



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Study Session
February 4, 2025 at 9:00 AM
City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

COUNCILMEMBERS

Penny Lilburn, Mayor
District 3

Gregory Hogan, Councilmember
District 1

Larry McCallon, Councilmember
District 5

John P. Timmer, Councilmember
District 4

Vacant, Councilmember
District 2

STAFF

Carlos Zamano, City Manager
Lawrence Mainez, Community Development Director
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Octavio Duran Jr., Public Works Director/City Engineer
Maricela Marroquin, City Attorney
Alondra Muñoz, City Clerk

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.*

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 accommodations, including interpreters.

Any disclosable public records related to an open session item provided to the majority of the City Council after posting of this agenda are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours and available online at www.cityofhighland.org.

**CITY COUNCIL STUDY SESSION
FEBRUARY 4, 2025 - 9:00 a.m.
AGENDA**

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT (LIMITED TO ITEMS ON THIS AGENDA ONLY)

To address the City Council on ITEMS ON THIS AGENDA ONLY, 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.

For those wishing to make public comments by email please submit your comments to publiccomment@cityofhighland.org by February 4, 2025, 8:00 a.m. Emailed comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

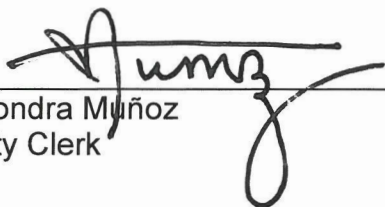
ITEMS FOR DISCUSSION

1. Work Program for 2025/2026
RECOMMENDATION: That the City Council discuss and rank the proposed work items and place the urgent and high priority items on a timetable for completion.

ADJOURN

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before January 7, 2025, 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), and City Hall (27215 Base Line).

Date: January 7, 2025


Alondra Muñoz
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 4, 2025

FROM: Carlos Zamano, City Manager

SUBJECT: Work Program 2025/2026

BACKGROUND:

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

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

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

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

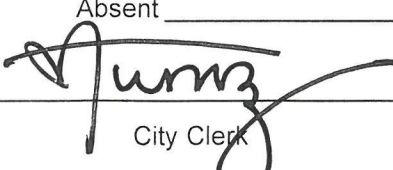
URGENT PRIORITY (8 Points) Critically important that this item be completed during the two-year period. (So important that it would be all right if it were the only item accomplished - although there maybe more than one)

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

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

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

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

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

Ranges

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

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

Attachments:

- 1) New and Carry-over Proposed Work Items
- 2) Rating Form

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Passport Photo Services

DEPARTMENT(S) RESPONSIBLE: City Clerk

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Passport photo services that meet the official requirements for passport applications.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

Offering passport photo services at City Hall is a win-win for both the community and the City Clerk's Department. It improves convenience for residents, generates revenue for the city, and enhances overall customer service. By providing a trusted, affordable, and easily accessible solution, the City Clerk's Department can further strengthen its role as a key resource for residents.

FUNDING: Estimated Cost \$1,000

Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

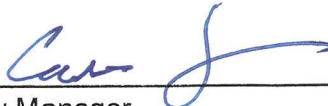
Within days of acquiring the necessary software.

RESOURCE REQUIREMENTS-Estimated Work Hours: 20 Contract Services Required? ☐ YES ☒ NO
If yes, what type? N/A

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:

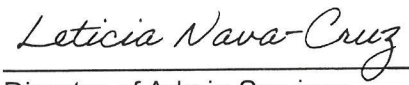


City Manager

1/6/2025

Date

PROPOSED BY:



Director of Admin Services

11/20/24

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Infrastructure Improvements related to Information Technology (IT)

DEPARTMENT(S) RESPONSIBLE: Administration/IT

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Create a plan for the City's IT Infrastructure by replacing or upgrading outdated software or hardware systems across departments. This includes items such as purchasing additional laptops, new servers, networks, and cloud services. These upgrades will yield numerous benefits, including improved efficiency, increased security and cost savings.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

To support the City's growth, efficiency, and future needs, we recommend a comprehensive Strategic IT Infrastructure Enhancement Plan. This plan encompasses infrastructure upgrades, including server enhancements, network optimization, and cloud service migration, to ensure seamless operations and scalability. Security will be bolstered through the implementation of Virtual Private Network (VPN) technology, advanced firewall protection, and regular security audits.

FUNDING: Estimated Cost unknown at this time Proposed Funding Source: Technology Reserves

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Working with our Managed Service Provider All Covered to come up with a needs and implementation plan and to start addressing the needs within the next 2 year budget.

RESOURCE REQUIREMENTS-Estimated Work Hours: 50 Contract Services Required? ☒ YES ☐ NO
If yes, what type?

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:

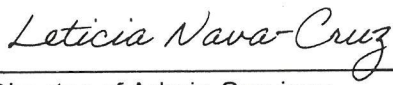


City Manager

1/6/2025

Date

PROPOSED BY:



Director of Admin Services

11/20/24

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Remodel/Refresh inside City Hall

DEPARTMENT(S) RESPONSIBLE: Administration/Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Renovating the inside of City Hall with a fresh coat of paint, new flooring, bathroom and kitchen remodel and reconfiguring/reorganizing the space. Some benefits include improved collaboration and communication among departments with departmental proximity and centralized services, modernized workspaces and efficient use of space to improve workflow, long term planning and sustainability, enhanced security and disaster preparedness. Consult with a design contractor to maximize the space and layout.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

Renovating and reconfiguring the inside of City Hall to enhance its functionality, update outdated infrastructure, optimize space utilization for staff and generally create a more welcoming and efficient environment for both employees and the public.

FUNDING: Estimated Cost \$500,000

Proposed Funding Source: DIF Reserves

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Estimated time frame would be to at least have a design or layout specialist evaluate our needs and propose some ideas by 4th quarter of 2025. With anticipation that this may be a carryover item.

