[5] :**

1.3 NIMS Coordinator — *Date Saved: 2007-08-23*

Implementation Activity:
Designate a single point of contact within the tribal/local jurisdiction to serve as the principal coordinator for NIMS implementation. (New for FY07)

Metrics Guidance[9]

Has the tribal/local jurisdiction designated a single point of contact within the authority to serve as the principal coordinator[10] for overall NIMS implementation[11] ? (Tier 2)

- (•) **Yes**
- ( ) **No**

If "Yes," who has been designated? (Tier 2)

Name	**David Daniely** Administrative Analyst
Email	ddaniely@cityofhighland.org
Phone	(909) 864-6861
Address	27215 Base Line Highland, CA 92346
Appointed On	05/30/2006

If "No," when will the tribal/local jurisdiction designate a single point of contact for NIMS implementation? (Tier 2)

Also if "No," which of the following impedes[4] designating a single point of contact for NIMS implementation: [Check all that apply.] (Tier 2)

- ☐ **Plans**
- ☐ **Policy**
- ☐ **Personnel**
- ☐ **Funding**
- ☐ **Training**
- ☐ **Education**
- ☐ **Other impediments, explain[5] :**

2. Command and Management

2.1 Implementation of NIMS-Prescribed ICS for All-Hazards Incident Response *Date Saved: 2007-08-23*

Implementation Activity:
Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans, as appropriate.

Metrics Guidance[12]

Does the tribal/local jurisdiction implement NIMS-prescribed ICS[13] for all-hazards incident response[8] ? (Tier 1)

- (•) **Yes**
- ( ) **No**

If "No," which of the following impedes[4] implementation: [Check all that apply.] (Tier 1)

- [ ] **Plans**
- [ ] **Personnel**
- [ ] **Funding**
- [ ] **Education**
- [ ] **Training**
- [ ] **Exercise**
- [ ] **Other impediments, explain[5] :**

2.2 Implementation of NIMS-Prescribed ICS for Preplanned Events *Date Saved: 2007-08-23*

Implementation Activity:
Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans, as appropriate.

Metrics Guidance[12]

Does the tribal/local jurisdiction implement NIMS-prescribed ICS[13] for managing preplanned events[14] ? (Tier 2)

- (•) **Yes**
- ( ) **No**

If "No," which of the following impedes[4] implementation: [Check all that apply.] (Tier 2)

- [ ] **Plans**
- [ ] **Personnel**
- [ ] **Funding**
- [ ] **Education**
- [ ] **Training**
- [ ] **Other impediments, explain[5] :**

2. Command and Management

2.3 Consistent Application of Incident Action Planning — *Date Saved: 2007-08-23*

Implementation Activity:
Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans, as appropriate.

Metrics Guidance[12]

Does ICS[13] implementation include the consistent application of incident action planning[15] ? (Tier 2)

- (•) **Yes**
- ( ) **No**

If "No," which of the following impedes[4] the consistent application of incident action planning: [Check all that apply.] (Tier 2)

- [ ] **Plans**
- [ ] **Personnel**
- [ ] **Funding**
- [ ] **Education**
- [ ] **Training**
- [ ] **Exercise**
- [ ] **Other impediments, explain[5] :**

2.4 Consistent Application of Common Communications Plans *Date Saved: 2007-08-23*

Implementation Activity:
Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans, as appropriate.

Metrics Guidance[12]

Does ICS[13] implementation include the consistent application of common communications plans[16] ? (Tier 2)

- (●) **Yes**
- ( ) **No**

If "No," which of the following impedes[4] the consistent application of common communication plans: [Check all that apply.] (Tier 2)

- ☐ **Plans**
- ☐ **Personnel**
- ☐ **Funding**
- ☐ **Education**
- ☐ **Training**
- ☐ **Exercise**
- ☐ **Other impediments, explain[5] :**

2.5 Incident Action Plan Concepts *Date Saved: 2007-08-23*

Implementation Activity:
Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans, as appropriate.

Metrics Guidance[12]

Do incident action plans[15] incorporate the following ICS[13] concepts: (Tier 2)

	Yes	No, explain:
Designation of measurable objectives	(●)	( )
Designation of command staff positions	(●)	( )
Manageable span of control	(●)	( )
Clear chain of command	(●)	( )
Use of plain language[17]	(●)	( )

2.6 Communication Plan Components — *Date Saved: 2007-08-23*

Implementation Activity:
Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans, as appropriate.

Metrics Guidance[12]

Do Common Communication Plans[16] address: (Tier 2)

	Yes	No, explain:
Utilization of communications equipment and facilities assigned to the incident	◉	○
Installation of and testing of all communications equipment	◉	○
Supervision and operation of the incident communications	◉	○
Distribution and recovery of communications equipment assigned to incident personnel	◉	○
Maintenance and repair of communications equipment on site	◉	○

2.7 Encouraging Multi-Agency Coordination Systems (MACS) — *Date Saved: 2007-08-23*

Implementation Activity:
Multi-agency Coordination System: Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs), and the State/Territorial EOC.

Metrics Guidance[18]

Which of the following does the tribal/local jurisdiction provide to encourage the use of (multi-agency coordination systems (MACS)[19]): (Tier 2)

	Yes	No, explain:
Framework[20] **(e.g., organizational capacities, state EOPs, state disaster plans)**	◉	○
Training Curriculum[21]	◉	○
Exercises[22]	◉	○

2.8 Designation or Utilization of Multi-Agency Coordination Systems — *Date Saved: 2007-08-23*

Implementation Activity:
Multi-agency Coordination System: Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs), and the State/Territorial EOC.

Metrics Guidance[18]

Does the tribal/local jurisdiction designate or utilize MACS[19] for:

	Yes, explain how a MACS has been successfully utilized:	No
Preplanned Events (Recurring/Special)	◉ *We are SEMS compliant. MACS is used for holiday parades, fairs, etc.*	○
Incident-specific Hazards	◉ *We are SEMS compliant. We are working with County Public Health on an POD site for a flu pandemic or something like that.*	○
No-notice Events[23]	◉ *MACS is used for wildfires in our area, as well as other daily events or when the EOC is activated.*	○
Specific Events	◉ *We are SEMS/NIMS compliant and use MACS whenever our EOC is activated.*	○

Which of the following impedes[4] establishing a MACS: [Check all that apply.] (Tier 2)

- ☐ **No impediments exist**
- ☐ **Plans**
- ☐ **Policy**
- ☐ **Training**
- ☐ **Organization**
- ☑ **Personnel**
- ☑ **Funding**
- ☐ **Other impediments, explain[5] :**

2.9 MACS Function Coordination — *Date Saved: 2007-09-04*

Implementation Activity:
Multi-agency Coordination System: Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs), and the State/Territorial EOC.

Metrics Guidance[18]

Which of the following primary functions is coordinated by a tribal/local MACS[19] : [Check all that apply] (Tier 2)

- [x] **Situation assessment**
- [x] **Critical resource acquisition and allocation**
- [x] **Tribal/local, state/territory, and Federal disaster support**
- [x] **Coordination with elected and appointed officials**
- [ ] **Coordination of summary information**
- [ ] **Incident priority determination**
- [ ] **Other functions that tribal/local MACS provide, explain:**

2.10 Public Information System (PIS) Included in Emergency Operations Plan (EOP) — *Date Saved: 2007-09-04*

Implementation Activity:
Public Information System: Implement processes, procedures, and/or plans to communicate timely, accurate information to the public during an incident through a Joint Information System and Joint Information Center.

Metrics Guidance[24]

Does the tribal/local jurisdictional Emergency Operations Plan (EOP) include processes and procedures for utilizing a Public Information System (PIS)[27] , including establishment of a Joint Information System (JIS)[26] and a Joint Information Center (JIC)[25] as incidents dictate? (Tier 2)

- (•) **Yes**
- ( ) **No, explain:**

If "Yes," how many out of how many individuals are trained in utilizing the PIS? (Tier 2)

2.0 / 2.0

Which of the following impedes[4] the inclusion of processes and procedures for utilizing a PIS into the tribal/local jurisdictional EOP: [Check all that apply.] (Tier 2)

- [ ] **Plans**
- [ ] **Personnel**
- [ ] **Funding**
- [ ] **Education**
- [ ] **Training**
- [ ] **Exercise**
- [ ] **Other impediments, explain[5] :**

2. Command and Management

2.11 Types of Information That PIS Can Gather, Verify, Coordinate and Disseminate — *Date Saved: 2007-08-23*

Implementation Activity:
Ensure that the Public Information System can gather, verify, coordinate, and disseminate information during an incident. (New for FY07)

Metrics Guidance[28]

During incidents, can the tribal/local Public Information System (PIS[27]) gather, verify, coordinate, and disseminate the following types of information: [Check all that apply.] (Tier 2)

	Gather	Verify	Coordinate	Disseminate
Critical Emergency Information	☑	☑	☑	☑
Crisis Communication	☑	☑	☑	☑
Public Affairs	☑	☑	☑	☑
Other types of information	☑	☑	☑	☑

Describe other types of information, if applicable. (Tier 2)

3. Preparedness Planning

3.1 NIMS Baseline Established — *Date Saved: 2007-08-23*

Implementation Activity:
Establish the community's NIMS baseline against the FY05 and FY06 implementation requirements.

Metrics Guidance[29]

Has the tribal/local jurisdiction established a NIMS baseline[30] for FY05 and/or FY06? (Tier 1)

- (•) **Yes**
- ( ) **No, explain:**

If "Yes," what tool was used? (Tier 1)

- (•) NIMCAST[31]
- ( ) **Other, explain:**

Which of the following impedes[4] establishing a NIMS baseline: [Check all that apply.] (Tier 1)

- ☐ **Plans**
- ☐ **Personnel**
- ☐ **Funding**
- ☐ **Education**
- ☐ **Training**
- ☐ **Other impediments, explain[5] :**

3. Preparedness Planning

3.2 Utilization of Federal Preparedness Funding to Improve NIMS Preparedness and Response Activities — *Date Saved: 2007-08-23*

Implementation Activity:
Develop and implement a system to coordinate all Federal preparedness funding to implement the NIMS across the local/tribal jurisdictions.

Metrics Guidance[32]

Has the tribal/local jurisdiction utilized Federal Preparedness Awards[33] to improve NIMS preparedness and response[8] activities? (Tier 1)

- (●) **Yes**
- ( ) **No, explain:**
- ( ) **Does not apply, no federal funds received**

If "Yes," indicate the Federal preparedness funding sources used? (Tier 1)

- [✓] **DHS, specify funding sources:**

EMPG, State Homeland Security Grants

- [ ] **Other Federal preparedness funding**

Which of the following impedes[4] utilizing Federal preparedness funding to improve activities: [Check all that apply.] (Tier 1)

- [ ] **Plans**
- [ ] **Personnel**
- [ ] **Funding**
- [ ] **Education**
- [ ] **Training**
- [ ] **Other impediments, explain[5] :**

3.3 Quantify Department/Agencies that have Incorporated NIMS with Emergency Management or Response Functions — *Date Saved: 2007-09-04*

Implementation Activity:
Revise and update plans and SOPs to incorporate NIMS components, principles, and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.

Metrics Guidance[34]

Indicate in the table below the number of tribal/local jurisdictional departments and/or agencies with an emergency management or emergency response function that have incorporated NIMS into the following activities: (Tier 2)

	Number of departments and/or agencies that have incorporated NIMS	Total number of departments and/or agencies
Planning	*3*	*3*
Training Programs	*3*	*3*
Response[8] **Activities**	*3*	*3*
Exercise Program[22]	*3*	*3*
Equipment Acquisition[35]	*3*	*3*
Evaluations[36]	*3*	*3*
Corrective Actions[37]	*3*	*3*

3.4 Extent of NIMS Concepts/Principles Incorporation — *Date Saved: 2007-08-23*

Implementation Activity:
Revise and update plans and SOPs to incorporate NIMS components, principles, and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.

Metrics Guidance[34]

To what extent have the following NIMS concepts and principles been incorporated into incident management policies and SOPs[38] /SOGs: (Tier 1)

	Not Incorporated	Partially Incorporated	Fully Incorporated
Flexibility[39]	○	○	◉
Scalability[40]	○	○	◉
Standardization[41]	○	○	◉
Interoperability & Compatibility[42]	○	○	◉

3.5 Participate in mutual aid agreements — *Date Saved: 2007-08-23*

Implementation Activity:
Participate in and promote intrastate and interagency mutual aid agreements to include agreements with the private sector and non-governmental organizations.

Metrics Guidance[43]

The tribal/local jurisdiction participates in the following types of mutual aid agreements:[Check all that apply.]: (Tier 2)

- [x] **Intrastate**
- [x] **Interagency**
- [ ] **None, explain:**

Which of the following impedes participation in intrastate and interagency mutual aid agreements: [Check all that apply.] (Tier 2)

- [ ] **No impediments exist**
- [ ] **Plans**
- [ ] **Policy**
- [ ] **Training**
- [ ] **Organization**
- [x] **Personnel**
- [x] **Funding**
- [ ] **Other impediments, explain[5] :**

3.6 Promotion of Intrastate and interagency Mutual Aid Agreements — *Date Saved: 2007-08-23*

Implementation Activity:
Participate in and promote intrastate and interagency mutual aid agreements to include agreements with the private sector and non-governmental organizations.

Metrics Guidance[43]

What actions have been taken by the tribal/local jurisdiction to promote intrastate[45] and interagency[46] mutual aid agreements[44] : [Check all that apply.] (Tier 1)

- [x] **Developed working groups and/or committees**
- [x] **Signed Memorandum of Understanding/Memorandum of Agreement**
- [x] **Engaged in regular correspondence via phone/email**
- [ ] **Developed mutual aid templates**
- [ ] **Other actions taken by the tribal/local jurisdiction to promote intrastate and interagency mutual aid agreements, explain:**
- [ ] **No actions have been taken, explain:**

Which of the following impedes[4] promoting intrastate and interagency mutual aid agreements: [Check all that apply.] (Tier 1)

- [ ] **No impediments exist**
- [ ] **Plans**
- [ ] **Policy**
- [ ] **Training**
- [ ] **Organization**
- [x] **Personnel**
- [x] **Funding**
- [ ] **Other impediments, explain[5] :**

3.7 Promotion of Mutual Aid Agreements with Private Sector and NGOs — *Date Saved: 2007-08-23*

Implementation Activity:
Participate in and promote intrastate and interagency mutual aid agreements to include agreements with the private sector and non-governmental organizations.

Metrics Guidance[43]

What actions have been taken by the tribal/local jurisdiction to promote mutual aid agreements[44] with private sector and non-governmental organizations: [Check all that apply.] (Tier 2)

- ☐ **Developed working groups and/or committees**
- ☑ **Signed Memorandum of Understanding/Memorandum of Agreement**
- ☐ **Engaged in regular correspondence via phone/email**
- ☐ **Developed mutual aid templates**
- ☐ **Other actions taken by the tribal/local jurisdiction to promote mutual aid agreements with private sector and non-governmental organizations, explain:**
- ☐ **No actions have been taken, explain:**

3.8 Types of Mutual Aid Agreements Trained and/or Exercised — *Date Saved: 2007-09-04*

Implementation Activity:
Participate in and promote intrastate and interagency mutual aid agreements to include agreements with the private sector and non-governmental organizations.

