

CITY OF HIGHLAND CITY COUNCIL AGENDA

REGULAR MEETING

February 13, 2024

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

CITY COUNCIL MEMBERS

Penny Lilburn, Mayor

Larry McCallon, Mayor Pro Tem

Jesse Chavez-Cordova, Council Member

Anaeli Solano, Council Member

John P. Timmer, Council Member

STAFF

Chuck Dantuono - Interim City Manager/Director of Administrative Services/City Treasurer

Betty Hughes - City Clerk

Lawrence Mainez - Community Development Director

Carlos Zamano - Public Works Director/City Engineer

Maricela Marroquin - City Attorney

MISSION STATEMENT

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

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

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

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

Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but not later than the beginning of the proceeding.

Submission of Public Comments: For those wishing to make public comments by email to be read aloud at the meeting, please submit your comments by 5:00 p.m. on February 13, 2024, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 13, 2024 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
FEBRUARY 13, 2024 - 6:00 p.m.**

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

Presentation

2023 APWA BEST Award - State Route 210 City of Highland Identity Enhancements
American Public Works Association (APWA)

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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

Comments received via email by February 13, 2024, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Email comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

CITY COUNCIL CONSENT CALENDAR

1. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
2. Minutes - January 9, 2024 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Minutes - January 30, 2024 City Council Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.
4. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 762 for February 13, 2024, in the amount of \$2,667,650.23 and Payroll of \$329,544.81.
5. Treasurer's Report for December 2023
RECOMMENDATION: That the City Council receive and file Treasurer's Report for December 2023.
6. Claim Consideration – Daniel Galvan (Plaza Oro Produce)
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
7. Preparation of Annual Engineer's Reports for 2024/2025 Assessments
RECOMMENDATION: That the City Council:
 - 1) Adopt Resolution No. 2024- ____ ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and
 - 2) Adopt Resolution No. 2024- ____ ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.

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.

8. Allocation of the City of Highland's Community Development Block Grant Fund for Fiscal Year 2024/2025

RECOMMENDATION: That the City Council prioritize funding for Fiscal Year 2024/2025 Community Development Block Grant Applications.

CITY COUNCIL LEGISLATIVE

9. Project Improvement Agreement Associated with the Revision to Engineering Conditions of Approval for Design Review Application 20-006 (REV 23-001/DRA 20-006A), Approved by the City Council on January 9, 2024. The Agreement Established Guidelines for the Construction of a Traffic Signal at the Intersection of Greenspot Road and Calhoun Road related to the Development of a 200-unit Residential Complex at the Northwest Corner of Greenspot Road and Webster Street, Known as San Carlo I, Highland Townhome Apartments

RECOMMENDATION: That the City Council adopt Resolution No. 2024-____, directing the mayor to execute the Project Improvement Agreement.

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

RECOMMENDATION: Discussion and possible action.

11. 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

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 February 8, 2024, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

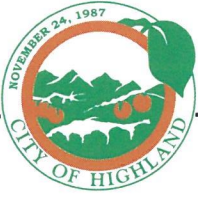
Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: February 8, 2024



Alondra Muñoz
Deputy City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 13, 2024

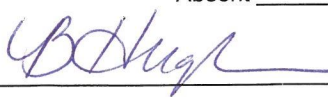
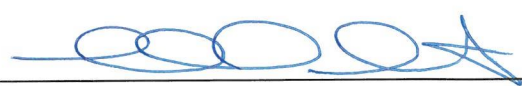
FROM: Chuck Dantuono, Interim City Manager

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. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
City Clerk		City Manager	



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 13, 2024

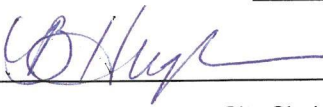
FROM: Chuck Dantuono, Interim City Manager

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy City Clerk

SUBJECT: Minutes - January 9, 2024 Regular Meeting

RECOMMENDATION: Approve the minutes as submitted.

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

**MINUTES
CITY COUNCIL REGULAR MEETING
JANUARY 9, 2024**

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 Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Tracy Johnson, Immanuel Baptist Church, and the Pledge of Allegiance was led by Mayor Pro Tem McCallon.

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)

Mark Falcone spoke about concerns with the Mayor and Mayor Pro Tem appointment procedures, the sound system within the Council Chambers, and the participation from various Council Members.

Tom Whelan spoke about street paving concerns within his neighborhood along Whitegate Lane.

Chris Nielsen spoke outlining upcoming Highland Chamber of Commerce events.

Junior Carrillo spoke expressing gratitude for the city's efforts and assistance in addressing his concerns.

CITY COUNCIL CONSENT CALENDAR

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

1. Waive the Reading of All Ordinances

Waived the reading of all Ordinances in their entirety and read by title only.

2. Minutes - December 12, 2023 City Council Special Meeting

Approved the Minutes as submitted.

3. Minutes - December 12, 2023 City Council Regular Meeting

Approved the Minutes as submitted.

4. Warrant Register

Approved Warrant Register No. 761 for January 9, 2024, in the amount of \$5,411,725.68 and Payroll of \$233,378.55.

5. Treasurer's Report for November 2023

Received and filed Treasurer's Report for November 2023.

6. Construction Management and Inspection Services for Bid No. 2023-06, "Citywide Pedestrian Signal Head and Push Button Upgrades" (Project No. sig21001)

- 1) Approved the proposal from Hernandez, Kroone & Associates (HKA) to provide construction management and inspection services in the amount of \$16,417.50 for Bid No. 2023-06, "Citywide Pedestrian Signal Head and Push Button Upgrades" (Project No. sig21001); and
- 2) Authorized the City Manager to approve contract amendments up to 10% of the proposal amount.

CITY COUNCIL PUBLIC HEARING

7. Revision to Engineering Conditions of Approval for Design Review Application (DRA 20-006), Approved by the City Council on September 23, 2020. Design Review Application (DRA 20-006) Proposed the Construction of a 200-unit Residential Complex at the Northwest Corner of Greenspot Road and Webster Street, Known as San Carlo I, Highland Townhome Apartments. The Current Application Proposed to Revise Engineering Conditions No. 11 and No. 40 Related to the Timing and Method of Certain On-Site and Off-Site Improvements

Mayor Lilburn introduced Public Works Director/City Engineer Zamano to present the item.

Public Works Director/City Engineer Zamano stated construction of the 200-unit townhome apartments is nearly done. As a result of the project's near completion, the applicant who is here tonight is seeking approval to occupy the project as soon as possible.

The project has experienced delays in satisfying a couple of Engineering Conditions that are outlined in the staff report. The two are Engineering Conditions Nos. 11 and 40. Engineering Condition No. 11 is a condition that requires the installation of a traffic signal at the intersection of Greenspot Road and Calhoun Road. Engineering Condition No. 40 is for undergrounding of one pole on the west side of Webster Street. The applicant has had issues with completing these two conditions. Engineering Condition No. 11 related to the traffic signal, took longer to revise the traffic signal design because an ultimate layout is needed for the intersection to accommodate the new Costco. Engineering Condition No. 40, related to the power pole that is owned by Verizon, coordinating the undergrounding of it has been difficult. From firsthand experience, it is difficult to get utility companies to move quickly on these types of requests. It should be noted that there are other poles that require undergrounding as well, but those will be completed later by other development as that comes through.

The traffic signal is required to be constructed prior to the first building occupancy, but as stated, the applicant is unable to complete it. The proposed amendment has broken up Engineering Condition No. 11 into two separate sections, in concurrence with City Attorney Marroquin. The amendment would allow to defer the construction of the traffic signal until the last building occupancy because it will take six months to construct. Between now and then, in order to ensure a safe condition within the location, the applicant is required to provide a traffic control plan that is going to restrict the left turn movement in and out of Greenspot Road and Calhoun Road. There will be barricades along Greenspot Road to prevent and restrict those movements. The city will ensure that the revised traffic control plan includes a no U-turn movement at Webster Street and Greenspot Road because it is not a signalized intersection. Vehicles will be encouraged to travel east onto Greenspot Road and make a U-turn at Boulder Avenue where it is signalized and there is enough room. Alternatively, traffic might travel on from Base Line towards Boulder Avenue, make a right turn and then another right turn into the development. Because the traffic signal will not be constructed until a later time, Engineering Condition No. 11B has been established to state that prior to the last building occupancy, the applicant will post a bond for this project.

City Attorney Marroquin stated she wanted to interject and clarify that the documents say "prior to the last building occupancy" but previous discussions were made to state "first building occupancy" that the security deposit is being made. It is a typo on her end.

Public Works Director/City Engineer Zamano stated she was correct.

City Attorney Marroquin stated she will be drafting an agreement in the next week so that it can be executed and presented at the next City Council Meeting. The terms communicated to the applicant was before building occupancy and she wanted to clarify it on the record.

Community Development Director Mainez responded staff would like to get the acknowledgement from the applicant as well because there was a lot of time spent discussing this prior to the City Council Meeting.

Public Works Director/City Engineer Zamano continued to state this is the item that was presented to the City Council for consideration. The item agrees to defer the two Engineering Conditions, which staff supports. He concludes the presentation but is open to any questions. The applicant is also present should anyone have any questions for them.

Mayor Lilburn asked if anyone had any questions for Public Works Director/City Engineer Zamano?

Council Member Timmer stated he had a couple of questions. He wants assurance the no U-turn signs at Webster Street and Greenspot Road will be implemented. The speed on Greenspot Road is known to be high, and on Webster Street you really must watch what you are doing. Thus, he wants to get re-assurance that the public will be warned not to make a U-turn there because it is not safe. Secondly, if the City Council approves this tonight, and they place the barriers to do the "right turn in, right turn out" installation, will that impact the paving East Valley Water District is scheduled to do soon?

Public Works Director/City Engineer Zamano responded staff met with East Valley Water District's contractor this week to discuss those repairs and they confirmed they are scheduled to start them soon. There is no impact with respect to this work area.

Council Member Timmer responded he just wanted to confirm this will not delay the paving project longer since everyone is anticipating this to be completed soon.

Mayor Lilburn asked if there were any additional questions. She wanted to clarify on Engineering Condition No. 11B that it is prior to the first building occupancy?

City Attorney Marroquin responded that is correct. The idea for this condition was to have assurance that the traffic signal is going to be constructed, thus specifying first building occupancy. There would be some security posted and therefore an agreement whereby it would either be a bond or some other security to ensure that it gets constructed, and the city could collect on if for some reason it is not constructed.

Mayor Lilburn asked what would be the final date for the building of the traffic signal?

City Attorney Marroquin responded prior to the last building occupancy is when it would be constructed. Whether it is with a bond, a security deposit, or something else and an agreement.

Mayor Lilburn asked if the applicant was present, and if so, would they like to make a presentation?

City Attorney Marroquin asked if the applicant could come up to the podium to clarify on the record that they are ok with the modification to Engineering Condition No. 11B indicating and that the security occurs prior to the first building occupancy.

Applicant Tritz from Rexco Development responded he is ok with that. Although, his understanding was there would be an agreement in place because of how long it takes to obtain a bond.

City Attorney Marroquin responded a deposit would be posted, then an agreement will be drafted that will be executed. It will then be returned to the City Council for consideration in February.

Applicant Tritz stated he wanted clarification if he has to wait until City Council approves the agreement for the first occupancy?

City Attorney Marroquin responded no.

Mayor Pro Tem McCallon asked when will first occupancy take place?

Applicant Tritz responded it could happen today if they got power out to the site. But they are looking into occupancy as soon as they get through this process. The project is about half leased.

Mayor Pro Tem McCallon asked how many units have been leased thus far?

Applicant Tritz stated about 90. Many people like the project, that is why they are in a hurry to get through this, they are just pending power from Edison.

Mayor Lilburn stated there are no speakers in favor of the proposal or in opposition. She will close the public hearing and open it up for further City Council discussion.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Chavez-Cordova, to adopt Resolution No. 2024-001 approving revisions to Engineering Conditions of Approval No. 11 and No. 40 for Design Review Application (DRA 20-006), including the revision to Engineering Conditions Nos. 11A and 11B as discussed. Motion carried on a roll call vote, 5-0.

RESOLUTION NO. 2024-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING REVISION TO ENGINEERING CONDITIONS OF APPROVAL NO. 11 AND NO. 40 FOR DESIGN REVIEW APPLICATION (DRA 20-006) RELATED TO THE DEVELOPMENT OF A 200-UNIT MULTI-FAMILY APARTMENT COMPLEX ON 10.84 ACRES AT THE NORTHWEST CORNER OF GREENSPOT ROAD AND WEBSTER STREET IN PLANNING AREA 3 OF THE GREENSPOT VILLAGE AND MARKETPLACE SPECIFIC PLAN (APN NO. 1200-041-02) APPLICANT: REXCO DEVELOPMENT, SAN CARLO APARTMENT HOMES, LLC

CITY COUNCIL LEGISLATIVE

8. Appointment of Interim City Manager

City Attorney Marroquin gave a brief review of the staff report.

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

- 1) Adopt Resolution No. 2024-002, appointing Chuck Dantuono to the position of Interim City Manager; and
- 2) Approve a 10% salary increase. Motion carried on a roll call vote, 5-0.

RESOLUTION NO. 2024-002

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPOINTING CHUCK DANTUONO AS INTERIM CITY MANAGER AND APPROVING A SALARY INCREASE

9. Appoint One (1) Member of the Public to the Historic and Cultural Preservation Board

City Clerk Hughes gave a brief review of the staff report.

She opened the floor to nominations.

Mayor Pro Tem McCallon nominated Hugh A. Walker.

Hearing no other nominations, City Clerk Hughes closed the floor for nominations.

City Clerk Hughes called for the vote for Hugh A. Walker.

The City Council unanimously appointed Hugh A. Walker to the Historic and Cultural Preservation Board.

10. Appoint One (1) Member of the Public to the Planning Commission

City Clerk Hughes gave a brief review of the staff report.

She opened the floor to nominations.

Mayor Pro Tem McCallon nominated Craig A. Graves.

Hearing no other nominations, City Clerk Hughes closed the floor for nominations.

City Clerk Hughes called for the vote for Craig A. Graves.

The City Council unanimously appointed Craig A. Graves to the Planning Commission.

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

Interim City Manager Dantuono stated the Highland Sheriff's Department for the period of December 11 through January 7 received a total of 3,117 calls, 211 reports and 130 arrests.

The Fire Department for the month of December received 626 calls for service. There were 482 medical calls, 22 traffic collisions calls and 18 structure fire calls.

The 3rd/5th Street Corridor Improvement Project intersection closure at 5th Street and Palm Avenue was anticipated to re-open on January 26. Due to weather and utility delays by Edison and AT&T, the date has been extended to February. The overall project is expected to be completed by July of 2024.

Mayor Lilburn asked if staff could relay to the utility companies how important it is that the intersection gets re-opened because there are businesses that are really hurting due to the construction closure.

Interim City Manager Dantuono continued his updates and stated San Bernardino County's Point-in-Time Homeless Count will occur on Thursday, January 25.

Dutch Bros. Coffee submitted a design review application for their newest drive-thru at the northeast corner of Base Line and Boulder Avenue where the former Arrowhead Credit Union used to be.

Preparations for the Annual Citrus Harvest Festival on March 30 are underway.

Mayor Pro Tem McCallon asked if Dutch Bros. Coffee usually has a drive-thru?

Community Development Director Mainez responded they are going to demolish the existing building and build a new drive-thru.

Mayor Lilburn asked if the driveway entrances at that shopping center will have to be re-organized?

Community Development Director Mainez responded it will not affect them at all, they have designed the layout well.

Interim City Manager Dantuono stated on Sunday, January 28 from 7:00 a.m. to 11:00 a.m., the Highland Improvement Team (HIT) will be at Arroyo Verde Elementary School for the YMCA Run. On Monday, January 29 from 12:00 p.m. to 4:00 p.m., the Community Blood Drive will be held at the Highland Police Station.

For the month of December, Burrtec completed 120 illegal dumping work orders. For the calendar year, they completed 1,990.

The City Clerk's Department year end statistics for 2023 are as follows: 159 passport applications and 338 public records requests.

The City Clerk has announced her retirement. City Clerk Hughes' last day will be Friday, February 29. She has served as Highland's City Clerk for 22 years.

Mayor Pro Tem McCallon asked when is the restaurant Cuca's Mexican Food going to be opening?

Community Development Director Mainez responded they will be opening very soon. They are in the process of remodeling the interior, he anticipates within 2-3 weeks.

Mayor Lilburn stated circling back to the Burrtec illegal dumping, she wished that residents would not dump on the side of the road. They can place the items in front of their homes and call Burrtec and they will come and pick up. It is frustrating to see the numerous illegal dumpings on the west side of the city.

Council Member Timmer responded the city many times has sent out mailers to residents informing them of Burrtec's program, but many times people just do not care.

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

Mayor Pro Tem McCallon stated on December 16, he attended an event with Congressman Pete Aguilar and Interior Secretary Deb Haaland to commemorate the Plan B land transfer which has been completed. The tribe was represented, they were out by the wash area by the borrow pit. He has also been re-elected by the mayors of the 17 San Bernardino County cities in the South Coast Air Quality Management District for another four-year term and was sworn in on Friday.

He attended the monthly Inland Action meeting with the Executive Director of the South Coast Air Quality Management District (AQMD) to discuss the business concerns with all the AQMD rules. The rules are impacting businesses and one of his jobs is to try and institute rules that will clean the air but not destroy the economy. The City Manager recruitment will be brought forward to the City Council to schedule interviews. Staff will be contacting all City Council Members to see what date would be appropriate.

City Clerk Hughes stated staff is suggesting conducting interviews on January 30. It will be an all-day event, between 8:00 a.m. and 4:00 p.m and lunch will be provided. If all the City Council could confirm their availability. Hearing all five confirmed, staff will follow up with an email to confirm.

Mayor Pro Tem McCallon stated he has an appointment scheduled at 8:00 a.m. on the Monday when the election period starts to draw his papers. He is running for re-election.

Mayor Lilburn stated she wants to thank public safety personnel for Public Safety Day. She appreciates all that the police and fire do for the community. She attended Operation Santa Claus in December and enjoyed the community attendance.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

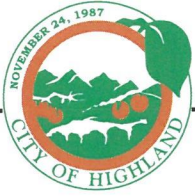
There being no further business, Mayor Lilburn adjourned the meeting at 6:42 p.m.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 13, 2024

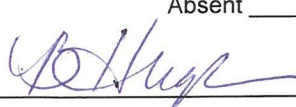
FROM: Chuck Dantuono, Interim City Manager

REVIEWED BY: Betty Hughes, MMC, City Clerk

PREPARED BY: Alondra Muñoz, Deputy City Clerk

SUBJECT: Minutes - January 30, 2024 Special Meeting

RECOMMENDATION: Approve the minutes as submitted.

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

**MINUTES
CITY COUNCIL SPECIAL MEETING
JANUARY 30, 2024**

CALL TO ORDER

The special meeting of the City Council of the City of Highland was called to order at 8:05 a.m. by Mayor Lilburn.

PUBLIC COMMENT

None

ROLL CALL

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

CLOSED SESSION

At 8:05 a.m., Mayor Lilburn read the City Council into closed session regarding the following:

Public Employee Appointment Pursuant to Government Code Section 54957
Title: City Manager

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 2:55 p.m.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 13, 2024

FROM: Chuck Dantuono, Interim City Manager/City Treasurer *CD*

REVIEWED BY: Chuck Dantuono, Interim City Manager/City Treasurer

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

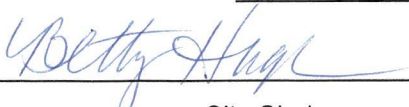
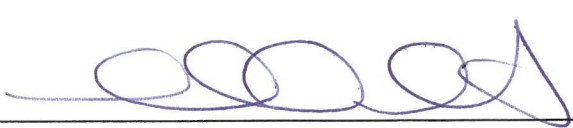
SUBJECT: Warrant Register #762

RECOMMENDATION: City Council to approve Warrant Register #762; Warrants in the amount of \$2,667,650.23 and Payroll in the amount of \$329,544.81

FISCAL IMPACT: The total of Cash and Expenditures is \$2,997,195.04

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: See Printouts Attached.

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

CITY OF HIGHLAND
WARRANT REGISTER #762

February 13, 2024

Warrants:

1/2/2024	Ck#88558-88588 & Wire#1002538678	133,906.13
1/9/2024	Ck#88589-88616	1,409,543.18
1/9/2024	Ck#88617	6,850.89
1/12/2024	Payroll Wire #865-868 & Ck #88618-88619	184,868.02
1/16/2024	Ck#88620-88654	255,625.11
1/23/2024	Ck#88655-88690	177,414.85
1/26/2024	Payroll Wire #869-872 & Ck #88691-88692	69,089.57
1/30/2024	Ck#88693-88729	430,352.48
Total Warrants		<u>\$ 2,667,650.23</u>

Payroll:

1/12/2024	Direct Deposits #13612-13656	214,580.10
1/12/2024	Ck #712	374.25
1/26/2024	Direct Deposits #13657-13700	114,308.56
1/26/2024	Ck #713	281.90
Total Payroll		<u>\$ 329,544.81</u>

Total Warrants & Payroll

\$ 2,997,195.04

APPROVED BY:

Larry McCallon
Finance Subcommittee

Chuck Dantuono
Interim City Manager/City Treasurer

John Timmer
Finance Subcommittee

Leticia Nava-Cruz
Assistant Director of Administrative
Services

01/02/2024 2:17:44PM

Voucher List
CITY OF HIGHLAND

Page: 1

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88558	1/2/2024	004206 #1 SON PLUMBING INC	CANYON OAKS PARK: BACKFLOW TESTING CANYON OAKS PARK: BACKFLOW TESTING 016.8540.4030 FS#3: BACKFLOW TESTING FS#3: BACKFLOW TESTING 028.2050.4030 FS#3: BACKFLOW TESTING 029.2100.4030 LMD 48: BACKFLOW TESTING LMD 48: BACKFLOW TESTING 012.8500.4030 LMD 48B: BACKFLOW TESTING LMD 48B: BACKFLOW TESTING 012.8500.4030 FS#3: BACKFLOW TESTING FS#3: BACKFLOW TESTING 028.2050.4030 FS#3: BACKFLOW TESTING 029.2100.4030 LMD 08: BACKFLOW TESTING LMD 08: BACKFLOW TESTING 012.8500.4030	50.00 50.00 50.00 185.00 195.00 192.77 192.77 585.84
			Total :	1,501.38
88559	1/2/2024	001271 ALLSTAR FIRE EQUIPMENT INC	FS#3: FC GREGORY STRUCTURE GEAR FS#3: FC GREGORY STRUCTURE GEAR 029.2100.4204 FS#3: SCBA REPAIR FS#3: SCBA REPAIR 028.2050.4245 FS#3: SCBA REPAIR 029.2100.4245	3,520.19 680.90 680.89
			Total :	4,881.98
88560	1/2/2024	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES OFFICE SUPPLIES 001.1200.4200	11.04

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88560	1/2/2024	005771 AMAZON CAPITAL SERVICES	(Continued)	
			OFFICE SUPPLIES	
			EXEMPT - FC SEASONS WEEKLY	
			001.4100.4200	64.60
			27" PRIVACY SCREEN	
			001.1700.4200	86.19
			OFFICE SUPPLIES	
			001.0500	25.04
			FS#1: SCBA BATTERIES	
			FS#1: SCBA BATTERIES	
			028.2050.4245	121.13
			FS#1: SCBA BATTERIES	
			029.2100.4245	121.12
			100% RECYCLED TABS, CLASSICATION FOLDERS	
			100% RECYCLED 26 TABS DIVIDERS	
			001.3200.4200	21.92
			100% RECYCLED CLASSIFICATION FOLDERS	
			001.3200.4200	41.51
			100% RECYCLED LETTER FILE FOLDERS	
			001.3200.4200	40.30
			FS#2: RETROFIT LED RECESSED LIGHTS	
			FS#2: RETROFIT LED RECESSED LIGHTS	
			029.2100.4070	29.63
			FS#2: RETROFIT LED RECESSED LIGHTS	
			028.2050.4070	29.62
			FS#2: OFFICE MONITOR	
			FS#2: OFFICE MONITOR	
			028.2050.4200	61.76
			FS#2: OFFICE MONITOR	
			029.2100.4200	61.75
			FS#3: RETURN CABINETS	
			FS#3: RETURN CABINETS	
			028.2050.4200	-175.34
			FS#3: RETURN CABINETS	
			029.2100.4200	-175.34
			Total :	364.93
88561	1/2/2024	005516 BASE HILL, INC.	JANITORIAL SERVICE-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88561	1/2/2024	005516 BASE HILL, INC.	(Continued)	
			CITY HALL-DEC	
			042.9510.4504	1,562.00
			COUNCIL CHAMBERS-DEC	
			042.9510.4504	311.00
			AURANTIA PARK-DEC	
			001.6000.4504	1,454.00
			COMM PARK-DEC	
			001.6000.4504	1,950.00
			PD-DEC	
			001.2000.4504	1,080.00
			Total :	6,357.00
88562	1/2/2024	003445 BOOT BARN, INC.	UNIFORMS: COLEMAN	
			UNIFORMS: COLEMAN	
			001.6000.4249	250.00
			UNIFORMS: PECK	
			UNIFORMS: PECK	
			001.6000.4249	355.54
			Total :	605.54
88563	1/2/2024	000194 CITY OF SAN BERNARDINO	TRAFFIC SIGNAL MAINT-APR-JUN 23	
			TRAFFIC SIGNAL MAINT-APR-JUN 23	
			004.8310.4580	1,591.51
			Total :	1,591.51
88564	1/2/2024	003360 DIRECTV	PD: SATTELITE CABLE-JAN	
			PD: SATTELITE CABLE-JAN	
			001.2000.4065	87.00
			Total :	87.00
88565	1/2/2024	006232 DRAW TAP GIS LLC	GIS SETUP	
			GIS SETUP	
			042.9510.4533	9,600.00
			Total :	9,600.00
88566	1/2/2024	000085 EAST VALLEY WATER DISTRICT	BOULDER MEDIAN-DEC	
			BOULDER MEDIAN-DEC	
			004.8310.4030	205.94

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
88566	1/2/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			BOULDER MEDIAN-DEC	
			BOULDER MEDIAN-DEC	
			004.8310.4030	346.74
			BEATTIE IRR-DEC	
			BEATTIE IRR-DEC	
			001.6000.4030	243.79
			LMD 02 E-DEC	
			LMD 02 E-DEC	
			012.8500.4030	731.19
			LMD 48C-DEC	
			LMD 48C-DEC	
			012.8500.4030	123.30
			LMD 48C-DEC	
			LMD 48C-DEC	
			012.8500.4030	366.46
			LMD 48-DEC	
			LMD 48-DEC	
			012.8500.4030	1,230.30
			LMD 48-DEC	
			LMD 48-DEC	
			012.8500.4030	795.59
			LMD 00 BASELINE-DEC	
			LMD 00 BASELINE-DEC	
			012.8500.4030	581.85
			LMD 03 YARNELL-DEC	
			LMD 03 YARNELL-DEC	
			012.8500.4030	31.78
			LMD 02A-DEC	
			LMD 02A-DEC	
			012.8500.4030	67.30
			LMD 03 BASELINE-DEC	
			LMD 03 BASELINE-DEC	
			012.8500.4030	146.39
			LMD 70-DEC	
			LMD 70-DEC	
			012.8500.4030	146.86
			LMD 06-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88566	1/2/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 06-DEC	
			012.8500.4030	45.86
			LMD 02B-DEC	
			LMD 02B-DEC	
			012.8500.4030	290.46
			LMD 13-DEC	
			LMD 13-DEC	
			012.8500.4030	214.46
			LMD 02D-DEC	
			LMD 02D-DEC	
			012.8500.4030	158.47
			LMD 02C-DEC	
			LMD 02C-DEC	
			012.8500.4030	506.78
			LMD 70 IRRIGATION-DEC	
			LMD 70 IRRIGATION-DEC	
			012.8500.4030	478.91
			Total :	6,712.43
88567	1/2/2024	000085 EAST VALLEY WATER DISTRICT	LMD 31-DEC	
			LMD 31-DEC	
			012.8500.4030	350.28
			LMD 22-DEC	
			LMD 22-DEC	
			012.8500.4030	243.09
			LMD 20 BASELINE-DEC	
			LMD 20 BASELINE-DEC	
			012.8500.4030	443.94
			LMD 01A-DEC	
			LMD 1A-DEC	
			012.8500.4030	79.92
			LMD 35-DEC	
			LMD 35-DEC	
			012.8500.4030	173.79
			LMD 01B-DEC	
			LMD 01B-DEC	
			012.8500.4030	101.60

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88567	1/2/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 30-DEC	
			LMD 30-DEC	
			012.8500.4030	1,034.53
			LMD 39-DEC	
			LMD 39-DEC	
			012.8500.4030	460.09
			CANYON OAKS PARK-DEC	
			CANYON OAKS PARK-DEC	
			016.8540.4030	793.59
			LMD 08-DEC	
			LMD 08-DEC	
			012.8500.4030	320.95
			LMD 20 STREATER-DEC	
			LMD 20 STREATER-DEC	
			012.8500.4030	126.83
			Total :	4,128.61
88568	1/2/2024	004956 FIDELITY SECURITY	VISION-JAN	
			VISION-JAN	
			001.1160	185.75
			VISION-JAN	
			004.1160	38.88
			VISION-JAN	
			010.1160	19.03
			VISION-JAN	
			012.1160	5.18
			VISION-JAN	
			016.1160	5.18
			VISION-JAN	
			024.1160	0.41
			VISION-JAN	
			041.1160	1.64
			VISION-JAN	
			042.1160	10.36
			VISION-JAN	
			070.1160	3.59

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88568	1/2/2024	004956	004956 FIDELITY SECURITY	
			(Continued)	
			Total :	270.02
88569	1/2/2024	005018	FLYERS ENERGY, LLC	
			FUEL-DEC	
			FUEL-DEC	
			001.2000.4220	3,504.46
			FUEL-DEC	
			001.4200.4220	52.73
			FUEL-DEC	
			001.4600.4220	180.20
			FUEL-DEC	
			001.6000.4220	117.27
			FUEL-DEC	
			004.8310.4220	439.78
			FUEL-DEC	
			028.2050.4220	723.43
			FUEL-DEC	
			029.2100.4220	723.43
			FUEL-DEC	
			042.9510.4220	29.34
			Total :	5,770.64
88570	1/2/2024	004939	GUARDIAN	
			DENTAL-JAN	
			DENTAL-JAN	
			001.1160	960.33
			DENTAL-JAN	
			004.1160	247.49
			DENTAL-JAN	
			010.1160	125.01
			DENTAL-JAN	
			012.1160	10.61
			DENTAL-JAN	
			016.1160	10.61
			DENTAL-JAN	
			024.1160	1.86
			DENTAL-JAN	
			041.1160	8.45
			DENTAL-JAN	
			042.1160	21.23

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88570	1/2/2024	004939 GUARDIAN	(Continued) DENTAL-JAN 070.1160	12.34
Total :				1,397.93
88571	1/2/2024	000623 HARBOR FREIGHT TOOLS	FS#2: MISC SUPPLIES FS#2: MISC SUPPLIES 028.2050.4203 FS#2: MISC SUPPLIES 029.2100.4203	48.08
Total :				48.07
88572	1/2/2024	002710 HERNANDEZ, KROONE & ASSOCIATES	TSI22-001 TR18893 MEDITERRA-NOV TSI22-001 TR18893 MEDITERRA-NOV 001.3200.4551 GENERAL ENG TS-NOV GENERAL ENG TS-NOV 001.3200.4550 CUP23-010-NOV CUP23-010-NOV 001.3200.4551	356.75
Total :				978.75
Total :				1,272.50
88573	1/2/2024	000108 HIGH TECH SECURITY	BURG SYST & MONIT-JAN CORP YARD BURG SYST & MONIT-JAN 004.8310.4066 CITY HALL BURG SYST & MONIT-JAN 042.9510.4066 COMM PARK SYST & MONIT-JAN 001.6000.4066 FIRE SYST & MONIT-JAN CORP YARD FIRE SYST & MONIT-JAN 004.8310.4066 LIBRARY/YMCA FIRE SYST & MONIT-JAN 001.6000.4066 CITY HALL FIRE SYST & MONIT-JAN 042.9510.4066 FS#3 FIRE SYST & MONIT-JAN	55.00
				100.00
				55.00
				85.00
				135.00
				50.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88573	1/2/2024	000108 HIGH TECH SECURITY	(Continued)	
			028.2050.4066	42.50
			FS#3 FIRE SYST & MONIT-JAN	
			029.2100.4066	42.50
			PD FIRE SYST & MONIT-JAN	
			001.2000.4066	85.00
			CCTV SYST & MONIT-JAN	
			AURANTIA & COMM PK CCTV SYST & MONIT-JAN	
			001.6000.4066	75.00
			CANYON OAK CCTV SYS & MONIT-JAN	
			016.8540.4066	25.00
			CITY HALL CCTV SYST & MONIT-JAN	
			042.9510.4066	25.00
			CORP YARD CCTV SYST & MONIT-JAN	
			004.8310.4066	25.00
			Total :	800.00
88574	1/2/2024	000127 K & L HARDWARE	FS#3: MAINT SUPPLIES	
			FS#3: MAINT SUPPLIES	
			028.2050.4206	47.80
			FS#3: MAINT SUPPLIES	
			029.2100.4206	47.80
			FS#1: MISC SUPPLIES	
			FS#1: MISC SUPPLIES	
			028.2050.4206	2.35
			FS#1: MISC SUPPLIES	
			029.2100.4206	2.35
			FS#1: MISC SUPPLIES	
			FS#1: MISC SUPPLIES	
			028.2050.4206	5.48
			FS#1: MISC SUPPLIES	
			029.2100.4206	5.47
			Total :	111.25
88575	1/2/2024	000207 KONICA MINOLTA	COPIER LEASE-JAN	
			COPIER LEASE-JAN	
			001.2000.4205	603.40
			COPIER LEASE-JAN	