RESOURCE REQUIREMENTS-Estimated Work Hours: 100+ Contract Services Required? ☒ YES ☐ NO
If yes, what type? General Contractor: Paint, Flooring, Cubicle Design Contractor

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

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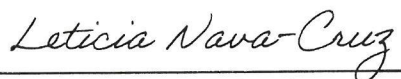


City Manager

11/6/2025

Date

PROPOSED BY:



Director of Admin Services

11/20/24

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Records Retention Software Upgrade

DEPARTMENT(S) RESPONSIBLE: Administrative Services/City Clerk

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

A cloud-based records retention system refers to software or a service that helps organizations manage their records and data in the cloud, rather than relying on on-premises storage solutions. This system offers the same core functionality as traditional records retention software but with the added benefits of cloud technology, such as scalability and flexibility.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

The existing Laserfiche program will phase out and no longer be supported. The city will need to transition to a cloud-based program. This upgrade will offer automatic backups and recovery options, ensuring critical records are preserved in case of emergencies, such as natural disasters or data breaches. It will also allow for scalability as document volume increases, minimizing future infrastructure expenses.

FUNDING: Estimated Cost Unknown at this time

Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Will take 6-12 months once a vendor is selected.

RESOURCE

RESOURCE REQUIREMENTS-Estimated Work Hours: 75 Contract Services Required? ☒ YES ☐ NO

If yes, what type? Records Management Software Company

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

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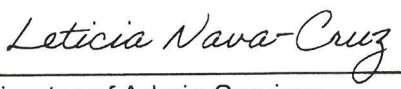


City Manager

11/6/2025

Date

PROPOSED BY:



Director of Admin Services

11/20/24

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item. Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Video System for City Council Meetings and Agenda Management Software

DEPARTMENT(S) RESPONSIBLE: Administrative Services/City Clerk

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

A system comprised of cameras, audio equipment, and any necessary streaming software that integrates with an agenda management software that provide consistency and clarity to agendas, packets, staff reports, and minutes

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

The goal is to streamline the process of organizing, broadcasting, and archiving City Council meetings. The video system ensures transparency, accessibility and engagement by allowing the public to follow City Council proceedings. In addition, the agenda management software ensures meetings are efficiently planned, presented, and recorded.

FUNDING: Estimated Cost \$40,000

Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

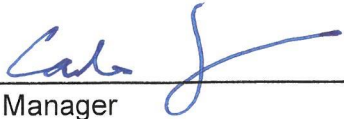
The implementation stages would require consulting, design, configuration, and training. Once services have been retained, it can take up to 6 months to implement.

RESOURCE REQUIREMENTS-Estimated Work Hours: 100 Contract Services Required? ☒ YES ☐ NO
If yes, what type? Media Streaming Services and Agenda Management Software company

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

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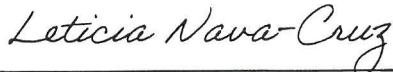


City Manager

1/6/2025

Date

PROPOSED BY:



Director of Admin Services

11/20/24

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item. Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Consider 4-10 Hour Day Work Week and Schedule for Christmas through New Years

DEPARTMENT(S) RESPONSIBLE: Administrative Services/Human Resources

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Two items for consideration: 1. Implementing a 4-10 hour day work week and 2. Schedule for Christmas through New Years Day. Looking to offer staff a 4-10 hour day work schedule. We currently have a 9/80 schedule and are closed on Fridays already so there would be no change for citizens. Second item is to consider the idea of being closed Christmas Eve through New Years Day similar to other nearby cities due to decreased activity with most people being out of town or busy during the holidays. Staff is already off Christmas Eve & Day and New Years Eve & Day.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

Benefits include: reducing overhead costs, such as energy consumption and facilities maintenance. Additionally, a shorter work week can lead to improved productivity, as employees are more focused on their work knowing they have a longer weekend to recharge. This, in turn, boosts morale and improves quality of life, leading to higher retention rates and reduced turnover costs. Staff with non traditional schedules will be overlapped as needed to ensure all City Services are still addressed.

FUNDING: Estimated Cost No Cost

Proposed Funding Source: N/A

TIMELINE-Outline the proposed timeline for completion, including key milestones.

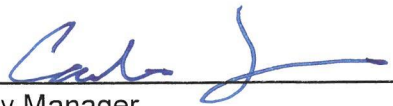
Start with the new budget cycle on 7/1/2025

RESOURCE REQUIREMENTS-Estimated Work Hours: 10 Contract Services Required? ☐ YES ☒ NO
If yes, what type? N/A

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

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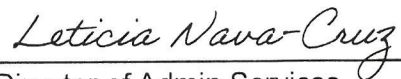


City Manager

1/6/2025

Date

PROPOSED BY:



Director of Admin Services

11/20/24

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Purchase and implement an updated version of Financial Management Software.

DEPARTMENT(S) RESPONSIBLE: Administration/Finance

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Carry over item-Tyler Technologies will stop supporting our current Financial Management Software, Eden Inforum Gold, on March 1, 2027. A contract with Tyler Technologies has been executed to migrate to the new product named Enterprise (Munis). Monies were set aside for the purchase and implementation of this item. As with any conversion all transactions will have to be duplicated and tested in both systems for a period of 18 month to 2 years which may require some staff augmentation needs in Finance.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

A new product was essential because the current product will become obsolete on March 1, 2027. Tyler Technologies is a member of Sourcewell. As a member of Sourcewell, the City can take advantage of competitive pricing. Since 1995, the City has a long-standing relationship with Tyler Technologies and their products are very user friendly. The new program provides for alot more functionality in relation to cashiering, human resource management and budgeting.

FUNDING: Estimated Cost \$500,000

Proposed Funding Source: General Fund Reserves

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Conversion and implementation will start on 7/1/2025 and will take approximately 2 years to complete.