Metrics Guidance[43]

Indicate the types of mutual aid agreements for which the tribal/local jurisdiction has trained and/or exercised: (Tier 2)

	Interstate[47]	Intrastate[45]	Interagency[46]
Training	☐	☑	☑
Exercises[22]	☐	☑	☑

4. Preparedness Training

4.1 Quantify Trained Personnel — *Date Saved: 2007-09-06*

Implementation Activity:
Complete IS-700 NIMS: An Introduction. Complete IS-800 NRP: An Introduction. Complete ICS 100 and ICS 200 Training.
Complete ICS 300 and ICS 400 Training (New for FY07)

Metrics Guidance[48]

In the following table, indicate the number of people trained in the following courses (out of the total number of people identified): [Gray boxes are not applicable.] (Tier 1)

	Entry-level first responders	First line supervisors	Middle Management	Command and General Staff	Personnel trained as trainers
IS-700[49]	*10.0 / 10.0*	*3.0 / 3.0*	*10.0 / 10.0*	*2.0 / 2.0*	
IS-800[50]			*10.0 / 10.0*	*2.0 / 2.0*	
ICS-100[51]	*10.0 / 10.0*	*3.0 / 3.0*	*10.0 / 10.0*	*2.0 / 2.0*	*0.0 / 0.0*
ICS-200[52]	*10.0 / 10.0*	*3.0 / 3.0*	*10.0 / 10.0*	*2.0 / 2.0*	*0.0 / 0.0*
ICS-300[53]			*1.0 / 10.0*	*1.0 / 2.0*	*0.0 / 0.0*
ICS-400[54]			*1.0 / 10.0*	*1.0 / 2.0*	*0.0 / 0.0*
Other Training	*0.0 / 0.0*	*0.0 / 0.0*	*0.0 / 0.0*	*0.0 / 0.0*	*0.0 / 0.0*

4.2 Document Training Status of Personnel — *Date Saved: 2007-09-06*

Implementation Activity:
Leverage training facilities to coordinate and deliver NIMS training requirements in conformance with the NIMS National Standard Curriculum.

Metrics Guidance[55]

Does the local/tribal jurisdiction document the training status of personnel from: (Tier 2)

	Yes	No	Not applicable
Your jurisdiction	◉	○	
Other emergency response organizations	○	◉	○

5. Preparedness Exercises

5.1 NIMS/ICS Incorporated into Exercises — *Date Saved: 2007-08-23*

Implementation Activity:
Incorporate NIMS/ICS into all tribal/local and regional training and exercises.

Metrics Guidance[56]

Into which of the following activities are NIMS/ICS[13] incorporated: (Tier 1)

	Training	Exercises
Your Jurisdictional Level	☑	☑
Intrastate Regional Level	☑	☑

Which of the following impedes[4] incorporating NIMS/ICS into tribal/local and regional training and exercises: [Check all that apply.] (Tier 1)

- ☐ **No impediments exist**
- ☐ **Plans**
- ☑ **Personnel**
- ☑ **Funding**
- ☐ **Education**
- ☐ **Training**
- ☐ **Other impediments, explain[5] :**

5. Preparedness Exercises

5.2 Quantity of Exercises that Evaluate NIMS Implementation — *Date Saved: 2007-09-04*

Implementation Activity:
Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.

Metrics Guidance[57]

Indicate the number of exercises of each type that evaluate NIMS implementation[11] during the exercise: (Tier 1)

	# of exercises
Drills	*1*
Tabletop Exercises (TTX)	*1*
Functional Exercises (FE)	*0*
Full-Scale Exercises (FSE)	*1*
Other types of exercises in which NIMS has been implemented	*1*
Total number of Exercises	*4*

If other types of exercises specified, explain: (Tier 1)

Which of the following NIMS components are evaluated through the exercises: [Check all that apply.] (Tier 1)

- [x] **Preparedness**
- [ ] **Communication and Information Management**
- [x] **Resource Management**
- [x] **Command and Management**
- [x] **Mutual Aid**
- [x] **Interoperability**
- [x] **Participation of non-governmental organizations (NGOs) and private industry**
- [ ] **Other NIMS-related components:**

How have each of these exercises been evaluated for effectiveness of NIMS implementation? Explain: (Tier 1)

Controllers and evaluators used at exercises.

Which of the following impedes[4] evaluating NIMS implementation during exercises: [Check all that apply.] (Tier 1)

- [ ] **No impediments exist**
- [ ] **Plans**
- [x] **Personnel**

5. Preparedness Exercises

- [x] **Funding**
- [ ] **Education**
- [ ] **Training**
- [ ] **Other impediments,** explain[5] **:**

5.3 Existence of an All-Hazard Exercise Program *Date Saved: 2007-08-23*

Implementation Activity:
Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.

Metrics Guidance[57]

Does the tribal/local jurisdiction have an all-hazard exercise[22] **program?** (Tier 2)

- (•) **Yes**
- ( ) **No**

If "No," which of the following impedes[4] **developing an all-hazard exercise program: [Check all that apply.]** (Tier 2)

- [ ] **Plans**
- [ ] **Personnel**
- [ ] **Funding**
- [ ] **Education**
- [ ] **Training**
- [ ] **Other impediments,** explain[5] **:**

5.4 Quantity of Exercises with Multi-Disciplinary and/or Multi-Jurisdictional Component — *Date Saved: 2007-09-06*

Implementation Activity:
Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.

Metrics Guidance[57]

Indicate the number of exercises[22] that involve a multi-disciplinary and/or multi-jurisdictional component: (Tier 1)

	Number of Exercises
Multi-disciplinary	*1*
Multi-jurisdictional	*1*

Of these, in which of the following types of exercises has NIMS been implemented as the all-hazards, incident management system: [Check all that apply.] (Tier 1)

	Drills	Tabletop Exercises	Functional Exercises	Full-Scale Exercises	Other	None
Multi-disciplinary	☑	☑	☑	☑	☐	☐
Multi-jurisdictional	☑	☑	☑	☑	☐	☐

Explain how these exercises evaluate the effectiveness of NIMS implementation[11] : (Tier 1)

With controllers and evaluators.

What number of exercises used HSEEP[58] methodology? (Out of total number of exercises) (Tier 1)

1.0 / 1.0

If the tribal/local jurisdiction does not participate in multi-jurisdictional and/or multi-disciplinary, all-hazards exercises, explain: (Tier 1)

Which of the following disciplines are included in multi-disciplinary exercises that evaluate NIMS implementation[11] : [Check all that apply.] (Tier 1)

- ☑ **Public Works**
- ☑ **Health and Medical**
- ☑ **Fire/Hazardous Materials (HAZMAT)**
- ☑ **Emergency Medical Services (EMS)**
- ☑ **Law Enforcement**
- ☐ **Search and Rescue**
- ☐ **Animal Control and Veterinary Health**
- ☑ **Incident Management**

5. Preparedness Exercises

☐ **Other disciplines, explain:**

Which of the following impedes[4] the implementation of NIMS in training and exercises: [Check all that apply.] (Tier 1)

☐ **No impediments exist**

☐ **Plans**

☐ **Policy**

☑ **Equipment**

☑ **Funding**

☐ **Education**

☐ **Other impediments, explain[5] :**

5.5 After Action Reports and/or Lessons Learned *Date Saved: 2007-09-06*

Implementation Activity:
Incorporate corrective actions into preparedness and response plans and procedures.

Metrics Guidance[59]

Do tribal/local jurisdictional departments and/or agencies develop after action reports[60] and/or lessons learned[61] following exercises[22] ? (Tier 2)

◉ **Yes**

○ **No, explain:**

Which of the following impedes[4] developing after action reports and/or lessons learned: [Check all that apply.] (Tier 2)

☐ **Plans**

☐ **Policy**

☐ **Personnel**

☐ **Funding**

☐ **Education**

☐ **Training**

☐ **Other impediments, explain[5] :**

5. Preparedness Exercises

5.6 Incorporation of Corrective Action Plans, After Action Reports, and/or Lessons Learned — *Date Saved: 2007-09-06*

Implementation Activity:
Incorporate corrective actions into preparedness and response plans and procedures.

Metrics Guidance[59]

Tribal/Local jurisdictions incorporate corrective action[37] plans, after action reports[60], and/or lessons learned[61] into which of the following: [Check all that apply.] (Tier 1)

- [x] **Preparedness plans**
- [x] **Response plans**
- [x] **Response procedures**
- [x] **Recovery plans and procedures**
- [ ] **None, explain[62] :**

Which of the following impedes[4] incorporating corrective action plans, after action reports, and/or lessons learned: [Check all that apply.] (Tier 1)

- [ ] **No impediments exist**
- [ ] **Plans**
- [ ] **Policy**
- [x] **Personnel**
- [x] **Funding**
- [ ] **Education**
- [ ] **Training**
- [ ] **Other impediments, explain[5] :**

5.7 Maintenance of Correction Action Program — *Date Saved: 2007-09-06*

Implementation Activity:
Incorporate corrective actions into preparedness and response plans and procedures.

Metrics Guidance[59]

Does the tribal/local jurisdiction utilize improvement plans[64] and after action reports[60] to maintain a Corrective Action Plan (CAP)[63] ? (Tier 2)

- (•) **Yes**
- ( ) **No, explain:**

6. Resource Management

6.1 Inventory of Response Assets — *Date Saved: 2007-09-06*

Implementation Activity:
Inventory community response assets to conform to homeland security resource typing standards.

Metrics Guidance[65]

Has the tribal/local jurisdiction inventoried its response resources[66] ? (Tier 1)

- (•) **Yes**
- ( ) **No**

If "No," which of the following impedes[4] inventorying response resources: [Check all that apply.] (Tier 1)

- [ ] **Plans**
- [ ] **Policy**
- [ ] **Personnel**
- [ ] **Equipment**
- [ ] **Training**
- [ ] **Funding**
- [ ] **Education**
- [ ] **Other impediments, explain[5] :**

6.2 Response Asset Inventory Developed — *Date Saved: 2007-09-06*

Implementation Activity:
Inventory community response assets to conform to homeland security resource typing standards.

Metrics Guidance[65]

Has the tribal/local jurisdiction developed a response asset inventory[67] ? (Tier 2)

- (•) **Yes**
- ( ) **No**

If "No," which of the following impedes[4] developing a response asset inventory: [Check all that apply.] (Tier 2)

- [ ] **Plans**
- [ ] **Policy**
- [ ] **Personnel**
- [ ] **Equipment**
- [ ] **Training**
- [ ] **Funding**
- [ ] **Education**
- [ ] **Other impediments, explain[5] :**

6.3 Resource Typing for Response Assets — *Date Saved: 2007-09-06*

Implementation Activity:
Inventory community response assets to conform to homeland security resource typing standards.

Metrics Guidance[65]

Does the tribal/local jurisdiction use resource typing[68] for response assets? (Tier 2)

- (•) **Yes**
- ( ) **No**

If "Yes," has the tribal/local jurisdiction typed its response assets[66] to conform to DHS standards, as identified by the NIC? (Tier 2)

- (•) **Yes**
- ( ) **No, explain:**

6.4 Acquisition Adoption of Interoperability Standards *Date Saved: 2007-09-06*

Implementation Activity:
To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into tribal/local acquisition programs.

Metrics Guidance[69]

To what extent does the tribal/local jurisdiction require its acquisitions and purchases to adopt interoperable[42] standards: (Tier 1)

	Not Required	Partially Required	Fully Required
Equipment	○	○	◉
Communications	○	○	◉
Data	○	○	◉

Which of the following impedes[4] acquisitions and purchases from adopting interoperable standards: [Check all that apply.] (Tier 1)

- ☐ **No impediments exist**
- ☐ **Plans**
- ☐ **Policy**
- ☑ **Personnel**
- ☑ **Equipment**
- ☐ **Training**
- ☐ **Exercise**
- ☑ **Funding**
- ☐ **Education**
- ☐ **Other impediments, explain[5] :**

6.5 Incorporation of Standard Equipment List and Other Federal Standards Data *Date Saved: 2007-09-06*

Implementation Activity:
To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into tribal/local acquisition programs.

Metrics Guidance[69]

To what extent does the tribal/local jurisdiction's current acquisition program incorporate the Standard Equipment List (SEL)[70] and other Federal equipment standards data when purchasing interoperable equipment: (Tier 2)

- ○ **Not Incorporated**
- ○ **Partially Incorporated**
- ◉ **Fully Incorporated**

6.6 Validation of Inventory — *Date Saved: 2007-09-06*

Implementation Activity:
Validate that the inventory of response assets conforms to homeland security resource typing standards and provide to the state/territory as required. (New for FY07)

Metrics Guidance[71]

Has the tribal/local jurisdiction validated the inventory of response assets[66] ? (Tier 2)

- (•) **Yes**
- ( ) **No**

If "Yes," does the inventory conform to homeland security resource typing standards[72] ? (Tier 2)

- (•) **Yes**
- ( ) **No**

If "No," does the tribal/local jurisdiction have plans to:

	Yes	No
Build or adopt a database to serve as a response asset inventory[67]	( )	( )
Identify resources for a response asset inventory	( )	( )
Compile data and expand the response asset inventory	( )	( )

6.7 Utilization of Response Asset Inventory — *Date Saved: 2007-09-06*

Implementation Activity:
Utilize the State/Territory response asset inventory for Intra-State Mutual Aid requests, exercises, and actual events. (New for FY07)

Metrics Guidance[73]

Does the tribal/local jurisdiction utilize the response asset inventory[67] for: (Tier 2)

	Yes	No, explain:
Mutual Aid Requests	(•)	( )
Exercises[22]	(•)	( )
Actual Events[74]	(•)	( )

7. Communication and Information Management

7.1 Implementation of Communication Standards During Multi-Agency and/or Multi-Jurisdictional Events — *Date Saved: 2007-08-23*

Implementation Activity:
Apply standardized and consistent terminology, including the establishment of plain language communications standards across the public safety sector.

Metrics Guidance[75]

During a multi-jurisdictional and/or multi-agency event, to what extent does the tribal/local jurisdiction implement the following communication standards:

	Not Implemented	Partially Implemented	Fully Implemented
Plain Language[17]	○	○	◉
Standardized terminology[76] in response[8] operations	○	○	◉
Standardized terminology in publications	○	○	◉

Which of the following impedes[4] implementing communication standards: [Check all that apply.] (Tier 2)

- ☐ **No impediments exist**
- ☐ **Plans**
- ☐ **Policy**
- ☑ **Personnel**
- ☐ **Equipment**
- ☐ **Training**
- ☐ **Exercise**
- ☑ **Funding**
- ☐ **Education**
- ☐ **Other impediments, explain[5] :**

7.2 Methods to Ensure Consistent and Accurate Information During Incident — *Date Saved: 2007-09-06*

Implementation Activity:
Develop systems, tools, and processes to present consistent and accurate information to incident managers at all levels (e.g., common operating picture). (New for FY07)

Metrics Guidance[77]

Which of the following has the tribal/local jurisdiction developed to present consistent and accurate information during an incident: (Tier 2)

	Systems[78]	Tools[79]	Processes[80]
Communications	☑	☑	☑
Intelligence	☑	☑	☑
Information Management	☑	☑	☑
Information Sharing	☑	☑	☑
Resource Status	☑	☑	☑

Terms Of Reference:

[1] ***Intended Audience:***
Tribal/ Local NIMS Coordinator

Supporting Guidance::
Select "Yes" if your Tribal/ Local Jurisdiction has taken steps toward the formal adoption of NIMS.
Select "No" if your Tribal/ Local Jurisdiction has made no effort toward the formal adoption of NIMS.

[2] **NIMS Adoption**: The establishment of a legal authority (e.g. executive order, proclamation, resolution, legislation, or other legal mandate) that requires all departments and agencies operating within the jurisdiction to use NIMS principles and methodologies in their all-hazards incident management system.

[3] **Legal Authority**: Describe other legal authority used to formally adopt NIMS as the all-hazards, incident management system by all State/Territory-level departments and/or agencies. Provide a formal title of the means of adoption as well as a brief description. Example: State Ordinance S112.1 designates NIMS as the all-hazards, incident management system by all State-level departments and/or agencies.