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
88575	1/2/2024	000207 KONICA MINOLTA	(Continued)	
			042.9510.4205	1,698.14
			Total :	2,301.54
88576	1/2/2024	001193 LIFE ASSIST, INC.	FS#1-3: PPE SUPPLIES	
			FS#1-3: PPE SUPPLIES	
			030.8495.4349	183.18
			FS#1-3: PPE SUPPLIES	
			FS#1-3: PPE SUPPLIES	
			030.8495.4349	183.18
			FS#1-3: PPE SUPPLIES	
			FS#1-3: PPE SUPPLIES	
			030.8495.4349	183.18
			FS#1-3: PPE SUPPLIES	
			FS#1-3: PPE SUPPLIES	
			030.8495.4349	183.18
			FS#1-3: PPE SUPPLIES	
			FS#1-3: PPE SUPPLIES	
			030.8495.4349	62.99
			Total :	795.71
88577	1/2/2024	001787 MOTOROLA SOLUTIONS INC.	FS#1: 800 MHZ RADIO FOR BC VEHICLE	
			FS#1: 800 MHZ RADIO FOR BC VEHICLE	
			029.2100.6060	8,339.15
			Total :	8,339.15
88578	1/2/2024	000155 NEW YORK LIFE	NEW YORK LIFE-JAN	
			NEW YORK LIFE-JAN	
			001.1180	9.75
			NEW YORK LIFE-JAN	
			004.1180	0.65
			NEW YORK LIFE-JAN	
			041.1180	1.95
			NEW YORK LIFE-JAN	
			070.1180	0.65
			Total :	13.00
88579	1/2/2024	002259 PARMA	PARMA CONFERENCE 2024-NAVA-CRUZ	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88579	1/2/2024	002259 PARMA	(Continued) PARMA CONFERENCE 2024-NAVA-CRUZ 041.9500.4349	549.00
Total :				549.00
88580	1/2/2024	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL-JAN PRINCIPAL-JAN 001.1200.3590 PRINCIPAL-JAN 001.1450.3590 PRINCIPAL-JAN 001.1600.3590 PRINCIPAL-JAN 001.1700.3590 PRINCIPAL-JAN 001.3200.3590 PRINCIPAL-JAN 001.4100.3590 PRINCIPAL-JAN 001.4200.3590 PRINCIPAL-JAN 001.4500.3590 PRINCIPAL-JAN 001.4600.3590 PRINCIPAL-JAN 001.6000.3590 PRINCIPAL-JAN 001.6010.3590 PRINCIPAL-JAN 001.6020.3590 PRINCIPAL-JAN 004.8310.3590 PRINCIPAL-JAN 010.3830.3590 PRINCIPAL-JAN 012.8500.3590 PRINCIPAL-JAN	33.09 72.77 6.95 108.76 53.24 152.48 79.18 58.80 85.76 20.54 21.33 12.75 144.01 44.82 10.16

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88580	1/2/2024	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)	
			016.8540.3590	10.14
			PRINCIPAL-JAN	
			023.3890.3590	8.08
			PRINCIPAL-JAN	
			024.8470.3590	1.06
			PRINCIPAL-JAN	
			041.9500.3590	15.74
			PRINCIPAL-JAN	
			042.9510.3590	16.42
			PRINCIPAL-JAN	
			070.7000.3590	34.30
			Total :	990.38
88581	1/2/2024	006230 RALPH ANDERSEN & ASSOCIATES	CITY MANAGER RECRUITMENT	
			CITY MANAGER RECRUITMENT	
			001.1000.4554	17,100.00
			Total :	17,100.00
88582	1/2/2024	005326 RP LANDSCAPE & IRRIGATION	PARKS LANDSCAPING-DEC	
			MEMORIAL PARK LANDSCAPING-DEC	
			001.6000.4585	400.00
			PD LANDSCAPING-DEC	
			001.2000.4585	500.00
			CITY HALL LANDSCAPING-DEC	
			042.9510.4585	500.00
			LIBRARY LANDSCAPING-DEC	
			001.6000.4585	600.00
			YMCA LANDSCAPING-DEC	
			001.6000.4585	600.00
			CORP YARD LANDSCAPING-DEC	
			004.8310.4585	400.00
			AURANTIA PARK LANDSCAPING-DEC	
			001.6000.4585	933.00
			COMMUNITY PARK LANDSCAPING-DEC	
			001.6000.4585	3,691.00
			CANYON OAK PARK LANDSCAPING-DEC	
			016.8540.4585	356.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88582	1/2/2024	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			CUNNINGHAM PARK LANDSCAPING-DEC	
			016.8540.4585	453.00
			SEELEY PARK LANDSCAPING-DEC	
			016.8540.4585	299.00
			OAK CREEK PARK LANDSCAPING-DEC	
			016.8540.4585	556.00
			BOULDER MEDIANS LANDSCAPING-DEC	
			004.8310.4585	2,476.00
			LMD LANDSCAPING-DEC	
			LMD 00 BASELINE LANDSCAPING MAINT-DEC	
			012.8500.4585	283.00
			LMD 03 YARNELL LANDSCAPING MAINT-DEC	
			012.8500.4585	173.00
			LMD 01A LANDSCAPING MAINT-DEC	
			012.8500.4585	148.00
			LMD 01B LANDSCAPING MAINT-DEC	
			012.8500.4585	148.00
			LMD 02 LANDSCAPING MAINT-DEC	
			012.8500.4585	683.00
			LMD 03A LANDSCAPING MAINT-DEC	
			012.8500.4585	133.00
			LMD 03B LANDSCAPING MAINT-DEC	
			012.8500.4585	133.00
			LMD 04 LANDSCAPING MAINT-DEC	
			012.8500.4585	40.00
			LMD 05 LANDSCAPING MAINT-DEC	
			012.8500.4585	83.33
			LMD 07 LANDSCAPING MAINT-DEC	
			012.8500.4585	73.00
			LMD 08 LANDSCAPING MAINT-DEC	
			012.8500.4585	165.00
			LMD 09 LANDSCAPING MAINT-DEC	
			012.8500.4585	1,005.00
			LMD 10 LANDSCAPING MAINT-DEC	
			012.8500.4585	1,959.00
			LMD 11 LANDSCAPING MAINT-DEC	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88582	1/2/2024	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			012.8500.4585	469.00
			LMD 13 LANDSCAPING MAINT-DEC	
			012.8500.4585	123.00
			LMD 15 LANDSCAPING MAINT-DEC	
			012.8500.4585	453.00
			LMD 16 LANDSCAPING MAINT-DEC	
			012.8500.4585	48.00
			LMD 17 LANDSCAPING MAINT-DEC	
			012.8500.4585	609.00
			LMD 20 BASELINE LANDSCAPING MAINT-DEC	
			012.8500.4585	189.00
			LMD 20 STREATER LANDSCAPING MAINT-DEC	
			012.8500.4585	147.00
			LMD 21 LANDSCAPING MAINT-DEC	
			012.8500.4585	147.00
			LMD 22 LANDSCAPING MAINT-DEC	
			012.8500.4585	173.00
			LMD 24 LANDSCAPING MAINT-DEC	
			012.8500.4585	65.00
			LMD 25 LANDSCAPING MAINT-DEC	
			012.8500.4585	183.00
			LMD 29 LANDSCAPING MAINT-DEC	
			012.8500.4585	183.00
			LMD 30 LANDSCAPING MAINT-DEC	
			012.8500.4585	743.00
			LMD 31 LANDSCAPING MAINT-DEC	
			012.8500.4585	493.00
			LMD 34 LANDSCAPING MAINT-DEC	
			012.8500.4585	283.00
			LMD 35 LANDSCAPING MAINT-DEC	
			012.8500.4585	205.00
			LMD 36 LANDSCAPING MAINT-DEC	
			012.8500.4585	303.00
			LMD 37 LANDSCAPING MAINT-DEC	
			012.8500.4585	373.00
			LMD 39 LANDSCAPING MAINT-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88582	1/2/2024	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			012.8500.4585	478.00
			LMD 43 LANDSCAPING MAINT-DEC	
			012.8500.4585	173.00
			LMD 44 LANDSCAPING MAINT-DEC	
			012.8500.4585	2,565.00
			LMD 47 LANDSCAPING MAINT-DEC	
			012.8500.4585	199.00
			LMD 48 LANDSCAPING MAINT-DEC	
			012.8500.4585	2,093.00
			LMD 54 LANDSCAPING MAINT-DEC	
			012.8500.4585	535.00
			LMD 55 LANDSCAPING MAINT-DEC	
			012.8500.4585	473.00
			LMD 59 LANDSCAPING MAINT-DEC	
			012.8500.4585	59.00
			LMD 61 LANDSCAPING MAINT-DEC	
			012.8500.4585	333.00
			LMD 63 LANDSCAPING MAINT-DEC	
			012.8500.4585	123.00
			LMD 70 LANDSCAPING MAINT-DEC	
			012.8500.4585	573.00
			LMD 76 LANDSCAPING MAINT-DEC	
			012.8500.4585	173.00
			LMD 68 LANDSCAPING MAINT-DEC	
			012.8500.4585	513.00
			LMD 69 LANDSCAPING MAINT-DEC	
			012.8500.4585	118.00
			LMD 73 LANDSCAPING MAINT-DEC	
			012.8500.4585	268.00
			Total :	30,655.33
88583	1/2/2024	005731 SITEONE LANDSCAPE SUPPLY, LLC	CORP YARD: SMALL TOOLS	
			CORP YARD: SMALL TOOLS	
			004.8310.4206	150.09
			Total :	150.09
88584	1/2/2024	000204 SOCALGAS	FS#2-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88584	1/2/2024	000204 SOCALGAS	(Continued)	
			FS#2-DEC	
			028.2050.4020	31.55
			FS#2-DEC	
			029.2100.4020	31.54
			CITY HALL-DEC	
			CITY HALL-DEC	
			042.9510.4020	242.48
			POLICE STATION-DEC	
			POLICE STATION-DEC	
			001.2000.4020	1,624.96
			FS#3-DEC	
			FS#3-DEC	
			028.2050.4020	93.92
			FS#3-DEC	
			029.2100.4020	93.88
			FS#1-DEC	
			FS#1-DEC	
			028.2050.4020	35.10
			FS#1-DEC	
			029.2100.4020	35.09
			Total :	2,188.52
88585	1/2/2024	006127 STAPLES BUSINESS CREDIT	FS#2: VARIOUS OFFICE SUPPLIES	
			FS#2: VARIOUS OFFICE SUPPLIES	
			028.2050.4200	137.40
			FS#2: VARIOUS OFFICE SUPPLIES	
			029.2100.4200	137.39
			FS#3: FILE CABINET & STACKABLE WALL FILE	
			FS#3: FILE CABINET & STACKABLE WALL	
			028.2050.4200	342.92
			FS#3: FILE CABINET & STACKABLE WALL	
			029.2100.4200	342.92
			Total :	960.63
88586	1/2/2024	001527 STERICYCLE INC.	SHREDDING SERVICE-DEC	
			SHREDDING SERVICE-DEC	
			001.1200.4626	146.77

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88586	1/2/2024	001527	001527 STERICYCLE INC.	
			(Continued)	
			Total :	146.77
88587	1/2/2024	006231	TESLA ENERGY OPERATIONS INC	
			REFUND PERMIT#20230565	
			REFUND PERMIT#20230565	
			001.1450.7600	
			Total :	325.00
				325.00
88588	1/2/2024	000226	UNUM LIFE INSURANCE	
			LONG TERM DISABILITY-JAN	
			LONG TERM DISABILITY-JAN	
			001.1180	
				811.15
			LONG TERM DISABILITY-JAN	
			004.1180	
				59.20
			LONG TERM DISABILITY-JAN	
			010.1180	
				40.70
			LONG TERM DISABILITY-JAN	
			023.1180	
				11.10
			LONG TERM DISABILITY-JAN	
			041.1180	
				25.87
			LONG TERM DISABILITY-JAN	
			070.1180	
				55.47
			Total :	1,003.49
1002538678	1/2/2024	000004	PUBLIC EMPLOYEE RETIREMENT SYS	
			PERS HEALTH-JAN	
			PERS HEALTH-JAN	
			001.1150	
				14,459.55
			PERS HEALTH-JAN	
			004.1150	
				2,343.02
			PERS HEALTH-JAN	
			010.1150	
				1,586.75
			PERS HEALTH-JAN	
			012.1150	
				206.61
			PERS HEALTH-JAN	
			016.1150	
				206.61
			PERS HEALTH-JAN	
			041.1150	
				283.29
			PERS HEALTH-JAN	
			070.1150	
				338.15
			PERS HEALTH-JAN	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1002538678	1/2/2024	000004	PUBLIC EMPLOYEE RETIREMENT SYS (Continued)	
			001.1450.3511	79.17
			PERS HEALTH-JAN	
			041.9500.3515	2,000.00
			Total :	21,503.15
32 Vouchers for bank code : wfb				Bank total : 133,906.13
32 Vouchers in this report				Total vouchers : 133,906.13

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88589	1/9/2024	004206 #1 SON PLUMBING INC	LMD: BACKFLOW TESTING	
			LMD 44: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 15: BACKFLOW TESTING	
			012.8500.4030	100.00
			LMD 20: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 17: BACKFLOW TESTING	
			012.8500.4030	200.00
			LMD 35: BACKFLOW TESTING	
			012.8500.4030	100.00
			LMD 20: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 31: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 03: BACKFLOW TESTING	
			012.8500.4030	100.00
			LMD 36: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 06: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 16: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 43: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 29: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 11: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 04: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 34: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 07: BACKFLOW TESTING	
			012.8500.4030	50.00
			LMD 21: BACKFLOW TESTING	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88589	1/9/2024	004206 #1 SON PLUMBING INC	(Continued)	
			012.8500.4030	50.00
			LMD 37: BACKFLOW TESTING	
			012.8500.4030	50.00
			PARKS/LMD/CITY HALL/CORP & PD BACKFLOW T	
			LMD 25: BACKFLOW TESTING	
			012.8500.4030	50.00
			COMM PARK: BACKFLOW TESTING	
			001.6000.4030	150.00
			ATHLETIC CTR: BACKFLOW TESTING	
			001.6000.4030	50.00
			LIBRARY: BACKFLOW TESTING	
			001.6000.4030	100.00
			YMCA: BACKFLOW TESTING	
			001.6000.4030	50.00
			PD: BACKFLOW TESTING	
			001.2000.4030	100.00
			CITY HALL: BACKFLOW TESTING	
			042.9510.4030	50.00
			BASELINE MEDIAN: BACKFLOW TESTING	
			004.8310.4030	100.00
			LMD 47: BACKFLOW TESTING	
			012.8500.4030	50.00
			SEELEY PARK: BACKFLOW TESTING	
			016.8540.4030	50.00
			CUNNINGHAM PARK: BACKFLOW TESTING	
			016.8540.4030	50.00
			LMD 48: BACKFLOW TESTING	
			012.8500.4030	50.00
			FS#1: BACKFLOW TESTING	
			028.2050.4030	25.00
			FS#1: BACKFLOW TESTING	
			029.2100.4030	25.00
			BEATTIE IRR: BACKFLOW TESTING	
			001.6000.4030	50.00
			LMD 55: BACKFLOW TESTING	
			012.8500.4030	50.00

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88589	1/9/2024	004206 #1 SON PLUMBING INC	(Continued) CORP YARD: BACKFLOW TESTING 004.8310.4030	100.00
Total :				2,350.00
88590	1/9/2024	005771 AMAZON CAPITAL SERVICES	PHONE CASES PHONE CASES 042.9510.4200	95.85
Total :				95.85
88591	1/9/2024	005577 AMERICAN RENTALS, INC.	COMM PARK: PARKING LOT LIGHTS COMM PARK: PARKING LOT LIGHTS 001.6000.4248	275.63
Total :				275.63
88592	1/9/2024	000165 AT&T	POLICE DEPT-JAN POLICE DEPT-JAN 001.2000.4060	2,582.96
Total :				2,582.96
88593	1/9/2024	000165 AT&T	BASELINE LITTLE LEAGUE-JAN BASELINE LITTLE LEAGUE-JAN 001.6000.4060	1,250.50
Total :				1,250.50
88594	1/9/2024	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL-NOV FIRE MARSHAL-NOV 029.2100.4540	4,122.50
Total :				4,122.50
88595	1/9/2024	006099 CHARTER COMMUNICATIONS	PD TELE/INT-JAN PD TELE/INT-JAN 001.2000.4065	829.85
Total :				829.85
88596	1/9/2024	006099 CHARTER COMMUNICATIONS	CORP YARD: TELE/INT SVC-JAN CORP YARD: TELE/INT SVC-JAN 004.8310.4060	626.90

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
88596	1/9/2024	006099	006099 CHARTER COMMUNICATIONS (Continued)	
			Total :	626.90
88597	1/9/2024	000194	CITY OF SAN BERNARDINO	
			TRAFFIC SIGNAL MAINT-JUL-AUG 23	
			TRAFFIC SIGNAL MAINT-JUL-AUG 23	
			004.8310.4580	
			Total :	2,797.51
88598	1/9/2024	005933	COMPASS CONSULTING ENTERPRISES	
			STR07004A ENVIRONMENTAL COMPLIANCE PROF	
			STR07004A ENV COM-OCT-NOV	
			030.8495.6600	
			Total :	2,425.60
88599	1/9/2024	006165	CORTES, FRANCISCO	
			CHF REFUND FOOD BOOTH	
			CHF REFUND FOOD BOOTH	
			051.1471	
			Total :	200.00
88600	1/9/2024	000213	DAILY JOURNAL CORPORATION	
			DRA20-006A NEWSPAPER PUBLICATION	
			DRA20-006A NEWSPAPER PUBLICATION	
			001.1200.4300	
			Total :	319.70
88601	1/9/2024	001230	DEPARTMENT OF FORESTRY	
			MEDIC SERVICE 7/1-9/30/23	
			MEDIC SERVICE 7/1-9/30/23	
			030.8495.4567	
			Total :	337,500.00
			MEDIC SERVICE 7/1-9/30/23	
			028.2050.4567	
			Total :	123,151.15
			FIRE SERVICES 7/1-9/30/23	
			FIRE SERVICES 7/1-9/30/23	
			030.8495.4569	
			Total :	337,500.00
			FIRE SERVICES 7/1-9/30/23	
			029.2100.4569	
			Total :	544,427.99
88602	1/9/2024	001289	DUEBBERT, KLAUS	
			CHF HISTORICAL DEMO FEE REFUND	
			CHF HISTORICAL DEMO FEE REFUND	
			051.1471	
			Total :	200.00
			Total :	200.00

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88603	1/9/2024	000085 EAST VALLEY WATER DISTRICT	LMD 36-DEC LMD 36-DEC 012.8500.4030	274.32
Total :				274.32
88604	1/9/2024	006229 ELMT CONSULTING, INC.	SDR17001 CE DIF BIO MONIT BLEDSOE CK-DEC SDR17001 CE DIF BIO MONIT BLEDSOE CK-DEC 007.8330.6600	1,660.00
Total :				1,660.00
88605	1/9/2024	000127 K & L HARDWARE	CORP YARD: BLDG MAINT CORP YARD: BLDG MAINT 004.8310.4070 CORP YARD: BLDG MAINT CORP YARD: BLDG MAINT 004.8310.4070 CORP YARD: MISC SUPPLIES CORP YARD: BLDG MAINT 004.8310.4206 FS#1-3: MISC SUPPLIES FS#1-3: MISC SUPPLIES 028.2050.4206 FS#1-3: MISC SUPPLIES 029.2100.4206	26.42 16.28 39.61 12.90 12.90
Total :				108.11
88606	1/9/2024	000207 KONICA MINOLTA	IT MONTHLY CONTRACT-JAN IT MONTHLY CONTRACT-JAN 042.9510.4627	5,004.00
Total :				5,004.00
88607	1/9/2024	006155 NEW CALIFORNIA BATHROOM CORP	97074 BUS LIC DUPLICATE REFUND 97074 BUS LIC DUPLICATE REFUND 001.1450.7450 97074 BUS LIC DUPLICATE REFUND 051.1493	180.00 4.00
Total :				184.00
88608	1/9/2024	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88608	1/9/2024	002511 RECORDER-CLERK CO OF SB	(Continued) DOCUMENT RECORDING-DEC 001.1200.4506	188.00
Total :				188.00
88609	1/9/2024	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISION-DEC PARCEL MAP REVISION-DEC 001.4100.4310	2.00
Total :				2.00
88610	1/9/2024	000203 SOUTHERN CALIFORNIA EDISON	POLICE STATION-DEC POLICE STATION-DEC 001.2000.4010 SIGNALS-DEC SIGNALS-DEC 004.8310.4580 CITY HALL & EV-DEC CITY HALL-DEC 042.9510.4010 EV-DEC 042.9510.4012 CITY HALL-DEC CITY HALL-DEC 042.9510.4010 SIGNALS-DEC SIGNALS-DEC 004.8310.4580 CORP YARD-DEC CORP YARD-DEC 004.8310.4010 SIGNAL-DEC SIGNAL-DEC 004.8310.4580 LS3-DEC 013.8510.4011 FS#1-3-DEC FS#3-DEC 028.2050.4010	5,963.00 57.75 580.36 4,441.82 1,532.40 4,846.76 1,179.68 198.35 68.55 801.70

Voucher	Date	Vendor	Description/Account	Amount
88610	1/9/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued) FS#3-DEC 029.2100.4010 FS#1-DEC 028.2050.4010 FS#1-DEC 029.2100.4010 FS#2-DEC 028.2050.4010 FS#2-DEC 029.2100.4010 LIBRARY/ELC-DEC LIBRARY/ELC-DEC 001.6000.4010	801.70 365.26 365.26 314.34 314.33 3,806.57 Total : 25,637.83
88611	1/9/2024	006150 SPECTRUM GAS PRODUCTS	FS#3: OXYGEN REFILL FS#3: OXYGEN REFILL 028.2050.4207	38.00 Total : 38.00
88612	1/9/2024	001993 STATE WATER RESOURCE CONTROL	BRG07-001 RDA07 WQC 23/24 BRG07-001 RDA07 WQC 23/24 010.3830.6813	1,360.00 Total : 1,360.00
88613	1/9/2024	001993 STATE WATER RESOURCE CONTROL	SDR17-001 DIF LOCAL NON PART WQC 23/24 SDR17-001 DIF LOCAL NON PART WQC 23/24 007.8330.6600	403.00 Total : 403.00
88614	1/9/2024	003044 THOMSON REUTERS WEST	CODE BOOKS-JAN CODE BOOKS-JAN 001.1200.4626	1,577.67 Total : 1,577.67
88615	1/9/2024	005839 TRUSTED TECH TEAM	MICROSOFT 365 LIC-JAN MICROSOFT 365 LIC-JAN 042.9510.4533	1,484.45

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88615	1/9/2024	005839	005839 TRUSTED TECH TEAM	(Continued)
				Total : 1,484.45
88616	1/9/2024	006001	YUNEX LLC	
			STREET LIGHT RESP CALL OUT-NOV	
			STREET LIGHT RESP CALL OUT-NOV	
			013.8510.4664	570.42
			TRAFFIC SIGNAL RESP CALL OUT-NOV	
			TRAFFIC SIGNAL RESP CALL OUT-NOV	
			004.8310.4580	3,994.46
			STREET LIGHT MAINT-NOV	
			STREET LIGHT MAINT-NOV	
			013.8510.4664	2,528.50
			TRAFFIC SIGNAL MAINT-NOV	
			TRAFFIC SIGNAL MAINT-NOV	
			004.8310.4580	3,872.28
				Total : 10,965.66
28 Vouchers for bank code : wfb				Bank total : 1,409,543.18
28 Vouchers in this report				Total vouchers : 1,409,543.18

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88617	1/9/2024	006222 NEC CLOUD COMMUNICATIONS	VOIP-OCT	
			VOIP-OCT	
			042.9510.4533	2,888.10
			VOIP-NOV	
			042.9510.4533	1,981.39
			VOIP-DEC	
			VOIP-DEC	
			042.9510.4533	1,981.40
Total :				6,850.89
1 Vouchers for bank code : wfb				Bank total : 6,850.89
1 Vouchers in this report				Total vouchers : 6,850.89

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
865	1/12/2024	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	36,880.53
			ICMA DEFERRED COMP 457: Payment	
			004.1170	3,812.01
			ICMA DEFERRED COMP 457: Payment	
			010.1170	931.53
			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	27.50
			ICMA DEFERRED COMP 457: Payment	
			024.1170	12.00
			ICMA DEFERRED COMP 457: Payment	
			041.1170	5,232.73
			ICMA DEFERRED COMP 457: Payment	
			042.1170	121.49
			ICMA DEFERRED COMP 457: Payment	
			070.1170	1,932.63
			Total :	48,975.42
866	1/12/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment	
			023.1145	7.94
			EPMC: Payment	
			024.1145	0.69
			EPMC: Payment	
			041.1145	28.74
			EPMC: Payment	
			042.1145	13.84
			EPMC: Payment	
			070.1145	62.66
			PERS: Payment	
			001.1145	17,330.39

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
866	1/12/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			004.1145	3,422.79
			PERS: Payment	
			010.1145	1,258.20
			PERS: Payment	
			012.1145	228.76
			PERS: Payment	
			016.1145	228.73
			PERS: Payment	
			023.1145	259.87
			PERS: Payment	
			024.1145	24.68
			PERS: Payment	
			041.1145	410.69
			PERS: Payment	
			042.1145	563.38
			PERS: Payment	
			070.1145	894.79
			PERS SURVIVOR: Payment	
			001.1145	26.20
			PERS SURVIVOR: Payment	
			004.1145	4.64
			PERS SURVIVOR: Payment	
			010.1145	1.12
			PERS SURVIVOR: Payment	
			012.1145	0.57
			PERS SURVIVOR: Payment	
			016.1145	0.55
			PERS SURVIVOR: Payment	
			023.1145	0.41
			PERS SURVIVOR: Payment	
			024.1145	0.04
			PERS SURVIVOR: Payment	
			041.1145	0.30
			PERS SURVIVOR: Payment	
			042.1145	1.79

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
866	1/12/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			070.1145	0.65
			EPMC: Payment	
			001.1145	595.09
			EPMC: Payment	
			004.1145	149.60
			EPMC: Payment	
			010.1145	55.67
			EPMC: Payment	
			012.1145	2.85
			EPMC: Payment	
			016.1145	2.85
			Total :	25,578.48
867	1/12/2024	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			042.1120	297.90
			FEDERAL TAXES: Payment	
			070.1120	3,592.41
			SOCIAL SECURITY: Payment	
			001.1140	687.36
			SOCIAL SECURITY: Payment	
			008.1140	131.94
			MEDICARE: Payment	
			001.1140	7,899.90
			MEDICARE: Payment	
			004.1140	1,021.08
			MEDICARE: Payment	
			008.1140	30.86
			MEDICARE: Payment	
			010.1140	335.78
			MEDICARE: Payment	
			012.1140	64.40
			MEDICARE: Payment	
			016.1140	64.36
			MEDICARE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
867	1/12/2024	000119 INTERNAL REVENUE SERVICE	(Continued)	
			023.1140	53.96
			MEDICARE: Payment	
			024.1140	5.44
			MEDICARE: Payment	
			041.1140	781.46
			MEDICARE: Payment	
			042.1140	154.76
			MEDICARE: Payment	
			070.1140	443.88
			FEDERAL TAXES: Payment	
			001.1120	50,797.25
			FEDERAL TAXES: Payment	
			004.1120	5,380.06
			FEDERAL TAXES: Payment	
			008.1120	11.45
			FEDERAL TAXES: Payment	
			010.1120	1,894.68
			FEDERAL TAXES: Payment	
			012.1120	168.49
			FEDERAL TAXES: Payment	
			016.1120	168.45
			FEDERAL TAXES: Payment	
			023.1120	160.78
			FEDERAL TAXES: Payment	
			024.1120	15.38
			FEDERAL TAXES: Payment	
			041.1120	7,316.80
			Total :	81,478.83
868	1/12/2024	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	20,762.28
			STATE TAXES: Payment	
			004.1130	2,138.99
			STATE TAXES: Payment	
			010.1130	805.71

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
868	1/12/2024	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			012.1130	75.42
			STATE TAXES: Payment	
			016.1130	75.38
			STATE TAXES: Payment	
			023.1130	68.11
			STATE TAXES: Payment	
			024.1130	5.59
			STATE TAXES: Payment	
			041.1130	2,778.89
			STATE TAXES: Payment	
			042.1130	223.46
			STATE TAXES: Payment	
			070.1130	1,365.96
			Total :	28,299.79
88618	1/12/2024	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC DENTAL: Payment	
			070.1181	0.57
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	2.98
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.48
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.48
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	98.24
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.99
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.58
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.55
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.81
			AFLAC ACCIDENT INSURANCE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88618	1/12/2024	003804 AFLAC WWHQ	(Continued)	
			024.1181	0.26
			AFLAC ACCIDENT INSURANCE: Payment	
			042.1181	4.17
			AFLAC DISABILITY INSURANCE: Payment	
			001.1181	128.16
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	24.70
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			016.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.50
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	157.65
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			023.1181	12.32
			AFLAC HOSPITAL INSURANCE: Payment	
			042.1181	4.97
			AFLAC DENTAL: Payment	
			001.1181	27.88
			AFLAC DENTAL: Payment	
			004.1181	0.55
			AFLAC DENTAL: Payment	
			041.1181	1.66
			Total :	520.50
88619	1/12/2024	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	11.28
			ARROWHEAD UNITED WAY: Payment	
			004.1180	0.74

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88619	1/12/2024	000433 ARROWHEAD UNITED WAY	(Continued)	
			ARROWHEAD UNITED WAY: Payment	
			041.1180	2.25
			ARROWHEAD UNITED WAY: Payment	
			070.1180	0.73
			Total :	15.00
6 Vouchers for bank code : wfb				Bank total : 184,868.02
6 Vouchers in this report				Total vouchers : 184,868.02

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Voucher List
CITY OF HIGHLAND

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Voucher	Date	Vendor	Description/Account	Amount
88620	1/16/2024	005737 AGA ENGINEERS, INC.	TS MONITORING-NOV TS MONITORING-NOV 020.8440.4550 SIG21001 PE HSIP-NOV SIG21001 PE HSIP-NOV 030.8495.6550	3,200.00 157.00
Total :				3,357.00
88621	1/16/2024	005771 AMAZON CAPITAL SERVICES	FS#3: OFFICE CHAIR WHEELS FS#3: OFFICE CHAIR WHEELS 028.2050.4203 FS#3: OFFICE CHAIR WHEELS 029.2100.4203	87.56 87.54
Total :				175.10
88622	1/16/2024	000774 ARROWHEAD CREDIT UNION-DEPT 91	CIRA AIRFARE CANCELLED CIRA AIRFARE CANCELLED 041.9500.4320 CIRA AIRFARE CANCELLED CIRA AIRFARE CANCELLED 041.9500.4320 DRI CRASH PLAN-DEC DRI CRASH PLAN-DEC 042.9510.4208 2023 CITY CLERK NEW LAWS & ELECTION 2023 CITY CLERK NEW LAWS & ELECTION 001.1200.4320 LOCC FINANCE CONF HOTEL: NAVA-CRUZ LOCC FINANCE CONF HOTEL: NAVA-CRUZ 001.1700.4320	-133.98 -151.98 19.98 87.76
Total :				521.32
88623	1/16/2024	000774 ARROWHEAD CREDIT UNION-DEPT 91	APWA BEST AWARD: ZAMANO APWA BEST AWARD: ZAMANO 001.3200.4330 ZOOM MEETING-DEC ZOOM MEETING-DEC	90.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88623	1/16/2024	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued) 042.9510.4310	110.00
Total :				200.00
88624	1/16/2024	000774 ARROWHEAD CREDIT UNION-DEPT 91	CIRA MTG FLIGHT-PARKING-SHUTTLE: DANTUON CIRA MTG FLIGHT-PARKING-SHUTTLE: 041.9500.4320 CIRA MTG FLIGHT-PARKING-SHUTTLE: DANTUON CIRA MTG FLIGHT-PARKING-SHUTTLE: 041.9500.4320	50.16
Total :				60.00
Total :				110.16
88625	1/16/2024	000043 BALLARD PLUMBING HEATING & AIR	FS#3: PLUMBING MAINT FS#3: PLUMBING MAINT 028.2050.4070 FS#3: PLUMBING MAINT 029.2100.4070	62.50
Total :				62.50
Total :				125.00
88626	1/16/2024	004174 BMI	BMI LICENSE 2024 BMI LICENSE 2024 001.1450.4310	866.00
Total :				866.00
88627	1/16/2024	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 12/15-1/05/24 SOLID WASTE PROG 12/15-1/05/24 051.1496	40,449.81
Total :				40,449.81
88628	1/16/2024	003836 CALIFORNIA BUILDING	BSAR 10/23-12/23 BSAR 10/23-12/23 051.1480 BSAR 10/23-12/23 001.4500.4543	-82.20
Total :				822.00
Total :				739.80
88629	1/16/2024	000143 COMMUNITY WORKS DESIGN GROUP	PLAN CHECK GENERAL-NOV PLAN CHECK GENERAL-NOV 001.4100.4547	387.50