RESOURCE REQUIREMENTS-Estimated Work Hours: 4080 Contract Services Required? ☒ YES ☐ NO
If yes, what type? Tyler Technologies-Implementation & Staff Augmentation- Finance and IT

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

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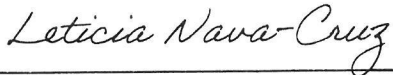


City Manager

1/6/2025

Date

PROPOSED BY:



Director of Admin Services

11/20/24

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Retail Corridor Police Staffing – 1 or 2 Deputies as Activity & Traffic Increases

DEPARTMENT(S) RESPONSIBLE: Police

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

As one of the busiest stations in the County, Highland patrol deputies handle on average between 100 to 200 calls for service per day. With the addition of Costco, Tractor Supply, additional retail establishments, restaurants and new housing developments, this call volume is expected to significantly increase, especially in what will be referred to as the retail corridor. This proposal would add one and/or eventually two deputies to patrol the corridor during peak business hours. This proposal is modeled in a small scale based on what is done in other cities like Rancho Cucamonga and Ontario.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

As the corridor becomes busier with patrons and new residents, the current level of patrol staffing will not be able to keep up with timely response to calls for service, thoroughly complete investigations and prevent crime. Dedicated patrol deputies in the corridor during peak times, will keep the public safe and businesses thriving. Studies show businesses are successful when patrons feel safe.

FUNDING: Estimated Cost: **\$236,362 – \$472,724 (for two deputies)** Proposed Funding Source: General Fund – Police Department

TIMELINE-Outline the proposed timeline for completion, including key milestones.

This proposal would phase positions in over time, as the corridor builds up and traffic increases. The timeline needs to be determined by City Council, with input from the Police Department and City Manager.

RESOURCE REQUIREMENTS-Estimated Work Hours: Contract Services Required? ☒ YES ☐ NO
If yes, what type? Sheriff's Contract

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:

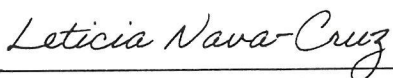


City Manager

1/6/2025

Date

PROPOSED BY:



Director of Administrative Services

12/03/2024

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item. Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Additional Clerical Staff Position

DEPARTMENT(S) RESPONSIBLE: Police Department

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

As one of the busiest stations in the county, Highland's four longtime Office Specialists answer phones, handle the front counter, process reports, issue subpoenas, gather statistical data, report to DOJ, etc.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

The station has not added any clerical positions in over 20 years, and one additional position is needed to help with the increasing workload.

FUNDING: Estimated Cost \$88,591

Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

This position is requested as soon as possible. Currently, the station is using overtime funds to help keep these duties maintained.

RESOURCE REQUIREMENTS-Estimated Work Hours: N/A Contract Services Required? ☒ YES ☐ NO
If yes, what type? Sheriff's Contract

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

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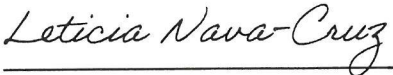


City Manager

1/6/2025

Date

PROPOSED BY:



Director of Admin Services

12/3/24

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Additional Unmarked Investigations Vehicles

DEPARTMENT(S) RESPONSIBLE: Police Department

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Highland Detectives drive County vehicles which are included in the contract price. These vehicle are easily identifiable as law enforcement and often come in the same model and color. This makes it hard to conduct surveillance during criminal investigations.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

One or two dedicated unmarked surveillance vehicles would allow detectives to conduct complex investigations such as what was done during the Line Fire.

FUNDING: Estimated Cost \$30-\$70k (# of vehicles) Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

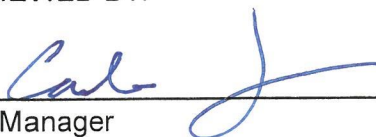
This equipment is requested as soon as possible.

RESOURCE REQUIREMENTS-Estimated Work Hours: N/A Contract Services Required? ☐ YES ☒ NO
If yes, what type? N/A

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:

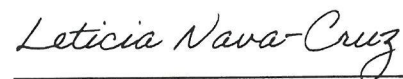


City Manager

1/6/2025

Date

PROPOSED BY:



Director of Admin Services

12/3/24

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Automated License Plate Reader Cameras

DEPARTMENT(S) RESPONSIBLE: Police Department

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Several years ago, Highland invested in emerging license plate reader technology which is used daily to solve crime in the city. Additional cameras are needed to replace and/or supplement the older technology.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

Highland's existing technology is now aging, with current cameras often out of service. Newer technology, used by surrounding cities, offers more accurate identification and with a cheaper leasing option. Flock camera systems use patented vehicle fingerprint technology to capture details of cars such as make, model, color and other characteristics like aftermarket alterations and whether the plate is paper or not. The system will even capture information with partial or missing license plates.

FUNDING: Estimated Cost \$50-\$150k

Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

This equipment is requested as soon as possible.

RESOURCE REQUIREMENTS-Estimated Work Hours: 60 Contract Services Required? ☒ YES ☐ NO
If yes, what type? Flock Camera Systems Contract

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:

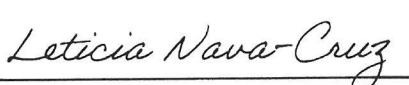


City Manager

1/6/2025

Date

PROPOSED BY:



Director of Admin Services

12/3/24

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Replacement of Supervisor Vehicle

DEPARTMENT(S) RESPONSIBLE: Police Department

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

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

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

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

The original vehicle was ordered on September 22, 2023 but due to microchip and material shortages the City was unable to have that order fulfilled. With Council's approval we went back out to bid and the vehicle was delivered on September 12, 2024. The vehicle is in line for outfitting with West Coast Lights and Sirens.