[4] **Constraints/Impediments**: Limitations or restrictions in conducting NIMS implementation activities. The following list defines the constraints/impediments:
Education: The knowledge or skill obtained or developed by a learning process.
Equipment: Instrumentality needed for an undertaking or to perform a service including its associated supplies. Equipment can range from small personal items such as search and rescue gear (flashlights, dusk masks, etc.) to large-scale multi-jurisdictional systems (radio repeater systems, computer networks, etc.).
Exercise: Opportunity provided to demonstrate, evaluate, and improve the combined capability and interoperability of elements to perform assigned missions and tasks to standards necessary to achieve successful outcomes. (http://www.mwcog.org/uploads/committee-documents/tVtYVlk20051031174251.doc)
Federal Standards: Common rules, conditions, guidelines or characteristics, established by the Federal Government.
Funding: Sources of revenue that are allocated or can be allocated (pre-designated emergency funds) to support preparedness initiatives.
Organization: Individual teams, an overall organizational structure, and leadership at each level in the structure that comply with relevant laws, regulations, and guidance necessary to perform assigned missions and tasks. (http://www.mwcog.org/uploads/committee-documents/tVtYVlk20051031174251.doc)
Personnel: Paid and volunteer staff who meet required qualification and certification standards necessary to perform assigned missions and tasks.
(http://www.mwcog.org/uploads/committee-documents/tVtYVlk20051031174251.doc)
Plans: Documents such as procedures, mutual aid agreements, strategies, and other publications that may describe some of the following: governance, management, standard operating procedures, technology, and activities in support of defined missions and tasks. (http://www.mwcog.org/uploads/committee-documents/tVtYVlk20051031174251.doc)
Policy: A course of action, guidance, or principle intended to influence and guide decisions, actions, and other matters.
Training: Specialized instruction and practice to improve performance and lead to task proficiency.

[5] **No Impediments**: Select this option if none of the other impediments on the list apply to the jurisdiction. Provide a title for and brief description of the impediment.

[6] **NIMS Promotion and Encouragement**: Activities such as meetings (e.g., conferences, working groups, etc.), mailings (e.g., newsletters, letters, etc.), email, or other established methods (e.g., broadcast media).

[7] **Critical Infrastructure**: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. (Department of Homeland Security, National Response Plan (December 2004), 64.)

Terms Of Reference:

[8] **Response**: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. For additional information please see the NRP, page 72 or the NIMS document, page 136.

[9] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

[10] **Principal Coordinator for Statewide NIMS Implementation**: The position designated by the State Administrative Agency (SAA) primarily responsible for coordination of all NIMS-related directives. This includes dissemination and collection of information and monitoring and reporting on compliance activities.

[11] **NIMS Implementation**: All activities necessary for adopting and institutionalizing NIMS. Implementation includes the formal adoption of NIMS, the use of a NIMS-compliant approach to all incident management operations, etc.

[12] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

Supporting Guidance:
"NIMS-prescribed ICS" as identified in ICS-100 and ICS-200.
Select "Yes" if Tribal/Local government departments and agencies have taken steps to implement ICS (i.e. integrate ICS into plans, processes, and procedures.
Select "No" if Tribal/Local government departments and agencies have not implemented ICS.

[13] **Incident Command System (ICS)**: A standardized on-scene emergency management system which provides for the adoption of an integrated organizational structure. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies, and is applicable to small as well as large and complex incidents. For additional information please refer to the NIMS document.

[14] **Preplanned (Recurring/Special) Event**: A preplanned event is a non-emergency activity. ICS can be used as the management system for a events such as parades, concerts, or sporting events etc.. For additional information please refer to the NIMS document, page 129.

[15] **Incident Action Plan (IAP)**: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. For additional information, please see the NIMS document.

[16] **Common Communication Plan (CCP)**: An interoperable communications plan designed to be utilized for multi-agency and multi-jurisdictional incident management operations. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS, for communications.

[17] **Plain Language**: Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident. For additional information, refer to http://www.fema.gov/pdf/emergency/nims/plain_lang.pdf

[18] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

Terms Of Reference:

[19] **MACS - Multiagency Coordination System**: A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

[20] **Framework**: A conceptual structure that supports or contains set of systems and/or practices.

[21] **Training Curriculum**: A course or set of courses designed to teach personnel specific processes, concepts, or task-oriented skills.

[22] **Exercise Types**: As defined by HSEEP, there are seven types of exercises; seminar, workshop, tabletop, game, drill, functional, and full scale. For additional information, please refer to Volume I of HSEEP at www.hseep.dhs.gov

[23] **Incident**: An occurence or event, natural or manmade, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

[24] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

[25] **Joint Information Center (JIC)**: A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC. For additional information please refer to the NIMS document, or the NRP.

[26] **Joint Information System (JIS)**: Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort. For additional information, please refer to the NIMS document.

[27] **Public Information System**: The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations. For additional information please refer to the NIMS document, page 35.

[28] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

Terms Of Reference:

[29] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

Supporting Guidance:
Tribal/ Local Governments can select "Yes" if a baseline was determined using any means the deemed appropriate.
For local governments, the State would determine what method has to be used to determine the baseline. The baseline does not have to be NIMCAST-centric or rely on any electronic instrument.
If a NIMS Baseline has not been created, it is encouraged to complete original assessment identified in NIMCAST since 2005.

[30] **NIMS Baseline**: An initial assessment of NIMS compliance conducted in 2005 and/or 2006 by participating jurisdictions at State, Territorial, local, and tribal levels.

[31] **NIMSCAST (National Incident Management System Compliance Assistance Support Tool)**: A self assessment instrument for Federal, State, territorial, tribal, local, private sector, and non-governmental organizations to evaluate and report their jurisdiction's achievement of all NIMS implementation activities.

[32] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

Supporting Guidance:
Select "Yes" if the Tribal or Local government applied for and received Federal Preparedness Funding.
Select "No" if the Tribal or Local government applied for Federal Preparedness Funding, but did not receive award.
Select "N/A" Tribal or Local government did not apply for Federal Preparedness Funding.

[33] **Federal Preparedness Awards**: Federal preparedness awards can include grants, contracts, equipment, supplies, and other activities. It is not limited to financial aid.

[34] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

Supporting Guidance:
Total Number of department and/or agencies should be specific to those tribal/local departments/agencies with emergency response duties.

[35] **Equipment Acquisition**: The process of obtaining resources to support operational needs.

[36] **Evaluation**: The process of observing and recording exercise activities, comparing the performance of the participants against the objectives, and identifying strengths and weaknesses.

[37] **Corrective Action**: Improved procedures that are based on lessons learned from actual incidents or from training and exercises.

[38] **Standard Operating Procedures (SOP)**: A complete reference document that details the procedures for performing a single function or a number of interdependent functions.

Terms Of Reference:

[39] **Flexibility**: A principle of the NIMS that provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation. (Department of Homeland Security, National Incident Management System (March 2004), 2.)

[40] **Scalability**: The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.

[41] **Standardization**: A principle of the NIMS that provides a set of standardized organizational structuressuch as the Incident Command System (ICS), multi-agency coordination systems, and public information systemsas well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (Department of Homeland Security, National Incident Management System (March 2004), 2.)

[42] **Interoperability & Compatibility**: A principle of the NIMS that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under the NIMS are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common communications and data standards, digital data formats, equipment standards, and design standards. (Department of Homeland Security, National Incident Management System (March 2004), 55.)

[43] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

[44] **Mutual Aid Agreement (MAA)**: A written agreement between agencies, organizations, and/or jurisdictions that they will assist one another, on request, by furnishing personnel, equipment, and/or expertise in a specified manner. For additional information on mutual aid, please visit http://www.fema.gov/emergency/nims/rm/ma.shtm

[45] **Intrastate**: A region within a single state.

[46] **Interagency**: An organization or committee comprised of multiple agencies

[47] **Interstate**: A region comprised of multiple states.

[48] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

Supporting Guidance:
"NIMS National Standard Curriculum" is referring to the "NIMS National Standard Curriculum Training Development Guidance" located on the Training component of the NIMS Integration Center website (http://www.fema.gov/emergency/nims).

[49] **IS-700 NIMS, an Introduction**: This course provides training and resources for personnel who require a basic understanding of NIMS.

[50] **IS-800 National Response Framework (NRF), an Introduction**: The course provides an introduction to the National Response Framework.

Terms Of Reference:

[51] **ICS-100 Introduction to the Incident Command System**: This course introduces ICS and provides the foundation for higher level ICS training. It describes the history, features, and principles, and organizational structure of the system. It also explains the relationship between ICS and NIMS.

[52] **ICS-200 ICS for Single Resources and Initial Action Incidents**: This course is designed to enable personnel to operate efficiently during an incident or event within the ICS. ICS-200 provides training and resources for personnel who are likely to assume a supervisory position within the ICS.

[53] **ICS-300 Intermediate ICS for Expanding Incidents**: ICS-300 provides training and resources for personnel who require advanced knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses.

[54] **ICS-400 Advanced ICS**: This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS-100 through ICS-300.

[55] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

[56] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

Supporting Guidance:
Not all Tribal/Local Agencies/Departments train and/or exercises at a intrastate regional level.

[57] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

Supporting Guidance:
This metrics collection should reflect all exercises conducted in FYs 2005-2007 which exercised NIMS principles and components.
To ensure that there is not an inappropriate duplication of data collection, Tribal/Local Departments/Agencies must account only for the exercises for which they were named the lead agency. Tribal/Local Departments/Agencies should consult State/Territory NMS Coordinator for accuracy of information.

[58] **Homeland Security Exercise and Evaluation Program (HSEEP)**: A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. HSEEP also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support. For additional information please visit the HSEEP toolkit at http://www.hseep.dhs.gov.

[59] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

[60] **After Action Reports (ARR)**: The AAR documents the performance of exercise related tasks and makesrecommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the AAR.

Terms Of Reference:

[61] **Lessons Learned**: Knowledge gained through operational experience (actual events or exercises) that improve performance of others in the same discipline. For additional information please visit https://www.llis.dhs.gov/

[62] **Explain**: Explain the jurisdiction's rationale for not incorporating corrective action plans, after action reports, and/or lessons learned into these plans and procedures.

[63] **Corrective Action Plan(CAP)**: Formal (written) documentation of activities necessary to improve a shortfall in NIMS implementation.

[64] **Improvement Plan**: The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the AAR.

[65] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

[66] **Response Assets/Resources**: Resources that include equipment, personnel and supplies that are used in activities that address the effect of an incident.

[67] **Response Asset Inventory**: An inventory of the jurisdiction's resources that have been identified and typed according to NIMS Resource Typing Standards. Development of a Response Asset Inventory requires resource typing of equipment, personnel, and supplies identified in the inventories of State resources.

[68] **NIMS Resource Typing**: The process to categorize, by capability, the resources requested, deployed, and used in incidents. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. **Resource kinds** may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

[69] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

[70] **Standard Equipment List (SEL)**: A list issued annually to promote interoperability and standardization across the response community at the local, state, and federal levels by offering a standard reference and a common set of terminology. It is provided to the responder community by the InterAgency Board for Equipment Standardization and Interoperability (IAB). The SEL contains a list of generic equipment recommended by the IAB to organizations in preparing for and responding to all-hazards.

[71] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

[72] **Resource Typing**: Categorization of resources that are commonly exchanged through mutual aid during disasters. Resource typing definitions help define resource capabilities for ease of ordering and mobilization during a disaster. For additional information please visit http://www.fema.gov/emergency/nims/rm/rt.shtm

[73] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

Terms Of Reference:

[74] **Actual Event**: A disaster (natural or man-made) that has warranted action to protect life, property, environment, public health or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc.; man-made (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, biological attacks, etc.

[75] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

[76] **Standardized Terminology**: Commonly accepted language that is consistent with policies, plans, or procedures in the NIMS and NRP to facilitate multi-agency, multi-disciplinary or multi-jurisdictional communications during an incident.

[77] ***Intended Audience:***
Tribal/ Local NIMS Coordinators
Local Departments and Agencies

[78] **Systems**: The principles, system components, and procedures needed to present consistent and accurate information during an incident.

[79] **Tools**: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

[80] Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

16.11 Attachment K – End Notes

[i] Government Code Section 8560

[ii] City of Highland Municipal Code, Title 2, Chapter 2.44

[iii] Government Code Section 8568

[iv] Government Code Section 8607(a)

[v] Government Code Section 8627

[vi] Government Code Section 8575

[vii] Government Code Sections 8595 through 8598

[viii] Government Code Section 8605

[ix] Multihazard Mitigation Council (2005), "Natural Hazard Mitigation Saves: An Independent Study to Assess the Future Savings from Mitigation Activities."

[xi] Other federal agencies are similarly responsible for compliance with applicable provisions for their respective recovery programs.

[xii] Specific requirements depend on the individual assistance program and the type, scope and location of the project. Not all potentially applicable laws, regulations and Executive Orders are listed here.

[xiii] Government Code Section 8639

[xiv] Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135

STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: December 12, 2023

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager

SUBJECT: Contract Renewal - 2020-08 "City-Wide Concrete Maintenance"

RECOMMENDATION: It is recommended that the City Council (1) extend the City-Wide Concrete Maintenance Contract with Above All Names Construction Services, Inc. for one-year, and (2) approve a 3% increase to the contract unit prices.

FISCAL IMPACT: All work is to be paid from current budgets.

PUBLIC NOTICE: There was no need to advertise the contract for public bids. The City is simply exercising the option specified in the existing contract at this time. Notices of the City Council agenda were posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: The City currently has a contract with Above All Names. This is an on-call concrete maintenance contract based on pre-established tasks in the bid documents and unit prices from the contractor's bid proposal. The actual amount of the annual contract will vary based on available budgets and the City's concrete maintenance needs. The contract documents establish guidelines for a potential contract increase at the time of the contract renewal based on the Construction Cost index published in the March issue of Engineering News Record. This year the publication shows a 3% increase from last year and the contractor has requested this increase to offset cost increases. The services provided by the contractor have been satisfactory. The contract documents provide the City the option of five one-year contract extensions, and this will be the third one-year contract extension.

Approved _____ Motion _____ Second _____ Agenda Item No. 13

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes
City Clerk

City Manager

ENR's 20-city average cost indexes, wages and materials prices. Historical data for ENR's 20 cities can be found at ENR.com/economics

Construction Cost Index

+3.0%

ANNUAL INFLATION RATE

MAR. 2023

1913=100	INDEX VALUE	MONTH	YEAR
CONSTRUCTION COST	13176.3	0.0%	+3.0%
COMMON LABOR	24634.46	0.0%	+0.5%
WAGE $/HR.	47.36	0.0%	+0.5%

The Construction Cost Index's annual escalation rose 3%, while the monthly component stayed flat.

Building Cost Index

+5.8%

ANNUAL INFLATION RATE

MAR. 2023

1913=100	INDEX VALUE	MONTH	YEAR
BUILDING COST	8000.61	+0.1%	+5.8%
SKILLED LABOR	11399.52	+0.3%	+2.6%
WAGE $/HR.	62.88	+0.3%	+2.6%

The Building Cost Index was up 5.8% on an annual basis, while the monthly component rose 0.1%.

Materials Cost Index

0.0%

MONTHLY INFLATION RATE

MAR. 2023

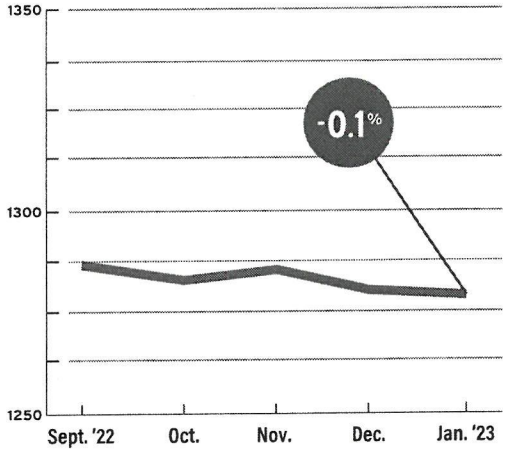
1913=100	INDEX VALUE	MONTH	YEAR
MATERIALS COST	5882.25	0.0%	+9.8%
CEMENT $/TON	186.48	+1.5%	+20.1%
STEEL $/CWT	95.86	+1.0%	+17.4%
LUMBER $/MBF	982.57	−0.2%	−7.4%

The MCI showed no change this month, while the annual escalation rate increased 9.8%.

The dollar value of total construction put-in-place showed a monthly escalation rate of -0.1% in January, according to the U.S. Dept. of Commerce's seasonally adjusted data. On a yearly basis, total construction was 5.7% higher than in January 2022. Yearly private sector construction rose 4.4%, while public work was up 11.1%. Non-residential construction in the private market rose 19.1% over the past year, while public non-residential work rose 11.2%.