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88629	1/16/2024	000143 COMMUNITY WORKS DESIGN GROUP	(Continued)	
			CUP16-006 CLOSED PLAN CHECK-NOV	
			CUP16-006 CLOSED PLAN CHECK-NOV	
			001.4100.4547	155.00
			DRA20-006 PLAN CHECK-NOV	
			DRA20-006 PLAN CHECK-NOV	
			001.4100.4547	77.50
			DRA21-002 CLOSED PLAN CHECK-NOV	
			DRA21-002 CLOSED PLAN CHECK-NOV	
			001.4100.4547	620.00
			DRA21-007 PLAN CHECK-NOV	
			DRA21-007 PLAN CHECK-NOV	
			001.4100.4547	310.00
			DRA21-013 PLAN CHECK-NOV	
			DRA21-013 PLAN CHECK-NOV	
			001.4100.4547	333.10
			DRA22-003 PLAN CHECK-NOV	
			DRA22-003 PLAN CHECK-NOV	
			001.4100.4547	697.50
			CUP22-009 PLAN CHECK-NOV	
			CUP22-009 PLAN CHECK-NOV	
			001.4100.4547	310.00
			DRA22-011 PLAN CHECK-NOV	
			DRA22-011 PLAN CHECK-NOV	
			001.4100.4547	542.50
			DRA23-009 PLAN CHECK-NOV	
			DRA23-009 PLAN CHECK-NOV	
			001.4100.4547	77.50
			SB1383 MULCH & COMPOST-NOV	
			SB1383 MULCH & COMPOST-NOV	
			027.8490.4349	1,650.00
			Total :	5,160.60
88630	1/16/2024	000056 DEPARTMENT OF CONSERVATION	SMIP 10/2023-12/2023	
			SMIP 10/2023-12/2023	
			001.4500.4542	1,566.00
			SMIP 10/2023-12/2023	
			051.1479	-78.30

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88630	1/16/2024	000056	000056 DEPARTMENT OF CONSERVATION (Continued)	Total : 1,487.70
88631	1/16/2024	004879	DIV OF THE STATE ARCHITECT AB1379 10/2023-12/2023 AB1379 10/2023-12/2023 051.1493	294.40 Total : 294.40
88632	1/16/2024	000085	EAST VALLEY WATER DISTRICT ATHLETIC CTR-DEC ATHLETIC CTR-DEC 001.6000.4030 COMMUNITY PARK-DEC COMMUNITY PARK-DEC 001.6000.4030 LMD 34-DEC LMD 34-DEC 012.8500.4030 CUNNINGHAM PARK-DEC CUNNINGHAM PARK-DEC 016.8540.4030 COMM CTR-DEC COMM CTR-DEC 001.6000.4030 LMD 30-DEC LMD 30-DEC 012.8500.4030 LMD 10-DEC LMD 10-DEC 012.8500.4030 OAK CREEK PARK-DEC OAK CREEK PARK-DEC 016.8540.4030 LMD 10-DEC LMD 10-DEC 012.8500.4030 LIBRARY/ELC-DEC LIBRARY/ELC-DEC 001.6000.4030 CORP YARD-DEC	279.28 9,152.10 164.97 739.22 52.70 235.93 1,599.15 1,949.06 1,094.32 70.27

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88632	1/16/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			CORP YARD-DEC	
			004.8310.4030	70.27
			STR & STRM DRN #21-DEC	
			STR & STRM DRN #21-DEC	
			024.8470.4030	62.24
			CORP YARD-DEC	
			CORP YARD-DEC	
			004.8310.4030	149.40
			CORP YARD-DEC	
			CORP YARD-DEC	
			004.8310.4030	1,305.18
			COMM CTR IRRIGATION-DEC	
			COMM CTR IRRIGATION-DEC	
			001.6000.4030	694.73
			LIBRARY/ELC-DEC	
			LIBRARY/ELC-DEC	
			001.6000.4030	450.11
			YMCA COMMUNITY PARK-DEC	
			YMCA COMMUNITY PARK-DEC	
			001.6000.4030	197.70
			LIBRARY/ELC-DEC	
			LIBRARY/ELC-DEC	
			001.6000.4030	198.28
			ATHLETIC CTR-DEC	
			ATHLETIC CTR-DEC	
			001.6000.4030	35.14
			COMMUNITY PARK-DEC	
			COMMUNITY PARK-DEC	
			001.6000.4030	52.70
			Total :	18,552.75
88633	1/16/2024	002643 ESRI	GIS SOFTWARE/MAINT-23/24	
			GIS SOFTWARE/MAINT-23/24	
			001.4100.4534	5,333.28
			GIS SOFTWARE/MAINT-23/24	
			001.4500.4534	5,333.28
			GIS SOFTWARE/MAINT-23/24	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88633	1/16/2024	002643 ESRI	(Continued) 001.4600.4534	5,333.44
Total :				16,000.00
88634	1/16/2024	005018 FLYERS ENERGY, LLC	FUEL-JAN FUEL-JAN 001.2000.4220 FUEL-JAN 001.4200.4220 FUEL-JAN 001.4600.4220 FUEL-JAN 001.6000.4220 FUEL-JAN 001.6010.4220 FUEL-JAN 004.8310.4220 FUEL-JAN 028.2050.4220 FUEL-JAN 029.2100.4220 FUEL-JAN 042.9510.4220	4,088.33 53.62 124.86 152.03 102.55 570.10 783.22 783.22 38.01
Total :				6,695.94
88635	1/16/2024	000623 HARBOR FREIGHT TOOLS	FS#2: SMALL TOOLS FS#2: SMALL TOOLS 028.2050.4206 FS#2: SMALL TOOLS 029.2100.4206	22.83 22.83
Total :				45.66
88636	1/16/2024	000662 HI WAY SAFETY INC	ROAD SIGNS ROAD SIGNS 004.8310.4206	391.01
Total :				391.01
88637	1/16/2024	001320 HIGHLAND SENIOR CENTER	CDBG REIMB-DEC	

Voucher List
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Voucher	Date	Vendor	Description/Account	Amount
88637	1/16/2024	001320 HIGHLAND SENIOR CENTER	(Continued) CDBG REIMB-DEC 006.8400.4348	2,000.00
Total :				2,000.00
88638	1/16/2024	002221 HUMANE SOCIETY OF	VOUCHER #24-0005 VOUCHER #24-0005 001.2200.4344	50.00
Total :				50.00
88639	1/16/2024	000461 JON'S FLAGS & POLES	FLAGS: US, CA, POW & COH FLAGS: US, CA, POW & COH 001.0500 FS#3: FLAGPOLE ROPES FS#3: FLAGPOLE ROPES 028.2050.4070 FS#3: FLAGPOLE ROPES 029.2100.4070	5,039.47 145.18 145.18
Total :				5,329.83
88640	1/16/2024	000127 K & L HARDWARE	CITY HALL: BLDG MAINT CITY HALL: BLDG MAINT 042.9510.4070 FS#2: BLDG MAINT FS#2: BLDG MAINT 028.2050.4206 FS#2: BLDG MAINT 029.2100.4206 FS#1: BLDG MAINT FS#1: BLDG MAINT 028.2050.4070 FS#1: BLDG MAINT 029.2100.4070 FS#1: JANITORIAL SUPPLIES FS#1: JANITORIAL SUPPLIES 028.2050.4206 FS#1: JANITORIAL SUPPLIES 029.2100.4206	18.94 50.56 50.55 62.97 62.96 18.08 18.08

Voucher List
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<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
88640	1/16/2024	000127 K & L HARDWARE	(Continued) FS#1: BLDG MAINT FS#1: BLDG MAINT 028.2050.4070 FS#1: BLDG MAINT 029.2100.4070	24.19 24.19 Total : 330.52
88641	1/16/2024	000207 KONICA MINOLTA	PRINTER MAINT CONTRACT-DEC PRINTER MAINT CONTRACT-DEC 042.9510.4631	703.68 Total : 703.68
88642	1/16/2024	000426 LEAGUE OF CALIF CITIES	LOCC DUES 2024 LOCC DUES 2024 001.1000.4310	20,135.00 Total : 20,135.00
88643	1/16/2024	001193 LIFE ASSIST, INC.	FS#1-3: ARPA1 PPE SUPPLIES FS#1-3: ARPA1 PPE SUPPLIES 030.8495.4349 FS#1-3: ARPA1 PPE SUPPLIES FS#1-3: ARPA1 PPE SUPPLIES 030.8495.4349 FS#1-3: ARPA1 PPE SUPPLIES FS#1-3: ARPA1 PPE SUPPLIES 030.8495.4349 FS#1-3: ARPA1 PPE SUPPLIES FS#1-3: ARPA1 PPE SUPPLIES 030.8495.4349 FS#1-3: ARPA1 PPE SUPPLIES FS#1-3: ARPA1 PPE SUPPLIES 030.8495.4349 FS#1-3: ARPA1 PPE SUPPLIES FS#1-3: ARPA1 PPE SUPPLIES 030.8495.4349 FS#1-3: ARPA1 PPE SUPPLIES FS#1-3: ARPA1 PPE SUPPLIES 030.8495.4349	236.83 247.72 183.18 172.40 172.40 172.40

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88643	1/16/2024	001193 LIFE ASSIST, INC.	(Continued)	
			030.8495.4349	150.63
			FS#1-3: PARAMEDIC SUPPLIES	
			FS#1-3: PARAMEDIC SUPPLIES	
			028.2050.4207	247.60
			FS#1-3: PARAMEDIC SUPPLIES	
			FS#1-3: PARAMEDIC SUPPLIES	
			028.2050.4207	205.00
			FS#1-3: ARPA1 PPE SUPPLIES	
			FS#1-3: ARPA1 PPE SUPPLIES	
			030.8495.4349	183.18
			FS#1-3: ARPA1 PPE SUPPLIES	
			FS#1-3: ARPA1 PPE SUPPLIES	
			030.8495.4349	183.18
			FS#1-3: ARPA1 PPE SUPPLIES	
			FS#1-3: ARPA1 PPE SUPPLIES	
			030.8495.4349	130.95
			FS#1: PARAMEDIC SUPPLIES	
			FS#1: PARAMEDIC SUPPLIES	
			028.2050.4207	100.10
			Total :	2,385.57
88644	1/16/2024	004989 MULTIFORCE SYSTEMS CORP	FUEL TANK SOFTWARE SUPPORT-23/24	
			FUEL TANK SOFTWARE SUPPORT-23/24	
			001.2000.4255	717.00
			Total :	717.00
88645	1/16/2024	000192 SAM'S CLUB/SYNCHRONY BANK	LASKO SPACE HEATERS	
			LASKO SPACE HEATERS	
			001.4200.4200	100.12
			Total :	100.12
88646	1/16/2024	003713 SATCOM GLOBAL LTD.	SATTELITE PHONE-DEC	
			SATTELITE PHONES-DEC	
			028.2050.4061	21.38
			SATTELITE PHONES-DEC	
			029.2100.4061	21.37
			SATTELITE PHONES-DEC	

Voucher List
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<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
88646	1/16/2024	003713 SATCOM GLOBAL LTD.	(Continued)	
			042.9510.4061	42.75
			SATTELITE PHONES-DEC	
			001.2000.4061	42.75
			Total :	128.25
88647	1/16/2024	000203 SOUTHERN CALIFORNIA EDISON	AURANTIA PARK-DEC	
			AURANTIA PARK-DEC	
			001.6000.4010	151.08
			LS2-DEC	
			LS2-DEC	
			013.8510.4011	94.37
			CANYON PARK-DEC	
			CANYON PARK-DEC	
			016.8540.4010	28.41
			SALES AQUISITION PHASE I-DEC	
			SALES AQUISITION PHASE I-DEC	
			013.8510.4011	16,130.11
			LS2-DEC	
			LS2-DEC	
			013.8510.4011	1,233.42
			LS2/3 & SIGNALS-DEC	
			LS2-DEC	
			013.8510.4011	896.83
			SIGNALS-DEC	
			004.8310.4580	96.15
			LS1-DEC	
			LS1-DEC	
			013.8510.4011	9,174.04
			BOULDER MEDIAN-DEC	
			BOULDER MEDIAN-DEC	
			004.8310.4010	628.19
			LS2-DEC	
			LS2-DEC	
			013.8510.4011	20.58
			LMDS & COMM PARK-DEC	
			LMD 10-DEC	
			012.8500.4010	19.84

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<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
88647	1/16/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 22-DEC	
			012.8500.4010	16.99
			LMD 03-DEC	
			012.8500.4010	16.56
			LMD 16-DEC	
			012.8500.4010	16.74
			LMD 20-DEC	
			012.8500.4010	16.99
			LMD 02-DEC	
			012.8500.4010	16.99
			LMD 35-DEC	
			012.8500.4010	16.99
			LMD 01-DEC	
			012.8500.4010	16.99
			LMD 31-DEC	
			012.8500.4010	16.99
			LMD 21-DEC	
			012.8500.4010	16.99
			LMD 00-DEC	
			012.8500.4010	16.99
			LMD 15-DEC	
			012.8500.4010	34.52
			LMD 02-DEC	
			012.8500.4010	33.98
			LMD 04-DEC	
			012.8500.4010	17.83
			COMM PARK-DEC	
			001.6000.4010	600.56
			LMD 07-DEC	
			012.8500.4010	16.56
			LMD 06-DEC	
			012.8500.4010	16.30
			LMD 05-DEC	
			012.8500.4010	16.74
			LMD 11-DEC	
			012.8500.4010	16.99

Voucher List
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Voucher	Date	Vendor	Description/Account	Amount
88647	1/16/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 02-DEC	
			012.8500.4010	16.99
			LMD 34-DEC	
			012.8500.4010	16.99
			LMD 36-DEC	
			012.8500.4010	33.98
			LMD 44-DEC	
			012.8500.4010	17.26
			LMD 17-DEC	
			012.8500.4010	72.60
			LMD 47-DEC	
			012.8500.4010	16.99
			LMD 29-DEC	
			012.8500.4010	16.99
			LMD 08-DEC	
			012.8500.4010	16.99
			LMD 09-DEC	
			012.8500.4010	17.26
			Total :	29,621.77
88648	1/16/2024	006150 SPECTRUM GAS PRODUCTS	FS#3: OXYGEN REFILL	
			FS#3: OXYGEN REFILL	
			028.2050.4207	462.83
			Total :	462.83
88649	1/16/2024	001120 TERRY'S CANVAS	BC510: TRUCK STICKER	
			BC510: TRUCK STICKER	
			029.2100.6060	99.13
			Total :	99.13
88650	1/16/2024	000222 UNDERGROUND SERVICE ALERT	MONTHLY DIG ALERT-DEC	
			MONTHLY DIG ALERT-DEC	
			004.8310.4553	850.00
			REGULATORY COST-DEC	
			REGULATORY COST-DEC	
			004.8310.4553	307.21

Voucher List
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Voucher	Date	Vendor	Description/Account	Amount
88650	1/16/2024	000222	000222 UNDERGROUND SERVICE ALERT (Continued)	
Total :				1,157.21
88651	1/16/2024	000979	VERIZON WIRELESS	
			CELL PHONE/AIR CARDS-DEC	
			CELL PHONES-DEC	
			001.2000.4061	171.48
			AIR CARDS-DEC	
			001.2000.4062	1,064.28
			CELL PHONES-DEC	
			001.6000.4061	68.14
			CELL PHONES-DEC	
			001.6010.4061	27.46
			CELL PHONES-DEC	
			004.8310.4061	143.74
			AIR CARDS-DEC	
			004.8310.4062	38.01
			CELL PHONES-DEC	
			028.2050.4061	145.06
			AIR CARDS-DEC	
			028.2050.4062	304.08
			AIR CARDS-DEC	
			042.9510.4062	40.01
			CELL PHONES-DEC	
			042.9510.4061	811.08
			AIR CARDS-DEC	
			042.9510.4062	194.05
Total :				3,007.39
88652	1/16/2024	006173	WEST COAST FIRE SALES	
			ME542: VEH REPAIRS	
			ME542: VEH REPAIRS	
			028.2050.4240	970.77
			ME542: VEH REPAIRS	
			029.2100.4240	970.77
			ME541: VEH REPAIRS	
			ME541: VEH REPAIRS	
			028.2050.4240	297.99
			ME541: VEH REPAIRS	
			029.2100.4240	297.99
			ME543: VEH REPAIRS	

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Voucher	Date	Vendor	Description/Account	Amount
88652	1/16/2024	006173 WEST COAST FIRE SALES	(Continued)	
			ME543: VEH REPAIRS	
			028.2050.4240	321.42
			ME543: VEH REPAIRS	
			029.2100.4240	321.42
			Total :	3,180.36
88653	1/16/2024	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMB-OCT	
			MONTHLY REIMB-OCT	
			001.6000.4526	42,292.00
			MONTHLY REIMB-NOV	
			MONTHLY REIMB-NOV	
			001.6000.4526	42,292.00
			Total :	84,584.00
88654	1/16/2024	006001 YUNEX LLC	GREENSPOT & SAN BENITO-KD STL(NO TAG)	
			GREENSPOT & SAN BENITO-KD STL(NO TAG)	
			013.8510.4664	2,233.96
			BASELINE & CLOVERHILL-KD STL #60152H	
			BASELINE & CLOVERHILL-KD STL #60152H	
			013.8510.4664	1,945.78
			27366 5TH ST-KD STL #30297H	
			27366 5TH ST-KD STL #30297H	
			013.8510.4664	1,455.88
			5TH & CHURCH-KD STL #30273H	
			5TH & CHURCH-KD STL #30273H	
			013.8510.4664	1,002.80
			Total :	6,638.42
35 Vouchers for bank code : wfb				Bank total : 255,625.11
35 Vouchers in this report				Total vouchers : 255,625.11

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Voucher	Date	Vendor	Description/Account	Amount
88655	1/23/2024	005771 AMAZON CAPITAL SERVICES	OFFICE CHAIR MAT OFFICE CHAIR MAT 001.4100.4200 BREAKROOM SUPPLIES 100% RECYCLED 9" PAPER PLATES 042.9510.4200 100% RECYCLED PAPER BOWLS 042.9510.4200	44.17 191.52 88.86 Total : 324.55
88656	1/23/2024	001072 AUTO ZONE	CITY HALL: DOOR MAINT CITY HALL: DOOR MAINT 042.9510.4070	30.54 Total : 30.54
88657	1/23/2024	000043 BALLARD PLUMBING HEATING & AIR	FS#2: HVAC MAINT FS#2: HVAC MAINT 028.2050.4588 FS#2: HVAC MAINT 029.2100.4588	212.50 212.50 Total : 425.00
88658	1/23/2024	006228 BIG BRAND TIRE & SERVICE CO	VEH#136: TIRES VEH#136: TIRES 004.8310.4240	703.78 Total : 703.78
88659	1/23/2024	002960 BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 1/6-1/12/24 SOLID WASTE PROG 1/6-1/12/24 051.1496	14,534.16 Total : 14,534.16
88660	1/23/2024	002480 CASC ENGINEERING & CONSULTING	FWQ19-001-DEC FWQ19-001-DEC 001.3200.4551 FWQ21-002-DEC FWQ21-002-DEC 001.3200.4551	140.00 140.00

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Voucher	Date	Vendor	Description/Account	Amount
88660	1/23/2024	002480 CASC ENGINEERING & CONSULTING	(Continued)	
			FWQ21-006-DEC	
			FWQ21-006-DEC	
			001.3200.4551	140.00
			FWQ20-002-DEC	
			FWQ20-002-DEC	
			001.3200.4551	140.00
			FWQ20-002-DEC	
			FWQ20-002-DEC	
			001.3200.4551	3,500.00
			FWQ21-006-DEC	
			FWQ21-006-DEC	
			001.3200.4551	140.00
			FWQ20-002-DEC	
			FWQ20-002-DEC	
			001.3200.4551	455.00
			FWQ23-002-DEC	
			FWQ23-002-DEC	
			001.3200.4551	577.50
			WQP23-005-DEC	
			WQP23-005-DEC	
			001.3200.4551	385.00
			STI21-005-DEC	
			STI21-005-DEC	
			001.3200.4551	800.00
			Total :	6,417.50
88661	1/23/2024	006099 CHARTER COMMUNICATIONS	CITY HALL TELE/INT-JAN	
			CITY HALL TELE/INT-JAN	
			042.9510.4065	1,758.76
			Total :	1,758.76
88662	1/23/2024	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#3 PEST CONTROL	

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Voucher	Date	Vendor	Description/Account	Amount
88662	1/23/2024	005553 CLARK PEST CONTROL OF STOCKTON	(Continued)	
			FS#3 PEST CONTROL	
			028.2050.4589	26.50
			FS#3 PEST CONTROL	
			029.2100.4589	26.50
			YMCA PEST CONTROL	
			YMCA PEST CONTROL	
			001.6000.4589	104.00
			PD PEST CONTROL	
			PD PEST CONTROL	
			001.2000.4589	111.00
			CORP YARD PEST CONTROL	
			CORP YARD PEST CONTROL	
			004.8310.4589	80.00
			Total :	401.00
88663	1/23/2024	001035 DEPARTMENT OF JUSTICE	FINGERPRINT APPS: NEWSOM-DEC	
			FINGERPRINT APPS: NEWSOM-DEC	
			001.1700.4236	32.00
			Total :	32.00
88664	1/23/2024	001764 DEPENDABLE COFFEE & WATER SVC.	COUNCIL: COOLER-JAN	
			COUNCIL: COOLER-JAN	
			042.9510.4200	103.73
			Total :	103.73
88665	1/23/2024	006105 DUKES, WILLIAM SETH	MEDICAL DIRECTOR 23/24	
			MEDICAL DIRECTOR 23/24	
			028.2050.4574	14,500.00
			Total :	14,500.00
88666	1/23/2024	000085 EAST VALLEY WATER DISTRICT	LMD17-B-JAN	
			LMD17-B-JAN	
			012.8500.4030	300.05
			LMD 11-JAN	
			LMD 11-JAN	
			012.8500.4030	628.27
			LMD 55-JAN	

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Voucher	Date	Vendor	Description/Account	Amount
88666	1/23/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 55-JAN	
			012.8500.4030	631.37
			LMD 17-D-JAN	
			LMD 17-D-JAN	
			012.8500.4030	92.79
			LMD 25-JAN	
			LMD 25-JAN	
			012.8500.4030	209.03
			LMD 17-C-JAN	
			LMD 17-C-JAN	
			012.8500.4030	113.99
			LMD 76-JAN	
			LMD 76-JAN	
			012.8500.4030	165.93
			LMD 17-A-JAN	
			LMD 17-A-JAN	
			012.8500.4030	101.82
			SEELEY PARK-JAN	
			SEELEY PARK-JAN	
			016.8540.4030	86.59
			LMD 43-JAN	
			LMD 43-JAN	
			012.8500.4030	230.25
			LMD 47-JAN	
			LMD 47-JAN	
			012.8500.4030	229.06
			LMD 16-JAN	
			LMD 16-JAN	
			012.8500.4030	61.32
			Total :	2,850.47
88667	1/23/2024	000090 FEDEX	DRA21-007 OVERNIGHT MAIL	
			DRA21-007 OVERNIGHT MAIL	
			001.4100.4210	37.18
			OVERNIGHT MAIL	
			OVERNIGHT MAIL	
			001.4100.4210	93.26

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Voucher	Date	Vendor	Description/Account	Amount
88667	1/23/2024	000090 FEDEX	(Continued) DRA22-003 OVERNIGHT MAIL DRA22-003 OVERNIGHT MAIL 001.4100.4210	72.84
Total :				203.28
88668	1/23/2024	006187 GREASE MONKEY #977	VEH#130: MAINT VEH#130: MAINT 004.8310.4240	196.34
Total :				196.34
88669	1/23/2024	003947 HDR ENGINEERING, INC.	STR17-002 PE CCF 2017-DEC STR17-002 PE CCF 2017-DEC 027.8490.6550	4,261.00
Total :				4,261.00
88670	1/23/2024	000662 HI WAY SAFETY INC	ROAD SIGNS ROAD SIGNS 004.8310.4206	638.74
Total :				638.74
88671	1/23/2024	000108 HIGH TECH SECURITY	FS#3: FIRE ALARM CELL DEVICE FS#3: FIRE ALARM CELL DEVICE 028.2050.4066 FS#3: FIRE ALARM CELL DEVICE 029.2100.4066 YMCA: FIRE ALARM CELL DEVICE YMCA: FIRE ALARM CELL DEVICE 001.6000.4066 LIBRARY: FIRE ALARM CELL DEVICE LIBRARY: FIRE ALARM CELL DEVICE 001.6000.4066 CITY HALL: FIRE ALARM PANEL REPLACEMENT CITY HALL: FIRE ALARM PANEL REPLACEMENT 042.9510.4070	192.50 192.50 385.00 385.00 2,155.50
Total :				3,310.50
88672	1/23/2024	000540 HRDIRECT	HR POSTERS 2024 HR POSTERS 2024	

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Voucher	Date	Vendor	Description/Account	Amount
88672	1/23/2024	000540 HRDIRECT	(Continued) 001.1600.4200	102.35
			Total :	102.35
88673	1/23/2024	000127 K & L HARDWARE	CORP YARD: MISC SUPPLIES CORP YARD: MISC SUPPLIES 004.8310.4206 CORP YARD: MISC SUPPLIES CORP YARD: MISC SUPPLIES 004.8310.4206 COMM PARK: MAINT SUPPLIES COMM PARK: MAINT SUPPLIES 001.6000.4206 LIBRARY: JANITORIAL SUPPLIES LIBRARY: JANITORIAL SUPPLIES 001.6000.4070 CORP YARD: PLUMBING SUPPLIES CORP YARD: PLUMBING SUPPLIES 004.8310.4206 GRAFFITI REMOVAL GRAFFITI REMOVAL 001.6010.4206 CORP YARD: MAINT SUPPLIES CORP YARD: MAINT SUPPLIES 004.8310.4070	6.66 9.40 17.86 37.26 18.31 46.90 55.99
			Total :	192.38
88674	1/23/2024	006222 NEC CLOUD COMMUNICATIONS	VOIP-JAN VOIP-JAN 042.9510.4533	1,981.47
			Total :	1,981.47
88675	1/23/2024	001414 RICHARDS, WATSON & GERSHON	GENERAL-NOV GENERAL-NOV 001.1450.4520 TSP21001-NOV TSP21001-NOV 001.3200.4551	17,379.94 76.00

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<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
88675	1/23/2024	001414 RICHARDS, WATSON & GERSHON	(Continued) CODE ENFORCEMENT CASE-NOV CODE ENFORCEMENT CASE-NOV 001.4600.4520 CODE ENFORCEMENT GEN-NOV CODE ENFORCEMENT GEN-NOV 001.4600.4520 PERSONNEL & LABOR RELATIONS-NOV PERSONNEL & LABOR RELATIONS-NOV 001.1450.4520 CODE ENFORCEMENT CASE#4744-NOV CODE ENFORCEMENT CASE#4744-NOV 001.4600.4520	1,805.00 1,397.50 Total : 20,848.44
88676	1/23/2024	000424 SAN BERNARDINO COUNTY FIRE	HAZARDOUS WASTE FEE-1/24-3/24 HAZARDOUS WASTE FEE-1/24-3/24 001.4200.4596	 12,616.00 Total : 12,616.00
88677	1/23/2024	004329 SAN BERNARDINO SUN	SUBSCRIPTION RENEWAL-3/24-3/25 SUBSCRIPTION RENEWAL-3/24-3/25 001.1450.4310	 1,094.65 Total : 1,094.65
88678	1/23/2024	005731 SITEONE LANDSCAPE SUPPLY, LLC	LMD 02: IRRIG SUPPLIES LMD 02: IRRIG SUPPLIES 012.8500.4206 LMD 13: IRRIG SUPPLIES LMD 13: IRRIG SUPPLIES 012.8500.4206 COMM PARK: IRRIG SUPPLIES COMM PARK: IRRIG SUPPLIES 001.6000.4206	 162.21 478.32 347.03 Total : 987.56
88679	1/23/2024	000203 SOUTHERN CALIFORNIA EDISON	SIGNALS-JAN SIGNALS-JAN 004.8310.4580	 108.56

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Voucher	Date	Vendor	Description/Account	Amount
88679	1/23/2024	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			SIGNALS-OCT DUPLICATE	
			004.8310.4580	-0.22
			LS3-JAN	
			013.8510.4011	1,277.93
			LS3-OCT DUPLICATE	
			013.8510.4011	-1,091.24
			Total :	295.03
88680	1/23/2024	000203 SOUTHERN CALIFORNIA EDISON	LS3-JAN	
			LS3-JAN	
			013.8510.4011	82.92
			LS3-JAN	
			LS3-JAN	
			013.8510.4011	33.34
			SIGNALS-JAN	
			SIGNALS-JAN	
			004.8310.4580	84.31
			Total :	200.57
88681	1/23/2024	006186 TAIT ENVIRONMENTAL SERVICES	PD: FUEL SYSTEM MAINT	
			PD: FUEL SYSTEM MAINT	
			001.2000.4221	1,172.51
			PD: FUEL SYSTEM MAINT	
			PD: FUEL SYSTEM MAINT	
			001.2000.4221	940.71
			Total :	2,113.22
88682	1/23/2024	004920 TKE ENGINEERING	FIXED FEE MISC PERMITS/INSP-JUL-SEP	
			FIXED FEE MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	463.50
			EXE22-008 EVWD PERMITS/INSP-JUL-SEP	
			EXE22-008 EVWD PERMITS/INSP-JUL-SEP	
			001.3200.4551	6,180.00
			35822011 & FIXED FEE MISC PERMITS/INSP-A	
			35822011 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	360.50
			FIXED FEES MISC PERMITS/INS-AUG-SEP	

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Voucher	Date	Vendor	Description/Account	Amount
88682	1/23/2024	004920 TKE ENGINEERING	(Continued)	
			001.3200.4551	721.00
			34222003 & FIXED FEE EVWD PERMITS/INSP-J	
			34222003 EVWD PERMITS/INSP-JUL-SEP	
			001.3200.4551	824.00
			FIXED FEE EVWD PERMITS/INSP-JUL-SEP	
			001.3200.4551	206.00
			35322040 & 35323044 & FIXED FEE SCE PERM	
			35322040 SCE PERMITS/INSP-JUL-SEP	
			001.3200.4551	206.00
			35323044 SCE PERMITS/INSP-JUL-SEP	
			001.3200.4551	772.50
			FIXED FEE SCE PERMITS/INSP-JUL-SEP	
			001.3200.4551	6,643.50
			35123002 & FIXED FEE SCG PERMITS/INSP-JU	
			35123002 SCG PERMITS/INSP-JUL-SEP	
			001.3200.4551	154.50
			FIXED FEE SCG PERMITS/INSP-JUL-SEP	
			001.3200.4551	3,193.00
			35022014 ATT PERMITS/INSP-JUL-SEP	
			35022014 ATT PERMITS/INSP-JUL-SEP	
			001.3200.4551	154.50
			FIXED FEE ATT PERMITS/INSP-JUL-SEP	
			001.3200.4551	1,081.50
			PGI21-003 MISC PERMITS/INSP-MAY-SEP	
			PGI21-003 MISC PERMITS/INSP-MAY-SEP	
			001.3200.4551	875.50
			EXE23-003 MISC PERMITS/INSP-NOV-SEP	
			EXE23-003 MISC PERMITS/INSP-NOV-SEP	
			001.3200.4551	154.50
			FIN23-003 MISC PERMITS/INSP-JUL-SEP	
			FIN23-003 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	57.50
			LDR23-001 MISC PERMITS/INSP-JUL-SEP	
			LDR23-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	227.50
			STI23-004 & PGI22-007 MISC PERMITS/INSP-	
			STI23-004 MISC PERMITS/INSP-JUL-SEP	