FUNDING: Estimated Cost: \$102,428.95

Proposed Funding Source: DIF

TIMELINE-Outline the proposed timeline for completion, including key milestones.

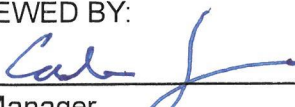
The vehicle is expected to be completed by the 2nd quarter of 2025.

RESOURCE REQUIREMENTS-Estimated Work Hours: 10 Contract Services Required? ☒ YES ☐ NO
If yes, what type? N/A

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:



City Manager

1/6/2025

Date

PROPOSED BY:



Director of Admin Services

12/03/2024

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Apparatus Bay Lighting at Fire Station 1

DEPARTMENT(S) RESPONSIBLE: Fire/Facilities

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

The overhead lighting at Fire Station 1 has a majority of the ballasts not working. The light is so dim there, when needed, staff will plug in flood lights to give additional lighting. Facilities is aware of the issue but they are extremely busy and back logged, and understandably have higher priority projects. This item is to request the replacement of the current ballasts with LED fixtures, similar to Fire Station 2.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

The poor lighting makes it difficult to work in the apparatus bay at night, see equipment for filling, sight gauges and other work requiring close scrutiny. The outcome would be increased visibility when working at the fire station at night as well as significantly increased safety when working around hazardous equipment.

FUNDING: Estimated Cost \$10,000

Proposed Funding Source: DIF

TIMELINE-Outline the proposed timeline for completion, including key milestones.

First quarter of 2025-2026.

RESOURCE REQUIREMENTS-Estimated Work Hours: Unk Contract Services Required? ☒ YES ☐ NO
If yes, what type? Yes, a contractor to replace all new ballasts, approx. 50 need replacement

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:

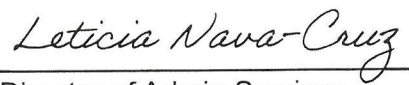


City Manager

1/6/2025

Date

PROPOSED BY:



Director of Admin Services

11/15/24

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

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

DEPARTMENT(S) RESPONSIBLE: Fire/Facilities

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

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

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

Currently generators at Fire Station 1 and Fire Station 2 are not Backup Power Supply Systems / Industrial Generators that can support normal fire station operations. Both fire stations have been utilizing large portable generators one would use to power a travel trailer for recreational camping. Fire Station 1 and Fire Station 2 generators can only generate enough power to sustain a refrigerator and a smaller A/C unit, leaving each fire station's personnel with no other option but having to resort to monitoring hand-held radios to receive critical dispatch information. Apparatus bay doors are left in an unlocked position to pull fire engines in and out of the apparatus bays. This also delays response to 911 emergencies because personnel must manually close bay doors. Manual operated bay doors leave the fire station unsecured during power outages due to wind events and other power loss events. With the purchase of two new industrial generators, both Fire Stations will be able to continue normal operations responding to emergencies and safeguarding civilians when power is lost to a fire station due to a wind event or grid failure. Since the last Work Program, we've purchased the generators and are awaiting Public Works obtaining a contractor to install them.

FUNDING: Estimated Cost: Equipment was \$34,986.80 and installation is currently being researched Proposed Funding Source: Fire Department Equipment Reserves

TIMELINE-Outline the proposed timeline for completion, including key milestones.

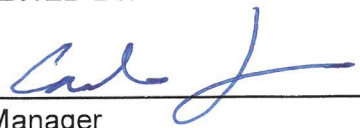
The installation is expected to be completed in the first quarter of 2025.

RESOURCE REQUIREMENTS-Estimated Work Hours: 50 Contract Services Required? ☒ YES ☐ NO If yes, what type? General Construction/Electrical Contractor

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:

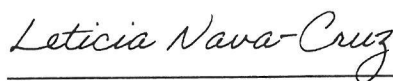


City Manager

11/6/2025

Date

PROPOSED BY:



Director of Admin Services

12/03/2024

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Security fencing at City Hall parking lot

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

New fencing is proposed to be installed behind City Hall for increased security and efficient storage of City vehicles

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

City Hall currently does not have a secured parking area for City vehicles or employee parking. Pool and other City vehicles are currently parked at the Highland Police Station and are transferred to City Hall daily. The fencing would increase efficiencies by allowing vehicles to remain at City Hall

FUNDING: Estimated Cost \$60,000

Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

FY25/26

RESOURCE REQUIREMENTS-Estimated Work Hours:

Contract Services Required? ☒ YES ☐ NO

If yes, what type? Contractor

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:



City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item. Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Create or Update Public Works GIS

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

The City will update/create its GIS system to include infrastructure including, signal, streetlights, and stormdrain facilities. Each asset will include pertinent information and will allow for improved documentation. The City will also create a layer showing upcoming projects and its street moratorium for improvement communication.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

The City is responsible for managing and maintaining all public infrastructure. The City's GIS is critical for improved asset management (inventory) and long term planning for maintenance. This will result in efficiencies in tracking data and provide for an improvement in documentation. The City's CIP will be mapped and made public for improved communication. Additionally, the City will be required to map all of its stormwater facilities as part of upcoming water board regulations.

FUNDING: Estimated Cost \$50k

Proposed Funding Source: General fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Target completion is end of 2025

RESOURCE REQUIREMENTS-Estimated Work Hours: 100 Contract Services Required? ☒ YES ☐ NO
If yes, what type? Consultant and Staff Time

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:



City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Evaluate City fleet and purchase replacement service vehicles

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Staff will evaluate all service vehicles and identify effective repair/replacement planning. As part of the upcoming budget, the City proposes to replace it's existing bucket truck to allow Public Works to continue servicing parking lot lights, signs, banner installation and removal, and other high lift tasks.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

The City currently owns various service vehicles used frequently throughout the City. The existing bucket truck is a 1991 Ford F600 model that has started to show slight cracks in welds etc. and is in need of replacement to ensure the City can continue to safely perform its high lift needs.