TOTAL CONSTRUCTION

Seasonally adjusted rate in ($) billions



SOURCE: DEPT. OF COMMERCE

Non-Seasonally Adjusted Total Construction

2023 JAN	2022 JAN	% CHG. MONTH	% CHG. YEAR
128.52	122.44	-5.7	+5.0

CONSTRUCTION VALUE YEAR-TO-DATE, $ BIL.	2023 JAN	2022 JAN	% CHG. MONTH	% CHG. YEAR
TOTAL PRIVATE	**104.14**	**100.50**	**−4.6**	**+3.6**
RESIDENTIAL BUILDINGS	58.18	62.04	−3.9	−6.2
LODGING	1.69	1.18	−4.6	+42.7
OFFICE	6.38	5.55	−3.4	+15.0
COMMERCIAL	9.17	7.48	−7.6	+22.6
HEALTH CARE	3.42	3.04	−6.6	+12.4
EDUCATIONAL	1.53	1.34	−3.5	+14.6
RELIGIOUS	0.23	0.21	−0.8	+10.9
AMUSEMENT AND RECREATION	1.15	0.99	−3.6	+16.0
TRANSPORTATION	1.46	1.15	−9.4	+26.4
COMMUNICATION	1.80	1.72	−22.2	+4.8
POWER	8.06	8.65	−0.6	−6.9
MANUFACTURING	10.85	7.00	−4.7	+55.1

CONSTRUCTION VALUE YEAR-TO-DATE, $ BIL.	2023 JAN	2022 JAN	% CHG. MONTH	% CHG. YEAR
TOTAL PUBLIC	**24.38**	**21.94**	**−10.2**	**+11.1**
RESIDENTIAL BUILDINGS	0.68	0.63	−10.3	+8.3
OFFICE	0.96	0.87	−4.9	+10.8
COMMERCIAL	0.30	0.24	−10.9	+24.9
HEALTH CARE	0.88	0.75	−4.6	+17.1
EDUCATIONAL	5.78	5.48	−4.5	+5.5
PUBLIC SAFETY	0.82	0.76	−6.0	+7.0
AMUSEMENT AND RECREATION	0.99	0.90	−9.1	+10.2
TRANSPORTATION	2.92	2.84	−8.2	+3.0
POWER	0.84	8.43	−0.4	+19.4
HIGHWAY AND STREET	5.66	4.87	−18.9	+16.1
SEWAGE AND WATER DISPOSAL	2.24	1.93	−12.0	+15.6
WATER SUPPLY	1.49	1.29	−12.4	+16.0
CONSERVATION AND DEVELOPMENT	0.76	0.61	−2.9	+25.7

SOURCE: DEPT. OF COMMERCE. NON-SEASONALLY ADJUSTED CONSTRUCTION PUT-IN-PLACE. DETAILS MAY NOT ADD UP TO TOTAL SINCE ALL TYPES OF CONSTRUCTION ARE NOT SHOWN SEPARATELY.

STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: December 12, 2023

FROM: Joseph Hughes, City Manager

REVIEWED BY: Carlos Zamano, Public Works Director/City Engineer C2

PREPARED BY: Jim Richardson, Public Works Manager

SUBJECT: Contract Renewal - 2020-09 "City-Wide Traffic Striping and Pavement Marking Maintenance Contract"

RECOMMENDATION: It is recommended that the City Council (1) extend the City-Wide Traffic Striping and Pavement Marking Maintenance Contract with Interstate Striping & Signs, Inc. for one-year, and (2) approve a 11.15% increase to the contract unit prices.

FISCAL IMPACT: All work is to be paid from current budgets.

PUBLIC NOTICE: There was no need to advertise the contract for public bids. The City is simply exercising the option specified in the existing contract at this time. Notices of the City Council agenda were posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: The City currently has a contract with Interstate Striping & Signs, Inc. This is an on-call striping & pavement marking maintenance contract based on pre-established tasks in the bid documents and unit prices from the contractor's bid proposal. The actual amount of the annual contract will vary based on available budgets and the City's striping & signage maintenance needs. The contract documents establish guidelines for a contract increase at the time of the contract renewal based on the average of Skilled Labor and Materials cost indexes published in the November issue of Engineering News Record. This year the publication average shows a 11.15% increase from last year. The services provided by the contractor have been satisfactory. The contract documents provide the City the option of five one-year contract extensions, and this will be the third one-year contract extension.

Approved _____ Motion _____ Second _____ Agenda Item No. 14

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

ENR's 20-city average cost indexes, wages and materials prices. Historical data for ENR's 20 cities can be found at ENR.com/economics

Construction Cost Index

ANNUAL INFLATION RATE

+2.5% NOV. 2023

1913=100	INDEX VALUE	MONTH	YEAR
CONSTRUCTION COST	13510.57	+0.1%	+2.5%
COMMON LABOR	25080.22	0.0%	+1.8%
WAGE $/HR.	48.30	0.0%	+1.8%

The Construction Cost Index's annual escalation rose 2.5%, while the monthly component rose 0.1%.

Building Cost Index

ANNUAL INFLATION RATE

+3.8% NOV. 2023

1913=100	INDEX VALUE	MONTH	YEAR
BUILDING COST	8268.19	+0.2%	+3.8%
SKILLED LABOR	11697.70	0.0%	+3.4%
WAGE $/HR.	64.60	0.0%	+3.4%

The Building Cost Index was up 3.8% on an annual basis, while the monthly component rose 0.2%.

Materials Cost Index

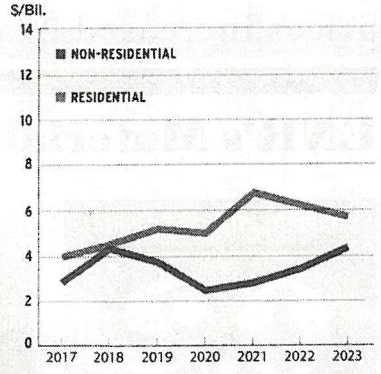
MONTHLY INFLATION RATE

+0.3% NOV. 2023

1913=100	INDEX VALUE	MONTH	YEAR
MATERIALS COST	6144.21	+0.3%	+4.2%
CEMENT $/TON	207.48	−0.2%	+20.1%
STEEL $/CWT	99.77	+1.7%	+7.4%
LUMBER $/MBF	1073.19	0.0%	−1.4%

The Materials Cost Index rose 0.3% this month, while the annual escalation rate increased 4.2%.

Construction starts in the Minneapolis metro area are expected to rise 4.2% in 2023, to $10.1 billion, according to Dodge Construction Network. Dodge predicts a 27.4% increase in non-residential starts, while residential is expected to fall 8.5%. Hotel and health care starts are expected to increase, while warehouse work is predicted to drop.



SOURCE: DODGE CONSTRUCTION NETWORK

ENR's Cost Indexes by City

13=100 67=100 =REVISED	CONSTRUCTION COST		BUILDING COST		COMMON LABOR		SKILLED LABOR		MATERIALS	
	NOV '23: 1967	% CHG. YEAR	NOV '23: 1967	% CHG. YEAR	NOV '23: 1967	% CHG. YEAR	NOV '23: 1967	% CHG. YEAR	NOV '23: 1967	% CHG. YEAR
ATLANTA	8214.67	−4.7	6270.06	−5.6	825.83	0.0	770.13	+1.4	1379.18	−9.8
BALTIMORE	10489.14	−6.7	7141.86	−9.1	1214.52	0.0	980.21	+1.3	1282.52	−16.9
BIRMINGHAM	8651.41	−1.7	6015.83	−2.1	978.68	0.0	868.43	+0.9	1150.72	−4.4
BOSTON	17734.42	−1.0	10191.79	−0.2	1756.25	0.0	1609.6	+2.6	1317.72	−4.3
CHICAGO	19977.56	+9.1	10047.54	+4.5	1859.31	+10.0	1536.02	+3.8	1134.35	+5.6
CINCINNATI	12627.11	+4.7	7632.82	+8.6	1077.82	0.0	953.18	+1.0	1440.31	+15.6
CLEVELAND	14483.18	+6.0	8136.68	+11.3	1095.01	0.0	972.7	0.0	1379.51	+24.6
DALLAS	7709.38					0.0	738.52	0.0	1304.7	+0.2
DENVER	9283.25					0.0	943.19	+0.4	1309.65	+18.4
DETROIT	13613.86					0.0	1104	+6.5	1101.2	+5.7
KANSAS CITY	13903.75	+4.6	8215.38	+4.6	1390.03	+3.7	1300.95	+2.6	1235.15	+6.9
LOS ANGELES	15301.44	+14.1	8585.15	+11.4	1287.67	+15.8	1193.11	+13.2	1288.96	+9.1
MINNEAPOLIS	14365.24	+1.7	8326.26	+4.3	1339.26	0.0	1371.67	+2.3	1127.86	+7.1
NEW ORLEANS	7724.8	−3.5	6332.51	−3.3	749.82	0.0	848.69	+2.5	1266.37	−7.2
NEW YORK CITY	22528.39	+2.9	11872.72	+7.5	1663.39	0.0	1547.48	+2.3	1385.31	+19.8
PHILADELPHIA	15971.73	+2.9	9327.89	+6.0	1637.07	0.0	1421.38	+1.3	1337.73	+14.0
PITTSBURGH	12924.31	+3.2	8177.45	+8.0	1178.28	0.0	1099.94	+4.7	1150.96	+12.0
ST. LOUIS	13843.97	−1.1	7869.52	−1.2	1112.34	0.0	1082.07	+1.3	1256.69	−4.1
SAN FRANCISCO	15526.28	+2.7	10778.49	+9.8	1076.13	0.0	1277.98	+17.1	1708.18	+2.5
SEATTLE	15337.56	+0.9	8754.46	+1.6	1314.48	0.0	1302.87	0.0	1507.03	+3.6

November 2023 Cost Index Report LA Region

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 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/Ariel Garcia for "2-SFR Residential Project". (Southeast corner of Base Line and Elm Street)

RECOMMENDATION: That the City Council (1) accept the Grant of Easement for Road and Drainage purposes from Ariel Garcia, 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 "2 SFR, SEC Base Line & Elm St.", (CUP 017-011) a residential project at the southeast corner of Base Line and Elm Street, requires a Road and Drainage Easement for dedication of additional Right-of-Way on the east side of Elm Street, south of Base Line and at the southeast corner of Base Line and Elm Street, to meet the City's current Right-of-Way requirements and to accommodate the construction of required sidewalk, sidewalk ramp and drive approach improvements along the project frontage on Elm Street and at the southeast corner of Base Line and Elm Street. The Grant of Easement from the owner, Ariel Garcia, is ready for City Council acceptance.

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

L:\Engineering_Backup\03017692 - CUP 17-011 - DRA 17-009 - Two New SFR - SEC Base Line and Elm\692 11 Elm St ROW Ded staff report.doc

Approved _____ Motion _____ Second _____ Agenda Item No. 15

Denied _____ Ayes _____

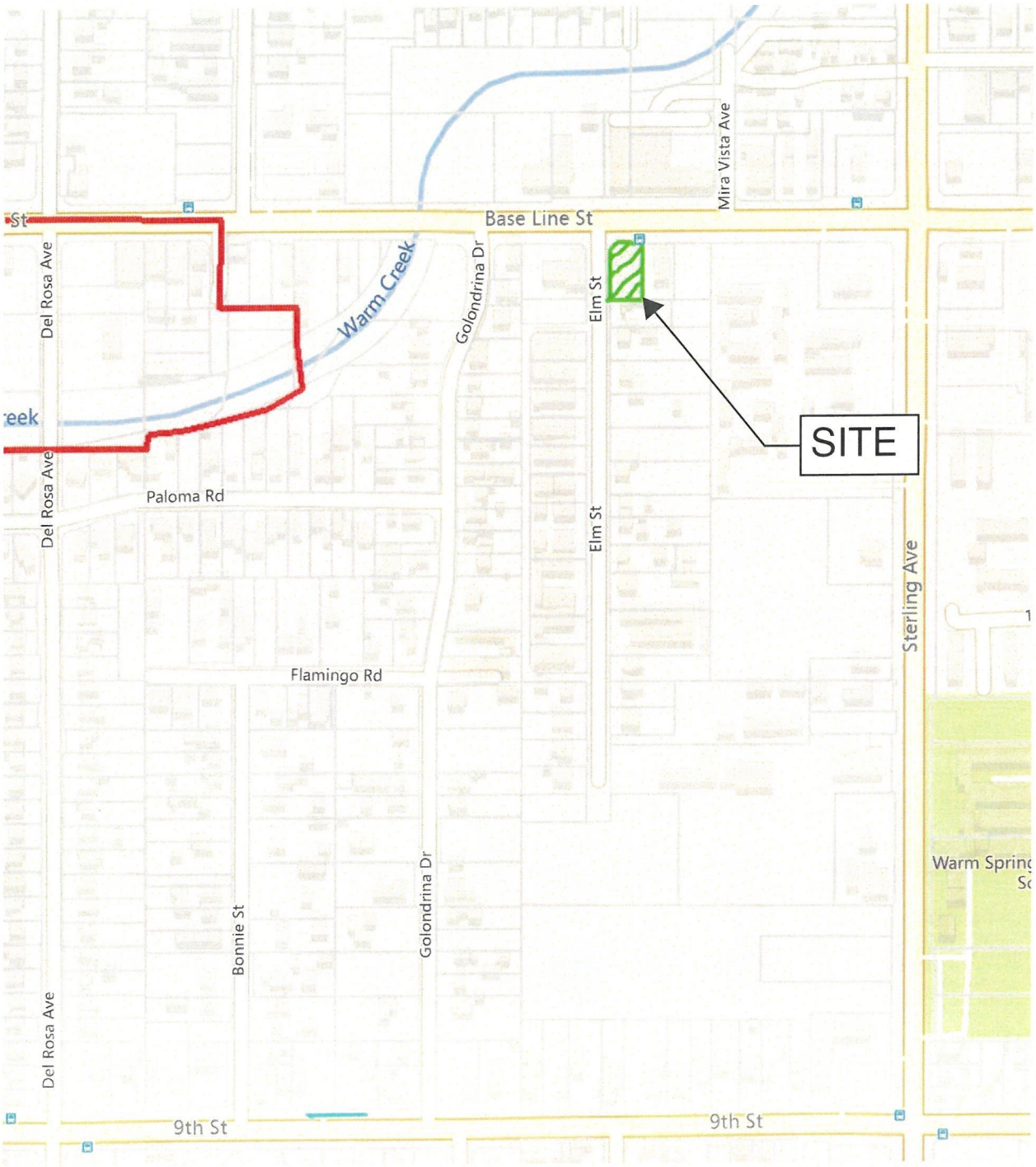
Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