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Voucher	Date	Vendor	Description/Account	Amount
88682	1/23/2024	004920 TKE ENGINEERING	(Continued)	
			001.3200.4551	412.00
			PGI22-007 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	206.00
			FIN23-005 & PGC23-004 MISC PERMITS/INSP-	
			FIN23-005 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	357.50
			PGC23-004 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	495.00
			PGC23-005 MISC PERMITS/INSP-AUG-SEP	
			PGC23-005 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	1,760.00
			LDR 23-007 MISC PERMITS/INSP-AUG-SEP	
			LDR 23-007 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	192.50
			HYD23-005 & PGC23-006 MISC PERMITS/INSP-	
			HYD23-005 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	330.00
			PGC23-006 MISC PERMITS/INSP-AUG-SEP	
			001.3200.4551	1,265.00
			Total :	27,293.50
88683	1/23/2024	000465 TOM DODSON & ASSOCIATES	STR17002 ENVIRONMENTAL SERVICES	
			STR17002 ENVIRONMENTAL SERVICES	
			027.8490.6550	2,737.35
			Total :	2,737.35
88684	1/23/2024	006072 TRENCH SHORING COMPANY	PERMA PATCH	
			PERMA PATCH	
			004.8310.4206	2,070.31
			Total :	2,070.31
88685	1/23/2024	006117 UPDOG MEDIA	VOL DINNER GIFT: TOOL IN CASE	
			VOL DINNER GIFT: TOOL IN CASE	
			001.6020.4336	2,420.32
			Total :	2,420.32
88686	1/23/2024	006117 UPDOG MEDIA	STATE OF THE CITY: UMBRELLAS	

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CITY OF HIGHLAND

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Voucher	Date	Vendor	Description/Account	Amount
88686	1/23/2024	006117 UPDOG MEDIA	(Continued) STATE OF THE CITY: UMBRELLAS 001.1000.4336	1,700.50
Total :				1,700.50
88687	1/23/2024	000233 WAXIE SANITARY SUPPLY	AURANTA & COMM PARK: JANITORIAL SUPPLIES AURANTIA PARK: JANITORIAL SUPPLIES 001.6000.4055 COMM PARK: JANITORIAL SUPPLIES 001.6000.4055	852.83
Total :				730.42
88688	1/23/2024	003535 WEST COAST ARBORISTS, INC.	CITY TREE MAINT-DEC CITY TREE MAINT-DEC 004.8310.4680 COMM PARK & YMCA: TREE MAINT-DEC COMM PARK: TREE MAINT-DEC 001.6000.4680 YMCA: TREE MAINT-DEC 001.6000.4680 OAK CREEK PARK: TREE MAINT-DEC OAK CREEK PARK: TREE MAINT-DEC 016.8540.4680 FS#1-3: TREE MAINT-DEC FS#1-3: TREE MAINT-DEC 028.2050.4680 FS#1-3: TREE MAINT-DEC 029.2100.4680 LMD TREE MAINT-DEC LMD 07: TREE MAINT-DEC 012.8500.4585 LMD 16: TREE MAINT-DEC 012.8500.4585 LMD 21: TREE MAINT-DEC 012.8500.4585 LMD 55: TREE MAINT-DEC 012.8500.4585 LMD 69: TREE MAINT-DEC	9,342.00 70.00 730.00 3,479.00 871.50 871.50 210.00 210.00 2,335.00 960.00

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Voucher	Date	Vendor	Description/Account	Amount
88688	1/23/2024	003535 WEST COAST ARBORISTS, INC.	(Continued) 012.8500.4585	1,260.00
Total :				20,339.00
88689	1/23/2024	000237 WILLDAN ASSOCIATES	BUILDING & SAFETY PLAN CHECK-DEC BUILDING & SAFETY PLAN CHECK-DEC 001.4500.4540 BUILDING & SAFETY INSP-DEC BUILDING & SAFETY INSP-DEC 001.4500.4540	6,555.00
Total :				18,020.00
88690	1/23/2024	006001 YUNEX LLC	BASELINE & PALM: REPLACE ENCOM RADIO BASELINE & PALM: REPLACE ENCOM RADIO 013.8510.4664	3,572.60
Total :				3,572.60
36 Vouchers for bank code : wfb				Bank total : 177,414.85
36 Vouchers in this report				Total vouchers : 177,414.85

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Voucher	Date	Vendor	Description/Account	Amount
869	1/26/2024	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment	
			001.1170	10,469.27
			ICMA DEFERRED COMP 457: Payment	
			004.1170	2,133.29
			ICMA DEFERRED COMP 457: Payment	
			010.1170	931.54
			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	27.49
			ICMA DEFERRED COMP 457: Payment	
			024.1170	12.00
			ICMA DEFERRED COMP 457: Payment	
			041.1170	196.45
			ICMA DEFERRED COMP 457: Payment	
			042.1170	121.49
			ICMA DEFERRED COMP 457: Payment	
			070.1170	253.91
			Total :	14,170.42
870	1/26/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment	
			016.1145	2.85
			EPMC: Payment	
			023.1145	7.95
			EPMC: Payment	
			024.1145	0.68
			EPMC: Payment	
			041.1145	18.93
			EPMC: Payment	
			042.1145	13.85
			EPMC: Payment	
			070.1145	59.36

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
870	1/26/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS: Payment	
			001.1145	16,550.92
			PERS: Payment	
			004.1145	3,381.92
			PERS: Payment	
			010.1145	1,258.17
			PERS: Payment	
			012.1145	228.74
			PERS: Payment	
			016.1145	228.70
			PERS: Payment	
			023.1145	259.94
			PERS: Payment	
			024.1145	24.69
			PERS: Payment	
			041.1145	270.68
			PERS: Payment	
			042.1145	673.42
			PERS: Payment	
			070.1145	848.06
			PERS SURVIVOR: Payment	
			001.1145	25.44
			PERS SURVIVOR: Payment	
			004.1145	4.55
			PERS SURVIVOR: Payment	
			010.1145	1.16
			PERS SURVIVOR: Payment	
			012.1145	0.59
			PERS SURVIVOR: Payment	
			016.1145	0.56
			PERS SURVIVOR: Payment	
			023.1145	0.40
			PERS SURVIVOR: Payment	
			024.1145	0.04
			PERS SURVIVOR: Payment	
			041.1145	0.16

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
870	1/26/2024	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			042.1145	1.75
			PERS SURVIVOR: Payment	
			070.1145	0.69
			EPMC: Payment	
			001.1145	546.10
			EPMC: Payment	
			004.1145	146.34
			EPMC: Payment	
			010.1145	55.67
			EPMC: Payment	
			012.1145	2.85
			Total :	24,615.16
871	1/26/2024	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			FEDERAL TAXES: Payment	
			001.1120	12,104.06
			FEDERAL TAXES: Payment	
			004.1120	2,087.28
			FEDERAL TAXES: Payment	
			010.1120	896.70
			FEDERAL TAXES: Payment	
			012.1120	119.30
			FEDERAL TAXES: Payment	
			016.1120	119.29
			FEDERAL TAXES: Payment	
			023.1120	145.66
			FEDERAL TAXES: Payment	
			024.1120	13.98
			FEDERAL TAXES: Payment	
			041.1120	223.25
			FEDERAL TAXES: Payment	
			042.1120	304.58
			FEDERAL TAXES: Payment	
			070.1120	1,225.58
			SOCIAL SECURITY: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
871	1/26/2024	000119 INTERNAL REVENUE SERVICE	(Continued)	
			001.1140	625.36
			SOCIAL SECURITY: Payment	
			008.1140	109.12
			MEDICARE: Payment	
			001.1140	3,322.12
			MEDICARE: Payment	
			004.1140	612.84
			MEDICARE: Payment	
			008.1140	25.52
			MEDICARE: Payment	
			010.1140	209.64
			MEDICARE: Payment	
			012.1140	52.52
			MEDICARE: Payment	
			016.1140	52.50
			MEDICARE: Payment	
			023.1140	51.58
			MEDICARE: Payment	
			024.1140	5.14
			MEDICARE: Payment	
			041.1140	41.72
			MEDICARE: Payment	
			042.1140	136.48
			MEDICARE: Payment	
			070.1140	196.54
			Total :	22,680.76
872	1/26/2024	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	5,072.81
			STATE TAXES: Payment	
			004.1130	822.21
			STATE TAXES: Payment	
			010.1130	364.03
			STATE TAXES: Payment	
			012.1130	48.25

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
872	1/26/2024	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			016.1130	48.24
			STATE TAXES: Payment	
			023.1130	61.42
			STATE TAXES: Payment	
			024.1130	4.97
			STATE TAXES: Payment	
			041.1130	97.45
			STATE TAXES: Payment	
			042.1130	108.86
			STATE TAXES: Payment	
			070.1130	469.49
			Total :	7,097.73
88691	1/26/2024	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	98.24
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	13.99
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.58
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.55
			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	128.16
			AFLAC DISABILITY INSURANCE: Payment	
			004.1181	24.70
			AFLAC DISABILITY INSURANCE: Payment	
			012.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88691	1/26/2024	003804 AFLAC WWHQ	(Continued)	
			016.1181	6.30
			AFLAC DISABILITY INSURANCE: Payment	
			024.1181	0.50
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	157.64
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.72
			AFLAC HOSPITAL INSURANCE: Payment	
			023.1181	12.31
			AFLAC HOSPITAL INSURANCE: Payment	
			042.1181	4.97
			AFLAC DENTAL: Payment	
			001.1181	27.88
			AFLAC DENTAL: Payment	
			004.1181	0.55
			AFLAC DENTAL: Payment	
			041.1181	1.66
			AFLAC DENTAL: Payment	
			070.1181	0.57
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	2.98
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.48
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.48
			Total :	520.50
88692	1/26/2024	000433 ARROWHEAD UNITED WAY	ARROWHEAD UNITED WAY: PAYMENT	
			ARROWHEAD UNITED WAY: Payment	
			001.1180	3.78
			ARROWHEAD UNITED WAY: Payment	
			004.1180	0.25
			ARROWHEAD UNITED WAY: Payment	
			041.1180	0.75

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88692	1/26/2024	000433	ARROWHEAD UNITED WAY (Continued) ARROWHEAD UNITED WAY: Payment 070.1180	0.22

Total : 5.00

6 Vouchers for bank code : wfb

Bank total : 69,089.57

6 Vouchers in this report

Total vouchers : 69,089.57

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Voucher List
CITY OF HIGHLAND

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Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
88693	1/30/2024	004206 #1 SON PLUMBING INC	LMD 10: BACKFLOW TESTING LMD 10: BACKFLOW TESTING 012.8500.4030	785.84
Total :				785.84
88694	1/30/2024	004403 49ER COMMUNICATION INC	FS#1-3: BATTERIES FS#1-3: BATTERIES 028.2050.4209 FS#1-3: BATTERIES 029.2100.4209	845.92
Total :				845.92
88695	1/30/2024	005295 AB FENCE COMPANY, INC.	TRAIL: MAINT MATERIALS TRAIL: MAINT MATERIALS 001.6100.4592	1,110.00
Total :				1,110.00
88696	1/30/2024	004945 ABOVE ALL NAMES CONSTRUCTION	#20 MSRI MISC REPAIRS #20 MSRI MISC REPAIRS 017.8350.6545	23,009.58
Total :				23,009.58
88697	1/30/2024	005737 AGA ENGINEERS, INC.	TSI22-001 ON CALL TRAFFIC SVC-NOV TSI22-001 ON CALL TRAFFIC SVC-NOV 020.8440.4550	660.00
Total :				660.00
88698	1/30/2024	000165 AT&T	CITY HALL TELE/INT-FINAL CITY HALL TELE/INT-FINAL 042.9510.4060	455.73
Total :				455.73
88699	1/30/2024	002921 C&M WEED ABATEMENT	CITY LOT WEED ABATEMENT CITY LOT WEED ABATEMENT 001.4600.4545	5,150.00
Total :				5,150.00
88700	1/30/2024	002480 CASC ENGINEERING & CONSULTING	FWQ21-006-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
88700	1/30/2024	002480 CASC ENGINEERING & CONSULTING	(Continued) FWQ21-006-DEC 001.3200.4551	87.50
Total :				87.50
88701	1/30/2024	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL-DEC FIRE MARSHAL-DEC 029.2100.4540	4,477.50
Total :				4,477.50
88702	1/30/2024	006099 CHARTER COMMUNICATIONS	FS#3: TELE/INT-JAN FS#3: TELE/INT-JAN 028.2050.4065 FS#3: TELE/INT-JAN 029.2100.4065	222.99
Total :				222.97
88703	1/30/2024	006099 CHARTER COMMUNICATIONS	FS#1: TELE/INT-JAN FS#1: TELE/INT-JAN 028.2050.4065 FS#1: TELE/INT-JAN 029.2100.4065	183.32
Total :				183.31
88704	1/30/2024	006099 CHARTER COMMUNICATIONS	FS#2: TELE/INT-JAN FS#2: TELE/INT-JAN 028.2050.4065 FS#2: TELE/INT-JAN 029.2100.4065	106.74
Total :				106.74
88705	1/30/2024	005394 DATA TICKET, INC.	PARKING CITATION-DEC PARKING CITATION-DEC 001.1700.4516	49.65
Total :				49.65
88706	1/30/2024	003360 DIRECTV	PD: SATTELITE CABLE-DEC PD: SATTELITE CABLE-DEC 001.2000.4065	1,293.13

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88706	1/30/2024	003360	003360 DIRECTV	
			(Continued)	
			Total :	1,293.13
88707	1/30/2024	000085	EAST VALLEY WATER DISTRICT	
			LMD 04-JAN	
			LMD 04-JAN	
			012.8500.4030	61.58
			POLICE STATION-JAN	
			POLICE STATION-JAN	
			001.2000.4030	212.66
			POLICE STATION-JAN	
			POLICE STATION-JAN	
			001.2000.4030	690.12
			LMD 29-JAN	
			LMD 29-JAN	
			012.8500.4030	183.74
			CITY HALL-JAN	
			CITY HALL-JAN	
			042.9510.4030	139.53
			LMD 15-A-JAN	
			LMD 15-A-JAN	
			012.8500.4030	371.99
			LMD 07-JAN	
			LMD 07-JAN	
			012.8500.4030	94.22
			BASELINE MEDIAN-JAN	
			BASELINE MEDIAN-JAN	
			004.8310.4030	238.59
			FS#1-JAN	
			FS#1-JAN	
			028.2050.4030	76.24
			FS#1-JAN	
			029.2100.4030	76.23
			LMD 21-B	
			LMD 21-D-JAN	
			012.8500.4030	260.00
			FS#2-JAN	
			FS#2-JAN	
			028.2050.4030	119.55
			FS#2-JAN	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
88707	1/30/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			029.2100.4030	119.55
			CITY HALL-JAN	
			CITY HALL-JAN	
			042.9510.4030	35.14
			AURANTIA PARK-JAN	
			AURANTIA PARK-JAN	
			001.6000.4030	841.18
			LMD 44-JAN	
			LMD 44-JAN	
			012.8500.4030	794.60
			LMD 15-B-JAN	
			LMD 15-B-JAN	
			012.8500.4030	612.07
			FS#3 FS-JAN	
			FS#3 FS-JAN	
			028.2050.4030	26.35
			FS#3 FS-JAN	
			029.2100.4030	26.35
			FS#2 FS-JAN	
			FS#2 FS-JAN	
			028.2050.4030	18.57
			FS#2 FS-JAN	
			029.2100.4030	18.55
			BASELINE MEDIAN-JAN	
			BASELINE MEDIAN-JAN	
			004.8310.4030	394.87
			LMD 73-JAN	
			LMD 73-JAN	
			012.8500.4030	71.35
			LMD 37-JAN	
			LMD 37-JAN	
			012.8500.4030	45.86
			FS#3 DOM-JAN	
			FS#3 DOM-JAN	
			028.2050.4030	269.67
			FS#3 DOM-JAN	
			029.2100.4030	269.65

Voucher List
CITY OF HIGHLAND

Bank code : wfb

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
88707	1/30/2024	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 21-A-JAN	
			LMD 21-A-JAN	
			012.8500.4030	101.82
			POLICE STATION FS-JAN	
			POLICE STATION FS-JAN	
			001.2000.4030	52.70
			FS#3 IRR-JAN	
			FS#3 IRR-JAN	
			028.2050.4030	36.03
			FS#3 IRR-JAN	
			029.2100.4030	36.03
			BOULDER MEDIAN-JAN	
			BOULDER MEDIAN-JAN	
			004.8310.4030	1,015.14
			POLICE STATION FS-JAN	
			POLICE STATION FS-JAN	
			001.2000.4030	52.70
			Total :	7,362.63
88708	1/30/2024	000090 FEDEX	OVERNIGHT MAIL	
			OVERNIGHT MAIL	
			001.4100.4210	98.06
			Total :	98.06
88709	1/30/2024	005018 FLYERS ENERGY, LLC	FUEL-JAN	
			FUEL-JAN	
			004.8310.4220	925.01
			FUEL-JAN	
			001.4200.4220	121.38
			FUEL-JAN	
			001.4600.4220	219.51
			FUEL-JAN	
			001.6000.4220	246.67
			FUEL-JAN	
			042.9510.4220	61.67
			FUEL-JAN	
			001.6010.4220	238.11

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88709	1/30/2024	005018 FLYERS ENERGY, LLC	(Continued)	
			FUEL-JAN	
			001.2000.4220	5,251.52
			FUEL-JAN	
			028.2050.4220	977.80
			FUEL-JAN	
			029.2100.4220	977.80
			Total :	9,019.47
88710	1/30/2024	000100 GOVERNMENT FINANCE OFFICERS, AS:	GFOA ACFR AWARD 22/23	
			GFOA ACFR AWARD 22/23	
			001.1700.4310	610.00
			Total :	610.00
88711	1/30/2024	006148 GRANITE CONSTRUCTION CO	STR18001 PPE#13 CON SB1 LPP DEC	
			STR18001 PPE#13 CON SB1 LPP DEC	
			027.8490.6550	56,206.84
			STR18001 PPE#13 CON EDA DEC	
			STR18001 PPE#13 CON EDA DEC	
			030.8495.6550	130,793.54
			STR18001 PPE#13 CON IVDA DEC	
			STR18001 PPE#13 CON IVDA DEC	
			027.8490.6550	41,230.78
			STR18001 PPE#13 CON RDA DEC	
			STR18001 PPE#13 CON RDA DEC	
			010.3830.6550	41,244.76
			STR18001 PPE#13 CON RDA LABOR COMP DEC	
			STR18001 PPE#13 CON RDA LABOR COMP DEC	
			010.3830.6550	-10,000.00
			STR18001 PPE#13 CON SMBMI DEC	
			STR18001 PPE#13 CON SMBMI DEC	
			027.8490.6550	41,230.78
			STR18001 PPE#13 CON SB1 LPP RET DEC	
			STR18001 PPE#13 CON SB1 LPP RET DEC	
			027.1350	-2,810.34
			STR18001 PPE#13 CON EDA RET DEC	
			STR18001 PPE#13 CON EDA RET DEC	
			030.1350	-6,539.68

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88711	1/30/2024	006148 GRANITE CONSTRUCTION CO	(Continued)	
			STR18001 PPE#13 CON IVDA RET DEC	
			STR18001 PPE#13 CON IVDA RET DEC	
			027.1350	-2,061.54
			STR18001 PPE#13 CON RDA RET DEC	
			STR18001 PPE#13 CON RDA RET DEC	
			010.1350	-2,062.24
			STR18001 PPE#13 CON SMBMI RET DEC	
			STR18001 PPE#13 CON SMBMI RET DEC	
			027.1350	-2,061.54
			Total :	285,171.36
88712	1/30/2024	000824 J & M TROPHIES	NAME PLATES: MUNOZ & NOCK	
			NAME PLATES: MUNOZ & NOCK	
			001.1200.4200	26.73
			Total :	26.73
88713	1/30/2024	000127 K & L HARDWARE	FS#2: BLDG MAINT	
			FS#2: BLDG MAINT	
			028.2050.4206	101.59
			FS#2: BLDG MAINT	
			029.2100.4206	101.58
			CORP YARD: BLDG SUPPLIES	
			CORP YARD: BLDG SUPPLIES	
			004.8310.4206	18.30
			FS#3: JANITORIAL SUPPLIES	
			FS#3: JANITORIAL SUPPLIES	
			028.2050.4206	9.13
			FS#3: JANITORIAL SUPPLIES	
			029.2100.4206	9.13
			FS#1: BLDG MAINT	
			FS#1: BLDG MAINT	
			028.2050.4206	33.00
			FS#1: BLDG MAINT	
			029.2100.4206	32.99
			FS#2: BLDG MAINT	
			FS#2: BLDG MAINT	
			028.2050.4206	29.61

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88713	1/30/2024	000127 K & L HARDWARE	(Continued)	
			FS#2: BLDG MAINT	
			029.2100.4206	29.60
			CORP YARD: JANITORIAL SUPPLIES	
			CORP YARD: JANITORIAL SUPPLIES	
			004.8310.4206	21.29
			FS#3: BLDG MAINT	
			FS#3: BLDG MAINT	
			028.2050.4206	60.41
			FS#3: BLDG MAINT	
			029.2100.4206	60.41
			Total :	507.04
88714	1/30/2024	005285 LA VERNE POWER EQUIPMENT INC	FS#2: BLOWER MAINT	
			FS#2: BLOWER MAINT	
			028.2050.4045	108.75
			FS#2: BLOWER MAINT	
			029.2100.4045	108.74
			FS#2: EQUIP MAINT	
			FS#2: EQUIP MAINT	
			028.2050.4245	38.45
			FS#2: EQUIP MAINT	
			029.2100.4245	38.44
			Total :	294.38
88715	1/30/2024	000426 LEAGUE OF CALIF CITIES	MEMBERSHIP RENEWAL 2024	
			MEMBERSHIP RENEWAL 2024	
			001.1000.4310	700.00
			Total :	700.00
88716	1/30/2024	000168 LETICIA NAVA-CRUZ, PETTY CASH	PETTY CASH-JAN	
			PETTY CASH-JAN	
			001.0020	151.73
			Total :	151.73
88717	1/30/2024	001404 LOWE'S	FS#2: LIGHTING	
			FS#2: LIGHTING	
			028.2050.4070	59.31

Voucher List
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Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88717	1/30/2024	001404 LOWE'S	(Continued)	
			FS#2: LIGHTING	
			029.2100.4070	59.30
			FS#1: SHOWER PROJECT	
			FS#1: SHOWER PROJECT	
			029.2100.4070	104.45
			FS#1: SHOWER PROJECT	
			028.2050.4070	104.43
			FS#2: SAMSUNG STOVE	
			FS#2: SAMSUNG STOVE	
			029.2100.4070	864.63
			FS#2: SAMSUNG STOVE	
			028.2050.4070	864.62
			FINANCE CHARGE RETURNED	
			FINANCE CHARGE RETURNED	
			001.1700.4400	-11.00
			Total :	2,045.74
88718	1/30/2024	002259 PARMA	PARMA ANNUAL DUES 24-NAVA-CRUZ	
			PARMA ANNUAL DUES 24-NAVA-CRUZ	
			001.1700.4310	300.00
			Total :	300.00
88719	1/30/2024	000598 PR PRINTING	30% RECYCLED PERSONNEL ACTION FORM	
			30% RECYCLED PERSONNEL ACTION FORM	
			001.1600.4200	1,357.56
			Total :	1,357.56
88720	1/30/2024	000204 SOCALGAS	FS#2-JAN	
			FS#2-JAN	
			028.2050.4020	29.76
			FS#2-JAN	
			029.2100.4020	29.76
			CITY HALL-JAN	
			CITY HALL-JAN	
			042.9510.4020	615.39
			POLICE STATION-JAN	
			POLICE STATION-JAN	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88720	1/30/2024	000204	SOCALGAS	
			(Continued)	
			001.2000.4020	2,016.53
			FS#3-JAN	
			FS#3-JAN	
			028.2050.4020	116.46
			FS#3-JAN	
			029.2100.4020	116.46
			FS#1-JAN	
			FS#1-JAN	
			028.2050.4020	49.73
			FS#1-JAN	
			029.2100.4020	49.72
			Total :	3,023.81
88722	1/30/2024	004920	TKE ENGINEERING	
			BRG07001 PM NON PART RDA07-JUL	
			BRG07001 PM NON PART RDA07-JUL	
			010.3830.6813	805.00
			BRG12001 PM NON PART DIF LOC-JUL	
			BRG12001 PM NON PART DIF LOC-JUL	
			007.8330.6813	517.50
			GENERAL ENG SRVS CAPITAL PROJECTS-JUL	
			GENERAL ENG SRVS CAPITAL PROJECTS-JUL	
			023.3890.4550	1,966.00
			SDR06002 NON PART RDA07-JUL	
			SDR06002 NON PART RDA07-JUL	
			010.3830.6600	230.00
			SDR17001 PM NON PART DIF LOC-JUL	
			SDR17001 PM NON PART DIF LOC-JUL	
			007.8330.6600	287.50
			STR07004A PM NON PART RDA07-JUL	
			STR07004A PM NON PART RDA07-JUL	
			010.3830.6600	287.50
			STR17001 NON PART ARPA -JUL	
			STR17001 NON PART ARPA -JUL	
			030.8495.6550	977.50
			STR17002 PM CCF 2017-JUL	
			STR17002 PM CCF 2017-JUL	
			027.8490.6550	747.50

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88722	1/30/2024	004920 TKE ENGINEERING	(Continued)	
			STR18001 PM NON PART RDA07-JUL	
			STR18001 PM NON PART RDA07-JUL	
			010.3830.6550	920.00
			STR22002 PM GCF-JUL	
			STR22002 PM GCF-JUL	
			023.3890.4550	402.50
			BRG07001 PM NON PART RDA07-AUG	
			BRG07001 PM NON PART RDA07-AUG	
			010.3830.6813	1,380.00
			BRG12001 PM NON PART DIF LOC-AUG	
			BRG12001 PM NON PART DIF LOC-AUG	
			007.8330.6813	1,265.00
			GENERAL ENG SRVS CAPITAL PROJECTS-AUG	
			GENERAL ENG SRVS CAPITAL PROJECTS-AUG	
			023.3890.4550	794.50
			OLA23001 PM GCF-AUG	
			OLA23001 PM GCF-AUG	
			023.3890.4550	345.00
			SDR06002 NON PART RDA07-AUG	
			SDR06002 NON PART RDA07-AUG	
			010.3830.6600	575.00
			SDR17001 PM NON PART DIF LOC-AUG	
			SDR17001 PM NON PART DIF LOC-AUG	
			007.8330.6600	690.00
			STR17001 NON PART ARPA -AUG	
			STR17001 NON PART ARPA -AUG	
			030.8495.6550	747.50
			STR17002 PM CCF 2017-AUG	
			STR17002 PM CCF 2017-AUG	
			027.8490.6550	862.50
			STR18001 PM NON PART RDA07-AUG	
			STR18001 PM NON PART RDA07-AUG	
			010.3830.6550	1,725.00
			STR22002 PM GCF-AUG	
			STR22002 PM GCF-AUG	
			023.3890.4550	287.50
			STR23002 PM NON PART RDA07-AUG	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88722	1/30/2024	004920 TKE ENGINEERING	(Continued)	
			STR23002 PM NON PART RDA07-AUG	
			023.3890.4550	230.00
			SWK19-002 CE LOCAL MSRI-JUL-SEP	
			SWK19-002 CE LOCAL MSRI-JUL-SEP	
			017.8350.6530	1,427.09
			SWK19-002 CE ART3-JUL-SEP	
			SWK19-002 CE ART3-JUL-SEP	
			005.8320.6545	2,100.97
			SWK21-001 CE LOCAL MSRI -JUL-SEP	
			SWK21-001 CE LOCAL MSRI -JUL-SEP	
			017.8350.6530	2,393.38
			SWK21-001 CE ART3-JUL-SEP	
			SWK21-001 CE ART3-JUL-SEP	
			005.8320.6545	2,323.56
			SIG19001 CE ARPA-JUL-SEP	
			SIG19001 CE ARPA-JUL-SEP	
			030.8495.6550	5,052.50
			CENTRAL & 10TH: ALL WAY STOP CE-JUL-SEP	
			CENTRAL & 10TH: ALL WAY STOP CE-JUL-SEP	
			023.3890.4550	1,273.00
			BRG07001 PM NON PART RDA07-SEP	
			BRG07001 PM NON PART RDA07-SEP	
			010.3830.6813	747.50
			BRG12001 PM NON PART DIF LOC-SEP	
			BRG12001 PM NON PART DIF LOC-SEP	
			007.8330.6813	690.00
			GENERAL ENG SRVS CAPITAL PROJECTS-SEP	
			GENERAL ENG SRVS CAPITAL PROJECTS-SEP	
			023.3890.4550	863.00
			OLA23001 PM GCF-SEP	
			OLA23001 PM GCF-SEP	
			023.3890.4550	402.50
			SDR06002 NON PART RDA07-SEP	
			SDR06002 NON PART RDA07-SEP	
			010.3830.6600	172.50
			SDR17001 PM NON PART DIF LOC-SEP	
			SDR17001 PM NON PART DIF LOC-SEP	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88722	1/30/2024	004920 TKE ENGINEERING	(Continued)	
			007.8330.6600	460.00
			STR07004A PM NON PART RDA07-SEP	
			STR07004A PM NON PART RDA07-SEP	
			010.3830.6600	115.00
			STR17001 NON PART ARPA -SEP	
			STR17001 NON PART ARPA -SEP	
			030.8495.6550	1,207.50
			STR17002 PM CCF 2017-SEP	
			STR17002 PM CCF 2017-SEP	
			027.8490.6550	460.00
			STR18001 PM NON PART RDA07-SEP	
			STR18001 PM NON PART RDA07-SEP	
			010.3830.6550	1,035.00
			STR20002 PM COSB-SEP	
			STR20002 PM COSB-SEP	
			027.8490.6550	23.67
			STR20002 PM DIF LOC-SEP	
			STR20002 PM DIF LOC-SEP	
			007.8330.6550	33.83
			STR22002 PM GCF-SEP	
			STR22002 PM GCF-SEP	
			023.3890.4550	230.00
			STR23002 PM NON PART RDA07-SEP	
			STR23002 PM NON PART RDA07-SEP	
			023.3890.4550	287.50
			SWK19001 PM MSRI-SEP	
			SWK19001 PM MSRI-SEP	
			017.8350.6545	115.00
			SWK21001 PM NON PART MSRI-SEP	
			SWK21001 PM NON PART MSRI-SEP	
			017.8350.6545	57.50
			Total :	37,514.00
88724	1/30/2024	004920 TKE ENGINEERING	STI21-002 MISC PERMITS/INSP-JUL-SEP	
			STI21-002 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	721.00
			STI21-001 MISC PERMITS/INSP-JUL-SEP	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88724	1/30/2024	004920 TKE ENGINEERING	(Continued)	
			STI21-001 MISC PERMITS/INSP-JUL-SEP 001.3200.4551	257.50
			TSI22-001 MISC PERMITS/INSP-JUL-SEP TSI22-001 MISC PERMITS/INSP-JUL-SEP 001.3200.4551	360.50
			PGC22-001 MISC PERMITS/INSP-JUL-SEP PGC22-001 MISC PERMITS/INSP-JUL-SEP 001.3200.4551	230.00
			PGR23-001 MISC PERMITS/INSP-JUL-SEP PGR23-001 MISC PERMITS/INSP-JUL-SEP 001.3200.4551	570.00
			RGI20-001 MISC PERMITS/INSP-JUL-SEP RGI20-001 MISC PERMITS/INSP-JUL-SEP 001.3200.4551	515.00
			PGI22-006 MISC PERMITS/INSP-JUL-SEP PGI22-006 MISC PERMITS/INSP-JUL-SEP 001.3200.4551	103.00
			PGI23-002 MISC PERMITS/INSP-JUL-SEP PGI23-002 MISC PERMITS/INSP-JUL-SEP 001.3200.4551	412.00
			PGI23-005 MISC PERMITS/INSP-JUL-SEP PGI23-005 MISC PERMITS/INSP-JUL-SEP 001.3200.4551	103.00
			WIN23-001 MISC PERMITS/INSP-JUL-SEP WIN23-001 MISC PERMITS/INSP-JUL-SEP 001.3200.4551	257.50
			FIXED FEE MISC PERMITS/INSP-JUL-SEP FIXED FEE MISC PERMITS/INSP-JUL-SEP 001.3200.4551	82.50
			TSP21-001 MISC PERMITS/INSP-JUL-SEP TSP21-001 MISC PERMITS/INSP-JUL-SEP 001.3200.4551	345.00
			PGI21-001 MISC PERMITS/INSP-JUL-SEP PGI21-001 MISC PERMITS/INSP-JUL-SEP 001.3200.4551	3,850.00
			STI22-008 MISC PERMITS/INSP-JUL-SEP STI22-008 MISC PERMITS/INSP-JUL-SEP	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88724	1/30/2024	004920 TKE ENGINEERING	(Continued)	
			001.3200.4551	1,287.50
			STI22-009 MISC PERMITS/INSP-JUL-SEP	
			STI22-009 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	154.50
			SDI22-001 MISC PERMITS/INSP-JUL-SEP	
			SDI22-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	412.00
			SDI22-002 MISC PERMITS/INSP-JUL-SEP	
			SDI22-002 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	1,287.50
			SLI23-002 MISC PERMITS/INSP-JUL-SEP	
			SLI23-002 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	1,545.00
			EXE23-002 MISC PERMITS/INSP-JUL-SEP	
			EXE23-002 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	1,339.00
			RGI22-001 MISC PERMITS/INSP-JUL-SEP	
			RGI22-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	257.50
			EXP23-001 MISC PERMITS/INSP-JUL-SEP	
			EXP23-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	412.00
			WIN23-002 MISC PERMITS/INSP-JUL-SEP	
			WIN23-002 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	618.00
			STI23-005 MISC PERMITS/INSP-JUL-SEP	
			STI23-005 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	1,493.50
			SDI23-001 MISC PERMITS/INSP-JUL-SEP	
			SDI23-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	721.00
			WTI23-001 MISC PERMITS/INSP-JUL-SEP	
			WTI23-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	618.00
			SLC22-001 MISC PERMITS/INSP-JUL-SEP	
			SLC22-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	280.00