FUNDING: Estimated Cost \$200,000

Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Purchase of bucket truck expected in 2025.

RESOURCE REQUIREMENTS-Estimated Work Hours: 20 Contract Services Required? ☐ YES ☒ NO
If yes, what type? N/A

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:

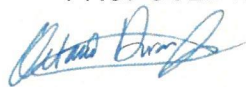


City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Electric Vehicle Chargers

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Research options for funding and possible locations to place electric vehicle chargers at City facilities and re-evaluate existing vehicle charging rates at City Hall to ensure net zero operating cost to the City is being met as initially intended, while incorporating new operating cost.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

City Hall currently has three DC Fast chargers installed for public use and demand has increased. The City established its charging rate at \$0.35 per kw to cover the direct cost of the electricity. Chargepoint account management fees and maintenance and repairs have been paid in advance for 5 years from the time of the installation as part of the initial grant. These cost will need to be covered once the 5 year agreement expires in January of 2025. If rates are increased there could be less demand at City Hall as there are other chargers located in the City that may be charging more. 

FUNDING: Estimated Cost N/A

Proposed Funding Source: General Fund and Grants

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Target completion date is end of 2026

RESOURCE REQUIREMENTS-Estimated Work Hours: 20

Contract Services Required? ☐ YES ☒ NO

If yes, what type? N/A

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:



City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item. Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

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

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

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

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

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

FUNDING: Estimated Cost \$40M +

Proposed Funding Source: HBP, RDA bond proceeds

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Longterm project - estimate completion is 2028

RESOURCE REQUIREMENTS-Estimated Work Hours: 120 Contract Services Required? ☒ YES ☐ NO

If yes, what type? Engineering services and construction contractor

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:

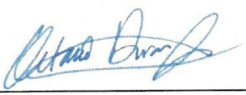


City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

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

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

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

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

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

FUNDING: Estimated Cost \$30M +

Proposed Funding Source: HBP + DIF

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Longterm project - estimate completion is 2028

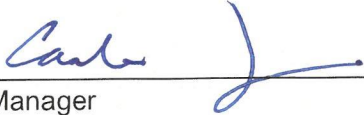
RESOURCE REQUIREMENTS-Estimated Work Hours: 100 Contract Services Required? ☒ YES ☐ NO

If yes, what type? Engineering services and construction contractor

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

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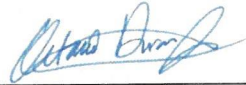


City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

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

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

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

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

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

FUNDING: Estimated Cost \$500,000

Proposed Funding Source: San Manuel Band of Mission Indians + Grant

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Longterm project - target completion of PAED is end of 2026

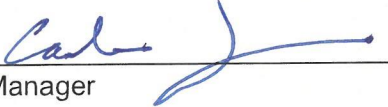
RESOURCE REQUIREMENTS-Estimated Work Hours: 80 Contract Services Required? ☒ YES ☐ NO

If yes, what type? Engineering services and construction contractor

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:

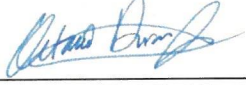


City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

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

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

- The Project Approval and Environmental Document (PAED) for the proposed 5th Street Interchange project includes eastbound on and off ramp additional lanes and widening of 5th Street at SR-210 to ultimate width.
- Prepare Request for Proposal, select consultants for the PAED work.
- Begin PAED work.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

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

FUNDING: Estimated Cost \$20M

Proposed Funding Source: Measure I , DIF,
Caltrans, SBCTA

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Target completion in FY25/26

RESOURCE REQUIREMENTS-Estimated Work Hours: 160 Contract Services Required? ☒ YES ☐ NO

If yes, what type? Engineering services

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:

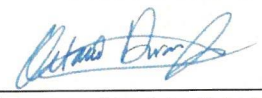


City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

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

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

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

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

The proposed widening and improvement of Boulder Avenue/ Orange Street will provide an adequate and safer link of travel between the cities of Highland and Redlands. Construction of this project was funded through ATP Cycle 2 grant. However due to extremely high environmental mitigation measures, the cities of Highland and Redlands were forced to cancel the ATP funds. SBCTA has offered to take the lead on the project and help pursue future funding opportunities.

FUNDING: Estimated Cost Unkown

Proposed Funding Source: SB1 and Measure I

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Longterm project depending on funding availability

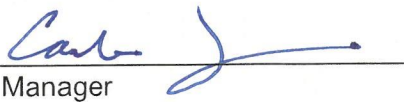
RESOURCE REQUIREMENTS-Estimated Work Hours: 60
If yes, what type?

Contract Services Required? ☒ YES ☐ NO

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:

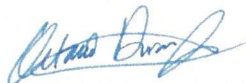


City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Initiate assessments increase for underfunded Landscape Maintenance Districts

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

- Evaluate feasibility of increasing annual assessment for zones that have a deficit.
- Conduct public outreach to gain understanding and support from affected residents and businesses.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

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

FUNDING: Estimated Cost TBD

Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Target completion is end of 2026

RESOURCE REQUIREMENTS-Estimated Work Hours: 160 Contract Services Required? ☒ YES ☐ NO
If yes, what type? Assessment Engineering Services and Legal Services

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:

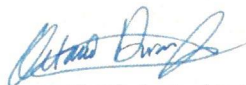


City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Replacement Fuel Dispensing System at Police Station

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Existing fuel dispensers are now obsolete at the Police Station. In the event of a pump failure repair parts may not be available. New pumps need to be purchased and installed to ensure the system remains operable into the future.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

The City utilizes on site fueling at the Police Station facility to take advantage of reduced cost and convenience as well and a level of insurance that fuel will be available to the City in the event of an emergency.