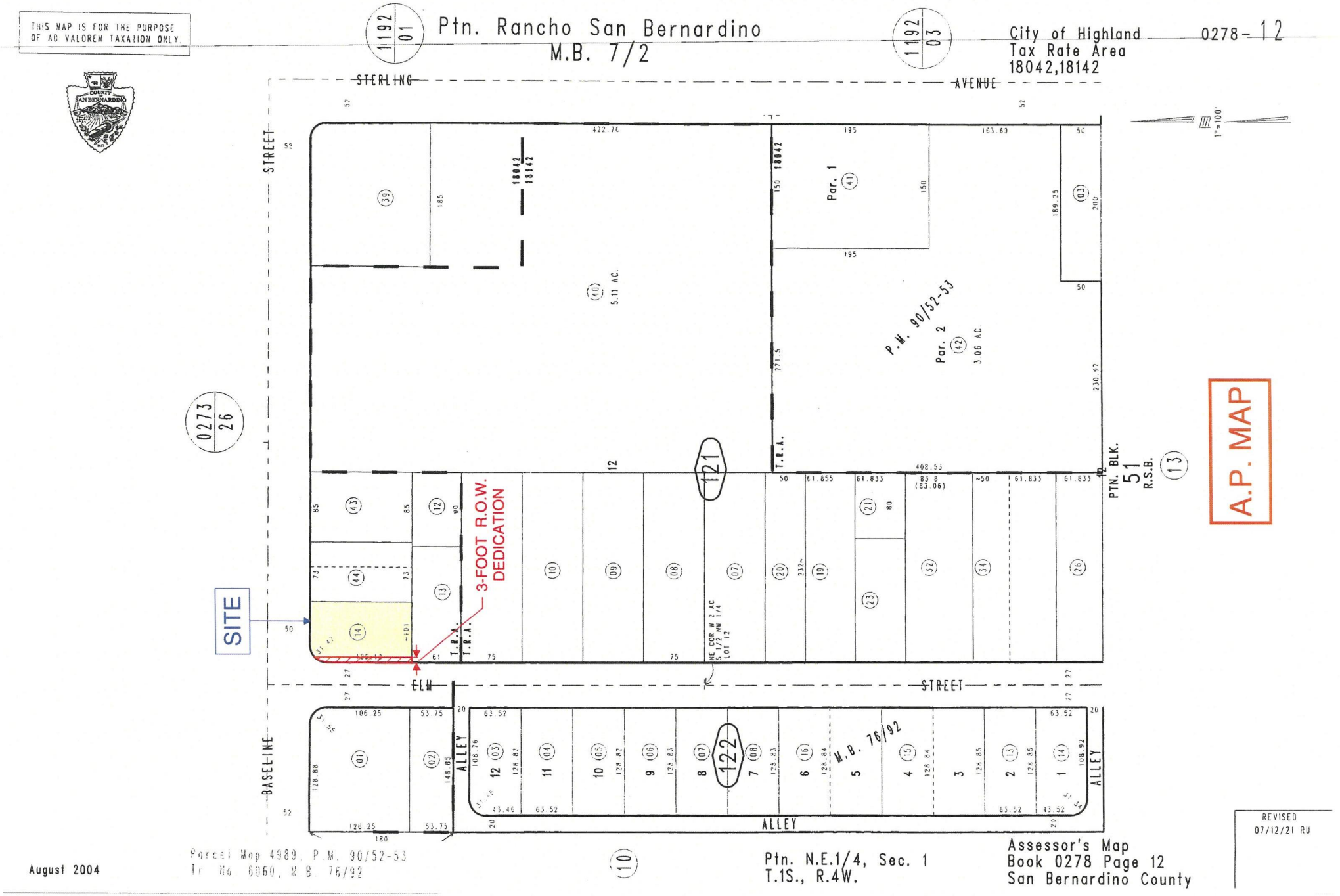
Absent _____

B. Hughes
City Clerk

City Manager



VICINITY MAP


THIS MAP IS FOR THE PURPOSE OF AD VALOREM TAXATION ONLY.
Ptn. Rancho San Bernardino
M.B. 7/2
City of Highland
Tax Rate Area
18042,18142
0278-12
STERLING AVENUE
STREET
BASELINE
ELM STREET
ALLEY
SITE
3-FOOT R.O.W. DEDICATION
A.P. MAP
Par. 1
Par. 2
P.M. 90/52-53
M.B. 76/92
PTN. BLK. 51 R.S.B.
5.11 AC.
3.06 AC.
1"=100'
Parcel Map 4989, P.M. 90/52-53
Tr. No. 6060, M.B. 76/92
Ptn. N.E.1/4, Sec. 1
T.1S., R.4W.
Assessor's Map
Book 0278 Page 12
San Bernardino County
August 2004
REVISED
07/12/21 RU

RECORDING REQUESTED BY:

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: 0278-121-14

GRANT OF EASEMENT (ROAD AND DRAINAGE)

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **Ariel Garcia, a Single Man.**

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: 11-22-23

Ariel Garcia

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 November 22, 2023, before me, Alondra Muñoz, Notary Public, personally appeared Ariel Garcia, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature

ALONDRA MUNOZ
Notary Public - California
San Bernardino County
Commission # 2453322
My Comm. Expires Jul 15, 2027

(This Area for Official Notary Seal)

EXHIBIT "A"
STREET RIGHT-OF-WAY-DEDICATION

THAT PORTION OF THE NORTH 135 FEET OF THE WEST 101 FEET OF THE NORTH HALF OF THE EAST 6 ACRES OF THE NORTHWEST QUARTER OF LOT 12, BLOCK 51, PER MAP OFRANCHO SAN BERNARDINO, IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA RECORDED IN BOOK 7 PAGE 2 OF MAPS RECORDS OF SAID COUNTY, ALSO DESCRIBED AS THAT PARCEL OF LAND DESCRIBED IN DOCUMENT RECORDED JANURARY 3, 2022 AS DOCUMENT NUMBER 2002-0001182

BEGINNING AT THE SOUTH WEST CORNER OF SAID PARCEL OF LAND DESCRIBED IN DOCUMENT RECORDED JANURARY 03, 2022 AS DOCUMENT NUMBER 2022-0001182;

THENCE S 89°59'45" E ALONG THE SOUTHERLY LINE OF THE AFORE MENTIONED SAID DOCUMENT DISTANCE OF 3.00 FEET TO A POINT 30.00' FEET EASLERLY OF THE CENTERLINE OF ELM STREET;

THENCE LEAVING THE SOUTHERLY LINE N 00°10'10" W PARELLEL WITH DISTANT 30.00' FEET EASTERLY FROM THE CENTERLINE OF ELM STREET A DISTANCE OF 116.12 FEET;

THENCE N 44°44'33" W A DISTANCE OF 11.09 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE DESCRIBED BY DEED RECORDED NOVEMBER 07, 1958 IN BOOK 46498 AT PAGE 561, RECORDS OF THE AFORE MENTIONED COUNTY OF SAN BERNARDING, SAID POINT BEING, SAID POINT BEING LOCATED ON A CURVE HAVING A RADIUS OF 20.00 FEET FROM WHICH A RADIAL LINE BEARS N 27°12'20" W;

THENCE SOUTH WESTERLY ALONG SAID CURVE AND SAID SOUTHERLY RIGHT OF WAY LINE THROUGH A CENTRAL ANGEL OF 62°4250" A DISTANCE OF 21.89 FEET TO A POINT DISTANT 27.00 FEET EASTERTL OF THE CENTER LINE OF ELM STREET, SAID POINT BEING ON THE EASTERLY LINE DESCRIBED BY SAID DEED RECORDED IN BOOK 4649 AT PAGE 561;

THENCE S 00°10'10" E ALONG EXISTING EASTERLY LNE A DISTANCE OF 106.19 FEET TO THE POINT OF BEGINNING.

CONTAINS 347.57 SQUARE FEET MORE OR LESS.

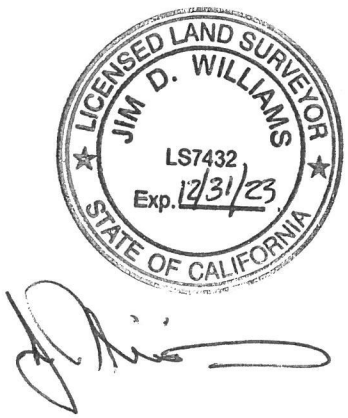
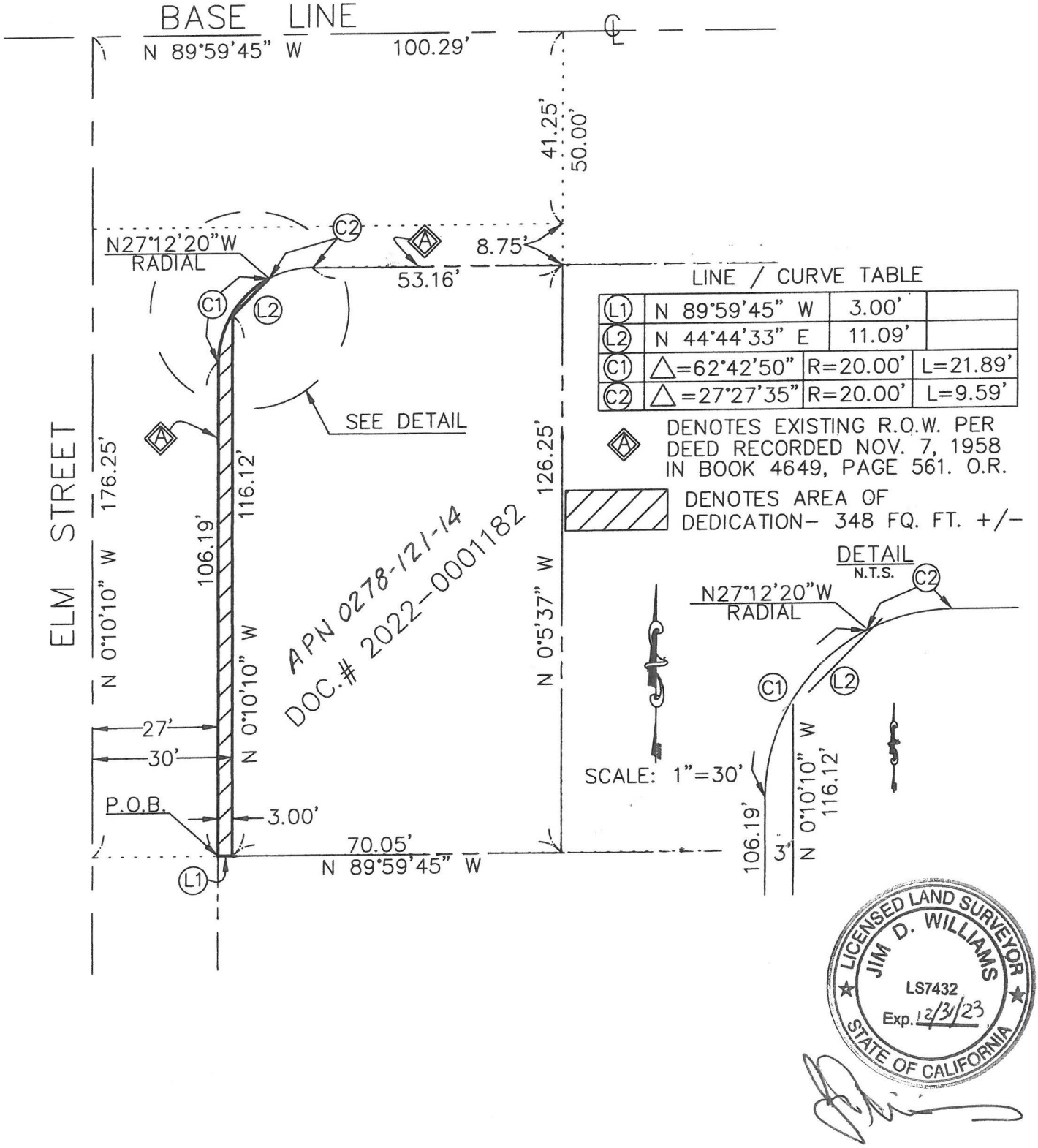


EXHIBIT "B"

STREET RIGHT-OF-WAY DEDICATION



LICENSED LAND SURVEYOR
JIM D. WILLIAMS
LS7432
Exp. 12/31/23
STATE OF CALIFORNIA

STAFF REPORT
TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph Hughes, City Manager

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

PREPARED BY: SF Sonja Flynn, Engineering Technician II

SUBJECT: IDC Consulting Engineers, Inc. Contract Amendment for the Orange Street Bridge at Plunge Creek Overflow Project (Project No. brg12001)

RECOMMENDATION: It is recommended that the City Council approve a contract amendment to the Professional Services Agreement with IDC Consulting Engineers, Inc. (IDC) to extend the term of the contract until the Orange Street Bridge at Plunge Creek Overflow Project is completed.

FISCAL IMPACT: There is no fiscal impact associated with this contract amendment.

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

BACKGROUND: The existing Orange Street Bridge, located at approximately 2,000 feet south of Greenspot Road over the Plunge Creek overflow channel, is a 2-lane, 28.5'-wide, 83'-long steel-beam bridge. This project will construct a new 200'-long, 4-lane bridge on Orange Street at Plunge Creek.

On March 28, 2017, the City Council approved a Professional Services Agreement with IDC to provide environmental and engineering services for the Orange Street Bridge at Plunge Creek Overflow Project. Because this project is taking longer than anticipated, it is necessary to extend the term of the contract until the project is completed. All other terms, conditions and provisions of the original contract will remain in full force and effect.

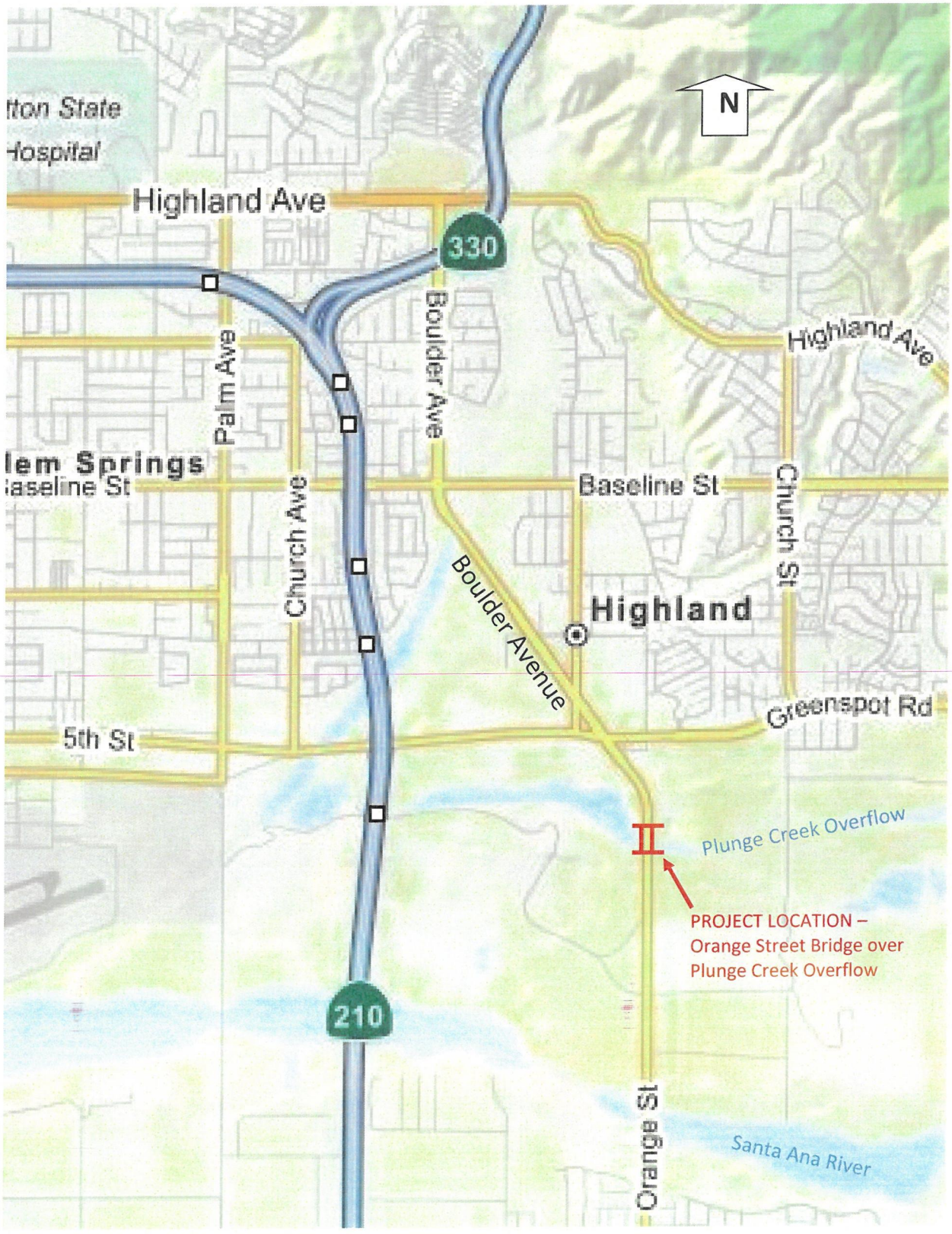
Attachments: Location Map
Contract Amendment

H:\PUBWRK\brg12001 Orange Street Bridge\City Council\IDC Amendment Staff Report 12.12.23.doc

Approved _____	Motion _____	Second _____	Agenda Item No. 16
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager



LOCATION MAP

AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN
CITY OF HIGHLAND AND IDC CONSULTING ENGINEERIS, INC. (IDC)

This Amendment to the Agreement for Professional Services is made and entered into the 12th day of December, 2023, by and between the CITY OF HIGHLAND ("City") and IDC Consulting Engineers, Inc (IDC).