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88724	1/30/2024	004920 TKE ENGINEERING	(Continued)	
			IMP23-001 MISC PERMITS/INSP-JUL-SEP	
			IMP23-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	206.00
			WIN23-003 MISC PERMITS/INSP-JUL-SEP	
			WIN23-003 MISC PERMITS/INSP~	
			001.3200.4551	927.00
			WIN23-004 MISC PERMITS/INSP-JUL-SEP	
			WIN23-004 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	257.50
			STI23-001 MISC PERMITS/INSP-JUL-SEP	
			STI23-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	463.50
			RGI22-004 MISC PERMITS/INSP-JUL-SEP	
			RGI22-004 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	154.50
			PGI23-003 MISC PERMITS/INSP-JUL-SEP	
			PGI23-003 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	1,596.50
			FIN23-001 MISC PERMITS/INSP-JUL-SEP	
			FIN23-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	340.00
			HYD23-001 MISC PERMITS/INSP-JUL-SEP	
			HYD23-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	345.00
			PGC23-001 MISC PERMITS/INSP-JUL-SEP	
			PGC23-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	55.00
			FIN23-002 MISC PERMITS/INSP-JUL-SEP	
			FIN23-002 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	82.50
			STC23-001 MISC PERMITS/INSP-JUL-SEP	
			STC23-001 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	440.00
			PGC23-002 MISC PERMITS/INSP-JUL-SEP	
			PGC23-002 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	82.50
			FIN23-004 MISC PERMITS/INSP-JUL-SEP	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88724	1/30/2024	004920 TKE ENGINEERING	(Continued)	
			FIN23-004 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	542.50
			STC23-003 MISC PERMITS/INSP-JUL-SEP	
			STC23-003 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	572.50
			HYD23-004 MISC PERMITS/INSP-JUL-SEP	
			HYD23-004 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	660.00
			PGC23-003 MISC PERMITS/INSP-JUL-SEP	
			PGC23-003 MISC PERMITS/INSP-JUL-SEP	
			001.3200.4551	805.00
			Total :	25,762.50
88725	1/30/2024	000414 TOM BELL CHEVROLET	VEH#135: MAINT	
			VEH#135: MAINT	
			004.8310.4240	898.14
			Total :	898.14
88726	1/30/2024	000979 VERIZON WIRELESS	AIR CARDS-DEC	
			AIR CARDS-DEC	
			001.2000.4062	38.01
			Total :	38.01
88727	1/30/2024	000233 WAXIE SANITARY SUPPLY	FS#3: JANITORIAL SUPPLIES	
			FS#3: JANITORIAL SUPPLIES	
			028.2050.4055	122.78
			FS#3: JANITORIAL SUPPLIES	
			029.2100.4055	122.77
			FS#1: JANITORIAL SUPPLIES	
			FS#1: JANITORIAL SUPPLIES	
			028.2050.4055	41.01
			FS#1: JANITORIAL SUPPLIES	
			029.2100.4055	41.01
			Total :	327.57
88728	1/30/2024	000237 WILL DAN ASSOCIATES	STR20-002A CE LOCAL GCF-PMP-DEC	
			STR20-002A CE LOCAL GCF-PMP-DEC	

Voucher List
CITY OF HIGHLAND

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
88728	1/30/2024	000237 WILLDAN ASSOCIATES	(Continued)	
			023.3890.6545	6,593.38
			STR20-002A CE COSB-DEC	
			STR20-002A CE COSB-DEC	
			027.8490.6550	8,091.20
			Total :	14,684.58
88729	1/30/2024	004298 ZOLL MEDICAL CORPORATION	FS#3: PARAMEDIC SUPPLIES	
			FS#3: PARAMEDIC SUPPLIES	
			028.2050.4207	662.33
			Total :	662.33
35 Vouchers for bank code : wfb				Bank total : 430,352.48
35 Vouchers in this report				Total vouchers : 430,352.48



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 13, 2024

FROM: Chuck Dantuono, Interim City Manager/City Treasurer *CD*

REVIEWED BY: Chuck Dantuono, Interim City Manager/City Treasurer *CD*

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

SUBJECT: Treasurer's Report for December 2023

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

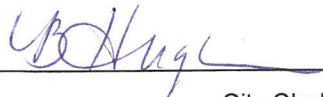
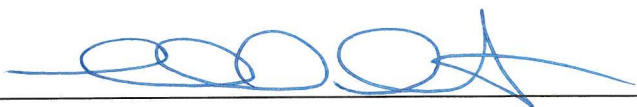
FISCAL IMPACT:

Cash and Investments:	
General Fund	\$ 9,363,959.48
Special Revenue Funds	\$38,545,275.81
Internal Service Funds	\$ 5,704,232.70
Capital Projects Funds	\$22,313,564.85
Agency Funds	\$ 1,911,392.93
Housing Authority Fund	\$ 3,688,209.20
SARDA Funds	\$ 3,936,822.29

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: Increases in the checking account were due to revenues received plus funds wired from LAIF and CAMP. Decreases in the checking account were a result of payments to vendors, payroll and funds wired to LAIF, CAMP and U.S. Bank. Increases in the fiscal agent accounts (US Bank) resulted from interest and bond payment receipt. Decreases resulted in vendor payments and debt service payments. Increases in the CAMP account were due to interest received. Decreases were a result of funds being wired to the city's checking account primarily for payment of public works projects.

The maximum limit on regular accounts is \$75M.

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

CITY OF HIGHLAND
Treasurer's Report
as of December 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)	8,809,322.93

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
<u>California Treasurer's Local Agency Investment Fund (LAIF)</u>	n/a	3.929%		
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 December 31, 2023 applicable percentage of 0.993543131
- 3) Market Value is \$63,157,565.84 (\$63,568,016.19 x 0.993543131).

<u>California Asset Management Program (CAMP)</u>	n/a	5.550%		
General Fund			3,250,806.22	
Special Revenue Funds			1,823,819.00	
Capital Projects Funds			6,105,768.00	
Total CAMP Funds				11,180,393.22

INVESTMENTS: FISCAL AGENT ACCOUNTS

US Bank Corporate Trust Services (Community Facilities Districts)

Community Facilities District (CFD) 90-1

Administrative Expense Fund #128262-011	n/a	5.02%	104,453.39	104,453.39
US Bank Money Market Account CUSIP #60934N872				
Fire Protection Expense Fund #128262-012	n/a	5.02%	273,914.93	273,914.93
US Bank Money Market Account CUSIP #60934N872				
Police Protection Expense Fund #128262-013	n/a	5.02%	101,310.96	101,310.96
US Bank Money Market Account CUSIP #60934N872				

Community Facilities District (CFD) 2001-1

Special Tax Fund #217795000	n/a	5.02%	188,632.84	188,632.84
US Bank Money Market Account CUSIP #60934N872				
Interest Account #217795001	n/a	0.00%	-	-
US Bank Money Market Account CUSIP #60934N872				
Principal Account #217795002	n/a	0.00%	-	-
US Bank Money Market Account CUSIP #60934N872				
Administrative Expense Account #217795003	n/a	5.02%	20,013.87	20,013.87
US Bank Money Market Account CUSIP #60934N872				
Surplus Fund #217795004	n/a	5.02%	29,320.64	29,320.64
US Bank Money Market Account CUSIP #60934N872				

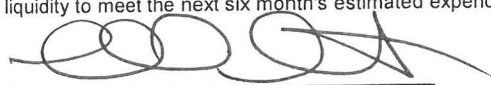
Community Facilities District (CFD) 2007-1

Administrative Expense Fund #260722000	n/a	5.02%	9,385.13	9,385.13
US Bank Money Market Account CUSIP #60934N872				
Fire Expense Fund #260722001	n/a	5.02%	13,358.55	13,358.55
US Bank Money Market Account CUSIP #60934N872				
Police Expense Fund #260722002	n/a	5.02%	4,940.79	4,940.79
US Bank Money Market Account CUSIP #60934N872				

TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				745,331.10
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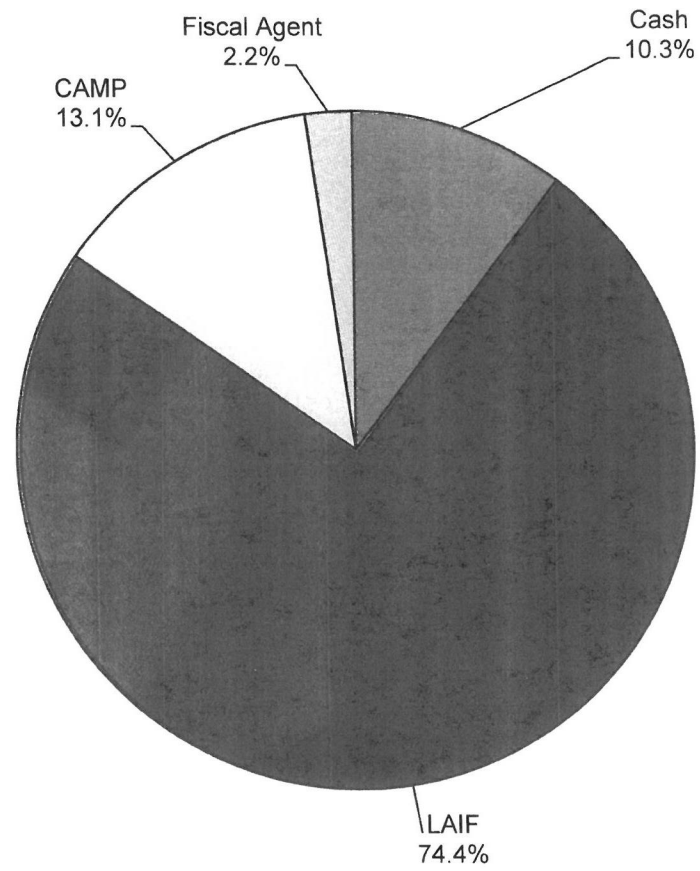
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
<u>US Bank Corporate Trust Services (SARDA)</u>				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	2,134.10	2,134.10
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	173,909.14	173,909.14
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	1,533.30	1,533.30
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	93.58	93.58
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	966,768.43	966,768.43
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	14,277.77	14,277.77
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	5.02%	527.50	527.50
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 259928004				
Assured Guaranty Municipal Bond Insurance	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,159,243.82
TOTAL CASH AND INVESTMENTS				85,463,457.26

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.

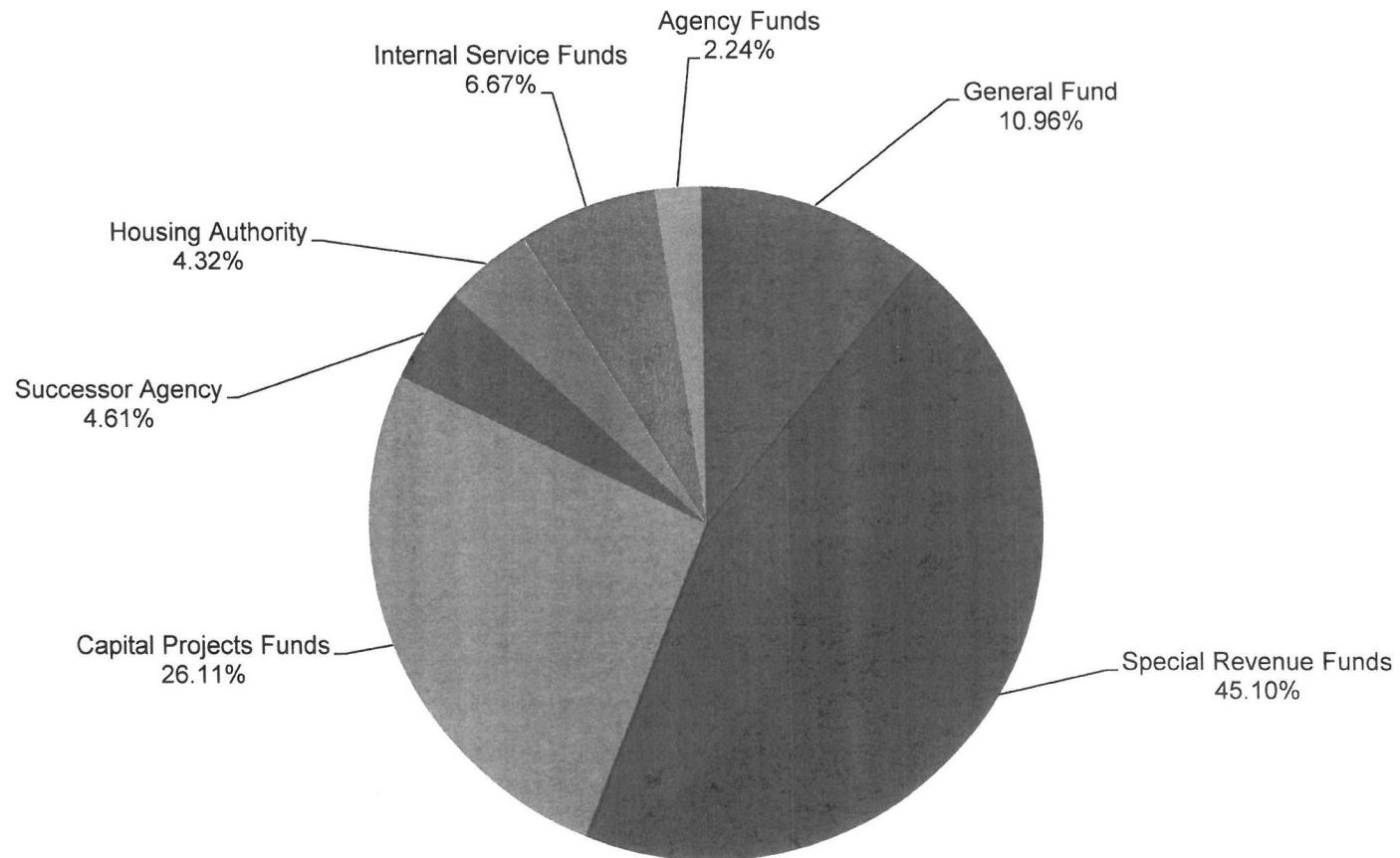
SIGNED: 
Chuck Dantuono
INTERIM CITY MANAGER/CITY TREASURER

SIGNED: 
Tish Nava-Cruz
ASSISTANT DIRECTOR OF ADMINISTRATIVE
SERVICES

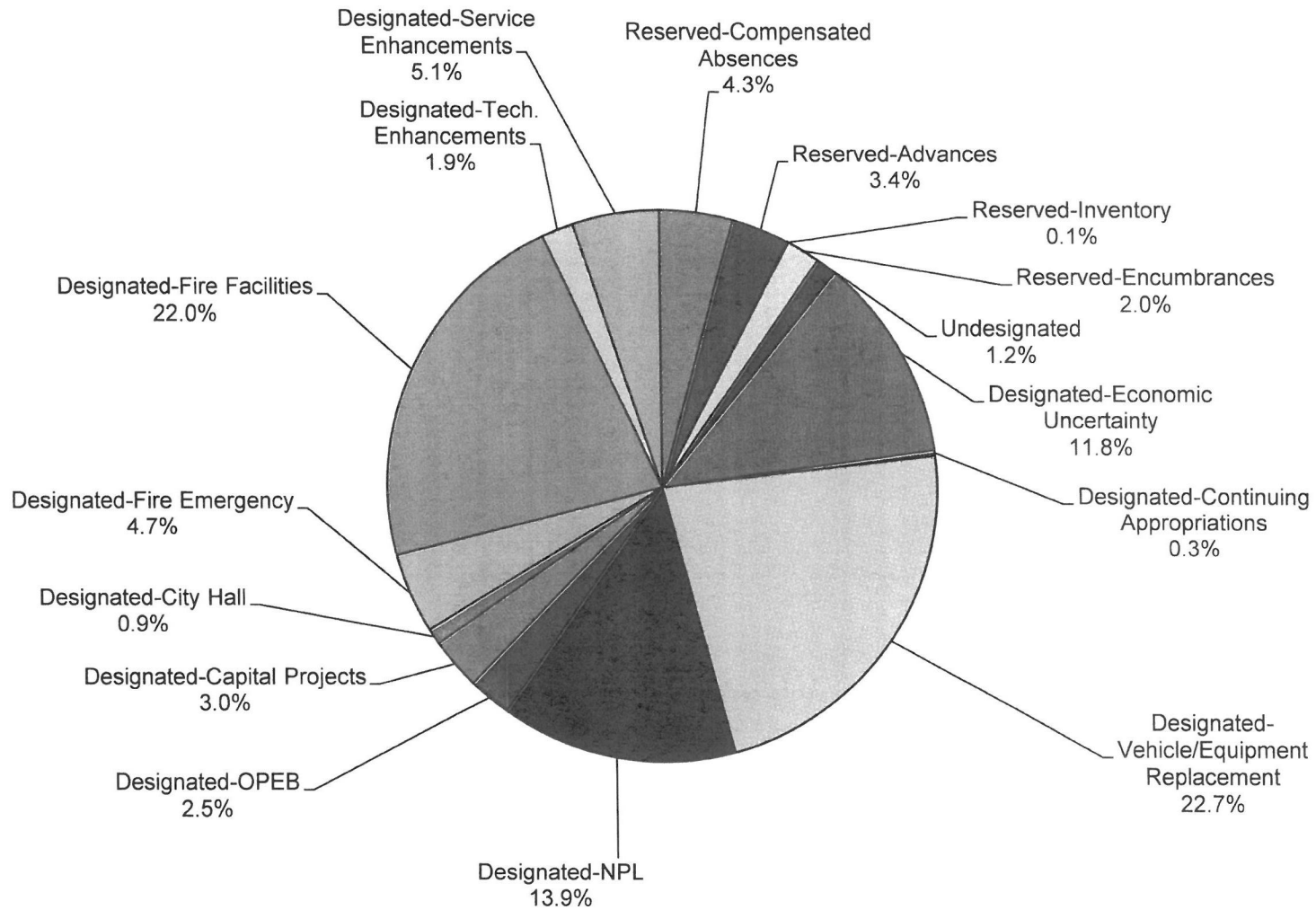
Treasurer's Report



Cash & Investments



General Fund Reserves





STAFF REPORT TO THE CITY COUNCIL

DATE: February 13, 2024

FROM: Chuck Dantuono, Interim City Manager

REVIEWED BY: Betty Hughes, MMC, City Clerk
Dana Calkins, George Hills Company, Claims Adjuster

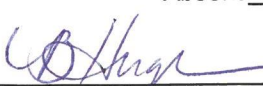
PREPARED BY: Alondra Muñoz, Deputy City Clerk

SUBJECT: Claim Consideration – Daniel Galvan (Plaza Oro Produce)

RECOMMENDATION: George Hills Company recommends the City Council reject the claim.

BACKGROUND: The Claim was received in the City Clerk's Office on December 4, 2023. An amended claim was re-submitted on January 2, 2024. Both were sent to the City's claim adjuster, George Hills Company, who is recommending the claim be rejected.

C:\MyFiles\WPDATA\StaffReports\cc special STF.wpd

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

February 8, 2024

Betty Hughes
City of Highland

RE:	Our Client:	City of Highland
	GHC Claim:	GHC0065796
	Claimant:	Plaza Oro Produce
	Date of Loss:	June 1, 2023

Dear Ms. Hughes:

We have received the above captioned claims and request that you take the action indicated below:

Please issue a standard rejection to commence the statute of limitations.

Please provide us with a copy of the notices sent.

Should you have any questions, please feel free to contact the undersigned.
If you have any questions, please contact the undersigned.

Kindest Regards,
George Hills Company, Inc.

Jennifer Arellano
Claims Adjuster
jennifer.arellano@georgehills.com
Direct Dial: (916) 352.7793

REV 02/22023

City of
HIGHLAND
Inc. 1987



December 4, 2023

Patti Schneiders
Claims Processor
Rancho Cordova Office
PO Box 278
Rancho Cordova, CA 95741

Re: Claimant(s): Daniel Galvan (Plaza Oro Produce)
Incident Date: June 2023

Dear Patti:

Enclosed is a copy of a Claim received and filed in the Office of the City Clerk on December 4, 2023, by the above referenced claimant(s). Note: Two construction projects are associated with the closures described within claim:

- 1) East Valley Water District's Regional Recycled Water Pipeline Project
Contractor: Weka, Inc.
- 2) City of Highland's capital improvement project 3rd/5th Street Corridor Improvement Project
Contractor: Granite Construction, Inc.

Please review and advise this office on the appropriate action to be taken. This item will be tentatively scheduled for the City Council regular meeting of Tuesday, January 9, 2024, pending your recommendation. All correspondence will be required from George Hills no later than December 31.

If you have any questions, please contact Chuck Dantuono at (909) 864-6861, ext. 224 or myself at ext. 260.

Sincerely,

Alondra Muñoz
Deputy City Clerk

cc: Joseph Hughes, City Manager
Chuck Dantuono, Director of Administrative Services
Maricela Marroquin, City Attorney
Betty Hughes, City Clerk

g:\clerk\betty\claims\george hills letters\gh galvan ltr.docx

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					





RECEIVED

DEC - 42023

CITY OF HIGHLAND
CITY CLERK

Do not write in this space.
For office use only:

Received: 12/4/2023

By: Carlos Z. Alondra
☐ Mail ☒ In person

CLAIM AGAINST THE CITY OF HIGHLAND
(For damages to persons or personal property)

A claim must be filed with the City Clerk within 180 days after which the incident or event occurred. Be sure your claim is against the City of Highland and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to:

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

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

NOTICE: PER GOVERNMENT CODE SECTION 910.4, THIS FORM MUST BE USED IN ORDER TO COMPLY WITH SECTIONS 910 AND 910.2 OF THE GOVERNMENT CODE.

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF HIGHLAND:

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

1. Name of Claimant DANIEL GALVAN , PLAZA ORO PRODUCE
 - a. Complete Address of Claimant, including City, State and Zip Code:
7750 PALM AVE , SUITED
HIGHLAND , CA 92346
 - b. Phone Number (626) 388 8490
 - c. Date of Birth [REDACTED]

d. Driver's License/State Identification Card Number:

[REDACTED]

Issued by which State: CALIFORNIA

X Driver's License Identification Card

Expiration Date:

2. Name, telephone and address to which claimant desires notices to be sent, if other than above:

DANIEL GALYAN

[REDACTED]

3. Occurrence or event from which the claim arises:

a. Date of occurrence 6/23 - PRESENT

b. Time of occurrence N/A

c. Place of occurrence (Exact and specific location)

PALM AVE, ALABAMA ST, 5TH STREET

(STREET UPGRADE)

d. How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary).

~~STREET CLOSURE - DUE TO~~ CONSTRUCTION W/ REGARDS

TO STREET UPGRADE ON PALM AVE, ALABAMA ST, 5TH STREET
(WATER DISTRICT REFINERY)

e. What particular action by the City, or its employees, caused the alleged damage or injury?

STREET CLOSURE

4. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. If there were no injuries, state "no injuries".

* LOSS OF SALES BTWN JUNE 2023 - PRESENT TOTALING
~ 40% LOSS CAUSING FINANCIAL HARDSHIP

5. Give the name(s) of the City employee(s) causing the damage or injury:

5TH and Palm. Road Block

6. Name and address of any other person injured:

N/A N/A

7. Name and address of the owner of any damaged property:

N/A DANIEL GALVAN
(SUITE D)
7750 PALM AVE, HIGHLAND CA 92346

8. Damages Claimed:

- a. Amount claimed as of this date: \$ 69,600 N/P
- b. Estimate amount of future costs: \$ 70,000
- c. Total amount claimed: \$ 139,600 -
- d. Basis for computation of amounts claimed. **Include copies of all bills, invoices, estimates, etc.:**

Lost IN sale 174,000 Average
of 29,000 MONTHLY starting JUN/23

9. Names and addresses of all witnesses, hospitals, doctors, etc.

- a. N/A
- b. _____
- c. _____
- d. _____
- e. _____

10. Any additional information which might be helpful in considering this claim:

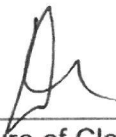
*SMALL BUSINESS OWNER @ LOCATION OVER 11 YEARS @ AT
BUSINESS
RISK OF CLOSURE IF STREET CLOSURES CONTINUE

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Signed at: WALNUT, CA
City and State

Date: NOV. 29, 2023


Signature of Claimant

DANIEL GALVAN
Printed name of person signing above



City of
HIGHLAND
Inc. 1987



January 2, 2024

Jennifer Arellano
Claims Adjuster
Rancho Cordova Office
PO Box 278
Rancho Cordova, CA 95741

Re: Claimant(s): Daniel Galvan (Plaza Oro Produce)
GHC Claim Number: GHC0065796

Dear Jennifer:

Enclosed is a copy of the amended Claim received and filed in the Office of the City Clerk on January 2, 2024, by the above referenced claimant(s).

Please review and advise this office on the appropriate action to be taken. This item will be tentatively scheduled for the City Council regular meeting of Tuesday, January 9, 2024, pending your recommendation.

If you have any questions, please contact Chuck Dantuono at (909) 864-6861, ext. 224 or myself at ext. 260.

Sincerely,

Alondra Muñoz
Deputy City Clerk

cc: Chuck Dantuono, Director of Administrative Services
Maricela Marroquin, City Attorney
Betty Hughes, City Clerk

g:\clerk\betty\claims\george hills letters\gh galvan ltr.docx

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

27215 Base Line • Highland, CA 92346

Tel: 909.864.6861 • Fax: 909.864.3180 • www.cityofhighland.org





Do not write in this space.
For office use only:

Received: 01/02/2024

By: Bianey
☐ Mail ☒ In person

CLAIM AGAINST THE CITY OF HIGHLAND
(For damages to persons or personal property)

A claim must be filed with the City Clerk within 180 days after which the incident or event occurred. Be sure your claim is against the City of Highland and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to:

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

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

NOTICE: PER GOVERNMENT CODE SECTION 910.4, THIS FORM MUST BE USED IN ORDER TO COMPLY WITH SECTIONS 910 AND 910.2 OF THE GOVERNMENT CODE.

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF HIGHLAND:

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

1. Name of Claimant Daniel Galvan
 - a. Complete Address of Claimant, including City, State and Zip Code:
 - b. Phone Number (626) 388-8490
 - c. Date of Birth

d. Driver's License/State Identification Card Number:

[REDACTED]

Issued by which State: California

X Driver's License Identification Card

Expiration Date:

2. Name, telephone and address to which claimant desires notices to be sent, if other than above:

Same as above.

3. Occurrence or event from which the claim arises:

a. Date of occurrence July 5, 2023 - Present (ongoing incident)

b. Time of occurrence N/A

c. Place of occurrence (Exact and specific location)

Intersection of Palm Avenue and Fifth Street, Highland, CA, 92346

d. How and under what circumstances did damage or injury occur? Specify the particular occurrence, event, act or omission you claim caused the injury or damage (use additional paper if necessary).

Negligence by city planning officials to consider potential economic impact
of long-term road closures to surrounding businesses. See attached form.

e. What particular action by the City, or its employees, caused the alleged damage or injury?

Approval of Fifth Street Corridor construction projects without due diligence and
consideration of responsibility to protect the interests of local small business owners.

4. A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. If there were no injuries, state "no injuries".

Seeking and providing funding to subsidize losses to local businesses which have occurred

as a result of local road closures. Current losses estimated to be in excess of \$70,000.

Please see attached document. No injuries.

5. Give the name(s) of the City employee(s) causing the damage or injury:

City Council, City planners, and all associated departments of the City of Highland

6. Name and address of any other person injured:

None

7. Name and address of the owner of any damaged property:

Daniel Galvan, Owner of Plaza Oro Produce located at 7750 Palm Ave. Suite D,

Highland, CA 92345

8. Damages Claimed:

a. Amount claimed as of this date: \$ 70,000

b. Estimate amount of future costs: \$ 112,000

c. Total amount claimed: \$ 182,000

d. Basis for computation of amounts claimed. **Include copies of all bills, invoices, estimates, etc.:**

Compared estimated average monthly sales from January 2023-June 2023

before commencement of road closures, to currently monthly sales average from

July 2023-present, and estimated 6 months to recover business and sales

from when project is finalized (estimated January 2024). See attached document.

9. Names and addresses of all witnesses, hospitals, doctors, etc.

- a. None applicable
- b. _____
- c. _____
- d. _____
- e. _____

10. Any additional information which might be helpful in considering this claim:

Please see attached document which serves as a testimony to our business's investment
in the local community, and the economic hardships arising as a result of the ongoing
road closures.

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Signed at: Walnut, California
City and State

Date: December 22, 2023



Signature of Claimant

Daniel Galvan
Printed name of person signing above



RECEIVED

DEC -4 2023

CITY OF HIGHLAND
CITY CLERK

Do not write in this space.
For office use only:

Received: 12/4/2023

By: Carlos Z. Alondra
☐ Mail ☒ In person

CLAIM AGAINST THE CITY OF HIGHLAND
(For damages to persons or personal property)

A claim must be filed with the City Clerk within 180 days after which the incident or event occurred. Be sure your claim is against the City of Highland and not another public entity. Where space is insufficient, please use additional paper and identify information by paragraph number. Completed claims must be mailed or delivered to:

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

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM, PENAL CODE S72; INSURANCE CODE S556.1.

NOTICE: PER GOVERNMENT CODE SECTION 910.4, THIS FORM MUST BE USED IN ORDER TO COMPLY WITH SECTIONS 910 AND 910.2 OF THE GOVERNMENT CODE.

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF HIGHLAND:

The undersigned respectfully submits the following claim and information relative to damage to persons and/or personal property:

1. Name of Claimant DANIEL GALVAN , PLAZA ORO PRODUCE
 - a. Complete Address of Claimant, including City, State and Zip Code:
7750 PALM AVE , SUITED
HIGHLAND , CA 92346
 - b. Phone Number (626) 388 8490
 - c. Date of Birth [REDACTED]

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

PROOF OF SERVICE BY MAIL

I am a citizen of the United States and employed by the City of Highland, State of California. I am over the age of eighteen years and not a party to the within cause or claim. My business address is City of Highland, 2715 Base Line, Highland, CA 92346.

I am familiar with the agency's practice whereby the mail, after being placed in a designated area, is given the appropriate postage, and is deposited in a U.S. Mailbox in the City of Highland, California before the close of the day's business.

On December 7, 2023, I served the Notice of Rejection on all parties in said action by placing a true copy thereof enclosed in a sealed envelope with postage thereon fully prepaid, in the United States mail at Highland, California, addressed as follows:

Plaza Oro Produce
Attn.: Daniel Galvan
1084 Countryside Drive
Walnut, CA 91789

RE: Claim against the City of Highland
 Claimant: Plaza Oro Produce
 Date of Loss: Unknown
 GHC Claim Number: GHC0065796

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on December 7, 2023, at Highland, California.


Betty Hughes, MMC
City Clerk



December 7, 2023

9489 0090 0027 6319 2980 73

Plaza Oro Produce
Attn: Daniel Galvan

RE: Claim against the City of Highland
Claimant: Plaza Oro Produce
Date of Loss: Unknown
GHC Claim Number: GHC0065796

NOTICE OF INSUFFICIENCY

NOTICE IS HEREBY GIVEN that the claim you presented to the Office of the City Clerk for the City of Highland on December 4, 2023, failed to comply substantially with the requirements of the California Government Code. The claim documents received were insufficient for the following reasons:

1. Date of loss is not clearly specified.

A separate claim must be filed for each incident specifying the location and date of each incident.

Based upon the above identified insufficiencies, the City of Highland will take no action on the claim for the next fifteen (15) days. You may amend the claim and provide the identified information. Any information provided to amend the claim must be filed with the City of Highland in the same manner as you previously filed the claim.

Should you have any questions regarding your claim or this notice, please contact our claims administrator at George Hills Company, Jennifer Arellano, at (916) 352-7793.

Sincerely,

A handwritten signature in cursive script, appearing to read "Betty Hughes".

Betty Hughes, MMC
City Clerk

cc: Joseph Hughes, City Manager
Chuck Dantuono, Director of Administrative Services
Maricela Marroquin, City Attorney
Jennifer Arellano, George Hills Company

Mayor
Larry McCallon

Mayor Pro Tem
Penny Lilburn

City Council
Jesse Chavez-Cordova

City Council
Anaëli Solano

City Council
John P. Timmer

City Manager
Joseph A. Hughes

27215 Base Line, Highland, CA 92346

Tel: (909) 864-6861 • Fax: (909) 862-5180 • Web: www.cityofhighland.org

December 22, 2023

City Clerk, City of Highland
27215 Baseline
Highland, CA 92346
(909) 864-6861, ext. 226

Dear City of Highland, City Council, and City Clerk,

My name is Daniel Galvan and I am the owner of Plaza Oro Produce located at 7750 Palm Ave. Suite D, Highland, CA. I am writing this letter to express my concern about the hardships and losses that are ongoing for myself and many other business owners located in Palm Plaza. This letter is in support of the claim against the City of Highland which I originally submitted on December 4, 2023 (GHC Claim Number GHC0065796).

