CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
March 11, 2025 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

COUNCILMEMBERS

Penny Lilburn, Mayor
District 3

Larry McCallon, Mayor Pro Tem
District 5

Gregory Hogan, Councilmember
District 1

Jimmy Saldana, Councilmember
District 2

John P. Timmer, Councilmember
District 4

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.

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.

Levine Act: 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 no later than the beginning of the proceeding.

CITY COUNCIL REGULAR MEETING
MARCH 11, 2025 - 6:00 p.m.
AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

Proclamation
American Red Cross Month

Introduction of New Employee
Lucia Mendez - Assistant Engineer

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 acting on any item not on the agenda. Individual speakers are limited to three (3) minutes each. For those wishing to make public comments by email, please submit your comments by 5:00 p.m. on March 11, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the March 11, 2025 agenda, please identify the agenda item number in the subject line. Emailed comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED COUNCILMEMBER

Jimmy Saldana District 2

CITY COUNCIL BUSINESS

1. Review and Revise Current Membership on City Council Subcommittees, Ad Hoc Committees, and Agency Appointments Following the Councilmember Appointment for District 2
   RECOMMENDATION: That the City Council review and revise as appropriate the current membership on various Council Committees, Ad Hocs, and Agency Appointments.

CITY COUNCIL CONSENT CALENDAR

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

3. Minutes - February 11, 2025 Regular City Council Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

4. Minutes - February 11, 2025 Special City Council Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

5. Minutes - February 18, 2025 Special City Council Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

6. Warrant Register
   RECOMMENDATION: Approve Warrant Register No. 775 for March 11, 2025, in the amount of $3,446,423.46 and Payroll of $217,857.30.

7. Treasurer's Report for January 2025
   RECOMMENDATION: That the City Council receive and file the Treasurer's Report for January 2025.

8. Claim Consideration - Gilberto Martinez
   RECOMMENDATION: George Hills Company recommends the City Council reject the claim.

9. Claim Consideration - Carol Garrity
   RECOMMENDATION: George Hills Company recommends the City Council reject the claim.

10. 2024 Byrne Justice Assistance Grant (JAG) Program Award
    RECOMMENDATION: That the City Council:
    1) Accept the 2024 Edward Byrne Memorial Justice Assistance Grant (JAG) award in the amount of $25,854;
    2) Authorize the appropriation of grant funds for special project overtime; including gang sweeps, DUI checkpoints, quality-of-life enforcement, and burglary suppression efforts; and
    3) Authorize the City Manager, or their designee, to execute any necessary documents related to the grant award and administration.

11. Agreement for Automatic and Mutual Aid with San Bernardino County Fire Protection District
RECOMMENDATION: That the City Council:
1) Approve an Agreement for a term up to five years with San Bernardino County Fire Protection District (SBCFPD);
2) Authorize the Fire Chief to approve the Operating Plan; and
3) Authorize the Mayor to execute the agreement.

12. Easement Acceptance/4Masbaseball, Inc. (Jose Mas) - Single Family Residential (2) Project (7966 and 7972 Cortez Street)
RECOMMENDATION: That the City Council:
1) Accept Grant of Easement for Cortez Street right-of-way dedication from 4Masbaseball, Inc. (Jose Mas); and
2) Direct the City Clerk to record the Grant of Easement.

13. Designation of Authorized Agents to Apply for Federal/State Disaster Relief Funds
RECOMMENDATION: That the City Council adopt Resolution No. 2025-____, designating authorized agents to sign forms and agreements related to Federal/State Disaster Relief Funding on behalf of the City of Highland.

14. Review of the City's 2024 General Plan Implementation Annual Report in Accordance with Government Code § 65400 and § 65588
RECOMMENDATION: That the City Council receive and file the 2024 General Plan Annual Report.

CITY COUNCIL LEGISLATIVE

15. 2025/2026 Work Program
RECOMMENDATION: That the City Council adopt the 2025/2026 Work Program.

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

17. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS

CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code § 54957(b)
Title: City Manager

CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code § 54957.6
Unrepresented employee: City Manager

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. The next regular meetings of the City Council for 2025 are as follows: April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 12, December 9.

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before March 6, 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: March 6, 2025

Alondra Muñoz
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Review and Revise Current Membership on City Council Subcommittees, Ad Hoc Committees, and Agency Appointments Following the Councilmember Appointment for District 2

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

FISCAL IMPACT: None

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

BACKGROUND: Traditionally, the City Council has reviewed the appointments to the Subcommittees, Ad Hocs and Agencies annually in December. Recently, the City Council made an appointment on February 18, 2025 to fill the vacant City Council District 2 seat. As a result, City Council needs to re-visit the current membership assignments to ensure proper representation and continuity of operations.