FUNDING: Estimated Cost \$60,000

Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Target completion end of FY 2025/2026

RESOURCE REQUIREMENTS-Estimated Work Hours: 25

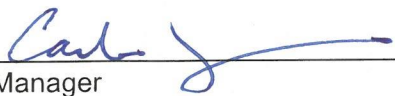
Contract Services Required? ☒ YES ☐ NO

If yes, what type? Fuel Equipment Contractor

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:



City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Trash and Recycle Enclosures at Aurantia Park and City Hall

DEPARTMENT(S) RESPONSIBLE: Public Works

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Add trash/recycle enclosure in parking lot of Aurantia Park to service the facility. Improve City Hall solid waste enclosure to increase security and prevent illegal dumping.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

Trash and Recycle containers currently require transport to the Community Park dumpsters. This requirement adds cost and inconvenience to janitorial staff. The addition of the dumpsters will add a valuable location for City staff to dispose of waste of the east side of the City. The City Hall solid waste enclosure is currently open and accessible to the public which results in continuous illegal dumping and scavenging incidents. Improving the facility with a solid roof and a cage structure will allow staff to secure the area to minimize these occurrences.

FUNDING: Estimated Cost \$56,000

Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Target completion is end of 2025

RESOURCE REQUIREMENTS-Estimated Work Hours: 60 Contract Services Required? ☒ YES ☐ NO
If yes, what type? Masonry, Steel, Sheet Metal, Paint, and Concrete.

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:

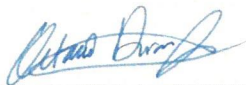


City Manager

1/7/25

Date

PROPOSED BY:



Director of Public Works

1/7/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Electronic Changeable Freeway Sign Panel (Greenspot Village & Marketplace)

DEPARTMENT(S) RESPONSIBLE: Community Development Department

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

The first phase of this proposed work item is to meet and confer with TREH Partners (owner of the retail center at the N/E corner of Greenspot Road and SR210) and explore the benefits of incorporating an electronic changeable sign panel into their proposed Freeway Oriented Advertising Sign. If interested, the second phase will include establishing terms to be included within a Disposition and Development Agreement (DDA) for City Council consideration, which may include but not limited to advertising city events and city sponsored activities at no cost to the City, and revenue sharing for potential off-premises advertising.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

The location of the proposed Freeway Oriented Sign is ideal for an electronic changeable sign panel. This type of sign panel is also permitted in the Greenspot Village & Marketplace Specific Plan if approved by the City Council (through a DDA). This type of panel could help advise City events such as the annual Citrus Harvest Festival and 4th of July Parade, and other city sponsored and non-sponsored events.

FUNDING: Estimated Cost: \$0/staff time only

Proposed Funding Source: N/A

TIMELINE-Outline the proposed timeline for completion, including key milestones.

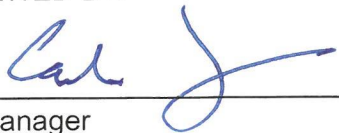
TREH Partners retail center is currently under construction, and they are working on a construction plan related to a future freeway-oriented sign to be installed along SR210. The program's first phase to meet and confer will take place during the first quarter of 2025, and the second phase related to a DDA will occur shortly thereafter.

RESOURCE REQUIREMENTS-Estimated Work Hours: 40 Contract Services Required? ☐ YES ☒ NO If yes, what type?

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:



City Manager

1/6/2025

Date

PROPOSED BY:



Community Development Director

1/6/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item. Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: On-line Inspection requests (digital calendar and form on-line)

DEPARTMENT(S) RESPONSIBLE: Community Development Department – Building & Safety Division

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

A streamlined digital process for all Building & Safety and Fire Prevention inspections will allow applicants to request inspections through an electronic web-based system. This process will eliminate staff time to receive and schedule inspections for permit activities. This will also eliminate paper usage helping to achieve a secondary goal which is to reduce related paperwork by 50% in 2025, and 100% in 2026.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

This work program item will save on required resources and time. Electronic scheduling will also allow staff to provide the customer with better service where they can confirm receipt of their inspection request and verify the date without talking to a live person or traveling to City Hall.

The digital process will also allow records to be kept in an orderly manner for tracking time and allow for better scheduling techniques for the City's building inspectors.

FUNDING: Estimated Cost: 80 hours of staff time Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

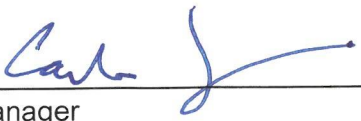
Complete the digital request forms and calendar on-line by February 2025 to start reducing paperwork by 50%. Require all inspections be requested on-line by July 2025 to reduce paperwork by 100%.

RESOURCE REQUIREMENTS-Estimated Work Hours: 80 Contract Services Required? ☒ YES ☐ NO If yes, what type? Existing iWorQ permitting service.

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:



City Manager

1/6/2025

Date

PROPOSED BY:



Community Development Director

1/6/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item. Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Portable Stage for Citrus Harvest Festival & Special Events

DEPARTMENT(S) RESPONSIBLE: Community Development Department – Planning Division

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Research various portable stage platforms, skirting and rails that could be utilized during the Citrus Harvest Festival and other special events by performers and announcers. The approximate size would be 12'x24', however, more research is necessary to determine the preferred size and amenities that meets the City's needs.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

The purchase of a stage would provide reliable and safe equipment that would give the Citrus Harvest Festival and other events a professional appearance and improve the visibility of performers. The current cost to rent a stage is \$1,000.00.

FUNDING: Estimated Cost: \$7,500 minimum Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Various options can be researched and reviewed with the Public Facilities Subcommittee in February 2025 with a recommendation to the City Council in early March.

RESOURCE REQUIREMENTS-Estimated Work Hours: 20 Contract Services Required? ☐ YES ☒ NO If yes, what type?