Plaza Oro produce first opened in February 2013 as a produce and meat market. Since our opening, we have faithfully served our community by providing stable, affordable, and consistent access to healthy and fresh food options. We have been actively contributing to the community of Highland through providing employment opportunities, donations to local customers in need of meals at low and no-cost, providing catering to local businesses, and more. Our business has continued to serve Highland and the surrounding communities through the COVID-19 pandemic, natural disasters such as hurricanes and storms, times of economic and political unrest, and more. We are proud and happy to be a part of this growing community but recent events have brought on significant financial hardships which threaten the existence of our business.

Throughout the last several years, local officials have moved to approve construction projects associated with the Third Street and Fifth Street Improvement project. This project intended to improve access to the nearby San Bernardino International Airport as well as commercial zones in the area. This project resulted in the ongoing closure of Third, Fifth, Central, and Palm Avenues as of July 5, 2023; furthermore, closure of Alabama Avenue near 5th street began as early as mid-June 2023. These are the main access points to our business and other businesses located in Palm Plaza.

The losses incurred by our business can not be understated. From July-November 2023, we estimate to have lost about \$14,000 per month in average sales compared to average sales from January-June, 2023, before construction fully began. This is a total of over \$70,000 in losses from July to November 2023. As this project continues, we estimate we will continue to be at a loss of at least \$14,000 in sales per month compared to sales of months immediately preceding the road closures associated with this improvement project. These losses have led to payroll cuts and are nearly resulting in the closure of our business. While this construction

project will support the expansion of infrastructure and commerce in the City of Highland, it has done so at the cost of the wellbeing and existence of the small businesses that are the heart of our community.

Our City government has a duty to engage and elicit the guidance of local City planners, sustainable development committees, departments of economic development, and other public servants to ensure that the needs and priorities of all community members are included in decisions regarding construction, urban planning, city development projects, and more. I am appealing to the City of Highland, City Clerk's office, and City Councilmembers to take immediate action on this issue by seeking and providing funding to subsidize the cost of this project for affected small businesses. It is the duty of our City Council, City Clerk's office, and departments involved with the City of Highland to protect the interests of our community so that small businesses can thrive, and continue investing in the wellbeing of City residents and organizations.

Thank you for your consideration and support of small businesses within the City of Highland. I look forward to hearing back from you about this important matter of concern to our local businesses, residents, and community members.

Best,



Daniel Galvan
Owner, Plaza Oro Produce
7750 Palm Ave, Suite D
Highland, CA 92346

LOCAL NEWS • News

Construction closes Highland's Palm Avenue until next month

The closure will impact folks in the area who rely on Palm, especially in Redlands and San Bernardino



Palm Avenue is closed, for now. (Photo by Terry Pierson, The Press-Enterprise/SCNG)
© The Press-Enterprise/SCNG



By **MADISON HART** | mhart@scng.com

PUBLISHED: July 13, 2023 at 4:49 p.m. | UPDATED: July 14, 2023 at 12:25 p.m.



Palm Avenue, which connects Redlands and Highland for drivers looking to avoid taking the 210 Freeway, is closed until Friday, Aug. 11.

Construction has begun on Palm, between Third and Fifth streets in Highland. The road closed July 5.

Detours were coordinated with Redlands, San Bernardino, and San Bernardino County officials.

Changeable signs will alert the public of the closure and provide updates.

The project will focus on Third, Fifth, Palm and Central Avenue — with new curbs, gutters, sidewalks, storm drains and street lights included in the improvements.

The project will also extend Third to Fifth at the Church Avenue intersection.

The work is part of the Third Street and Fifth Street Corridor Improvement project meant to improve access to the nearby San Bernardino International Airport as well as commercial zones in the area.



2023 > July > 13

NT 3 \$22.91
DC NO TAX
NT 152 \$437.41
FOOD
NT 52 \$327.01
IT
IT 111 \$1176.12
DUCE
T 105 \$192.62

AL CNT 423
AL AMT \$2156.13

RK 1 000127 00000

July total
70,129.77

PLAZA ORO PRODUCE
7750 PALM AVE
HIGHLAND, CA 92346
(909) 863-7734

07/31/2023 MON TIME 19:02

REPORT 00538
REPORT 07/30/2023

HOT FOOD
CNT 26 \$204.54
MEAT
CNT 86 \$1560.91
PRODUCE
CNT 61 \$103.86

TOTAL CNT 298
TOTAL AMT \$2186.19

CLERK 1 000115 00000

August total
78,115.70

PLAZA ORO PRODUCE
7750 PALM AVE
HIGHLAND, CA 92346
(909) 863-7734

DATE 08/31/2023 THU TIME 19:03

2 1 REPORT 00570
LAST REPORT 08/30/2023

FINANCIAL
+PLU TTL 298

CNT 30
MEAT
CNT 150
PRODUCE
CNT 86

TOTAL CNT
TOTAL AMT
CLERK 1 000157

September total
76,257.77

PLAZA ORO PRO
7750 PALM AVE
HIGHLAND, CA 92346
(909) 863-7734

DATE 09/30/2023 SAT

2 1 REPORT
LAST REPORT

FINANCIAL
+PLU TTL

ADJUST TTL

CNT 4
GROC NO TAX \$32.96
CNT 136 \$334.88
HOT FOOD
CNT 39
MEAT \$323.86
CNT 88
PRODUCE \$1086.36
CNT 86
PLU14 \$182.50
CNT 1
***** \$0.00
TOTAL CNT 354
TOTAL AMT \$1960.56
CLERK 1 000123 00000

94,340.03 —

PLAZA ORO PRODUCE
7750 PALM AVE
HIGHLAND, CA 92346
(909) 863-7734

DATE 06/29/2023 THU

Z 1 REPORT
LAST REPORT

FINANCIAL
+PLU TTL \$1960.56

Z 1 REPORT
LAST REPORT 00444
04/29/2023
ALL PLU
GROCERY \$68.19
CNT 7
GROC NO TAX \$601.53
CNT 224
HOT FOOD \$509.55
CNT 82
MEAT \$2436.78
CNT 162
PRODUCE \$271.08
CNT 127
***** \$602
TOTAL CNT 602
TOTAL AMT \$3887.13
CLERK 1 000166 00000

95,335.00 —

PLAZA ORO PRODUCE
7750 PALM AVE
HIGHLAND, CA 92346
(909) 863-7734

DATE 04/30/2023 SUN TIME 19:05

Z 1 REPORT 00444
LAST REPORT 04/29/2023

FINANCIAL 602
+PLU TTL \$3887.13
ADJUST TTL 602
\$3887.13

***** 863-7734
DATE 05/31/2023 WED TIME 19:02
Z 1 REPORT 00476
LAST REPORT 05/30/2023
ALL PLU
GROCERY \$4.48
CNT 2
GROC NO TAX \$373.87
CNT 162
HOT FOOD \$404.25
CNT 80
MEAT \$1023.87
CNT 82
PRODUCE \$157.47
CNT 96
***** \$422
TOTAL CNT 422
TOTAL AMT \$1963.94
CLERK 1 000124 00000

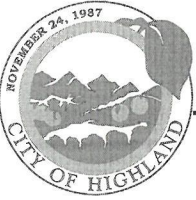
94,960.77 —

PLAZA ORO PRODUCE
7750 PALM AVE
HIGHLAND, CA 92346
(909) 863-7734

DATE 05/31/2023 WED TIME 19:02

Z 1 REPORT 00476
LAST REPORT 05/30/2023

FINANCIAL 422
+PLU TTL \$1963.94
ADJUST TTL 422
\$1963.94



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 13, 2024

FROM: Chuck Dantuono, Interim City Manager 

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

PREPARED BY: Melissa Morgan, Public Services Manager 

SUBJECT: Preparation of Annual Engineer's Reports for 2024/2025 Assessments

(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

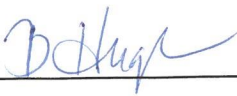
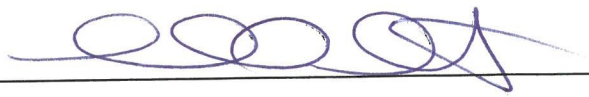
RECOMMENDATION: Staff recommends the City Council:

(1) Adopt Resolution No. 2024-__ ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and

(2) Adopt Resolution No. 2024-__ ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.

FISCAL IMPACT: The fee quoted by Harris & Associates for the preparation of an annual report and an assessment roll for both districts is \$14,600.00. In addition, each new zone added is charged \$420 for the annexation process. The amount includes an approximate 4.3% increase from last year's proposal. The City will be reimbursed through assessments of the benefitting properties within the district.

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

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

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

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

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

Consolidated Landscape and Lighting District 96-1

Street Lighting	\$7,200
Landscaping	3,850
Trail	625
Park	<u>625</u>
Sub-Total:	\$12,300

<u>Street and Drainage Maintenance District 96-1</u>	<u>\$2,300</u>
--	----------------

Total:	\$14,600
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Attachment: Resolutions

RESOLUTION NO. 2024-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
COUNTY OF SAN BERNARDINO, CALIFORNIA
ORDERING THE PREPARATION OF ENGINEER'S REPORT
FOR CONSOLIDATED LANDSCAPE & LIGHTING DISTRICT NO. 96-1
FOR FISCAL YEAR 2024/2025**

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

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

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

NOW, THEREFORE, be it resolved by the City Council of the City of Highland that the Engineer of Work is ordered to prepare the annual report for fiscal year 2024/2025 in accordance with Article 4, Division 15, of the Streets and Highways Code, "Landscaping and Lighting Act of 1972" of the State of California.

APPROVED AND ADOPTED this 13th day of February 2024.

Penny Lilburn
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk

RESOLUTION NO. 2024-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
COUNTY OF SAN BERNARDINO, CALIFORNIA
ORDERING THE PREPARATION OF AN ENGINEER'S REPORT FOR
STREET AND DRAINAGE MAINTENANCE DISTRICT 96-1
FOR FISCAL YEAR 2024/2025**

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

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

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

NOW, THEREFORE, be it resolved by the City Council of the City of Highland that the Engineer of Work is ordered to prepare the annual report for fiscal year 2024/2025 for the proposed assessment district in accordance with Section 54716 of the Act.

APPROVED AND ADOPTED this 13th day of February 2024.

Penny Lilburn
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 13, 2024

FROM: Chuck Dantuono, Interim City Manager 

REVIEWED BY: Lawrence A. Mainez, Community Development Director 

PREPARED BY: Kim Stater, Assistant Community Development Director 

SUBJECT: Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2024-2025.

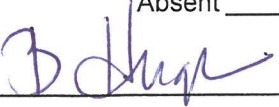
RECOMMENDATION: The City Council prioritize funding of FY 2024-2025 Community Development Block Grant Applications.

FISCAL IMPACT: Highland's Community Development Block Grant (CDBG) allocation is forecasted to be \$406,082, a decrease of approximately 2% from last year. A maximum of 15% of the funding may be used for Public Service Projects; \$60,912. A minimum of 85% must be allocated to Construction Improvement Projects; \$345,170.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website. A Notice was also provided directly to all CDBG Applicants.

PREVIOUS ACTION: On November 14, 2023, the City Council reviewed and recommended certain City Applications for FY 2024-25.

1. Approve the City's Application in the amount of \$120,000 for Enhanced Code Enforcement to support a portion of the salary and benefits of a Code Compliance Officer, Administrative Assistant, and Community Development Director; and
2. Approve the City's Application in the amount of \$230,000 to construct pavement rehabilitation and ancillary work on Cunningham, Flemming, 7th, and Colwyn Streets, located within the CDBG Low/Mod Income target areas.

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

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

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

BACKGROUND: The County of San Bernardino received six (6) eligible and one (1) ineligible CDBG Application for Highland. These are now presented to the City Council for consideration. The total amount requested by eligible projects is **\$419,000**. Two (2) applications are categorized as Construction Improvement Projects, totaling **\$350,000**. The remaining four (4) Applications are categorized as Public Service projects, totaling **\$69,000**.

There is a shortfall in both categories with respect to available funds. Funding requested in the Construction Applications exceeds the HUD allocated amount by \$4,830 (\$350,000 - \$345,170). Funding requested in Public Service projects exceeds the HUD allocation by \$8,088 (\$60,912 - \$69,000).

Staff recommends the following options to reduce the awards within budget. Option 1 would reduce all awards by an amount proportional to this year’s request. Option 2 would reduce the awards proportional to the amount allocated last fiscal year. The Council may choose one of these or an altogether different option so long as the Public Service totals do not exceed \$60,912.

Applicant	Funding Requested	Option 1 Proportional reduction from this year 2024-2025	Option 2 Proportional reduction from last year 2023-2024
Central Little League	18,000	15,890	14,770
Highland Library	10,000	8,828	9,216
Highland YMCA	16,000	14,125	13,856
Highland Senior Center	25,000	22,070	23,070
Total	69,000	60,912	60,912

For reference, a summary of all CDBG recipients from the past ten (10) years is attached as well as a summary of this year’s requests and individual applications (Attachments 2-4).

In addition to the City’s annual allocation, there is a current balance of \$58,004.79 in “Unprogrammed Funds” unspent from the prior fiscal year. This amount may only be distributed to Construction Improvement Projects. Staff recommends they be used for the “Highland Street Improvement Including Union Street”, Project No. HIGH-23-1-03K/0280 to construct pavement rehabilitation and ancillary work on two streets located in neighborhoods within the CDBG Low-

Moderate Income eligible block area boundaries including: 1) Union Street between Elmwood Court to Del Rosa Avenue and 2) Elmwood Court between Union Court and north end. This project is currently funded with \$200,000 CDBG funds for construction, but additional funding will help if bids are more than anticipated, and potentially cover construction contingency.

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

Attachment 1

Correspondence with the County of San Bernardino

Kim Stater

From: Graham, Kelly <Kelly.Graham@cdh.sbcounty.gov>
Sent: Tuesday, January 9, 2024 5:21 PM
To: Kim Stater; Joseph Hughes
Cc: Gibson, Johnnetta; Taylor, Sebastian; Anderson, Bryan; Dearen, Elizabeth
Subject: Highland - CDBG 2024-25 City Applications for Recommended Funding

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

Good Afternoon:

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

For the 2024-2025 Program Year (PY), the County anticipates receiving \$6.8 million to support the activities to be listed in its 2024-2025 Action Plan.

To ensure the timely submittal of the County's Annual Action Plan, an **estimate** has been used. It is important to note that it is possible that this **estimate** may change (+/-) between now and when the U.S. Congress approves the 2024-2025 federal budget. Once the final federal allocation is released, adjustments to the distribution of County funds may be necessary. For PY 2024-2025 your City's estimated annual allocation is **\$406,082**.

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

The County has received a number of proposals in response to its PY 2024-2025 Notice of Funding Availability (NOFA) and has evaluated each proposal for its conformance to the federal requirements. To involve your City in the decision-making process, please provide us with a prioritized list of those eligible proposals that best meet your City's goals and objectives.

To assist you in this effort, please use the [Dropbox link](#) to access the following documents:

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

As a Cooperative City participating in the County's CDBG program, it is imperative that you complete your public hearing for your CDBG funding recommendations and submit the action made by your City Council on the attached Cooperating City Recommended Projects Form and a copy of your City Council minutes to our office by or before **Tuesday, February 13, 2024**. **After this date we may be unable to include your City Council recommendations in the list of projects for the County Board of Supervisor's consideration.**

Grant Process and Funding Thresholds

The 15% Public Service Cap applies for cities that receive \$150,000 or more in CDBG funding allocation. The total allowable number of newly funded projects is based on the percentage of each city's formula share of the

CDBG allocation and the maximum number allowed for newly funded construction projects is based on the City's CDBG Administrative Cap. The cities of Big Bear Lake, Grand Terrace, Needles and the Town of Yucca Valley, which are receiving less than \$150,000, may only fund four (4) projects. The remaining cities have the following funding opportunities:

City	Total Allowable Projects	Maximum Number of Construction Projects	Estimated 15% Public Service Cap
Adelanto	9	2	\$48,486
Barstow	5	2	\$38,602
Colton	11	5	\$59,543
Highland	10	5	\$60,912
Loma Linda	5	1	\$21,215
Montclair	9	2	\$39,997
Redlands	9	2	\$50,121
Twentynine Palms	5	1	\$24,012
Yucaipa	7	2	\$35,346

Thank you for your past and continuing support in the CDBG program. We appreciate your assistance in returning your funding recommendations no later than **Tuesday, February 13, 2024**. Should you have any questions or need additional assistance, please feel free to contact your Analyst.

Analyst	Phone Number	Email Address
Kelly Graham	(909) 501-0626	Kelly.Graham@cdh.sbcounty.gov
Johnnetta Gibson	(909) 501-0632	Johnnetta.Gibson@cdh.sbcounty.gov

Your City Council-approved funding recommendations will be included in the County 2024-2025 Action Plan and is anticipated to be approved by the County Board of Supervisors in early April.

Sincerely,

Community Development Division
 Community Development Block Grant
Community Development and Housing Department
www.SBCountyCDHA.com
 Phone: 909-501-0600
 560 E. Hospitality Lane, Suite 200
 San Bernardino, CA 92415-0043



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



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

New/Cont.	District	Location	Applicant	Application #	Project Title	Project Description	Amount Requested	Comments	Eligible: Yes/NO	Supervising ECD Analyst Initials	Accomplishment #	23-24 Project #
Cont	Third District	Highland	Lawrence Mainez, Community Development Director City of Highland 27215 Base Line Highland, CA 92346 lmainez@cityofhighland.org 909-864-8732	HIGH24CN-001	Highland: Neighborhood Revitatzation - Code Enforcement	Code Enforcement - CDBG funds will be used to pay for City staff time for providing enhanced Code Enforcement activities in the City of Highland target areas. 24,815 residents of which 19,125 are low/mod income, will benefit from increased code enforcement activities therefore eliminating or preventing targeted areas from blighting influences.	\$120,000.00	Expanding Eligible Code Enforcement - Contingent upon the City officially defining, via a City Council Action or using the State of California definition of deteriorated or deteriorating; and the City demonstrating that the area(s) where CDBG funds will be used for enhanced code enforcement activities meet the City's definition of deteriorated or deteriorating; and the City will ensure there are other programs (public activities, and/or private investments) coordinated in a effort with enhanced code enforcement that may be expected to arrest the decline of the deteriorated or deteriorating areas. If the City is does not adhere to the items listed above, the City may not get reimbursed for funds spent on Code Enforcement and/or the City will have to pay back the County, using non-federal funds (such as City general fund dollars) any and all funds the County CDBG has reimbursed the City. 24,815 residents of which 19,125 are low-to moderate-income, will benefit from increased code enforcement activities therefore eliminating or preventing targeted areas from blighting influences.	Yes			HIGH23CN-001
New	Third District	Highland	Carlos Zamano, Public Works Director City of Highland 27215 Base Line Highland, CA 92346 czamano@cityofhighland.org 909-864-6861	HIGH24CN-002	Highland: Street Improvements - Cunningham St, Flemming St, 7th St and Colwyn Ave	Construction Project - Pavement rehabilitation and ancillary work on Cunningham, Flemming, 7th and Colwyn, located within the CDBG Low/Mod Income target areas in the City of Highland.	\$230,000.00	Eligible Construction Project - Street locations are within the low- and moderate-income targeted area for City of Highland and are primarily residential neighborhoods. Pavement rehabilitation and ancillary work on Four Streets: 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. This project will serve 3,700 residents in the local area, 2,285 of which are low/mod income. Eligibility is subject to City of Highland funding participation and use of prevailing wage rates.	Yes			HIGH23CN-002
Cont	Third District	Highland	Michelle Williamson, President Central Little League 7717 Church Avenue #100 Highland, CA 92346 socialbugshell@yahoo.com 909-362-0538	HIGH24PS-002	Highland: Youth Recreation - Central Little League	Expanding Public Service - City of Highland will contract with Central Little League to provide little league recreation and sports team related programs to approximately 254 youth from low- and moderate-income households within the City of Highland and the surrounding area.	\$18,000.00	Expanding Eligible Public Service - Central Little League is requesting \$18,000 from the City of Highland for Little League Scholarships. CDBG funds can be used to pay for the registration fees for players who are from low to moderate income households. Central Little League, under contract with the City of Highland, will provide recreational activities for approximately 254 youth in the City of Highland and the surrounding area. Public Services are limited to low- and moderate-income households and require monthly documentation that at least 51% of the households served qualify as low- and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes			HIGH23PS-019
Cont	Third District	Highland	Penny Lilburn, Executive Director Highland Senior Center 3102 E. Highland Avenue Patton, CA 92369 Highsenctr@aol.com 909-862-8104	HIGH24PS-042	Highland: Senior Center Services and Programs - Highland Senior Council	Expanded Public Service - This program provides nutrition and support services to low to moderate income seniors.	\$25,000.00	Expanded Public Service- This program provides nutrition and support services to low to moderate income seniors. The City of Highland will contract with Highland Senior Council who will provide these services. Public Services are limited to low- and moderate-income households and require monthly documentation that at least 51% of the households served qualify as low- and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes			HIGH23PS-044
Cont	Third District	Highland	Darwin Barnett, Chief Executive Officer Highland Family YMCA 7793 Central Avenue Highland, CA 92346 dbarnett@ymcaeastvalley.org 909-798-9622	HIGH24PS-037	Highland: Highland Family YMCA - Recreation Scholarships	Public Service - The Highland YMCA under contract with the City of Highland will provide CDBG funds to be used to pay for registration costs associated with approximately 3,831 persons who utilize the health and wellness activities offered at the Highland YMCA.	\$16,000.00	Expanding Eligible Public Service - Highland YMCA, under contract with the City of Highland, will provide scholarships for recreation and community service related programs to approximately 4,238 unduplicated persons from low- and moderate-income families in Highland and the surrounding area. Public Services are limited to low- and moderate-income persons and require monthly documentation that at least 51% of the persons served qualify as low- and moderate-income. This activity was funded in previous years (less than 12 months) and is a continuing activity. Therefore, a quantifiable increase in the level of service or a new additional service is required in order to continue to be eligible for CDBG funding.	Yes			HIGH23PS-051
Cont	Third District	Highland	Melanie Orosco, County Librarian 268 W. Hospitality Lane, 3rd Floor San Bernardino, CA 92415 melanie.orosco@lib.sbcounty.gov 909-387-2220	HIGH24PS-024	Highland: Adult Literacy Program	Expanded Public Service - The San Bernardino County Library (SBCL), Highland Branch Adult Literacy Services Program will provide programming and instruction for low-to-moderate income illiterate adults and senior residents of Highland. Individualized tutoring and one-on-one Literacy instruction (reading, spelling, and basic computer skills) will be provided to a minimum of 35 qualifying adult participants during Fiscal Year 24-25. Library Adult Literacy Services are provided free of charge to all learners participating in the program. Direct services and assistance are provided by Library staff as well as a ream of trained Literacy Tutors.	\$10,000.00	Expanding Eligible Public Service. Services are limited to low- and moderate-income clients and requires documentation of at least 51% of the clients are low- to moderate-income. Client eligibility (for all clients including illiterate adults) must be evidenced by documentation and data concerning beneficiary family size and income. This activity was funded in previous fiscal years and is a continuing activity. Therefore a quantifiable increase in the level of service is required. CDBG funds will be used to pay for personnel services. Services are provided by San Bernardino County Library Department staff and volunteers. Service Location: 7863 Central Avenue, Highland, CA 92346. Prior to COVID-19, the San Bernardino County Library Adult Literacy Program saw gradual increases in the number of learners served at each location. However, after COVID-19, the number of patrons who visited the library has significantly decreased. This has directly impacted how many potential learners came into the branch as well as how many current learners felt comfortable returning to the program due to health and safety. Therefore, the number of learners served has not increased this year, but the expansion of the program has included the following: (1) expansion of support hours provided by the library staff to tutors who need training; (2) expansion of support hours provided by the library staff to learners who need additional resources and meetings to revisit roles and goals; (3) expansion of library of materials and curriculum used to teach adult learners how to improve reading and writing; (4) expansion of hours available for tutors and learners to meet together in the Library for tutoring sessions (formerly limited to 1-2 hours per week will now expand to 3+ hours per week, depending on the tutor-learner pair's availability, willingness to meet more, and need to meet a specific goal); and (5) expansion of outreach and planning to promote the program to the local community (higher number of community connections, more meetings with adult-literacy-assigned-library-staff to develop awareness events and strategize to bring in more learners and tutors).	Yes			HIGH23PS-057

New/Cont.	District	Location	Applicant	Application #	Project Title	Project Description	Amount Requested	Comments	Eligible: Yes/NO
New	Third District	Highland	Mary Haddad, Chief Financial Officer St. Anthony Bridges to Home 1609 N. Mountain Avenue #304 Upland, CA 91784 bridgestohome13@gmail.com 909-437-3221	HIGH24PS-015	Highland: St. Anthony Bridges to Home - Welcome Home Project	Not Eligible St. Anthony Bridges, under contract with the City of Highland, will provide furniture distribution for personal use to approximately 10 low-and moderate-income households in Highland and the surrounding areas.	\$5,250.00	Not Eligible Public Service - St. Anthony Bridges, under contract with the City of Highland, will provide furniture distribution for personal use to approximately 10 low-and moderate-income households in Highland and the surrounding areas. 24 CFR 570.207(b)(1)(iii) Furnishings and personal property. The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible.	NO

COUNTY OF SAN BERNARDINO
Community Development and Housing Department
2024-2025 Community Development Block Grant (CDBG) Program
Cooperating City Recommended Projects Form

City ⁽¹⁾: City of Highland City Council Hearing Date ⁽²⁾: _____

City's 2024-2025 Allocation (3): \$ 406,082 Public Service Limit (15%) ⁽⁴⁾: \$ 60,912 Available Unprogrammed Funds From Prior Years ⁽⁵⁾: \$58,004.79

CDH Application Log # (6)	Project Title (* indicates project requires a "General Fund Guarantee") (7)	Public Service Y/N (8)	Applicant's Requested Amount (9)	City's 2024-2025 Recommended Allocation Amount (10)	Available Unprogrammed Funds to Commit to Activity (11)	Public Service Amount (12)	Activity Total (13)
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
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			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
Totals ⁽¹⁴⁾				\$ -	\$ -	\$ -	\$ -

Public Service Calculation ⁽¹⁵⁾:

Public Service Limit: \$ 60,912 Less Total Public Service Activity Amount: \$ - Amount Available to Program to Public Service Activities: \$ 60,912

Remaining Balance of Unprogrammed Funds ⁽¹⁶⁾: \$ 58,004.79

Authorized City Representative ⁽¹⁷⁾: _____ Signature _____ Date ⁽¹⁸⁾ _____

General Fund Guarantee Certification ⁽¹⁹⁾

For Third-Party capital improvement activities, the City understands that reimbursements received from the County for which no measurable outcome is achieved may subsequently be required to be repaid by the City (using non-federal funds) to County. Measurable outcomes are defined as providing benefits to low- to moderate-income individuals, families, organizations, and communities and are derived from the project or program.

☐ YES The City agrees to enter into a "General Fund Guarantee" in order for the County to recommend activity funding.

Attachment 2
Summary of Past Recipients

CDBG
PUBLIC SERVICE PROJECTS (15% Max.)

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Central Little League	11,500	11,000	11,000	11,000	11,000	14,334	14,678	15,000	16,000	15,006
Highland Senior Center	25,000	24,000	24,000	24,000	24,000	23,890	24,234	25,000	25,000	24,006
Highland YMCA	12,443	11,632	11,632	11,289	11,289	10,787	11,131	12,500	13,750	14,006
Highlanders Boxing Club	7,000	7,000	7,000							
San Bernardino County Library Highland Branch	10,000	9,500	9,500	9,000	8,069	9,556	9,900	10,000	10,000	9,007
Total Public Service Allocation	65,943	63,132	63,132	55,289	\$54,358	\$58,567	\$59,943	\$62,500	\$64,750	\$62,025

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

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
City of Highland Public Works	239,000	206,000	233,752	189,308	148,760	172,613	220,805	200,000	200,000	200,000
City of Highland SW Highland Revitalization Enhanced Code Enforcement	123,997	123,997	123,997	123,997	159,271	159,271	159,271	159,271	159,271	120,000
GRID Alternatives	12,000									
Total Construction Allocation	364,356	357,749	357,749	313,305	308,031	331,884	380,076	359,271	359,271	320,000

Attachment 3
Summary of Current Proposals

CONSTRUCTION AND OTHER COMMUNITY IMPROVEMENT PROJECTS - FISCAL YEAR 2024-2025			
LOG NUMBER	APPLICANT	FUNDING REQUESTED BY APPLICANT	CITY COUNCIL ALLOCATION
HIGH24CN-002	City of Highland Street improvements in Target Areas including Cunningham St, Flemming St, 7 th St and Colwyn	\$230,000	
HIGH24CN-001	City of Highland Enhanced Code Enforcement within the low- and moderate-income target areas.	\$120,000	
	<i>Total Requested</i>	<i>\$350,000</i>	
	<i>Total Available</i>	<i>\$345,170</i>	

PUBLIC SERVICE PROJECTS/PROGRAMS - FISCAL YEAR 2024-2025			
LOG NUMBER	APPLICANT	FUNDING REQUESTED BY APPLICANT	CITY COUNCIL ALLOCATION
HIGH24PS-024	San Bernardino County Library Highland Branch Adult Literacy Program	\$10,000	
HIGH24PS-037	Highland Family YMCA Improve accessibility, resources for health, youth development, and social responsibility programs.	\$16,000	
HIGH24PS-042	Highland Senior Center Senior programs, activities and services to improve quality of life, physical fitness, social programs, daily interaction and nutrition.	\$25,000	
HIGH24PS-002	Central Little League Scholarships for youth baseball and softball.	\$18,000	
	Total Requested	\$69,000	
	Total Available	\$60,912	

Attachment 4
Individual Applications

Exhibit 1: Organization Information

Organization Name:

City of Highland

Organization Address:

27215 Base Line

City/State/Zip: Highland / CA / 92346

Phone: 9098646861

Fax: 9098643180

Email: czamano@cityofhighland.org

Applicant Type: City

Authorized Person Name: Carlos Zamano

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

Address: 27215 Base Line

City/State/Zip: Highland / CA / 92346

Phone: (909) 864-6861

Fax: 9098643180

Email: czamano@cityofhighland.org

Application Contact Person's Name: Carlos Zamano

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

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

1) Mission: Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and staff of the City of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible. 2) Purpose: To develop a vibrant economy for the benefit of our citizens and businesses; 3) Population served: 56,705; 4) Number of years serving population: 33; 5) Supporting Services: Transportation, Funding Sources: Local and State funds, Start Date: 7/1/24, End Date: 6/28/25.

Exhibit 2: Project Information

Project Title:

Address:

City /State/Zip:

County Supervisorial District where project will be located:

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

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

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

Project Type (Description):

Construct pavement rehabilitation and ancillary work on two streets located in two neighborhoods within the CDBG Low-Mod Income eligible block area boundaries within the City of Highland including: 1) 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

Eligible Block Group

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

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

Block groups to be benefited are Block Group 007603 which includes; Cunningham Street between Cypress Street & 6th Street, Flemming Street between Cunningham Street and Colwyn Avenue, 7th Street between Cunningham Street and Colwyn Avenue, and Colwyn Avenue between Hibiscus Street and 7th Street

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

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

Exhibit 3: Project Characteristics

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

Legal property owner:

City of Highland

What is the current zoning?

Public Right-of-Way

Is this use permitted in this zoning?

Yes

Is a conditional use permit required? Yes/No

No

Complete applicable items for all construction projects:

- Assessor's parcel number:

N/A

- Square footage of proposed building or building addition:

N/A

- Square footage of construction site parcel:

93589

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

2533

- Service capacity of existing facility:

N/A

- Improved service capacity of the facility:

N/A

- Age of structure:

N/A

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

N/A

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

Cunningham St between Cypress St and 6th St, located within existing CDBG area boundaries in some of the City's lowest socioeconomic areas. See attached Project Location Map.

Exhibit 4: Priority Needs:

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

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

Exhibit 4: Priority Needs (continued)

HUD Demographics: (Please indicate Yes/No)

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

Why this project is considered a priority?

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

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

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

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

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

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

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

What is the project's population to be served?

56705

What is the projects accomplishment level?

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

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

The project will include design and construction of 93,589 SF of pavement rehabilitation in six low-income neighborhoods in the City of Highland.