IDC entered into an Agreement on March 28, 2017 with the City to provide Environmental and Engineering Services for the Orange Street Bridge at Plunge Creek Overflow (Project). Payment for services in the Agreement provides an authorized amount of $648,605 unless otherwise approved by the City. The City Manager is authorized to authorized to approve contract amendments up to 10% of the contract amount.

The City and IDC desire to amend the Agreement to extend the term of the contract until the the Orange Street Bridge at Plunge Creek Overflow Project is completed.

THIS AMENDMENT ALTERS THE AGREEMENT AS FOLLOWS:

1. The term of the Agreement is extended until the Project is completed.

2. All other terms, conditions, and provisions of the original agreement to the extent not modified by this Amendment, shall remain in full force and effect.

Except as expressly modified above, the terms of the original agreement dated March 27, 2017, shall control the respective rights and obligations of the parties hereto.

CITY OF HIGHLAND

_____
Larry McCallon, Mayor

ATTEST:

_____
Betty Hughes, City Clerk

CONSULTANT:

By: _____
Print Name and Title Below

By: _____
Print Name and Title Below

STAFF REPORT

TO THE CITY COUNCIL

MEETING DATE: December 12, 2023

FROM: Joseph Hughes, City Manager

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

PREPARED BY: Travis Trejo, Assistant Planner

SUBJECT: A request for a Special Event Permit (SEP-23-011) by the Redlands Bicycle Classic for its Annual Highland Circuit bicycle race on Wednesday, April 10, 2024.

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 $24,034.28)

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. 17
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

B Hughes
City Clerk

City Manager

Department	Cost type	Amount
Fire	Permit Fee	$140.00
Public Works	Staff Time	$2,430.00
Police	Staff Time	$21,464.28
	Total	**$24,034.28**

PUBLIC NOTICE: As required by the City Council Resolution, the Agenda 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 10, 2024, from 6:00 A.M. through 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 at both three (3) and two (2) weeks in advanced.

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.

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\

Redlands BICYCLE CLASSIC

October 30, 2023

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 2024 Redlands Bicycle Classic. It was fantastic to bring our event back to Highland in 2023!

This letter serves as a formal request for sponsorship of the opening day of racing, Stage 1, Highland "Circuit" race on Wednesday, April 10, 2024. 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, Executive Director
Redlands Bicycle Classic, Inc.

BRIGHTWATER
SENIOR LIVING
OF HIGHLAND

November 6, 2023

Danielle Flores
Brightwater Senior Living of Highland'
28807 Baseline Street
Highland, CA 92346

To Whom it May Concern:

The Redlands Bicycle Classic Organizing Committee has been in communication with Brightwater Senior Living in preparation for this year's bicycle race, which is slated to occur in Highland on April 10, 2024. The Classic has requested permission to utilize the front parking lot of our community to stage some of the logistical components of the race. This location works well for our community.

We recognize that there will be some disruption to inbound and outbound traffic access to our community, however, we are confident that we have implemented sufficient steps to ensure it will be as minimal as possible. The organizing committee will ensure that our employees and guests are able to reach the community, although it might take a couple of extra minutes. Lastly, Brightwater Senior living is comfortable with the emergency medical staffing that is planned for the day of the race.

During the planning and execution of the last Redlands Bicycle Classic Highland stage, Brightwater enjoyed an excellent working relationship with the Redlands Bicycle Classic organizing committee. We appreciate the opportunity to support this race once again and will continue to work closely with the event organizers to ensure a successful event in 2024.

Sincerely,
Danielle Flores

Danielle Flores
Operations and Administration Director
O: 909-253-0789
M: 909-993-4406
Danielle.Flores@bwliving.com

Attachment 2:
Event Day Details

Additional information for City of Highland Stage 1

General –

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

April 10, 2024 – 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

Redlands BICYCLE CLASSIC PRESENTED BY SAN MANUEL BAND OF MISSION INDIANS
P.O. Box 7880 Redlands, California 92375

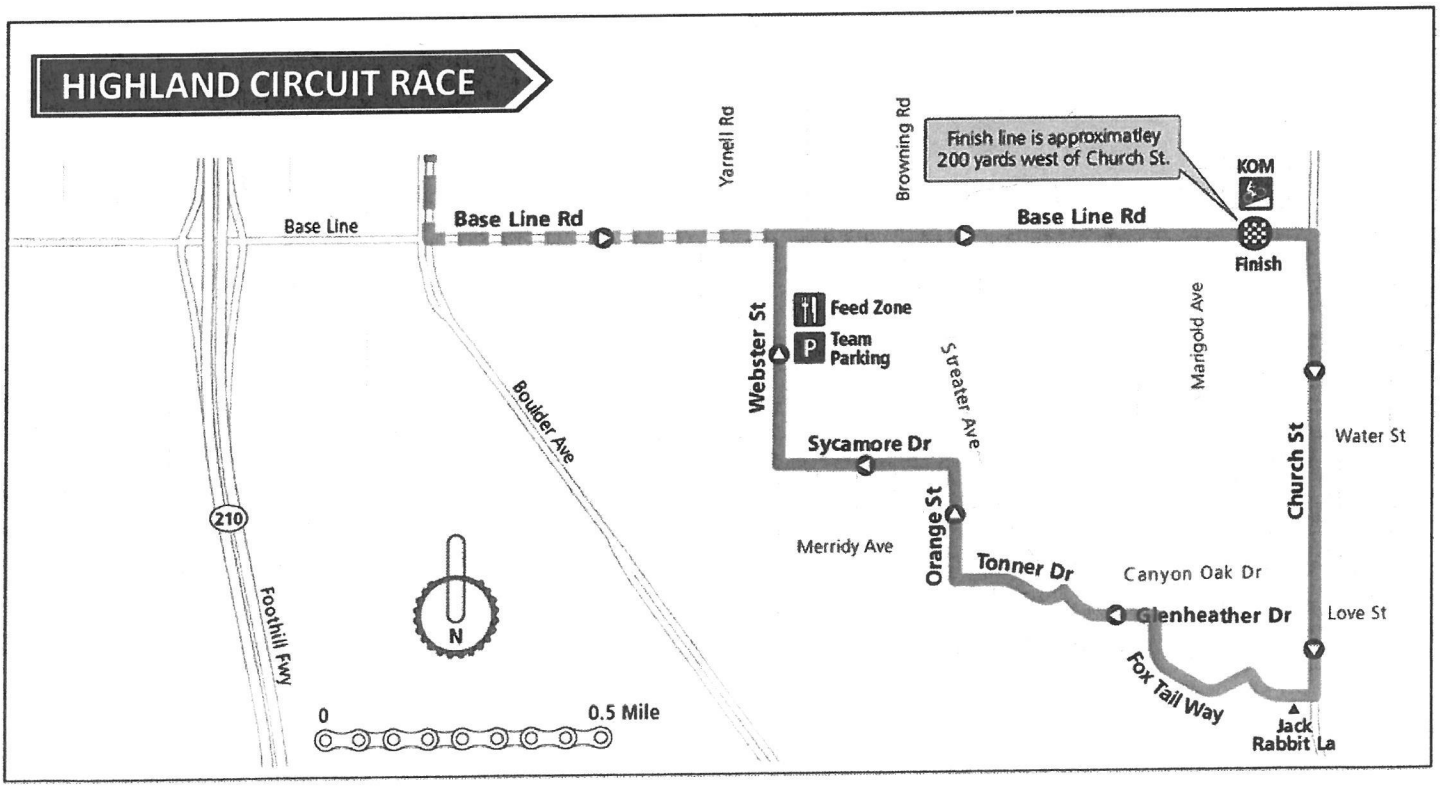
PRESORT STANDARD
U.S. POSTAGE PAID
SAN BERNARDINO, CA
PERMIT # 2051

***SPECIAL EVENT ***
ROAD CLOSURE AND COURSE INFORMATION
APRIL 10, 2024

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

www.redlandsclassic.com
info@redlandsclassic.com

H



Dear Highland Neighbor:

The 2024 Redlands Bicycle Classic is excited to announce that the initial stage of this year's race will occur on Wednesday, April 10, 2024, in the City of Highland. We would like to thank all of the residents and businesses along the course for their assistance and patience, as we bring you one of the premier cycling events in the country.

The Highland Stage is a "circuit" race, which means the cyclists will be completing numerous laps around the course. This will give you an opportunity to see them up close and cheer them on as they pass by your location. Spectators may walk along the outside of the course, however, please be sure to stay off the course itself. The riders will be exceeding 50 MPH at times, and we want to ensure your safety, as well as the safety of the riders.

With safety as our top primary concern, there will be some local street closures in place throughout the day.

6:00am-4:00pm Eastbound Base Line Road between Yarnell Road and Church Street will be closed
Traffic will be diverted to Yarnell Road and detoured to Highland Avenue or Browning Road
Westbound Base Line Road will be reduced to one lane between Yarnell Road and Church Street (Immanuel Baptist Church access will be via the Streater Avenue driveway only. If coming from the north, use Browning Road to Streater Avenue)
Greenspot Road and Highland Avenue are the best alternate routes

8:00am-3:00pm Jack Rabbit Lane between Church Street and Foxtail Way
Foxtail Way between Jack Rabbit Lane and Glenheather Drive
Glenheather Drive between Foxtail Way and Tonner Drive
Tonner Drive between Glenheather Drive and Orange Street
Orange Street between Tonner Drive and Sycamore Drive
Sycamore Drive between Orange Street and Webster Street
Webster Street between Sycamore Drive and Baseline Street

8:05am-2:00pm Church Street between Base Line Road and Greenspot Road will be closed in both directions
Arroyo Verde traffic (including Kindergarten pickup/dropoff) should access the lower parking lot using northbound Church Street from Greenspot Road. Church Street will reopen as soon as the race ends to facilitate end-of-school dismissal.

Traffic will be impacted in the area of Highland Grove Elementary and Beattie Middle School. Use Orange Street via Greenspot Road and Webster Street via Boulder Avenue to access these schools. As race day approaches, individual schools will provide detailed instructions through recorded messages. Please drive cautiously!

If you anticipate leaving your business or residence during race time, please understand that there may be a delay, as our marshals must wait until there are no cyclists approaching before they allow you on the course. At that time, you will be allowed onto the course, **but only in the direction of the race**, and you will be required to **exit the course at the next opportunity**. Refer to the attached map to determine the direction the race will be traveling. If you are having difficulty getting to a specific location, contact one of our marshals or a law enforcement official. Our marshals will be strategically placed throughout the course to assist you in getting where you need to go. If you need to leave a residence on the course while the race is in progress, it is imperative that you seek assistance from a marshal before exiting. If possible, please park your vehicle on a street off of the course ahead of time.

For those who live on the course, temporary no parking signs will be posted several days prior to the race. For your convenience, a map of this year's course is included. The streets in bold will have parking restrictions. Vehicles must be removed from the course by 11:59 pm on Tuesday, April 9th (eight hours before the race begins). Any vehicles remaining on the course are subject to removal. Towed vehicles will be taken to the southwest parking lot of Immanuel Baptist Church. Finally, ***loose dogs present a significant hazard to cyclists traveling at high speeds.*** Please ensure that your pet is secured during the event.

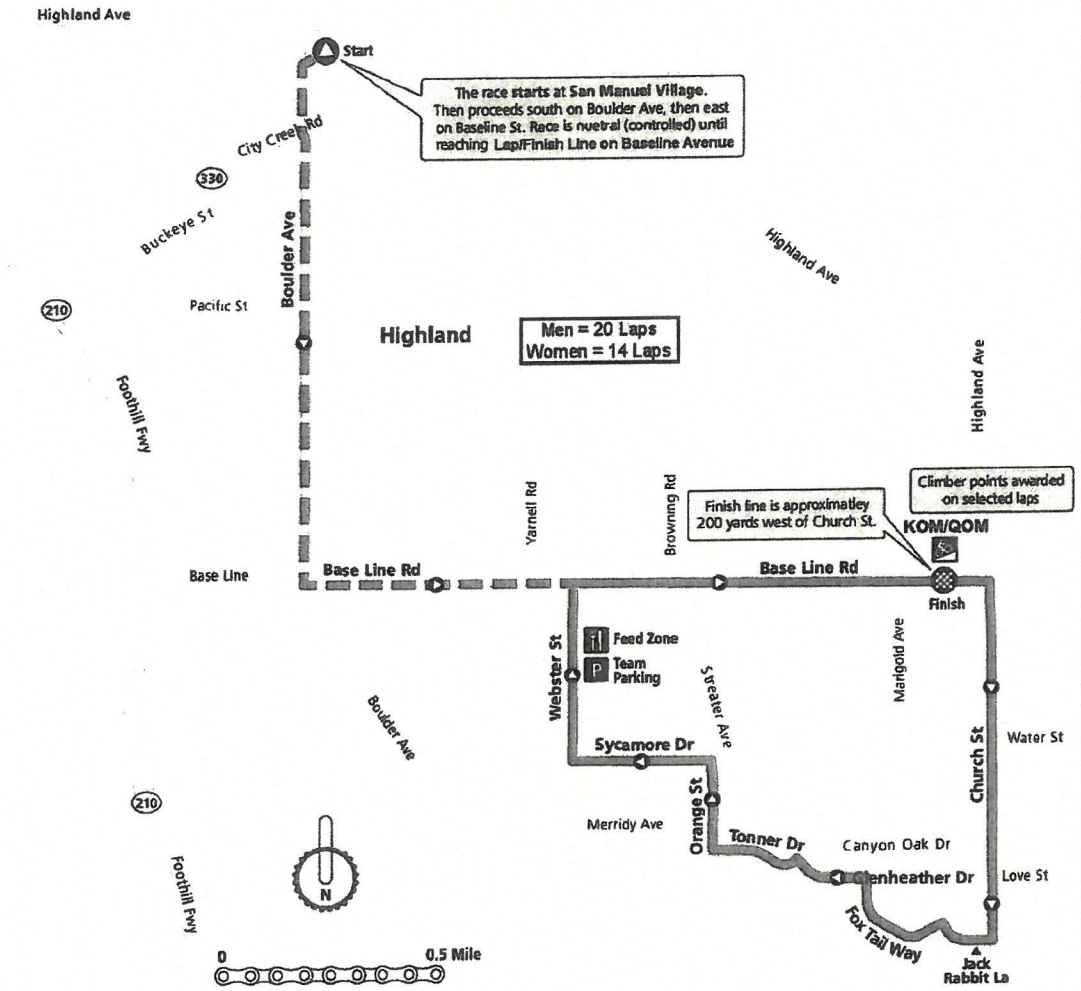
For additional information about the Classic, please visit our website at **www.redlandsclassic.com**.

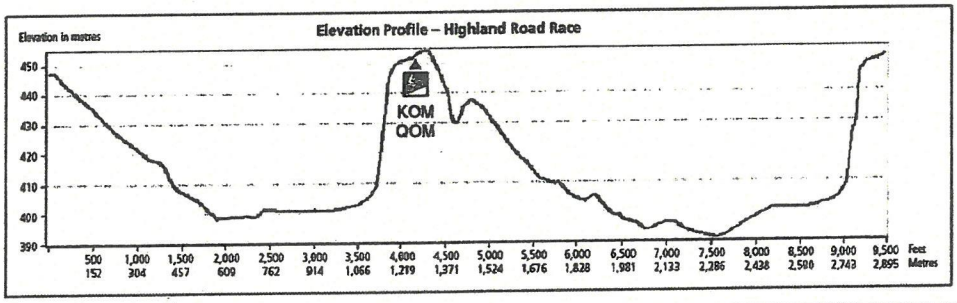
Thank you in advance for your cooperation,
REDLANDS BICYCLE CLASSIC ORGANIZING COMMITTEE

Attachment 3:

Site Plan

HIGHLAND CIRCUIT RACE





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

Off course signage

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

Attachment 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 10, 2024

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 Sb
Signature

10/30/2023
Date

(FOR OFFICE USE ONLY)

FILE NO.: SEP 23-011 FILING DATE:_____ FEE:_____

Attachment 5:
Conditions of Approval

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: November 20, 2023
Applicant: Redlands Bicycle Classic, Inc. – Applicant
File/Index: Special Event Permit (SEP-23-011)
Proposal: Redlands Bicycle Classic Highland Circuit
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. 23-011 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. 23-011 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. Sunday April 10th, 2024: 6am - 4pm

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-23-011), 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 10th race. Handouts shall be distributed a minimum of three (3) weeks, and again two (2) 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.