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:



City Manager

1/6/2025

Date

PROPOSED BY:



Community Development Director

1/6/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item. Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Secure Wakeland Financing (Affordable Senior Housing on Central Avenue)

DEPARTMENT(S) RESPONSIBLE: Community Development Department - Housing Authority

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Coordinate with Wakeland Housing and Development Corporation to pursue grant and loan funds to close the financial gap estimated at \$6 million for the 89-unit Affordable Senior Housing development project to be located on Central Avenue south of Base Line. The overall project cost is estimated to be \$36.8 million.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

On May 9, 2023, the Housing Authority approved a Disposition and Development / Affordable Housing Agreement - inclusive of a 68-year ground lease with Wakeland Highland, LP (DDA/HA) to construct 89 affordable senior apartment units and one manager's unit on property owned by the Housing Authority. The proposed Work Program will help leverage Wakeland's efforts to secure gap funding so the project can be built within the timeline outline in the DDA/HA.

FUNDING: Estimated Cost: 40 Hours Staff Time Proposed Funding Source: County HOME Funds, etc.

TIMELINE-Outline the proposed timeline for completion, including key milestones.

In accordance with the DDA/HA Agreement, funding must be in place prior to December 2026. The goal of this program is to secure the gap funding needed before the end of Summer 2025 or soon thereafter.

RESOURCE REQUIREMENTS-Estimated Work Hours: 80 Contract Services Required? ☐ YES ☒ NO If yes, what type?

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:

PROPOSED BY:



City Manager



Community Development Director

1/6/2025

Date

1/6/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Annexation .5 acres – S/E corner of Victoria Ave & 5th St.

DEPARTMENT(S) RESPONSIBLE: Community Development Department – Planning Division

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Apply to the Local Agency Formation Commission (LAFCO) for a boundary adjustment of approximately .5 acres, detaching from the City of San Bernardino and annexing into Highland. This application is related to a proposed warehouse/logistics development at the southeast corner of Victoria Avenue and 5th Street which currently straddles the boundary of both jurisdictions with the majority located in Highland.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

The boundary adjustment will allow for the orderly development of the proposed project, simplifying the land use entitlement and future provision of public services. Overall, the boundary adjustment will make a more cohesive and logical jurisdictional boundary line.

FUNDING: Estimated Cost: \$0 (withdrawal from entitlement deposit) Proposed Funding Source: Entitlement Deposit

TIMELINE-Outline the proposed timeline for completion, including key milestones.

January/February 2025 – City of San Bernardino support of the detachment

March/April 2025 - Planning Commission review and recommendation to the City Council

April/May 2025 - City Council review and recommendation to LAFCO

RESOURCE REQUIREMENTS-Estimated Work Hours: 120 Contract Services Required? ☒ YES ☐ NO If yes, what type?

ORIGIN OF ISSUE: ☐ Council ☐ Staff ☐ General Plan ☐ Board/Commission ☒ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:



City Manager

1/6/2025

Date

PROPOSED BY:



Community Development Director

1/6/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Inland Valley Infrastructure Corridor Plan (IVIC)(Modified from the "Airport Gateway Specific Plan")

DEPARTMENT(S) RESPONSIBLE: Community Development Department & Public Works/Engineering

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Assist the Inland Valley Development Agency (IVDA) and partner agencies including the San Bernardino International Airport, City of San Bernardino, East Valley Water District (EVWD) and the San Manuel Band of Mission Indians to prepare a comprehensive infrastructure corridor development plan including circulation, water, sanitary sewer and communications within the IVDA target area (north of the SBIAA, south of 6th Street, between Tippecanoe Avenue and State Route 210).

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

It is in the City's best interest to have input into this regional plan and work collaboratively with all other agencies affected. The City's Business Park and Industrial Zoning Districts are strategically located close to the San Bernardino International Airport with exceptional access to SR 210. The project area also provides some of the best opportunity areas for local employment for the City. A detailed evaluation of circulation and infrastructure are necessary to ensure the City's infrastructure and circulation is sustainable going forward.

FUNDING: Estimated Cost: 90 hours of staff time Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

Environmental report preparation to be complete by the end of the first quarter of 2025.
Plan adoption to be complete by the end of the third quarter of 2025.

RESOURCE REQUIREMENTS-Estimated Work Hours: 90 Contract Services Required? ☐ YES ☒ NO If yes, what type?

ORIGIN OF ISSUE: ☐ Council ☐ Staff ☐ General Plan ☐ Board/Commission ☒ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:



City Manager
1/6/2025

Date

PROPOSED BY:



Community Development Director
1/6/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

PROPOSED CITY COUNCIL WORK PROGRAM ITEM**ITEM:** Community Trails Signage (Trail Identification and Way Finding Signage)**DEPARTMENT(S) RESPONSIBLE:** Community Development Department – Planning Division**DESCRIPTION OF WORK ITEM-**Provide a brief description of the work item, including objectives and expected outcomes.

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

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

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

FUNDING: Estimated Cost: \$2,500 Proposed Funding Source: State RTP Grant/General Funds**TIMELINE-**Outline the proposed timeline for completion, including key milestones.

Begin design process and finalize location with the Community Trails Committee in Spring 2025 and install by new signs by end of Summer 2025

RESOURCE REQUIREMENTS-Estimated Work Hours: 80 Contract Services Required? ☒ YES ☐ NO If yes, what type? Street Sign Manufacturing Company**ORIGIN OF ISSUE:** ☐ Council ☐ Staff ☐ General Plan ☒ Board/Commission ☐ Outside Request ☐ Legal Obligation**CARRY-OVER ITEM:** ☒ YES ☐ NO

REVIEWED BY:


 City Manager

 1/6/2025
 Date

PROPOSED BY:


 Community Development Director

 1/6/25
 Date

Please complete and submit this form to facilitate the approval process for the proposed work program item. Thank you for your contribution!