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

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

Exhibit 5: Project Budget & Sources

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

Project Budget		
	SB County Share (\$):	Other Source (\$):
Architectural and engineering services		\$25,000.00
Site acquisition		
Local Review application		
Construction	\$230,000.00	\$30,000.00
Other:		
Total	\$230,000.00	\$55,000.00
Overall Total Project Cost: <i>(CDBG Share + Other Source)</i>		\$285,000.00

Exhibit 5A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested (\$) (This amount should match the grand total requested from CDBG Share)
Highland	\$230,000.00

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:	Local Funds	\$55,000.00	07/01/2024
Total Leveraging Funds		\$55,000.00	

Exhibit 6: Proposed Goals and Milestones

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

Design: 7/1/24 through 11/30/24 Bid Package Approval by CHD: 12/31/24 Contractor Selection: 3/11/25 Construction: 4/7/25 through 6/27/25

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

Date of Reimbursement:	Amount (\$):
05/04/2025	\$70,000.00
06/01/2025	\$80,000.00
07/01/2025	\$80,000.00
Total Reimbursement:	\$230,000.00

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

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

N/A

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

N/A

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

N/A

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

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

Exhibit 8: Civil Rights Laws Compliance And HUD Good Standing

Answer the following questions:

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

No

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

No

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

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



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2024 - 2025 Application

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2024 - 2025 Funding Application.

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

My signature on this form certifies that:

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

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2024 - 2025 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

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

Non-discrimination

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

Accountability

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

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

Non-collusion

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

Applicant Information	
Agency Name: City of Highland	Federal Tax ID No.: 33-0270638
Mailing Address: 27215 Base Line	Phone No.: (909) 864-6861
Email Address: czamano@cityofhighland.org	Fax No.: (909) 864-3180
Authorized Signature	
Print Name: Carlos Zamano	Print Title: Public Works/City Engineer
Signature: Carlos Zamano, Director of Public Works/City Engineer	Date: 11/15/2023

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

Maintenance and Operations Agreement

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

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

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

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

Proposed Project:

2024/2025

Legal/ Incorporated Name of Prospective M&O Entity:

City of Highland

Address:

27215 Base Line

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

33-0270638

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

Print Name: Carlos Zamano Date: 11/15/2023

Maintenance and Operations Expenses

Utilities	Amount (\$):
Electric	
Water	
Gas	
Telephone	
Disposal Service	
Other: Street pavement maintenance over 20-year service life	\$210,000.00
Sub-Total	\$210,000.00
Materials	
Janitorial Supplies	
Office Supplies	
Recreational Supplies	
Ground Supplies	
Other:	
Sub-Total	\$0.00
Maintenance – Capital Improvements	
Building Repair	
Maintenance of Equipment	
Improvements to Property	
Other:	
Sub-Total	\$0.00
Insurance	
Liability	
Fire	
Other:	
Sub-Total	\$0.00

Personnel	
Maintenance	
Secretary	
Administrator	
Program Staff	
Other:	
Sub-Total	\$0.00
M& O Annual Expense Total	\$210,000.00

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

Revenue Sources:	Amount (\$):
Local Funds	\$210,000
Budgeted Revenue Total	\$210,000
Assets/ Liabilities	Amount (\$):
Budgeted Revenue minus M&O Expense	\$0.00

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

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 501-0600 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

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

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

Exhibit 1: Organization Information

Organization Name:

City of Highland

Organization Address:

27215 Base Line

City/State/Zip: Highland / California / 92346

Phone: 9098648732

Fax: 9098623180

Email: kstater@cityofhighland.org

Applicant Type: Local Government Agency

Authorized Person Name: Lawrence A. Mainez

Authorized Person's Title: Community Development Director

Address: 27215 Base Line

City/State/Zip: Highland / CA / 92346

Phone: 9098648732 x215

Fax: 9098623180

Email: lmainez@cityofhighland.org

Application Contact Person's Name: Kim Stater

Application Contact Person's Title: Assistant Community Development Director

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

1) Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible. The mission is established to reflect the following beliefs which represent the predominant beliefs of the community. They express what matters most in the conduct of public affairs affecting the citizenry of Highland, responsibility, services accountability, creativity, neighborhood sustainability, vision and family. 2) The City's purpose is to develop a vibrant economy for the benefit of our citizens and businesses. 3) Highland has a diverse population of approximately 56,000 persons. 4) The City of Highland incorporated in 1987, serving the community for 36 years. 5) N/A

Exhibit 2: Project Information

Project Title:

Enhanced Code Enforcement

Address:

27215 Base Line

City /State/Zip:

Highland / California / 92346

County Supervisorial District where project will be located:

☐ 1st District

☐ 2nd District

☒ 3rd District:

☐ 4th District

☐ 5th District

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

Request for additional funding to an existing CDBG project

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

HIGH-23-1-15-1355

Project Type (Description):

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

Eligible Block Group

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

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

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

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

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

Exhibit 3: Project Characteristics

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

Legal property owner:

N/A

What is the current zoning?

N/A

Is this use permitted in this zoning?

N/A

Is a conditional use permit required? Yes/No

No

Complete applicable items for all construction projects:

- Assessor's parcel number:

N/A

- Square footage of proposed building or building addition:

N/A

- Square footage of construction site parcel:

N/A

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

N/A

- Service capacity of existing facility:

N/A

- Improved service capacity of the facility:

N/A

- Age of structure:

N/A

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

N/A

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

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

Exhibit 4: Priority Needs:

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

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

Exhibit 4: Priority Needs (continued)

HUD Demographics: (Please indicate Yes/No)

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

Why this project is considered a priority?

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

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

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

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

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

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

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

What is the project's population to be served?

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

What is the projects accomplishment level?

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

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

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

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

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

Exhibit 5: Project Budget & Sources

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

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

Exhibit 5A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding			
Private Funding			
Other:	City General Fund	\$251,750.00	07/01/2024
Total Leveraging Funds		\$251,750.00	

Exhibit 6: Proposed Goals and Milestones

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

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

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

Date of Reimbursement:	Amount (\$):
07/01/2024	\$10,000.00
08/01/2024	\$10,000.00
09/01/2024	\$10,000.00
10/01/2024	\$10,000.00
11/01/2024	\$10,000.00
12/01/2024	\$10,000.00
01/01/2025	\$10,000.00
02/01/2025	\$10,000.00
03/01/2025	\$10,000.00
04/01/2025	\$10,000.00
05/01/2025	\$10,000.00
06/01/2025	\$10,000.00
Total Reimbursement:	\$120,000.00

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

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

N/A

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

N/A

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

N/A

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

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

Exhibit 8: Civil Rights Laws Compliance And HUD Good Standing

Answer the following questions:

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

No

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

No

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

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



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2024 - 2025 Application

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2024 - 2025 Funding Application.

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

My signature on this form certifies that:

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

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2024 - 2025 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

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

Non-discrimination

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

Accountability

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

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

Non-collusion

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

Applicant Information	
Agency Name: City of Highland	Federal Tax ID No.: 33-0270638
Mailing Address: 27215 Base Line	Phone No.: (909) 864-8732
Email Address: kstater@cityofhighland.org	Fax No.: (909) 862-3180
Authorized Signature	
Print Name: Lawrence A. Mainez	Print Title: Community Development Director
Signature:	Date: 11/15/2023

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

Maintenance and Operations Agreement

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

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

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

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

Proposed Project:

Enhanced Code Enforcement

Legal/ Incorporated Name of Prospective M&O Entity:

City of Highland

Address:

27215 Base Line

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

33-2027

Signature: Lawrence A. Mainez Title: Community Development Direc

Print Name: Lawrence A. Mainez Date: 11/15/2023

Maintenance and Operations Expenses

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

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

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

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

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

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 501-0600 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

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

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

Exhibit 1: Organization Information

Organization Name:

Central Little League

Organization Address:

7717 Church Ave 100

City/State/Zip: Highland, CA 92346

Phone: 909-362-0538

Fax:

Email: SocialBugShell@yahoo.com

Applicant Type: 501(c)(3)

Authorized Person Name: Michelle Williamson

Authorized Person's Title: President

Address: 7717 Church Ave 100

City/State/Zip: Highland/ California/ 92346

Phone: 909-362-0538

Fax:

Email: SocialBugShell@yahoo.com

Application Contact Person's Name: Michelle Williamson

Application Contact Person's Title: President

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

We at Central Little League strive to provide a program for the players within our boundaries , a place where they can learn life skills through youth sports and keeps them active. We anticipate serving over 275 children and we have been servicing the children of Highland for over 70 years, we offer low income families financial support with the fee waivers, the children from your program benefit a great deal from having this available to their parents and caregivers.

Exhibit 2: Project Information

Project Title:

CENTRAL LITTLE LEAGUE SCHOLARSHIPS

Project Address:

7717 Church Ave 100 (management)

County Supervisorial District where project will be located:

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

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

Expansion of service to an existing project

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

OUR GOAL IS TO SERVICE MORE CHILDREN EACH SEASON AND BRING IN NEW PLAYERS, LAST SEASON WE SERVICED 250 PLAYERS AND THIS SEASON WE ANTICIPATE SERVICING 300 PLAYERS

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

HIGH-23-2-05D/2620

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

No

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

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

Providing recreation for our youth with an active environment within our neighborhoods, the majority of our players benefit from this program

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

HIGHLAND

Exhibit 3: Community Needs and Target Population (continued)

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

Boundary is from Victoria Ave east to Redlands Wabash, Pacific Ave north into Redlands

HUD Demographics: (Yes/No)

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

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

OUR PROGRAM SERVICES PLAYERS AGE 3-16 YEARS OLD FOR YOUTH BASEBALL AND SOFTBALL, WE HOPE TO INCREASE OUR PLAYER REGISTRATION EACH SEASON, WE ARE ANTICIPATING TO HOPEFULLY REGISTER 300 PLAYERS THIS SEASON, WE AIM HIGH, WHEN COVID HIT, IT HIT YOUTH SPORTS AND OUR NUMERS WENT DOWN, WE ARE SLOWLY GETTING OUR NUMBERS BACK UP.

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

The players/ children in our league will come to play baseball/ softball.

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

Central Little League is needed in our community as we operate as amazing youth baseball program where we not only teach the players the great game of baseball, we also teach them skills they will learn through being a team player, we teach them social skills, honesty, loyalty and respect. Baseball is the tool to these things.

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

Our league fills the gap because there is not another youth sport this time of year. This helps keep our children active, engaged and involved.

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

Critical factors for the success of Central Little League are simple, we need players to make our league happen, we get players by having this funding available. This funding assures parents that the stress of registration fees detouring them from signing up their player(s) is not there, or is at least less. If funding were to decrease Central would have to do more fundraising to meet our league needs. We have only one major fundraiser each season, monetary sponsors and our snack bar proceeds help things run smoothly and get us through each season. We are properly staffed with volunteers.

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: (\$)	Other Source: (\$)
Personnel	\$0	\$0
Equipment (Rental, Lease or Purchase)	\$0	\$0
Consultant Services (Umpire) (Auditing, Accounting or Payroll)	\$0	\$5,000
Space Rent	\$0	\$0
Insurance	\$0	\$4,500
Consumable Supplies	\$0	\$13,000
Other SCHOLARSHIPS	\$ 18,000	\$0
MISC	\$0	\$10,040
Total Costs	\$ 18,000	\$32,540
Total Project Budget Cost: (CDBG Share + Other Source)		\$50,540

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

City	Amount Requested (\$): (This amount should match the grand total requested from CDBG Share)
HIGHLAND	\$ 18,000.00

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding			
Private Funding	SPONSOR DONATIONS FUNDRAISER REGISTRATIONS	\$22,540.00	
Other:	SNACKBAR	\$ 10,000.00	03/20/2005
Total Leveraging Funds		\$32,540.00	

Exhibit 5: Performance and Outcomes**Definitions:**

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

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

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

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

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
YOUTH BASEBALL	200	
YOUTH SOFTBALL	60	

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

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

FEB 2025
TO
JUNE 2025

Describe how your agency determines client(s) success.

PLAYER SUCCESS IS WHEN THEY END THE SEASON WITH CONFIDENCE IN THEIR ACHIEVEMENTS THROUGHOUT THE SEASON, THAT THEY LEAVE WANTING TO COME BACK, ALL OUR PLAYERS HAVE DIFFERENT NEEDS, WHETHER IT BE SOCIAL, EMOTIONAL OR ATHLETIC, IF THEY FINISH AND RETURN, WE AS A WHOLE HAVE SUCCEEDED

Describe your methodology to evaluate project outcomes.

WHEN OUR PLAYERS ARE HAVING FUN AND WANT TO RETURN WE HAVE MET OUR ULTIMATE GOAL

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1,2024– June 30,2025). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

SEASON END DATE JUNE 2025

100% OF NEEDED FUNDS USED 100% BY APRIL 2025

Date of Reimbursement:	Amount (\$):
01/31/2025	\$ 8,000.00
02/15/2025	\$ 8,000.00
03/15/2025	\$ 2,000.00
Total Reimbursement: (\$)	\$18,000.00

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

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

ALL VOLUNTEERS ARE PARENTS OF THE PLAYERS IN OUR LEAGUE, WE ALL COME TOGETHER TO BE SURE THAT HTE LEAGUE RUNS PROPERLY FOR THE LEAGUE

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

KIM STATER @ CITY OF HIGHLAND PROCESSES FOR US, WE DO NOT HAVE EXPERIENCE IN THIS TASK.

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

DOING WHAT WE ARE ASKED TO DO TO KEEP FUNDING , RUNNING AN AMAZING PROGRAM FOR THE CHILDREN AND BEING SURE CHILDREN RETURN EACH SEASON DURING THEIR LITTLE LEAGUE YEARS.

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

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

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

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



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San Bernardino County
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2024-25 Application

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Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2024-25 Funding Application.

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

My signature on this form certifies that:

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

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2024-25 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

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

Non-discrimination

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

Accountability

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

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

Non-collusion

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

Applicant Information	
Agency Name: CENTRAL LITTLE LEAGUE	Federal Tax ID No.: 52-1234775
Mailing Address: 7717 CHURCH AVE 100 HIGHLAND CA 92346	Phone No.: (909) 362-9145
Email Address: SOCIALBUGSHELL@YAHOO.COM	Fax No:
Authorized Signature	
Print Name: Michelle Williamson	Print Title: PRESIDENT
Signature: _____	Date: 11/19/2023

Please send the signed copy of this one page agreement to:
San Bernardino County Community Development and Housing Department
560 East Hospitality Lane, Suite 200, San Bernardino, CA 94215-0043
Attn: CDBG Application

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

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 501-0600 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

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

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

Exhibit 1: Organization Information

Organization Name:

San Bernardino County Library

Organization Address:

268 W. Hospitality Lane 3rd Floor Suite 301

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

Phone: 909-387-2220

Fax: 909-387-2288

Email: Melanie.Orosco@lib.sbcounty.gov

Applicant Type: CBDG Funding

Authorized Person Name: Melanie Orosco

Authorized Person's Title: County Librarian

Address: 268 W. Hospitality Lane, 3rd Floor Suite 301

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

Phone: 909-387-2220

Fax: 909-387-2288

Email: Melanie.Orosco@lib.sbcounty.gov

Application Contact Person's Name: Stephanie Ortiz

Application Contact Person's Title: Regional Manager

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

The San Bernardino County Library System is a network of branch libraries that serve a diverse population over a vast geographic area. We strive to provide equal access to information, technology, programs, and services for all the people who call San Bernardino County home. Our Adult Literacy Program has been in place over 30 years, allowing us to help those struggling with illiteracy in our communities. We are supported with funds from the State and the County through this Current Fiscal Year from July 2023-June 2024

Exhibit 2: Project Information

Project Title:

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

Project Address:

7863 Central Avenue, Highland, CA 92346

County Supervisorial District where project will be located:

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

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

Expansions of Service to an Existing Project

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

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

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

HIGH-16-1-05Z/1533

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

No

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

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

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

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

Highland

Exhibit 3: Community Needs and Target Population (continued)

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

Highland

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?

No

- Does this project help the homeless?

Yes

- Does this project help those with HIV or AIDS?

No

- Does this project primarily help persons with disabilities?

No

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

The San Bernardino County Library (SBCL), Highland Branch Adult Literacy Services Program will provide programming and instruction for low-to-moderate income illiterate adults and senior residents of Highland. Individualized tutoring and one-on-one Literacy instruction (reading, spelling, and basic computer skills) will be provided to qualifying adult participants during Fiscal Year 24-25. Library Adult Literacy Services are provided free of charge to all learners participating in the program. Direct services and assistance are provided by Library staff as well as a team of trained Literacy Tutors. Dedicated tutoring space and special Adult Literacy Program materials (leveled student readers, workbooks, dictionaries, GED Test Prep packets) are provided to participating learners at no charge. Learners are strongly encouraged to attend free Basic Computer Skills Classes taught in the library. Those with young children are encouraged to attend Early Learning and Preschool Storytime Activities to foster a love of reading and ensure school-age readiness. The Highland Branch is dedicated in improving the literacy rates in the Highland community.

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

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

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

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

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

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

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

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

Exhibit 4: Project Budget & Sources

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

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding		\$0.00	08/01/2024
County Funding		\$0.00	07/01/2024
Private Funding			
Other:			
Total Leveraging Funds		\$0.00	

Exhibit 5: Performance and Outcomes

Definitions:

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

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

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

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

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Literacy Tutoring	35	350

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

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

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

Describe how your agency determines client(s) success.

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

Describe your methodology to evaluate project outcomes.

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

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2024 – June 30, 2025). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

As mandated by the California State Library Literacy Services (CLLS), individual adult learners are required to list one or more personal Literacy goals via the Roles & Goals Intake Form. 75% of total Highland Adult Literacy Program learners are anticipated to achieve one or more of their person goals set during program year 23-24. We plan to meet 25% of our tutor/learner pairing goal each quarter; 25% by October 1st, 50% by January 1st, 75% by April 1st, and 100% by June 30th.

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

Date of Reimbursement:	Amount (\$):
10/01/2024	\$2,500.00
01/01/2025	\$2,500.00
04/01/2025	\$2,500.00
06/30/2025	\$2,500.00
Total Reimbursement:	\$10,000.00
(\$)	

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

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

Regional Manager, Library Events Coordinator, Admin Librarian I, Branch Managers, Library Assistants, Volunteer Tutors. See Attachment for d

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

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

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

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

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

No

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

No

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

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



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2024 - 2025 Application

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2024 - 2025 Funding Application.

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

My signature on this form certifies that:

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

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2024 - 2025 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

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

Non-discrimination

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

Accountability

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

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

Non-collusion

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

Applicant Information	
Agency Name: San Bernardino County Library	Federal Tax ID No.: 95-6002748
Mailing Address: 268 W. Hospitality Lane 3rd Floor	Phone No.: (909) 387-2220
Email Address: Stephanie.Ortiz@lib.sbcounty.gov	Fax No.: (909) 387-2288
Authorized Signature	
Print Name: Melanie Orosco	Print Title: County Librarian
Signature: Melanie Orosco County Librarian	Date:

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

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

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 501-0600 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

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

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

Exhibit 1: Organization Information

Organization Name:

Highland Family YMCA

Organization Address:

7793 Central Ave.

City/State/Zip: Highland / CA / 92346

Phone: 9094259622

Fax:

Email: dthorne@ymcaeastvalley.org

Applicant Type: Public Service

Authorized Person Name: Darwin Barnett

Authorized Person's Title: Chief Executive Officer

Address: 500 E. Citrus

City/State/Zip: Redlands / CA / 92373

Phone: 9097989622

Fax:

Email: dbarnett@ymcaeastvalley.org

Application Contact Person's Name: Doug Thorne

Application Contact Person's Title: Chief Financial Officer

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

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

Exhibit 2: Project Information

Project Title:

Project Address:

County Supervisorial District where project will be located:

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

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

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

Highland Family YMCA'S goal is to extend the opportunity to all in the community to achieve goals for a healthier lifestyle with aims to eliminate the financial barriers prohibiting families and individuals from engaging in wellness programs. In 2022-2023 the Highland Family YMCA served over 4,000 members and awarded \$100,991 in scholarship funds to families and is consistently striving to grow our impact among the community.

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

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

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

Not applicable. For 2024-25 Scholarship project's purpose is to improve accessibility, resources for health, youth development, and social responsibility programs. The ultimate goal is to build a healthier generation by creating opportunity for all to participate in life-changing programs via our Financial Assistance Program

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

The 2024-2025 Scholarship project's purpose is to improve accessibility to health and wellness resources. One in four residents in the East Valley area live below the poverty line and our financial assistance program aims at reducing this gap among the residents of Highland. The ultimate goal is to build healthy communities together by creating access to wellness programs and connections to healthy resources.

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

Highland,

Exhibit 3: Community Needs and Target Population (continued)

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

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

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?

No

- Does this project help the homeless?

No

- Does this project help those with HIV or AIDS?

No

- Does this project primarily help persons with disabilities?

No

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

The Highland Family YMCA extends an opportunity for all families and community members to improve their health and well-being. It aims to instill healthy habits that last a lifetime. The Y aims to close the gaps and eliminate the barriers that stand in the way of healthy living. Through preventative and enriching programming we are able to serve the community of Highland and it's surrounding cities. The Highland Family YMCA works with 7 after school sites within Highland and has served over 500 youth basketball participants, over 400 youth in our itty bitty sports and over 700 dance/gymnastic participants in the year of 2022-2023. For 2022- 2023 our Adventure Day Camp served over 700 students of San Bernardino, Highland, and Redlands where we provide a safe, encouraging environment for our youth to thrive while on break. Through all our dedicated efforts and financial resources the Y is able to push our cause forward to strengthen community

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

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

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

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

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

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

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

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

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: (\$)	Other Source: (\$)
Personnel		
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent		
Insurance		
Consumable Supplies		
Other <u>Scholarships/Financial Assista</u>	\$16,000.00	
Total Costs	\$16,000.00	\$0.00
Total Project Budget Cost: (CDBG Share + Other Source)		\$16,000.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding			
State Funding			
County Funding	2023-2024	\$16,000.00	07/01/2024
Private Funding			
Other:	Operating Fund- Scholarships	\$100,000.00	07/01/2024
Total Leveraging Funds		\$116,000.00	

Exhibit 5: Performance and Outcomes

Definitions:

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

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

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

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

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
2024-2025 Scholarships Awarded	3831	20889

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

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

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

Describe how your agency determines client(s) success.

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

Describe your methodology to evaluate project outcomes.

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

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2024 – June 30, 2025). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

45% of scholarships will be awarded by November 30, 2024, 65% by February 28, 2025, 91% by May 30, 2025 and 100% by June 30th 2025

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

Date of Reimbursement:	Amount (\$):
08/08/2024	\$1,600.00
09/08/2024	\$1,600.00
10/08/2024	\$1,600.00
11/08/2024	\$1,200.00
12/08/2024	\$1,200.00
01/08/2025	\$1,200.00
02/08/2025	\$1,200.00
03/08/2025	\$1,200.00
04/08/2025	\$1,200.00
05/08/2025	\$1,200.00
06/08/2025	\$1,500.00
07/08/2025	\$1,300.00
Total Reimbursement: (\$)	\$16,000.00

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

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

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

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

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

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

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

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

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

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

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



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2024 - 2025 Application

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2024 - 2025 Funding Application.

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

My signature on this form certifies that:

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

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2024 - 2025 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

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

Non-discrimination

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

Accountability

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

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

Non-collusion

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

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

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

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

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 501-0600 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

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

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

Exhibit 1: Organization Information

Organization Name:

Highland District Council on Aging, Inc DBA: Highland Senior Center

Organization Address:

3102 E. Highland Ave.,

City/State/Zip: Patton / CA / 92369

Phone: 909-862-8104

Fax: 909-862-8196

Email: highsenctr@aol.com

Applicant Type: Senior Programs & Services

Authorized Person Name: Penny Lilburn

Authorized Person's Title: Executive Director

Address: 3102 E. Highland Ave.

City/State/Zip: Patton / CA / 92346

Phone: 909-862-8104

Fax: 909-862-8104

Email: Plilburn@aol.com

Application Contact Person's Name: Penny Lilburn

Application Contact Person's Title: Executive Director

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

The mission of the Highland Senior Center is to "enrich, maintain and protect the quality of life for Senior Adults." 2) Our purpose is to provide quality programs, activities and service to enrich their quality of living by focusing on physical fitness, social interaction, nutritional meals, food commodities, education and assisted transportation as well as "free shuttle" service to and from the center as well as community outings. 3) Seniors served monthly range on average from 15,000 to 30,000. 4) The Highland Senior Center is in its 44th year of success 5) Our funding sources come from community donations, seniors financial support, night/weekly events, grants, newsletter advertising, thrift store sales, community donations, fundraisers as well as individual contributions. We are fully operational have all services and resources available to the senior community.

Exhibit 2: Project Information

Project Title:

Senior Programs & Services

Project Address:

3102 E. Highland Ave., Patton, CA 92369

County Supervisorial District where project will be located:

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

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

Expansions of Service to an Existing Project

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

Yes. Because our senior center continues to grow with membership and participation, we are continuously expanding services as well as all programs.. The past few years have been challenging with funding and serving to full capacity, we are back to full participation and plan to remodel the center so it is able to accommodate additional activities and programs.

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

High-23-1-05A/1219

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

No

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

EXHIBIT 2A: Countywide Vision

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

Countywide Vision

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

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

The Highland Senior Center continues to meet the County-Wide Vision by continuing to provide quality programs, activities and services specifically designed to meet the needs of the senior community by maintaining the quality of life of senior adults. Our social programs allow daily interaction, and many services are provided to help eliminate hunger, depression and loneliness. Our Senior Center has adopted the Grab & Go meal program as well as offer the in-side dining program. Offered services are designed to help seniors remain in their homes as well as providing activities to encourage them to come to the senior center to activity engage with other. Seniors can also participate in the weekly free food commodities, hot meal program, Transportation Assisted rides to vital medical appointments, free shuttle services allow seniors to remain independent.

Exhibit 3: Community Needs and Target Population

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

City/Target Area of Project Beneficiaries

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

The Highland Senior Center borders the cities of Highland and San Bernardino and those cities are our primary cities served. Due to the volume of our senior membership and participation with our activities and programs designed to enhance the quality of life for seniors, we continue to see a large volume of participation from other surrounding cities as well. Our Transportation Assistance Program and free shuttle service is expected to increase due to the new transportation service and shuttle van received this year which will assist with increasing need for transportation.

Exhibit 3: Community Needs and Target Population (continued)

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

The center will not decline services / event participation to any senior regardless where they live, however, the majority of our senior participants reside in the City of Highland. Seniors DO NOT have to be a member in order to receive services and participate in activities .

HUD Demographics: (Yes/No)

- Does this project help prevent homelessness?

No

- Does this project help the homeless?

Yes

- Does this project help those with HIV or AIDS?

Yes

- Does this project primarily help persons with disabilities?

Yes

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

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

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

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

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

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

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

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

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

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

Exhibit 4: Project Budget & Sources

Project Budget		
	SB County Share: (\$)	Other Source: (\$)
Personnel	\$20,000.00	\$172,000.00
Equipment (Rental, Lease or Purchase)		
Consultant Services (Auditing, Accounting or Payroll)		
Space Rent	\$5,000.00	\$4,300.00
Insurance		
Consumable Supplies		
Other		
Total Costs	\$25,000.00	\$176,300.00
Total Project Budget Cost: (CDBG Share + Other Source)		\$201,300.00

Exhibit 4A: CDBG Funds Requested and Leveraging Information

Indicate the amount being requested by the city.

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

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

Source of Funding:	Type of Funding: (Grant Name, EFSP Money)	Amount (\$):	Date Available: (11/22/2016)
Federal Funding	Measure I	\$38,000.00	07/01/2024
State Funding	Department of Aging, Inc.	\$40,000.00	07/01/2024
County Funding	CDBG - Highland	\$25,000.00	
Private Funding			
Other:	Memberships, fundraisers, activity	\$105,000.00	01/01/2025
Total Leveraging Funds		\$208,000.00	

Exhibit 5: Performance and Outcomes

Definitions:

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

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

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

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

Activities to be Completed (1)	Unduplicated Clients to be Served (2)	Duplicated Clients projected to be served (3)
Daily Social & Recreational activities	1000	32000
Assisted Transportation & Shuttle Service	550	1800
Lunch program & Free Food commodity	350	1100

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

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

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

Describe how your agency determines client(s) success.

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

Describe your methodology to evaluate project outcomes.

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

Exhibit 5A: Proposed Goals & Milestones

Explain how the project will meet contract goals and milestones and be completed within 12 months (July 1, 2024 – June 30, 2025). *For example, project expenditures and performance/ accomplishment goals of 40% by November 30th, 50% by December 31st, 80% by March 31st, and 100% by June 30th.*

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

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

Date of Reimbursement:	Amount (\$):
07/01/2024	\$2,100.00
08/01/2024	\$2,100.00
09/01/2024	\$2,100.00
10/01/2024	\$2,100.00
11/01/2024	\$2,100.00
12/01/2024	\$2,100.00
01/01/2025	\$2,100.00
02/01/2025	\$2,100.00
03/01/2025	\$2,100.00
04/01/2025	\$2,100.00
05/01/2025	\$2,100.00
06/01/2025	\$1,900.00
Total Reimbursement: (\$)	\$25,000.00

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

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

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

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

Agency continues to have an "non-finding" annual audit as to how the center operates and successfully manages its finances and operations

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

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

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

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

EXHIBIT 7: Civil Rights Laws Compliance and HUD Good Standing

Answer the following questions.

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

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

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

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



E-Signature Authorization
San Bernardino County
Community Development and Housing Department
Community Development Block Grant
2024 - 2025 Application

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

Authorization Agreement

I am an owner, partner, executive officer, or duly authorized employee of the below-listed applicant and have authority to enter into agreements on behalf of the below-listed applicant. CDH may rely on the receipt of such agreements executed and delivered by facsimile or other electronic means as if the original had been received. The undersigned agrees that the electronic signatures appearing on documents submitted from the below-listed applicant are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. By signing this Electronic Signature Authorization Agreement, I authorize the CDH to accept, via electronic submission, documents submitted from the below-listed applicant as required by the CDH's CDBG 2024 - 2025 Funding Application.

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

My signature on this form certifies that:

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

This request is effective immediately upon receipt by the CDH and will remain in effect until the end of the 2024 - 2025 CDBG funding cycle or I choose to cancel this request via written notification to the CDH. I understand that it is my responsibility to update and/or cancel this request under all circumstances, including my departure or terminated association with the below-listed applicant.

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

Non-discrimination

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

Accountability

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

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

Non-collusion

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

Applicant Information	
Agency Name: Highland District Council On Aging, Inc.	Federal Tax ID No.: 753374790
Mailing Address: P.O. Box 948, Highland CA 92346	Phone No.: (909) 862-8104
Email Address: PLilburn@aol.com	Fax No.: (909) 862-8104
Authorized Signature	
Print Name: Linda Sowell - Mollenkopf	Print Title: Board President
Signature: Linda Sowell - Mollenkopf	Date: 12/08/2023

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

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

Community-based organizations are required to include one copy of the items listed below. If you are not submitting these items at this time, please notify Community Development and Housing at (909) 501-0600 to make other arrangements. The following information is required before any contract or reimbursement can be completed.

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

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

COUNTY OF SAN BERNARDINO
Community Development and Housing Department
2024-2025 Community Development Block Grant (CDBG) Program
Cooperating City Recommended Projects Form

City ⁽¹⁾: City of Highland

City Council Hearing Date ⁽²⁾: _____

City's 2024-2025 Allocation (3): \$ 406,082

Public Service Limit (15%) ⁽⁴⁾: \$ 60,912

Available Unprogrammed Funds From
Prior Years ⁽⁵⁾: \$58,004.79

CDH Application Log # (6)	Project Title (* indicates project requires a "General Fund Guarantee") (7)	Public Service Y/N (8)	Applicant's Requested Amount (9)	City's 2024-2025 Recommended Allocation Amount (10)	Available Unprogrammed Funds to Commit to Activity (11)	Public Service Amount (12)	Activity Total (13)
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -
Totals ⁽¹⁴⁾			\$ -	\$ -	\$ -	\$ -	\$ -

Public Service Calculation ⁽¹⁵⁾:

Public Service Limit: \$ 60,912

Less Total Public Service
Activity Amount: \$ -

Amount Available to Program to Public
Service Activities: \$ 60,912

Remaining Balance of Unprogrammed Funds ⁽¹⁶⁾: \$ 58,004.79

Authorized City Representative ⁽¹⁷⁾: _____
Signature

_____ Date ⁽¹⁸⁾

General Fund Guarantee Certification ⁽¹⁹⁾

For Third-Party capital improvement activities, the City understands that reimbursements received from the County for which no measurable outcome is achieved may subsequently be required to be repaid by the City (using non-federal funds) to County. Measurable outcomes are defined as providing benefits to low- to moderate-income individuals, families, organizations, and communities and are derived from the project or program.

☐ YES The City agrees to enter into a "General Fund Guarantee" in order for the County to recommend activity funding.



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 13, 2024

FROM: Chuck Dantuono, Interim City Manager 

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

PREPARED BY: Kim Stater, Assistant Community Development Director 

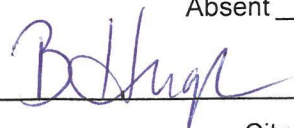
SUBJECT: Project Improvement Agreement associated with the Revision to Engineering Conditions of Approval for Design Review Application 20-006 (REV 23-001/DRA 20-006A), approved by the City Council on January 9, 2024. The Agreement establishes guidelines for the construction of a traffic signal at the intersection of Greenspot Road and Calhoun Road related to the development of a 200-unit residential complex at the northwest corner of Greenspot Road and Webster Street, known as San Carlo I, Highland Townhome Apartments.