The Subcommittee and Agency appointments are done with the approval of a majority of the City Council, however, only the Mayor may establish or delete an Ad Hoc Committee.

Approved _____ Motion _____ Second _____ Agenda Item No. 1

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

CITY OF HIGHLAND
CITY COUNCIL ASSIGNMENTS

SUBCOMMITTEES	MEMBERS	ESTABLISHED
Community Day of Service	Hogan, Timmer	12/08/2015
Finance/Personnel	McCallon, Timmer	12/18/2017
Legislative	Lilburn, McCallon	08/23/1988
Public Facilities	Hogan, Lilburn	05/10/1988
Public Safety	Hogan, Lilburn	05/10/1988
Public Works	McCallon, Timmer	05/10/1988

AGENCY APPOINTMENTS	
Omnitrans	Lilburn, Alt-McCallon
SBCTA	McCallon, Alt-Lilburn
SBIAA	Lilburn, Alt-McCallon
SCAG	McCallon, No Alternate
Santa Ana River Wash Area Coordinated Planning Activities Committee	Hogan, Alt-Timmer
Solid Waste Task Force	Lilburn, Alt-Morgan

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

CITY OF HIGHLAND
AD HOC APPOINTMENTS

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

AD HOC	MEMBERS	ESTABLISHED

There are no Ad Hoc Committees.

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, 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. 2
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Minutes - February 11, 2025 Regular Meeting

RECOMMENDATION: Approve the Minutes as submitted.

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

City Clerk

City Manager

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:01 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Willie Hicks, Harvest Care Church, and the Pledge of Allegiance was led by Councilmember Timmer.

ROLL CALL

Present: Hogan, Lilburn, McCallon, Timmer
Absent: None
Vacancy: District 2 Councilmember

REPORT FROM CLOSED SESSION

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Jody Scott stated her concerns regarding Neighborhood Watch public nuisances.

Jane Bouch and Chris Nielsen representing the Highland Chamber of Commerce spoke regarding upcoming events.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Timmer, to approve the consent calendar as submitted. Motion carried on a roll call vote, 4-0, with Councilmember Timmer abstaining from Item No. 2 and a Councilmember vacancy in District 2.

1. Waive the Reading of All Ordinances

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

2. Minutes - January 28, 2025 Special City Council Meeting

   Approved the Minutes as submitted.

3. Warrant Register

   Approved Warrant Register No. 774 for February 11, 2025, in the amount of $492,286.99 and Payroll of $113,969.18.

4. Claim Consideration - Juan R. Gutierrez

   Rejected claim.

5. Resolution No. 2025-005 Establishing Employee Salaries

1) Adopted Resolution No. 2025-005 Establishing Employee Salaries;
2) Approved the following budget adjustment: Transfer $21,630 from 001-2516 (General Fund-Service Enhancement) to be expended from 001-1450-3010 (General Government-Salaries); and
3) Approved the attached job description.

RESOLUTION NO. 2025-005
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING EMPLOYEE SALARIES

6. Easement Acceptance/Javier A. Gonzalez - "5th Street Tow Yard" Project (24989 5th Street

1) Accepted Grant of Easement for 5th Street right-of-way dedication from Javier A. Gonzalez; and
2) Directed the City Clerk to record the Grant of Easement.

7. Bid Award - Bid No. 2025-01, "City of Highland Janitorial Maintenance Contract"

Awarded the bid for Bid No. 2025-01 "City of Highland Janitorial Maintenance Contract" (Base Bid and Additive Items) to the lowest responsive bidder, Base Hill, Inc., in the amount of $95,109.42 per year.

8. Construction and Construction Management Services Contract Award - Bid No. 2025-02, "FY 23/24 & 24/25 CDBG Pavement Improvement Project" (Project No. ola24001)

1) Awarded the construction contract for Bid No. 2025-02, FY 23/24 & 24/25 CDBG Pavement Improvement Project to the responsible low bidder, Hardy & Harper, Inc., in the amount of $578,000; and
2) Approved the proposal from TKE Engineering, Inc. (TKE) to provide construction management and inspection services (CM Services) in the amount of $78,300.