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: Adoption of Vehicle Miles Traveled (VMT) Guidelines

DEPARTMENT(S) RESPONSIBLE:

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Create VMT guidelines, screening criteria, mitigation and monitoring that would appropriately analyze and mitigate greenhouse gas emissions reflective of Highland's unique circulation and environmental characteristics.

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

To comply with a state-mandate that local governments should review a project's traffic-related impacts in terms of "Vehicle Miles Traveled" instead of the more antiquated "Level of Service" method.

FUNDING: Estimated Cost: 100 hours of staff time Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones.

VMT Guidelines are anticipated to be ready for review by the Planning Commission and City Council by the end of the second quarter of 2025.

RESOURCE REQUIREMENTS-Estimated Work Hours: Contract Services Required? ☒ YES ☐ NO
If yes, what type?

ORIGIN OF ISSUE: ☐ Council ☒ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☒ YES ☐ NO

REVIEWED BY:



City Manager

1/6/2025

Date

PROPOSED BY:



Community Development Director

1/6/25

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!

From John Timmer

2025/2026

PROPOSED CITY COUNCIL WORK PROGRAM ITEM

ITEM: SPECIAL Parcel tax/fee for public safety (Police & Fire)

DEPARTMENT(S) RESPONSIBLE:

DESCRIPTION OF WORK ITEM-Provide a brief description of the work item, including objectives and expected outcomes.

Council establish special parcel tax (Police & Fire)
on new development.
To provide funding

SIGNIFICANCE-Explain why this work item is important and how it aligns with city priorities or goals.

- Ensure funding for existing and future services
- Ensure new development provides its own funding and not subsidized by existing residences.
- offset increase in costs for these services

FUNDING: Estimated Cost ^{staff time?} Unknown Consultant time Proposed Funding Source: General Fund

TIMELINE-Outline the proposed timeline for completion, including key milestones. 6 months for council approval to cover analysis or public safety funds

RESOURCE REQUIREMENTS-Estimated Work Hours: UNK Contract Services Required? ^{maybe} ☒ YES ☐ NO
If yes, what type? Nexus study by staff or consultant

ORIGIN OF ISSUE: ☒ Council ☐ Staff ☐ General Plan ☐ Board/Commission ☐ Outside Request ☐ Legal Obligation

CARRY-OVER ITEM: ☐ YES ☒ NO

REVIEWED BY:

PROPOSED BY:

City Manager

City Manager

Date

Date

Please complete and submit this form to facilitate the approval process for the proposed work program item.
Thank you for your contribution!



CITY OF HIGHLAND

2025/2026

GOALS AND OBJECTIVES RANKING

LEGEND

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

ADMINISTRATION - CITY CLERK/PERSONNEL/CITY ATTORNEY

GOAL/OBJECTIVE	GH	PL	LM	JT	VACANT	AVERAGE
Passport Photo Services						
Infrastructure Improvements Related to Information Technology (IT)						
Remodel/Refresh Inside City Hall						
Records Retention Software Upgrade						
Video System for City Council Meetings & Agenda Management Software						
Consider 4-10 Hour Day Work Week & Schedule for Christmas Through New Years						
Purchase and Implement an Updated Version of Financial Management Software						

PUBLIC SAFETY - FIRE/POLICE

GOAL/OBJECTIVE	GH	PL	LM	JT	VACANT	AVERAGE
Retail Corridor Police Staffing - 1 or 2 Deputies as Activity & Traffic Increases						
Additional Clerical Staff Position						
Additional Unmarked Investigation Vehicles						
Automated License Plate Reader Cameras						
Replacement of Supervisor Vehicle						
Apparatus Bay Lighting at Fire Station No. 1						
Purchase of Backup Power Supply Industrial Generators for Fire Stations No. 1 & No. 2						

PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES

GOAL/OBJECTIVE	GH	PL	LM	JT	VACANT	AVERAGE
Security Fencing at City Hall Parking Lot						
Create or Update Public Works GIS						
Evaluate City Fleet and Purchase Replacement Service Vehicles						
Electric Vehicle Chargers						
Complete Right-of-Way and Obligate Federal Funds for Construction of the Base Line Bridge over City Creek						
Complete Environmental and Initiate Design of Orange Street Bridge over Plunge Creek Overflow						
Implement Project Approval & Environmental Documents Phase of the Victoria Ave. Interchange Project						
Implement Project Approval & Environmental Documents Phase of the 5th St. Interchange Project						
Seek Grant Funding to Complete Right-of-Way & Construction of the Highland/Redlands Regional Connector Project						
Initiate Assessments Increase for Underfunded Landscape Maintenance Districts						
Replacement Fuel Dispensing System at Police Station						
Trash and Recycle Enclosures at Aurantia Park & City Hall						

COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT

GOAL/OBJECTIVE	GH	PL	LM	JT	VACANT	AVERAGE
Electronic Changeable Freeway Sign Panel (Greenspot Village & Marketplace)						
Online Inspection Requests (Digital Calendar & Form Online)						
Portable Stage for Citrus Harvest Festival & Special Events						
Secure Wakeland Financing (Affordable Senior Housing on Central Avenue)						

COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT continued...

GOAL/OBJECTIVE	GH	PL	LM	JT	VACANT	AVERAGE
Annexation 0.5 Acres - S/E Corner of Victoria Ave. & 5th St.						
Inland Valley Infrastructure Corridor Plan (IVIC) (Modified from the "Airport Gateway Specific Plan")						
Community Trails Signage (Trail Identification & Way Finding Signs)						
Adoption of Vehicle Miles Traveled (VMT) Guidelines						

ITEMS ADDED BY COUNCIL MEMBERS

GOAL/OBJECTIVE	GH	PL	LM	JT	VACANT	AVERAGE
Special Parcel Tax/Fee for Public Safety (Police & Fire)						