(SB 1439 Campaign Contributions and Conflicts of Interest - Government Code Section 84308 is applicable)

LOCATION: A partially developed 10.84 acre parcel at the northwest corner of Greenspot Rd and Webster St. APN: 1200-041-02

OWNER / APPLICANT: Patrick Tritz, Rexco Development
San Carlo Apartment Homes L.L.C.

RECOMMENDATION: Staff recommends the City Council adopt Resolution No. 2024 - ____, directing the Mayor to execute the Project Improvement Agreement.

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

FISCAL IMPACT: The Applicant submitted the required deposit for a Revision to Conditions of Approval Application (REV 23-001/DRA 20-006A).

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

PREVIOUS ACTION: On January 9, 2024, the City Council considered a request by the Applicant to revise the Engineering Conditions of Approval (File Number REV 23-001/DRA 20-006A). The Council adopted Resolution No. 2024 – 001, approving the Revisions to Engineering Condition No. 11A/11B and No. 40, permitting the Applicant to defer installation of a traffic signal at the intersection of Greenspot Road and Calhoun Road until the occupancy of the last residential building, and to pay an in-lieu fee for the undergrounding of utilities along Webster Street.

Deferral of the traffic signal construction is contingent upon installation of temporary barricades as well as the posting of a security and execution of a related Project Improvement Agreement. The attached agreement reflects the efforts of the City Attorney, City staff and the Applicant in drafting said agreement acceptable to all parties (Attachment 1 – Resolution with Agreement included as Exhibit 1).

PROJECT REVIEW: The Project Improvement Agreement requires that all Project improvements be completed prior to the issuance of a certificate of occupancy for the last residential building. Said building would be the larger of the two San Carlo building types and contain eight residential units. The Agreement requires the Applicant furnish a Performance Bond, Payment Bond and Warranty bond for the signal improvements. These are described below.

The Performance Bond is an improvement security equal to one hundred percent (100%) of the estimated total costs to guarantee faithful performance under the agreement in accordance with the Improvement Plans.

The Payment Bond is an amount equal to fifty percent (50%) of the estimated total costs for the payment to all contractors, subcontractors, laborers, material suppliers and other persons employed in the performance of the Agreement.

The Warranty Bond is a security in the amount equal to twenty-five percent (25%) of the estimated total costs that guarantees improvements for one year after completion.

The Applicant submitted the above-referenced bonds as required by the Project Improvement Agreement.

The Applicant will furnish, construct, install, guarantee, and warranty the signal improvements. The City Council may accept the work upon recommendation and certification of the City Engineering following inspection.

ATTACHMENTS: 1. Resolution to Approve the Project Improvement Agreement
'Exhibit A' - Agreement

RESOLUTION NO. 2024 – ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A PROJECT IMPROVEMENT AGREEMENT FOR SAN CARLO I, HIGHLAND TOWNHOME APARTMENTS SECURING FUTURE IMPROVEMENT OF A TRAFFIC SIGNAL AT THE INTERSECTION OF CALHOUN ROAD AND GREENSPOT ROAD, ASSOCIATED WITH A 200-UNIT MULTI-FAMILY APARTMENT COMPLEX AT THE NORTHWEST CORNER OF GREENSPOT ROAD AND WEBSTER STREET IN PLANNING AREA 3 OF THE GREENSPOT VILLAGE & MARKETPLACE SPECIFIC PLAN (APN NO. 1200-041-02).

APPLICANT: REXCO DEVELOPMENT, SAN CARLO APARTMENT HOMES LLC

A. RECITALS

1. On September 22, 2020, the City Council adopted Resolution No. 2020-049, approving Design Review Application (DRA 20-006) for the development of a 200-unit residential complex at the northwest corner of Greenspot Road and Webster Street, Highland Townhome Apartments/San Carlo I.
2. On January 9, 2024, the City Council adopted Resolution No. 2024-001 to Revise Engineering Conditions of Approval No. 11A/11B and No. 40 related to DRA 20-006, proposing to defer the installation of a traffic signal at the intersection of Greenspot and Calhoun Roads, and to pay an in-lieu fee for undergrounding of utilities.
3. Engineering Condition No. 11B requires the posting of a security and execution of a related agreement related to the deferral of traffic signal construction. Security in the form of a performance bond, payment bond and warranty bond have been provided by the Applicant as required by the Project Improvement Agreement. Attached as "Exhibit A" is the Project Improvement Agreement.
4. On January 2, 2024, the Highland Planning Commission conducted a duly noticed public hearing on the Subject Applications and adopted Resolution 2024-001, recommending the City Council adopt a resolution to approve Revision of Engineering Conditions of Approval No. 11 and No. 40 for Design Review Application (DRA 20-006).
5. On January 9, 2024, the City Council of the City of Highland conducted a duly noticed public hearing on the Subject Application at which time interested persons had an opportunity to provide comments in support of, or in opposition to, the Subject Application.

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

B. RESOLUTION

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

1. The City Council finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.
2. On September 22, 2020, the City Council adopted Resolution No. 2020-049, making findings that Design Review Application DRA 20-006 was exempt from further environmental review under Government Code Section 65457. A Certified Environmental Impact Report (ENV 09-003) (State Clearinghouse Number 2008031058) and Supplemental Environmental Impact Report (19-002) were prepared for the Greenspot Village & Marketplace Specific Plan which were certified by the City of Highland City Council on June 11, 2013 and June 25, 2019 respectively. The action under review, to enter into a Project Improvement Agreement in compliance with Engineering Condition of Approval No. 11A and 11B for DRA 20-006/A does not constitute a major revision, substantial change or new information that would require additional environmental review.
3. Based on the Findings and Conclusions set forth above, the City Council approves, and directs the Mayor to execute, the Project Improvement Agreement attached hereto as Exhibit 1.

C. ADOPTION OF RESOLUTION.

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

PASSED, APPROVED AND ADOPTED this 13th day of February, 2024.

Penny Lilburn
Mayor

ATTEST:

Betty Hughes, MMC
City Clerk

EXHIBIT 1
Project Improvement Agreement

CITY OF HIGHLAND

PROJECT IMPROVEMENT AGREEMENT

* * * * * REFERENCE DATA * * * * *

PROJECT NO. DRA 20-006

NAME OF PROJECT (hereinafter "Project"): San Carlo I, Highland Townhome
Apartments

NAME AND ADDRESS
OF THE DEVELOPER(S): San Carlo Apartment Homes LLC
2518 North Santiago Blvd.
Orange, California 92867

CITY COUNCIL RESOLUTION NOs. 2020-049 and 2024-001 (hereinafter "Resolution of
Approval")

IMPROVEMENT PLANS NO. Traffic Signal Calhoun Road at Greenspot Road
(hereinafter "Improvement Plans," which include all Project specifications)

IMPROVEMENTS: See Schedule A

ESTIMATED TOTAL COSTS OF IMPROVEMENTS: \$500,000
(hereinafter "Estimated Total Costs")

FORM OF IMPROVEMENT SECURITY: Surety bonds

NAME AND ADDRESS OF SURETY:

SURETY BOND NUMBERS: Performance Bond: \$500,000

Payment Bond: \$250,000

Warranty Bond: \$125,000

EFFECTIVE DATE OF AGREEMENT: February 13, 2024

COMPLETION PERIOD: All Improvements of the Project shall be completed prior to the
issuance of a certificate of occupancy for the last residential building on the Project site
consisting of at least eight residential units.

THIS PROJECT IMPROVEMENT AGREEMENT (“Agreement”) is made and entered into by and between the City of Highland, a municipal corporation (“City”), and the Developer whose name and address is set forth above in the Reference Data.

RECITALS

A. The Developer has presented to the City for approval a proposed Project, identified above in the Reference Data, pursuant to the City’s ordinances and regulations. The City has conditionally approved that Project by adopting the Resolution of Approval, which is incorporated into this Agreement by this reference.

B. As a condition precedent to the approval of the Project, the Developer must comply with the Resolution of Approval and must enter into a secured agreement with the City to complete the construction of a traffic signal utilizing a video detection system at the intersection of Greenspot Road and Access “C” (Calhoun Road) and other related improvements (“Improvements”) prior to the issuance of a certificate of occupancy for the last residential building on the Project site consisting of at least eight residential units.

C. In consideration of approval of the Project by the City, the Developer desires to enter into this Agreement whereby the Developer promises to install and complete, at its sole expense, the Improvements. The Developer has secured this Agreement by improvement security required under this Agreement.

D. Improvement Plans, numbered as designated above in the Reference Data, for the construction, installation and completion of the Improvements have been prepared by the Developer, approved by the City Engineer, and are on file in the office of the City Engineer.

AGREEMENT

NOW, THEREFORE, in consideration of the approval by the City Council of the Resolution of Approval, the Developer and the City agree as follows:

1. THE DEVELOPER’S OBLIGATION TO CONSTRUCT IMPROVEMENTS

A. The Developer shall, at its sole expense, and in compliance with the Improvement Plans and all applicable City standards and fees, and in a good and workmanlike fashion, furnish, construct, install and guarantee and warranty (as set forth in Section 3) the Improvements more specifically described in the City Council’s Resolution of Approval.

B. Developer shall complete all Improvements within the Completion Period specified in the Reference Data.

C. The Developer shall, at its sole expense, replace or repair all public improvements, public property, or public utility facilities which are destroyed or damaged as a result of any work under this Agreement. Any such replacement or repair shall be subject to the approval of the City Engineer.

D. Until the Improvements are accepted by the City, the Developer shall be responsible for the care and maintenance of such Improvements and shall bear all risks of loss or damage to said Improvements. Neither the City, nor its officers, agents nor employees shall have any liability for any accident, loss or damage to the Improvements prior to their completion and acceptance by the City.

E. The Developer shall, at its sole expense, obtain all necessary permits and licenses for the construction and installation of the Improvements, give all necessary notices, and pay all fees required by the City's ordinance or resolution and all taxes required by law.

F. Not less than fifteen (15) days prior to commencement of work on the Improvements, the Developer shall give written notice to the City Engineer of the date fixed for such commencement of work so that the City Engineer shall have adequate time to schedule all necessary inspections.

G. The Developer shall pay all City fees and costs stipulated in the latest fee resolution as adopted by the City Council from time to time as required for the development of the Project, which may include, but is not limited to, building permit fees, grading permit fees, plan check fees, encroachment permit fees, and inspection fees.

2. INSPECTION OF WORK AND FINAL ACCEPTANCE

A. The Developer shall at all times maintain proper facilities and safe access for inspection of the Improvements by the City Engineer and other City personnel and inspection consultants.

B. Upon completion of Improvements, the Developer shall request a final inspection by the City Engineer. Within ten (10) business days of any inspection of the Improvements, the City Engineer shall provide written notice to the Developer of the list of items which have been found to be incomplete and the list of items which have been found to be complete. If the City Engineer determines that the Improvements have been completed in accordance with this Agreement and in compliance with the Improvement Plans and all applicable City standards, then the City Engineer shall certify to the City Council the completion of such Improvements. The Developer shall bear all costs of inspection and certification for completeness in accordance with the City's formally adopted fees and rates.

C. Acceptance of the Improvements by the City Council shall be made upon recommendation and certification of the City Engineer following inspection of said Improvements pursuant to Subsection B above. The City Council shall act upon the City Engineer's recommendation within thirty (30) days following certification by the City Engineer that such Improvements have been completed. Acceptance by the City Council shall not constitute a waiver by the City of any defects in the Improvements.

3. GUARANTEE AND WARRANTY OF THE IMPROVEMENTS

A. Within the period commencing on the date the first portion of the Improvements is accepted by the City until one (1) year following acceptance by the City of the last of the Improvements, if any Improvements or part of any Improvements furnished, installed,

or constructed by the Developer, any of the materials comprising the Improvements, or any of the work performed under this Agreement, fails to comply with any requirements of this Agreement or the Improvement Plans, the Developer shall, without delay and without cost to the City, repair, replace, or reconstruct any defective or otherwise unsatisfactory part or parts of the Improvements. This guarantee and warranty on behalf of the Developer shall be separate from and in addition to the improvement security described in Section 4(A)(3) of this Agreement.

B. Should the Developer fail or refuse to act promptly or in accordance with Subsection A above, or should the exigencies of the situation require repair, replacement, or reconstruction to be undertaken before the Developer can be notified and can perform the necessary work, then the City may, in its discretion, make the necessary repairs or replacements or perform the necessary reconstruction. The City shall provide a bill to the Developer of the total costs of such repair, replacement, or reconstruction, and the Developer shall immediately reimburse the City for those total costs. If the Developer does not immediately pay the total costs incurred, the City may opt to tender on the Developer's improvement security.

4. IMPROVEMENT SECURITY

A. Prior to the City's execution of this Agreement, the Developer shall provide all three of the following as security to the City:

1. For Performance: Security in an amount equal to one hundred percent (100%) of the Estimated Total Costs, as set forth in the Reference Data. With this security, the Developer assures faithful performance under this Agreement, as demonstrated by the City's acceptance, in accordance with the Resolution of Approval and Improvement Plans.

2. For Payment: Security in an amount equal to fifty percent (50%) of the Estimated Total Costs, as set forth in the Reference Data. With this security, the Developer guarantees payment to all contractors, subcontractors, laborers, material suppliers, and other persons employed in the performance of this Agreement and referred to in Part 6 (commencing with Section 8000) of Division 4 of the Civil Code.

3. For Warranty: Security in an amount equal to twenty-five percent (25%) of the Estimated Total Costs, as set forth in the Reference Data, must be provided before final completion and the acceptance of any category of Improvements by the City. With this security, the Developer guarantees the Improvements for one (1) year after the completion and acceptance of the last of such Improvements, against any defective workmanship or materials or any unsatisfactory performance, pursuant to Section 3 of this Agreement.

B. All improvement securities shall be from a California admitted surety insurer or insurers and shall be on forms that are approved by the City Attorney.

C. If the improvement security is a surety bond and, in the opinion of the City, any surety or sureties thereon become insolvent or liquidated, or any surety bond cannot be tendered upon for the full penal sum for any reason, the Developer shall renew or replace any such surety bond with a valid surety bond from a solvent surety or sureties in the amount of the full penal sum within ten (10) days after receiving from the City written demand therefor.

D. Improvement security shall be kept on file with the City Engineer. If a surety bond is replaced by another approved bond, the Developer shall submit the replacement bond to the City Engineer and, upon acceptance by the City Attorney, the improvement security shall be deemed to have been made a part of and incorporated into this Agreement. Upon approval by the City Attorney of a replacement bond, the former improvement security shall be released.

E. Modifications of the Improvement Plans and the Improvements not exceeding ten percent (10%) of the original Estimated Total Costs shall not relieve or release any improvement security furnished by the Developer pursuant to this Agreement. If any such modifications exceed ten percent (10%) of the Estimated Total Costs, the Developer shall furnish additional improvement security for performance and payment, as required by Subsection A above, for one hundred percent (100%) of the revised Estimated Total Costs. Alternatively, the Developer may provide official notice from the surety company that it acknowledges receipt of the modified Improvement Plans and that the existing bonds have been amended to reflect the new penal sum, which shall be in the amount of the revised Estimated Total Costs, and that the existing bonds shall therefore apply to warrant the Project as revised.

F. All Improvements shall be completed within the Completion Period listed in the Reference Data. If the Developer has not completed the Improvements within this specified time, the Developer shall be in default. Alternatively, in the event of a default by the Developer pursuant to Section 9, and after written notice to the Developer and reasonable opportunity to cure, the City, at its sole option, shall have the right, without limiting any other rights and remedies available to the City at law or in equity, to draw upon or utilize the improvement security furnished herewith to construct and install the Improvements itself.

5. REDUCTION OR RELEASE OF IMPROVEMENT SECURITY

A. Partial releases or reductions in the Developer's performance improvement security may be authorized prior to the City's acceptance of all Improvements required under this Agreement, as provided in this Section 5.

B. Upon written request of the Developer, the City may reduce the improvement security for performance by up to thirty percent (30%) of the penal sum if: 1) the Developer has completed a portion of the Improvements, and the City has accepted those Improvements; 2) the remaining improvement security for performance is in an amount that covers the remaining Improvements to be installed; and 3) the Developer has submitted, and the City has approved, the full improvement security for warranty. The improvement security for payment and warranty shall not be reduced.

6. INDEMNIFICATION OF THE CITY BY THE DEVELOPER

A. Neither the City, nor its officers, officials, employees, agents, representatives, and volunteers (collectively, "City Personnel") shall be liable or responsible for any accident, injury, loss, or damage to either property or person attributable to or arising out of the construction, installation, or maintenance of the Improvements by the Developer, its officers, employees, and agents. The Developer shall defend, indemnify, and hold harmless the City and City Personnel from and against any and all losses, claims, costs, expenses, liabilities, damages,

actions, causes of action, and judgments, including attorneys' fees, arising directly or indirectly out of or attributable to the Developer's acts or failure to act.

B. The Developer's obligations under this Section 6 are not conditioned or dependent upon whether the City or City Personnel prepared, supplied, or reviewed any Improvement Plans in connection with the Project or the Improvements, or has insurance or other indemnification covering any of these matters.

C. The Developer's obligation to defend, indemnify, and hold harmless the City shall extend to injuries to persons and damages to or alleged taking of property resulting from the design or construction of the Project, and the Improvements required under this Agreement. Except for a City Directive as defined below, the City's acceptance of the Improvements shall not constitute an assumption by the City of any responsibility or liability for any damage or alleged taking of property referenced under this Agreement. The City shall not be responsible or liable for the design or construction of the Project or the Improvements constructed or installed pursuant to the approved Improvement Plans, regardless of any act or omission by the City in approving the Improvement Plans, unless the particular Improvement design was required by the City over the written objection of the Developer, which objection stated that the Improvement design was potentially dangerous or defective and set forth an alternative design (a "City Directive"). After the City's acceptance of the Improvements, the Developer shall remain obligated to correct or eliminate all dangerous conditions created by defects in design or construction (other than those required by a City Directive); provided, however, that the Developer shall not be responsible for routine maintenance. The Developer's indemnity obligations under this Section 6 shall remain in effect for two (2) years following acceptance of the last of the Improvement(s) by the City Council. The Developer acknowledges and agrees that the Developer shall be responsible and liable for the design and construction of the Improvements and other work done pursuant to this Agreement, unless the same is due to a City Directive. The City shall not be liable for any acts or omissions in approving, reviewing, checking, correcting, or modifying any Improvement Plans, or in inspecting, reviewing, or approving any work or construction of Improvements, unless the same is due to a City Directive. The Developer's improvement security shall not be required to secure the Developer's obligations under this Subsection C beyond the warranty period listed in Section 4(A)(3).

D. The Developer shall pay and satisfy any judgment, award or decree that may be rendered against the City and City Personnel to the extent of the indemnity provided above in any such suit, action, or other legal proceeding, provided the City gives the Developer prompt written notice of such claim.

E. The Developer's obligation to indemnify shall not be restricted to Insurance proceeds, if any, received by the City and City Personnel.

F. The Developer, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the City and City Personnel to the extent of the indemnity above provided.

7. INSURANCE

A. *General Liability.* The Developer shall at all times during the term of this Agreement (as listed in Section 13) carry, maintain, and keep in full force and effect a policy or policies of comprehensive general liability insurance with limits of Two Million Dollars (\$2,000,000) for each occurrence and in the aggregate, combined single limit, against bodily injury (including death), or loss or damage to property to the extent resulting from the wrongful or negligent acts or omissions of the Developer, its officers, employees, and agents, and shall require such coverage of its independent contractors. If such insurance contains a general aggregate limit, either the general aggregate shall apply separately to this Project, or the general aggregate limit shall be three (3) times the occurrence limit. The Developer shall have the right to provide such insurance under its existing insurance program, provided such existing insurance meets all of the requirements of this Subsection A.

B. *Automobile Liability (including owned, non-owned, and hired autos).* The Developer shall at all times during the term of this Agreement (as listed in Section 13) also carry, maintain, and keep in full force and effect a policy or policies of commercial automobile liability insurance with a combined single limit of One Million Dollars (\$1,000,000), single limit, per occurrence for bodily injury and property damage, which will cover the drivers and automobiles used to perform services pursuant to this Agreement. Such insurance shall include coverage for owned, non-owned, and hired automobiles. The Developer shall have the right to provide such insurance under its existing insurance program, provided such existing insurance meets all of the requirements of this Subsection B.

C. *Workers' Compensation.* The Developer shall at all times during the term of this Agreement (as listed in Section 13) provide Workers' Compensation Insurance, including employer's liability coverage, for the protection of the Developer's employees, with a minimum limit of One Million Dollars (\$1,000,000) or the amount required by law, whichever is greater. The Developer shall require each contractor and subcontractor to provide Workers' Compensation Insurance in the aforementioned amount and file certificates of insurance with the City evidencing such coverage for their respective employees.

D. The Developer agrees that if it does not keep the aforesaid insurance in full force and effect the City may either, after written notice to the Developer and failure by the Developer to cure same within ten (10) days, immediately terminate this Agreement for default by the Developer, or, if insurance is available at reasonable cost, the City may take out the necessary insurance and pay, at the Developer's expense, the premium amount.

E. The general liability policy and automobile liability policy shall each be endorsed to state that the City and City Personnel, as that term is defined above, shall be covered as additional insureds to the extent of the indemnity in Section 6.

F. The insurance provided by the Developer shall be primary to any coverage available to the City or City Personnel and shall provide that any insurance or self-insurance maintained by the City or City Personnel shall be in excess of the Developer's insurance and shall not contribute with it.

G. The insurance provided by the Developer shall be endorsed to state that the insurer shall waive all rights of subrogation against the City and City Personnel, to the extent of the Indemnity in Section 6.

H. The policy or policies required under this Agreement shall be issued by an insurer admitted in the State of California with a rating of at least B+:VII in the latest edition of A.M. Best's insurance guide.

I. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer or a broker to bind coverage on its behalf. The certificates shall also specifically state that the coverage contained in those policies affords insurance in compliance with the terms and conditions as set forth in this Agreement.

J. *Deductibles.* Any deductibles or self-insured retentions of any contractors or subcontractors must be declared to and approved by the City prior to the execution of this Agreement by the City. At the option of the City, either the contractor's or subcontractor's insurer(s) shall reduce or eliminate the deductibles or self-insured retentions regarding the City, or the contractor or subcontractor shall procure a bond guaranteeing payment of losses and expenses.

K. *Notice of Policy Changes.* Coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits, non-renewed, or materially changed for any reason, without thirty (30) days' prior written notice thereof given by the Developer to the City.

L. *Evidence of Coverage.* Prior to commencement of work, the Developer shall submit a certificate or certificates of insurance in a form acceptable to the City Attorney, showing compliance with the foregoing requirements. The Developer shall ensure those certificates are valid at all times during the term of this Agreement (as listed in Section 13) or shall replace them immediately. The Developer shall ensure that all of its contractors and subcontractors required in this Agreement to obtain any insurance shall also submit certificates of insurance in form acceptable to the City Attorney showing compliance with the foregoing requirements prior to commencement of work and shall ensure those certificates are valid at all times during the term of this Agreement.

M. Nothing contained in this Section 7 shall be construed as limiting in any way the Developer's obligations of indemnification under Section 6 or any other extent to which the Developer may be held responsible for payment of damages to persons or property resulting from its operations, including operations and work performed or materials supplied by or on behalf of the Developer, any contractors or subcontractors, or by anyone directly or indirectly employed by any of them.

N. The above coverages will be provided by the Developer and maintained on behalf of the City and in accordance with the requirements set forth in this Agreement. If the Developer performs construction activities through a general contractor or subcontractors, some or all of these insurance requirements for the period of construction may be satisfied by the general contractor's or subcontractors' insurance coverages; provided, however, that the Developer shall first provide a written plan for the approval of the City which sets forth the respective obligations and deadlines of the Developer and its contractor and subcontractors.

8. OWNERSHIP OF THE IMPROVEMENTS

A. Ownership of all or any category of the Improvements constructed and installed by the Developer pursuant to this Agreement to be dedicated shall vest, as applicable, in the City (or other specified governmental agency) upon acceptance of said Improvements by the City Council and recordation of a Notice of Completion.

B. The Developer shall at all times prior to the acceptance of the Improvements by the City, give good and adequate warning to the public of each and every dangerous and defective condition caused by the construction of the Improvements and shall take all steps necessary to protect the public from such dangerous or defective conditions. The Developer agrees and understands that until acceptance of the Improvements by the City, each Improvement and Improvement area that is offered for dedication shall be under the charge of the Developer, and the Developer may close all or a portion of any street or area whenever necessary to protect the public during the construction of the Improvements.

9. DEFAULT AND BREACH BY THE DEVELOPER AND REMEDIES OF THE CITY

A. Upon the occurrence of any of the following events, the Developer shall be deemed to be in default under this Agreement:

1. Failure to complete construction and installation of the Improvements or any of them by the Completion Date set forth in the Reference Data;

2. Failure to promptly correct or cure any defect in the Improvements or any of them (other than a City Directive) during the guarantee and warranty period required by Section 3(A) or failure to commence correction or cure of any such defect or failure to diligently prosecute same to completion, in each instance following written notice that such defect exists;

3. Failure to perform substantial work on the Improvements or on any of them, after commencement of work on same, for a period of thirty (30) days after written notice thereof from the City;

4. Insolvency, appointment of a receiver, or the filing of any petition in bankruptcy, whether voluntary or involuntary, and such is not cured or discharged within a period of thirty (30) days;

5. Commencement of a foreclosure action against the Project or any portion thereof, or any conveyance by the Developer in lieu or in avoidance of foreclosure, within thirty (30) days of written notice thereof from the City; or

6. Failure to perform any other obligations in accordance with the terms and provisions of this Agreement within the time period specified in this Agreement for the performance of that obligation, or if no time is specified, within thirty (30) days of written notice thereof from the City.

B. The City reserves to itself all remedies available to it at law and in equity

for any breach of the Developer's obligations under this Agreement. The City shall have the right, without limitation of other rights or remedies, after written notice to the Developer and a reasonable opportunity for the Developer to cure any such alleged default, to draw upon or utilize any improvement security furnished hereunder to complete the Improvements or otherwise mitigate the City's damages in the event of the Developer's default.

C. Following the written notice of alleged default and failure by the Developer to promptly commence the cure of any alleged default and to diligently prosecute such cure to completion within the time period set forth in Section 9(A)(6), the City may tender to the surety on the surety bond furnished as improvement security for performance, and request appropriate funds or that said surety take over and complete the Improvements specified under this Agreement.

D. The Developer acknowledges that the Estimated Total Costs and improvement security amounts set forth under this Agreement may not reflect the actual cost of construction or installation of the Improvements, and consequently, the City's damages for the Developer's default shall be measured by the actual cost of completing the required Improvements.

E. Following the written notice of alleged default and failure by the Developer to promptly commence the cure of any alleged default and to diligently prosecute such cure to completion within the time period set forth in Section 9 (A)(6), the City may, without liability for so doing, take possession of, and utilize in completing the Improvements, such materials, appliances, plant and other property belonging to the Developer as may be on the site of the work and necessary for the performance of the work. The Developer hereby consents to such entry by the City and its representatives, including employees, agents, and contractors, upon any real property in the Project owned by the Developer, in the event the City elects to maintain or complete the work on the Improvements following the Developer's default.

F. The City's failure to take an enforcement action with respect to a default, or to declare a default or breach, shall not be construed as a waiver of that default or breach or any subsequent default or breach of the Developer.

G. If any legal action or other proceeding, including action for declaratory relief, is brought for the enforcement of this Agreement or because of an alleged dispute, breach, default, or misrepresentation in connection with this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees, experts' fees, and other costs, in addition to any other relief to which the party may be entitled.

10. RELATIONSHIP OF THE PARTIES

Neither the Developer, nor any of the Developer's contractors, subcontractors, employees or agents, are or shall be deemed to be, agents of the City in connection with the performance of the Developer's obligations under this Agreement. The Developer shall not, at any time or in any manner, represent or allow representation by its contractors, subcontractors, employees, or agents that any of them are contractors, subcontractors, employees, or agents of the City.

11. ASSIGNMENT

A. The Developer shall not assign this Agreement or any portion thereof

without the prior written consent of the City, which consent shall not be unreasonably withheld. Any attempted or purported assignment in violation of this Subsection A shall be null and void and shall have no force or effect.

B. The sale or other disposition of the Project shall not relieve the Developer of its obligations under this Agreement. If the Developer intends to sell the Project or any portion thereof to any other person or entity, the Developer may request a novation of this Agreement and a substitution of improvement security. Upon the City's approval of the novation and substitution of improvement security, the Developer may request a release or reduction of the improvement security furnished pursuant to this Agreement.

12. NOTICES

All notices required or provided for in this Agreement shall be in writing and delivered in person or by mail, postage prepaid, and addressed as follows:

If to the City:	Carlos Zamano Public Works Director/City Engineer City of Highland 27215 Base Line Highland, California 92546
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If to the Developer:	To the address set forth above in the Reference Data, or to such other address as may subsequently be designated in written notice to the City.
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Notice shall be effective on the date that it is delivered in person, or if mailed, three (3) days after the date of deposit in the United States Mail.

13. TERM

The term of this Agreement shall commence on the Effective Date of Agreement as listed in the Reference Date and shall continue until the end of the guarantee and warranty period in Section 3(A) and warranty period in Section 4(A)(3), unless any claims filed during that time have not been settled, in which case the term of this Agreement shall extend until those claims have been settled.

14. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement of the parties with respect to its subject matter. All modifications, amendments, or waivers of any terms of this Agreement shall be in writing and signed by the duly authorized representatives of the parties. In the case of the City, the duly authorized representative, unless otherwise specified under this Agreement, shall be the City Engineer.

15. SEVERABILITY

The provisions of this Agreement are severable. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect.

16. INCORPORATION OF REFERENCE DATA AND RECITALS

The Reference Data and the Recitals are incorporated into this Agreement.

17. GOVERNING LAW; VENUE

This Agreement shall be governed by the laws of the State of California, excluding California's choice of law rules. Venue for any action relating to this Agreement shall be in the San Bernardino County Superior Court.

18. CONSTRUCTION

In the event of any asserted ambiguity in, or dispute regarding the interpretation of any matter under this Agreement, the interpretation of this Agreement shall not be resolved by any rules of interpretation providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted this Agreement or who drafted that portion of this Agreement.

19. EFFECTIVE DATE OF THIS AGREEMENT

This Agreement shall be and become effective as of the date that it is executed by a duly authorized officer or employee of the City, it being the intention of the parties that the Developer shall first execute this Agreement and thereafter submit it to the City. The City shall insert the effective date in the Reference Data in all counterparts of this Agreement and shall transmit a fully executed counterpart to the Developer.

– SIGNATURES BEGIN ON NEXT PAGE –

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers, thereunto duly authorized, as of the dates set forth below their respective signatures.

[Note: All signatures must be acknowledged by a notary public and the acknowledgement must be attached. If signed by a corporation, the signatures of two corporate officers are required, unless a resolution of the corporation's board of directors is provided indicating that the signature of the one signatory is sufficient to bind the corporation.]

“DEVELOPER”

(Type or print exact name of person or entity)

By: _____
(Signature of authorized officer)

(Type or print name of authorized officer)

☐ Chairperson ☐ President ☐ Vice President

By: _____
(Signature of authorized officer)

(Type or print name of authorized officer)

☐ Secretary ☐ Asst. Secretary
☐ Chief Finance Officer ☐ Asst. Treasurer

Date: _____

– SIGNATURES CONTINUE ON NEXT PAGE –

“CITY”

CITY OF HIGHLAND

Penny Lilburn, Mayor

ATTEST:

Betty Hughes, City Clerk

(SEAL)

APPROVED AS TO FORM:
Richards, Watson & Gershon

Maricela Marroquin, City Attorney

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 _____)

On _____, before me, _____,
(insert name and title of the officer)

Notary Public, personally appeared _____,
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 _____ (Seal)

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 _____)

On _____, before me, _____,
(insert name and title of the officer)

Notary Public, personally appeared _____,
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 _____

(Seal)

Bond No. _____

FAITHFUL PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS that:

Whereas, the City of Highland, State of California, and San Carlo Apartment Homes LLC (hereinafter designated as "Principal") have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated February 13, 2024, pertaining to the San Carlo I, Highland Townhome Apartments is hereby referred to and made a part hereof; and

Whereas, Principal is required under the terms of said agreement to furnish a bond for the faithful performance of said agreement.

Now, therefore, we, the Principal and _____, as surety (hereinafter designated as "Surety"), are held and firmly bound unto the City of Highland in the penal sum of _____ dollars (\$_____) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors, executors and administrators, jointly and severally, firmly by these presents.

The condition of this obligation is such that if the above bounded Principal, his, her, or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on his, her, its or their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the City of Highland, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by the City of Highland in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

Further, Surety hereby waives the provisions of California Civil Code Sections 2845 and 2849. The City of Highland is the principal beneficiary of this bond and has all rights of a party hereto.

The Surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the agreement or to the work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 13, 2024

FROM: Chuck Dantuono, Interim 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. <u>10</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 13, 2024

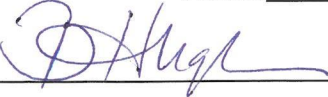
FROM: Chuck Dantuono, Interim City Manager

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. <u>11</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	