CITY COUNCIL LEGISLATIVE

9. Hardy & Harper, Inc. Contract Change Order - Greenspot Road Median and Parkway Improvements Project (Project No. str23002)

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

Mayor Lilburn referred to the speaker slip that was submitted for this item.

Phil Goodrich representing East Valley Water District spoke in support of the Greenspot Road Median and Parkway Improvements Project.

A MOTION was made by Councilmember Timmer, seconded by Mayor Pro Tem McCallon to:

1) Authorize contract change orders up to 13.11% of the original construction contract with Hardy & Harper, Inc. for the Greenspot Road Median and Parkway Improvements Project; and
2) Authorize the City Manager to sign a Letter Reimbursement Agreement with East Valley Water District (EVWD). Motion carried 4-0, with a Councilmember vacancy in District 2.

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

City Manager Zamano stated the Highland Fire Department for the month of January received 757 calls for service, some of which included: 547 medical aids, 19 traffic collisions, 15 structure fires, 18 vegetation fires, and 4 vehicle fires.

The Administrative Services/Finance Department for the month of January issued 24 business licenses, renewed 361 business licenses, issued 61 dog licenses, 71 yard sale permits, and 170 account payable checks.

The City Clerk received two applications for the City Council District 2 vacancy. A special meeting is scheduled for February 18, during which City Council will interview the applicants and make an appointment or decide whether to call for a special election.

Human Resources is currently recruiting for an Assistant Public Works Director for the Public Works Department and an Information Technology Technician for the Administrative Services Department. Anyone interested can apply on our city website.

The Public Works Department has engaged in storm preparations as we anticipate a significant storm this week. Our Fire Department, Police Department, and Public Works Department will closely monitor key areas in the city affected by the Line Fire and be ready to respond to any emergencies. Public Works placed K-rail barriers at critical locations in East Highland and may implement road closures when necessary to ensure safety.

Sandbags are available at all Fire Stations, while sand can be obtained from Fire Station No. 2 and City Hall. Additionally, the East Valley Water District (EVWD) offices, which include their headquarters and the Sterling Natural Resource Center (SNRC) are providing free sandbags and sand.

Residents are encouraged to enroll in the "SMART911 Telephone Emergency Notification System (TENS)" to receive important messages and emergency alerts from San Bernardino County Emergency Management. For further details on storm preparedness, please visit our city website and Facebook page.

The Volunteer Services Department will have the Public Appreciation Potluck on Wednesday, March 5 at the Police Station, 26985 Base Line and Friday, March 7 at Fire Station No. 3, 7649 Sterling Avenue, from 12:00 p.m. to 1:00 p.m.

On Thursday, March 13, the Citrus Harvest Festival entries for the baking contest will be accepted from 7:30 a.m. to 12:00 p.m. at Highland City Hall, 27215 Base Line.

For the month of January, Burrtec completed 206 illegal dumping work orders.

On February 4, the Planning Commission granted a one-year extension for the proposed residential entitlements at the northwest corner of Base Line and SR-210. The developer has requested additional time to facilitate negotiations, which may include potential restaurants.

On Wednesday, February 19, the Quick Quack Car Wash groundbreaking ceremony will be held at Greenspot Road by the 7-Eleven store at 11:00 a.m.

The new Stator Bros. Market, located on Greenspot Road east of SR-210, is currently under construction and making considerable progress. The anticipated opening is projected for June 2025.

Corky's Homestyle Kitchen and Barkey, located on Greenspot Road, is making substantial progress with its tenant improvements and is scheduled to open in March 2025.

Construction permits for the new Hawaiian BBQ restaurant proposed on Greenspot Road between Starbucks and Chipotle, are now ready to be issued by the city.

The Tractor Supply on Base Line is tentatively scheduled to open at the end of March 2025.

In September 2020, the City Council Housing Authority approved an extension of the Regulatory Agreement for Housing Ventures lease of the Jeffrey Court Senior Apartments located on Central Avenue. The purpose of this extension is to assist Housing Ventures in securing private funding to update the existing plans. This includes the installation of fire sprinkler systems in all 184 apartment units, with an estimated cost of approximately $2.3 million. Housing Ventures has successfully closed on its refinancing loan and has a nine-month timeframe to complete the necessary repairs.

The grand opening of Costco is scheduled for Saturday, March 8. The primary focus is collaborating with REXCO to finalize the traffic signal installation and address the median work.

11. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Councilmember Hogan stated he attended the Cal Cities conference in Orange County. It was a beneficial experience, providing him with valuable insights. This opportunity enhances his ability to serve his community more effectively.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:33 p.m. in memory of Charles Kiel and Howard Wright.

Submitted By:

Alondra Muñoz
City Clerk

Approved By:

Penny Lilburn
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Minutes - February 11, 2025 Special Meeting

RECOMMENDATION: Approve the Minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 4

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

_____ City Clerk

_____ City Manager

CALL TO ORDER

The special meeting of the City Council of the City of Highland was called to order at 6:33 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

ROLL CALL

Present:	Hogan, Lilburn, McCallon, Timmer
Absent:	None
Vacancy:	District 2 Councilmember

PUBLIC COMMENT

None

CLOSED SESSION

At 6:33 p.m., the City Council convened into closed session, regarding the following:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code § 54957(b))
Title: City Manager

At 7:05 p.m., the City Council adjourned closed session making no announcements.

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 7:05 p.m.

Submitted By:

Alondra Muñoz
City Clerk

Approved By:

Penny Lilburn
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Minutes - February 18, 2025 Special Meeting

RECOMMENDATION: Approve the Minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 5

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

CALL TO ORDER

The special meeting of the City Council of the City of Highland was called to order at 6:01 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

ROLL CALL

Present:	Hogan, Lilburn, McCallon, Timmer
Absent:	None
Vacancy:	District 2 Councilmember

PUBLIC COMMENT (LIMITED TO ITEMS ON THIS AGENDA ONLY)

None

CITY COUNCIL BUSINESS

1. Hold Candidate Interviews and Consider Appointment of Candidate to Fill the City Council Vacancy in District 2 and if an Appointment is Not Made, Call a Special Election to Fill the Vacancy

Mayor Lilburn introduced the item for consideration.

Each applicant, Moori Richardson, Svetlana Abdulkarim, and Jimmy Saldana were allotted five minutes to introduce themselves.

All Councilmembers posed a series of follow up questions for each applicant.

Mayor Lilburn announced that after hearing each applicant, the following process will be done to attempt to select an applicant to fill the District 2 vacancy:

1) Each Councilmember has been distributed a ballot that includes the name of each applicant, listed in the order the applicants spoke, as well as a "none of the above" option.
2) Each Councilmember is to check "Yes" next to the name of each applicant that they would be willing to appoint to the District 2 seat.
3) If a Councilmember does not want to appoint one of the applicants to the District 2 seat, then they should check "No" next to that person's name.
4) If there is no candidate that a Councilmember is willing to appoint to the District 2 seat, then the Councilmember should check off "none of the above".
5) Once all the ballots have been collected, they will be read out loud by the City Clerk. The City Attorney and City Manager will keep a tally of how each Councilmember voted and the results will be announced by the City Manager.
6) If only one applicant receives a majority or unanimous vote, a motion will be made by a Councilmember and seconded by another Councilmember to adopt the resolution to appoint that applicant.
7) If two or more applicants receive a majority vote, or if no applicant receives a majority vote and any applicants receive a split vote (2-2) then the Council will only

further evaluate these candidates to determine if a majority decision can be reached on who to appoint.

8) If the majority of the council votes that none of the candidates should be appointed, the Council shall make a motion to adopt a resolution calling for a special election.

Ballot forms were filled out and City Clerk Muñoz reported each Councilmember's votes while City Manager Zamano and City Attorney Marroquin tallied the votes.

Applicant	Votes
Moori Richardson	0
Svetlana Abdulkarim	0
Jimmy Saldana	4
Mark Brandon Valadez	No Show

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Timmer to:

1) Appoint Jimmy Saldana to fill the vacant City Council District 2 seat; and
2) Adopt Resolution No. 2025-006, confirming the appointment. Motion carried 4-0, with Councilmember vacancy in District 2.

RESOLUTION NO. 2025-006
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPOINTING A MEMBER TO FILL THE OFFICE OF CITY COUNCILMEMBER ANAELI SOLANO FOR DISTRICT 2, AS A RESULT OF RESIGNATION

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:45 p.m.