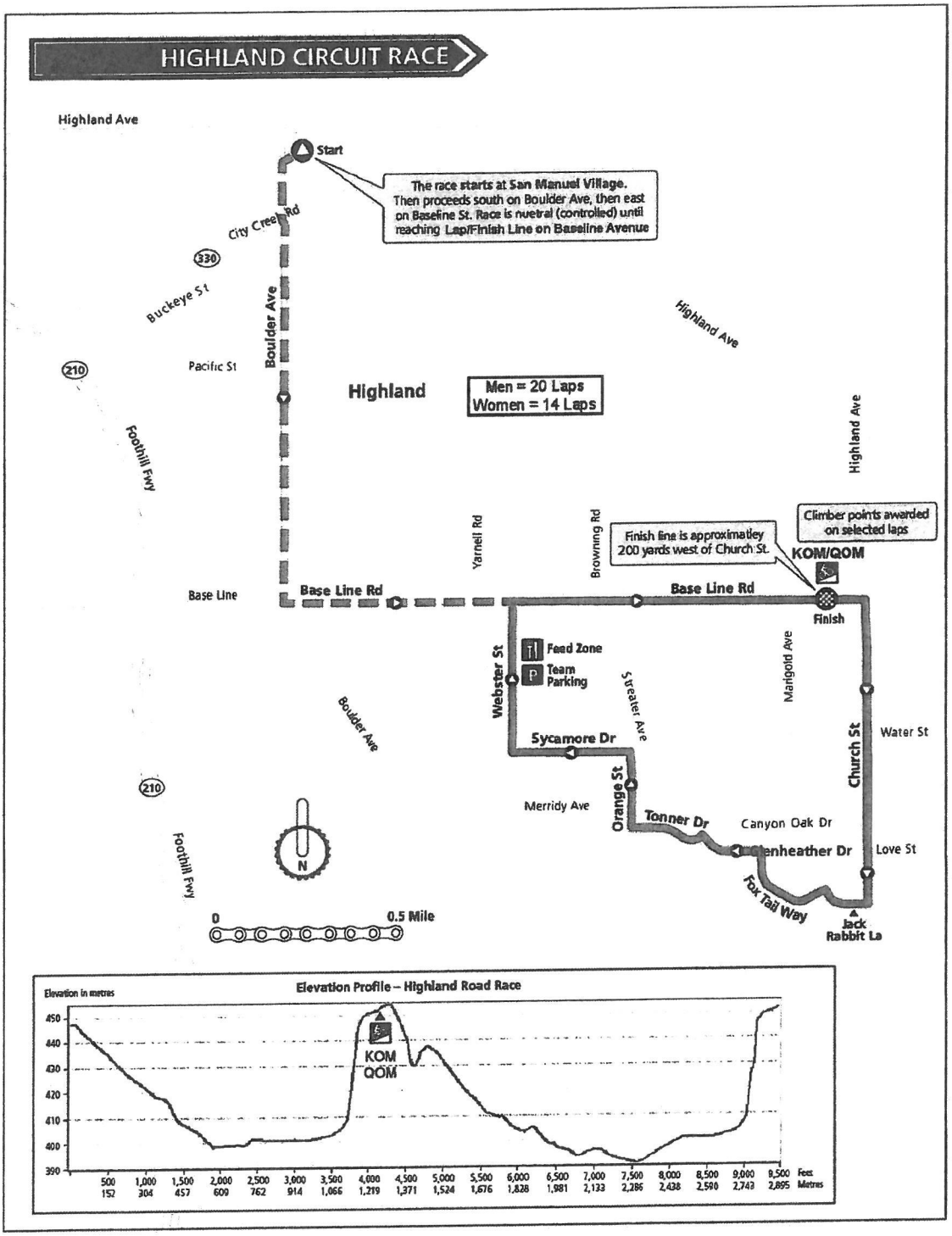
14. All signs and sign structures shall be located outside of the public right-of-way.

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
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
Climber points awarded on selected laps
Finish line is approximatley 200 yards west of Church St.
KOM/QOM
Base Line
Base Line Rd
Base Line Rd
Finish
Webster St
Feed Zone
Team Parking
Marigold Ave
Sycamore Dr
Church St
Water St
Boulder Ave
Orange St
Merridy Ave
Tonner Dr
Canyon Oak Dr
Glenheather Dr
Love St
Fox Tail Way
Jack Rabbit La
N
0
0.5 Mile
Elevation Profile – Highland Road Race
Elevation in metres
KOM
QOM
Feet
Metres

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

Off course signage

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

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

DATE : November 7, 2023

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 10, 2024 6am – 4pm

FILE / INDEX No.: SEP 23-011

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

Building and Safety Division Conditions of Approval

Date:	11/07/2023
Applicant:	Redlands Bicycle Classic, Inc.
Site Location:	Various Locations
Event Date:	Wednesday April 10, 2024 6:00 am – 4:00 pm
Project:	SEP 23-011

1. Where Restrooms are provided: Provide accessible restroom facilities (where clustered shall provide 5% accessible but not fewer than 1

2. Any food service providers are to be properly licensed.

3. Trash and waste containers shall be provided. At the conclusion of the event, the entire site shall be cleaned of all trash, debris and signage.

4. Stage(s):
    a. Guards – when the floor level at any surface is more than 30 inches above the adjacent ground level, Guards shall be provided with the exception of the audience side of the stage.

5. Use of E-Z Up type shade canopies are to be secured to prevent overturning.
   Any tent type shade covers greater than 400 sq. ft. shall first obtain permission from the Building Official and Fire Marshall.

6. Temporary electrical shall be installed in accordance with the current edition of the California Electric Code.
    A. Portable generators shall be grounded.
    B. All electric cords shall be protected from becoming tripping or fire hazards. Bridging must be provided for wheelchairs.
    C. Overhead cords are to be rated for such use and must not hang lower than (10) ten feet above surrounding walking surfaces and (18) eighteen feet above fire lanes.
    D. Portable or festoon lighting must be approved by the Building Official prior to installation.

Intra-office Memorandum
City of Highland

DATE: November 6, 2023

TO: Travis Trejo, Assistant Planner

FROM: Carlos Florez, Public Services Coordinator

CC: Melissa Morgan, Public Services Manager

SUBJECT: **SPECIAL EVENT PERMIT ISSUANCE CLEARANCE FORM (SEP 23-011) 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

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 909-864-6861 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: 7410 E Highland Avenue
- Roberto's Recycling – 25496 Base Line

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

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

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

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

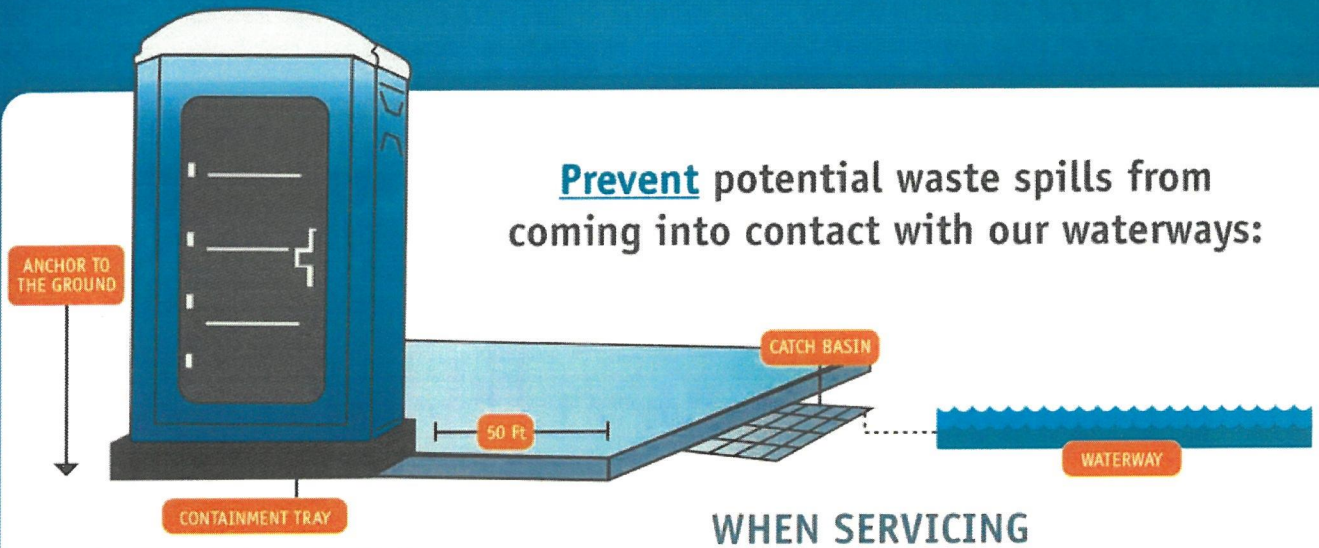
Signature _____ Date_____

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

Date Dropped Off: _____

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

PORTABLE TOILET BUSINESSES



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

WHEN DELIVERING

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

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

WHEN SERVICING

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

WHAT IS STORMWATER POLLUTION?

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

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

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

sbcountystormwater.org

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

AGENCY COMMENT SHEET

COMMUNITY DEVELOPMENT
Planning Division

Project Planner: Travis Trejo

Request for Comments: November 3, 2023

Comments Due: November 20, 2023

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

PROJECT:	SEP 23-011
DESCRIPTION:	Redlands Bicycle Classic- Highland Circuit Race
LOCATION:	Various streets- see attachment
EVENT DATE:	Wednesday April 10, 2024 6 am – 4 pm

THE FOLLOWING COMMENTS AND/OR RECOMMENDATIONS APPLY TO THE ABOVE REFERENCED ITEM(S) (Comments may be attached on your company letter head):

Engineering will notify Emergency first Responders of the Road Closures for this Proposed Special Event.

SIGNATURE _____ AGENCY Dept. _____ 11/3/2023 DATE

Fire · Engineering · Building & Safety · Public Works · Public Services · CalFire

RECEIVED
NOV 03 2023
ENGINEERING DEPT

AGENCY COMMENT SHEET

COMMUNITY DEVELOPMENT
Planning Division

Project Planner: Travis Trejo

Request for Comments: November 27, 2023

Comments Due: November 20, 2023

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

PROJECT:	SEP 23-011
DESCRIPTION:	Redlands Bicycle Classic- Highland Circuit Race
LOCATION:	Various streets- see attachment
EVENT DATE:	Wednesday April 10, 2024 6 am – 4 pm

THE FOLLOWING COMMENTS AND/OR RECOMMENDATIONS APPLY TO THE ABOVE REFERENCED ITEM(S) (Comments may be attached on your company letter head):

As in previous years, RBC will post no parking where needed and will provide all traffic control needs on Base Line including delineation, and special orange fencing on Church Street and Base Line. The City will provide cones, parade barricades, and pre warning signage where indicated in the application.

SIGNATURE	AGENCY	DATE
	City of Highland	11-26-23

Fire · Engineering · Building & Safety · Public Works · Public Services · CalFire

Redlands Bicycle Classic 2024

Public Works Cost Estimate for Services

Wednesday April 10, 2024

Public Works Set up & Staging 4/9 & 4/10	Units	Unit Price	Total
Maintenance Superintendent	2.00	127.00	254.00
Senior Maintenance Worker (2 @ 2 hrs)	4.00	127.00	508.00
Maintenance Worker II (2 @ 2hrs)	4.00	116.00	464.00
Maintenance Worker I	2.00	116.00	232.00
Misc Signs from stock (Detour, road closed, etc.)		From stock - NC	
Public Works Take Down & Removal 4/10			
Maintenance Superintendent	2.00	127.00	254.00
Maintenance Worker II (2 @ 2hrs)	4.00	127.00	508.00
Maintenance Worker I (2 @ 2hrs)	4.00	116.00	464.00
Main Event Total			**$ 2,430.00**

SHANNON D. DICUS, SHERIFF-CORONER

SAN BERNARDINO COUNTY

November 27, 2023

City of Highland
27215 Base Line Street
Highland, CA 92346

Re: Police Response to Event Application: Redlands Bicycle Classic 2024 (SEP 23-011)

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 the race, 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 $21,464.28 in overtime positions, which normally comes out of the general police department overtime budget. This budget is used for patrol staffing, training, court and investigations. Approximately 1/2 of the personnel used in the event last year, 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. So, although projected and budgeted for $21,464.28, by using on-duty personnel, that cost was reduced.

After the 2023 race, the Highland Sheriff's Station conducted a debrief and completed an after-action report. The report highlighted both areas of success and improvement, including minor staffing revisions. During and after the race, the Station received several complaints, mostly from residents of the neighborhoods directly involved in the race. Out of those 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 2024 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 2023/2024 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

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph Hughes, City Manager

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

PREPARED BY: SF Sonja Flynn, Engineering Technician II

SUBJECT: Bid Award – Bid No. 2023-06, Citywide Pedestrian Signal Head and Push Button Upgrades Project (sig21001)

RECOMMENDATION: It is recommended that the City Council award the construction contract for Bid No. 2023-06, Citywide Countdown Pedestrian Signal Head Installation Project to the responsible low bidder, Econolite Systems, Inc., in the amount of $109,697.58.

FISCAL IMPACT: The proposed fee, not-to-exceed $109,697.58, will be funded 100% by a Highway Safety Improvement Program (HSIP) grant using State funds. The 10% contingency amount of $10,970 will be used to cover any additional services, if needed and requested by City staff, during the course of the project.

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: This project involves upgrading existing pedestrian signal heads to LED countdown pedestrian signal heads, replacing existing and/ or installing new ADA compliant pedestrian push buttons, installations of new pedestrian push button posts, 2" PVC conduit, and cabling as necessary at the 26 intersections shown on attached Vicinity Map.

Four (4) bids were received and opened on November 16, 2023. The second bidder, Global Road Sealing, Inc. contained an arithmetic error in their bid total. This error, however, did not change the ranking of the bid results. Following are the bid results with corrected bid amounts:

Bidder	Total Bid
Econolite Systems, Inc.	$109,697.58
Global Road Sealing, Inc.	$145,875.00

Approved _____ Motion _____ Second _____ Agenda Item No. 18

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

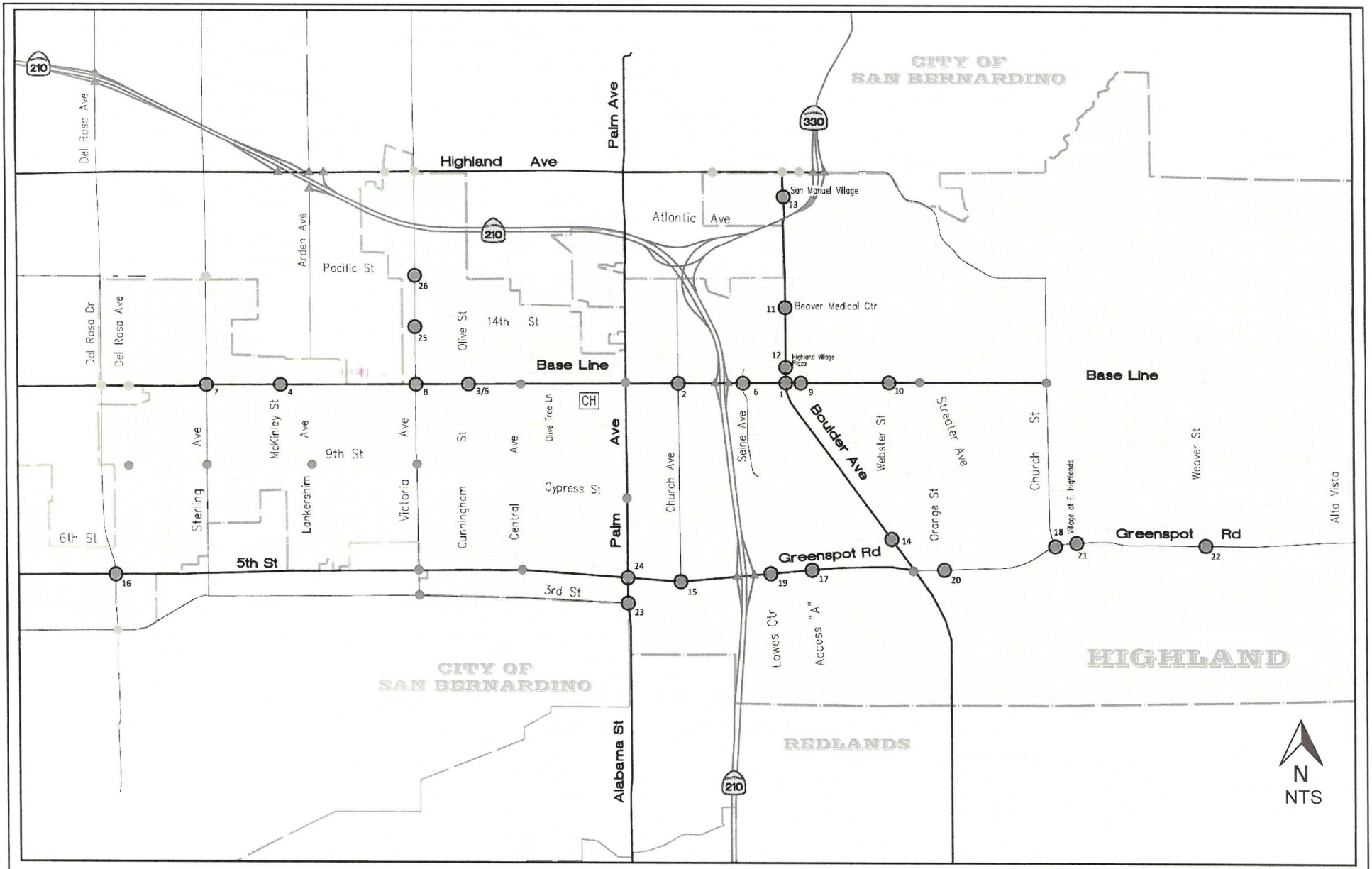
City Manager

Elecnor Belco Electric, Inc.	$219,700.00
Xcel Engineering Corporation	$299,307.00

The engineer's estimate for this project is $100,000. The low bid was received from Econolite Systems, Inc., of Anaheim in the amount of $109,697.58.

Staff recommends the City Council award this project to the responsible lowest bidder, Econolite Systems, Inc. A recent reference check has also confirmed that this contractor possesses the qualifications and experience necessary to perform the contract scope of work.

Attachments: Vicinity Map



VICINITY MAP

BID NO. 2023-06 (SIG21001)

CITY-WIDE COUNTDOWN PEDESTRIAN SIGNAL HEAD AND PEDESTRIAN PUSH BUTTON UPGRADES

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 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: 2024 Community Events

RECOMMENDATION: That the City Council discuss Community Events and direct staff accordingly.

FISCAL IMPACT: None

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: Below is a list of 2024 community events and proposed dates. Staff is seeking direction from Council to confirm event dates and initiate planning, if desired.

Public Safety Appreciation Luncheon	April 16 through 19, 2024
July 4th Parade	Thursday, July 4, 2024
National Night Out	Tuesday, August 6, 2024
State of the Community	Thursday, August 29, 2024
Volunteer Appreciation Dinner	Thursday, October 24, 2024

Approved _____ Motion _____ Second _____ Agenda Item No. 19

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

JB Hughes

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

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

PREPARED BY: Camille Duarte, Administrative Assistant III

SUBJECT: Appoint two (2) Members of the Public to the Community Trails Committee

RECOMMENDATION: Staff recommends the City Council appoint two (2) members of the public to the Community Trails Committee.

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

BACKGROUND: On October 10, 2023, the City Council declared two (2) seats vacant (Members Erwin Fogerson and Michael McMillan) and posted that vacancy in accordance with the Maddy Act. Pursuant to Chapter 2.32.020 of the Highland Municipal Code, the Community Trails Committee shall consist of five members appointed by the City Council and shall serve without compensation. Each member of the Committee shall serve a two-year term of office and have a demonstrated knowledge and interest in one or more of the following: equestrian activities, bicycling, hiking, nature studies, or landscape/open space design. Six (6) applications have been submitted for consideration. Therefore, it would be appropriate for the City Council to appoint two (2) individuals to the Community Trails Committee.

Attachments:
1. Public Service Applications
2. Attendance Records

Approved _____ Motion _____ Second _____ Agenda Item No. 20

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes
_____
City Clerk

_____
City Manager

ATTACHMENT 1

Public Service Applications

PUBLIC SERVICE APPLICATION

Gerardo Castro

RECEIVED

JUL 17 2023

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 01/2024

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Gerardo Castro

Address: 7744 Merlin Way

How long have you resided in Highland? 1 year
Home phone: _____ Cell phone: 562-221-7386

Work phone: 626-677-2276

Email address: gastro1492@yahoo.com

Occupation/Employer: Girl Scouts of Greater Los Angeles

Employer address: 423 N La Brea Inglewood, CA 92346

Position held: Director of Properties

Available for meetings: ☐ Daytime ☐ Evenings X Both

INTEREST IN THE POSITION:

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

I am looking for a meaningful way to become involved in my community.

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

I have spent the last 9 years working for Girl Scouts, operating 18 recreational locations. These 18 locations host over 70,000 visitors per year. I work with staff and volunteers on various projects such as trail development and maintenance. I am also the point of contact for NRCS grants managed by the US Forest Service.

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

I work for Girl Scouts. I am a member of the Grand Canyon Conservancy, National Park Foundation and Redlands First Presbyterian Church.

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

If so, please list the name and dates served:

_____

_____

REMARKS:

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

The hiking trails in Highland are a great community asset and I just happen to hike them multiple times per week.

SIGNATURE: _____

DATE: _____

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

When you have completed this application, please submit to:

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

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

PUBLIC SERVICE APPLICATION

Erwin Fogerson

RECEIVED

OCT - 3 2023

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2024

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: ERWIN FOGERSON

Address: 30006 FRONTERA DEL SUR

How long have you resided in Highland? 23 YEARS

Home phone: 909-335-6626 Cell phone: 909-239-2052

Work phone: 909-793-2503

Email address: efogerson@aol.com

Occupation/Employer: SAN BERNARDINO VALLEY WATER CONS. DIST.

Employer address: 1630 W. REDLANDS BLVD. SUITE A

Position held: ENGINEER

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

I AM INTERESTED IN THE CITY TRAILS COMMITTEE AS I USE AND ENJOY THEM. I BELIEVE OUR TRAILS ARE AN ASSET TO THE CITIZENS OF OUR CITY.

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

I AM A REGISTERED CIVIL ENGINEER. I HAVE PERFORMED PLANNING, DESIGN, CONSTRUCTION AND MAINTENANCE ON PAVED AND UNPAVED TRAILS

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

I SERVED AS CHIEF OF DESIGN AND OPERATIONS AT THE COUNTY OF SAN BERNARDINO FLOOD CONTROL.

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

If so, please list the name and dates served:

CITY OF HIGHLANDS TRAILS COMMITTEE

PRESIDENT OF F.O.R. PARKS (SAN BERNARDINO COUNTY)

REMARKS:

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

IT IS BEEN MY HONOR TO SERVE ON THE COMMITTEE AND WISH TO CONTINUE.

SIGNATURE: [signature]

DATE: 10/27/23

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

When you have completed this application, please submit to:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
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PUBLIC SERVICE APPLICATION

Michael McMillan

OCT 31 2023

CITY OF HIGHLAND

For Office Use Only:

Expires: Oct. 2024

PUBLIC SERVICE APPLICATION

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BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: **Michael L. McMillan**

Address: **28226 Kane CT, Highland, CA 92346**

How long have you resided in Highland? **33 Years**

Home phone: **909-864-3512** Cell phone: **909-838-7904**

Work phone: _____

Email address: **mlmcmillan@hotmail.com**

Occupation/Employer: **Pastor/Southeastern California Conference of SDA**

Employer address: **11330 Pierce ST, Riverside, CA 92505**

Position held: **Senior Pastor, Palm Springs SDA Church**

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

Community development that enhances life, builds social connections, harmonizes with natural environment.

Community health/physical wellbeing of citizenry.

Transportation that appreciates the value of active and public transportation options

Interagency cooperation to bring these values to the broader region

Planning that values sustainability, livability, and beauty

Financial responsibility, professionalism, and ethical government

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

B.A., Pacific Union College—a school with an extensive trails network above the Napa Valley

M.Div., Seventh-day Adventist Theological Seminary, Andrew's University, Michigan. Did a multi-disciplinary thesis paper in conjunction with the School of Architecture ~~focusing on the spiritual, aesthetic, and social values of built environments. This~~ required extensive reading in urban planning studies.

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

I grew up in the San Bernardino Valley. One of my favorite cycling routes included the old Greenspot Road long before it was rerouted and widened. In those days Highland was mostly rural. I've watched it grow from its historic center and dispersed small neighborhoods into the city it is today. I find that historical ~~reference to be invaluable as I work with the committee.~~ I'm an active trails user, walking some part of the Highland trails network daily. I'm a ~~life-long cyclist with connections in the rich community of East-Valley cyclists.~~

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

If so, please list the name and dates served:

Trails Committee, 2020-present

REMARKS:

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

SIGNATURE: _____

DATE: **September 26, 2023**

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

When you have completed this application, please submit to:

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

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

PUBLIC SERVICE APPLICATION

Joni Miller

RECEIVED

JUL 27 2023

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 08/2023

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Joni Miller

Address: 7580 Villa Avenue, Highland 92346

How long have you resided in Highland? 57 years

Home phone: NA Cell phone: 909-633-6631

Work phone: NA

Email address: mjoni8254@gmail.com

Occupation/Employer: Retired Human Resources Manager

Employer address:

Position held:

Available for meetings: ☐ Daytime ☐ Evenings ☒ Both

INTEREST IN THE POSITION:

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

Developing additional trails, preserving existing trails, maintaining and improving new and existing trails

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

30 years of public service. Served on many Committees, including Safety Committee, Hostess Committee, Negotiation Committee, Bi-laws Committee, Core Values Committee

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

19 years with the City of Redlands (HR and Risk Mgmt)
11 years with the City of Banning (HR and Risk Mgmt)
Member of Highland Womans Club
Member of Highland American Legion Post 421. Volunteer many hours for both

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

If so, please list the name and dates served:

Safety Committee: 2011-2021 Negotiations Committee: 2020-2021 By-laws Committee 2023 Hostess Committee: 2022-2023

REMARKS:

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

As a life long Highland resident, I care for my City very much. I belive this along with my extensie public agency experience and Serving on Multiple Committees is an asset to this position. I can provide valuable input.

SIGNATURE: _____

DATE: 7-24-2023

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

When you have completed this application, please submit to:

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

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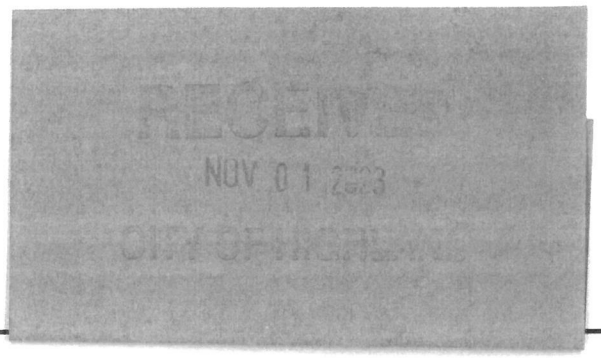
PUBLIC SERVICE APPLICATION

Clifford Rice





For Office Use Only:

Expires: _____

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Clifford Rice

Address: 29301 Clear Spring Ln, Highland CA

How long have you resided in Highland? 20 years

Home phone: 909-213-6384 Cell phone: same

Work phone: same

Email address: Clifford.rice@att.net

Occupation/Employer: self

Employer address: above

Position held: Real Estate Broker

Available for meetings: ☒ Daytime ☒ Evenings ☒ Both

INTEREST IN THE POSITION:

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

Trails Committee

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

Avid cyclist + hiker for lifetime

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

Highland Chamber of Commerce - member on + off through the years

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

If so, please list the name and dates served:

_____

_____

REMARKS:

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

I feel that as a trail user in Highland for 20 yrs; I am ideally suited to serving on this committee. I have a vested interest in the maintenance + development of our trails

SIGNATURE: _____

DATE: 10-29-23

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

When you have completed this application, please submit to:

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

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PUBLIC SERVICE APPLICATION

Hugh Walker

RECEIVED

OCT 23 2023

CITY OF HIGHLAND
CITY CLERK

For Office Use Only:

Expires: 10/2024

PUBLIC SERVICE APPLICATION

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

BOARD/COMMISSION/COMMITTEE YOU ARE APPLYING FOR:

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

PERSONAL INFORMATION:

Name: Hugh A. Walker

Address: 7750 Silver Buckle Road, Highland, CA 92346 (Not A Mailing Address)

How long have you resided in Highland? 26 yeaars

Home phone: _____ Cell phone: 602-885-8323

Work phone: 602-885-8323

Email address: zapper1@roadrunner.com

Occupation/Employer: Hugh A. Walker, Enterprises, Inc.(An Arizona Corp.)

Employer address: 7231 Boulder Ave. PMB 700, Highland CA 92346

Position held: President

Available for meetings: ☐ Daytime ☐ Evenings ☑ Both

INTEREST IN THE POSITION:

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

Trying to find ways of being of service within the City where I live.

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

None relevant to this appointment, except that I have worked for the City of San Bernardino Planning Dept & the County of San Bernardino, Solid Waste Division as an intern, before taking a position with the California Waste Mngt Board as a special consultant. BS degree, California Polytechnic University, Pomona

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

I have over 30 years of experience as vice president/project director for several engineering consulting firms where I was the primary point of contact between the customer and local, county and state regulatory agencies. Served on the legislative task force for the Solid Waste Association of North America. Kept abreast of changing California legislation affecting solid waste management activities, and reported to members as required.

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

If so, please list the name and dates served:

_____

_____

REMARKS:

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

_____

_____

_____

_____

_____

_____

SIGNATURE: _____

DATE: October 19, 2023

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

When you have completed this application, please submit to:

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

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

ATTACHMENT 2

Attendance Records

2022 and 2023 Community Trails Committee Attendace

	Legend:	A - Absent	C - Canceled	P - Present	Meeting Date: 2nd Thursday	
Date	Richard Bowman	Erwin Fogerson	Robert LaChausse	Brent Merideth	Michael McMillan	Notes
2/10/2022	P	P	P	P	P	
3/10/2022	P	P	P	P	P	
4/14/2022	P	A	P	A	P	
5/12/2022	P	P	P	P	P	
6/9/2022	P	A	P	P	A	
8/11/2022	P	P	P	P	A	
12/18/2022	A	P	P	P	P	
1/12/2023	P	P	P	P	A	
2/9/2023	P	P	P	A	P	
5/18/2023	P	P	Resigned 5/2023	P	P	
TOTALS	P-9	P-8	P-9	P-8	P-7	
	A-1	A-2	A-0	A-2	A-3	

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy 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. 21

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: December 12, 2023

FROM: Joseph A. Hughes, City Manager

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy City Clerk

SUBJECT: Council Member Comments
(Agency/Committee/AB1234 Reports, District Updates, etc.)

RECOMMENDATION: Discussion and possible action.

Approved _____ Motion _____ Second _____ Agenda Item No. 22

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

B Hughes
_____
City Clerk

_____
City Manager