Submitted By:

Alondra Muñoz
City Clerk

Approved By:

Penny Lilburn
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer

SUBJECT: Warrant Register #775

RECOMMENDATION: City Council to approve Warrant Register #775; Warrants in the amount of $3,446,423.46 and Payroll in the amount of $217,857.30

FISCAL IMPACT: The total of Cash and Expenditures is $3,664,280.76

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. 6

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

CITY OF HIGHLAND

WARRANT REGISTER #775

March 11, 2025

Warrants:

2/4/2025	Ck#90910-90956 & Wire#1002833508		318,811.98
2/7/2025	Payroll Wire #995-998 & Ck #90957		65,653.43
2/11/2025	Ck#90958-90993 & Wire#1002839568		1,191,296.95
2/18/2025	Ck#90994-91028		71,119.93
2/21/2025	Payroll Wire #999-1002 & Ck #91029		66,685.21
2/25/2025	Ck#91030-91081		1,732,855.96
		Total Warrants	$3,446,423.46

Payroll:

2/7/2025	Direct Deposits #14822-14860		107,556.55
2/7/2025	Ck #740		279.98
2/21/2025	Direct Deposits #14861-14899		109,740.79
2/21/2025	Ck #741		279.98
		Total Payroll	$ 217,857.30
		Total Warrants & Payroll	**$3,664,280.76**

APPROVED BY:

Larry McCallon
Finance Subcommittee

Carlos Zamano
City Manager

John Timmer
Finance Subcommittee

Leticia Nava-Cruz
Director of Administrative
Services/City Treasurer

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90910	2/4/2025	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SVC-1/5/25-1/18/25		
			CROSSING GUARD SVC-1/5/25-1/18/25		
			002.8200.4530		2,003.40
				Total :	**2,003.40**
90911	2/4/2025	001271 ALLSTAR FIRE EQUIPMENT INC	FS#2: TYPE 6 EQUIP		
			FS#2: TYPE 6 EQUIP		
			029.2100.6060		1,816.45
			FS#2: TYPE 6 EQUIP		
			FS#2: TYPE 6 EQUIP		
			029.2100.6060		1,632.33
			FS#1-3: TOOLS		
			FS#1-3: TOOLS		
			029.2100.4204		1,048.88
				Total :	**4,497.66**
90912	2/4/2025	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES		
			100% RECYCLED POST ITS 3X3		
			001.1200.4200		19.56
			100% RECYCLED GREENER NOTES PRODUCTS		
			001.1200.4200		19.38
			VARIOUS OFFICE SUPPLIES		
			001.1200.4200		152.02
			FS#1: MAINTENANCE SUPPLIES & BATTERIES F		
			FS#1: MAINTENANCE SUPPLIES & BATTERIES		
			029.2100.4245		389.46
			FS#1: MAINTENANCE SUPPLIES & BATTERIES		
			028.2050.4245		389.46
			GUN CLEANING KIT		
			GUN CLEANING KIT		
			001.2000.4250		96.94
			GARMIN DRIVESMART		
			GARMIN DRIVESMART		
			001.2000.4250		3,560.46
			FS#3: CLEANING SUPPLIES		
			FS#3: CLEANING SUPPLIES		
			028.2050.4055		131.42

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90912	2/4/2025	005771 AMAZON CAPITAL SERVICES	(Continued)		
			FS#3: CLEANING SUPPLIES		
			029.2100.4055		131.41
			FS#1: MAINTENANCE SUPPLIES & BATTERIES F		
			FS#1: MAINTENANCE SUPPLIES & BATTERIES		
			029.2100.4245		174.79
			FS#1: MAINTENANCE SUPPLIES & BATTERIES		
			028.2050.4245		174.79
				Total :	**5,239.69**
90913	2/4/2025	000506 AMERIGAS	FS#3: PROPANE		
			FS#3: PROPANE		
			028.2050.4070		721.79
			FS#3: PROPANE		
			029.2100.4070		721.78
				Total :	**1,443.57**
90914	2/4/2025	005345 CALIFORNIA ASSOCIATION OF CODE	CACEO DUES:CHAMBERS		
			CACEO DUES:CHAMBERS		
			001.4600.4330		100.00
				Total :	**100.00**
90915	2/4/2025	002480 CASC ENGINEERING & CONSULTING	WQP24001-DEC		
			WQP24001-DEC		
			001.3200.4551		752.50
			FWQ24001-DEC		
			FWQ24001-DEC		
			001.3200.4551		87.50
			FWQ21004-DEC		
			FWQ21004-DEC		
			001.3200.4551		840.00
			FWQ24001-DEC		
			FWQ24001-DEC		
			001.3200.4551		1,210.00
			FWQ19001-DEC		
			FWQ19001-DEC		
			001.3200.4551		100.00
			FWQ21002-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90915	2/4/2025	002480 CASC ENGINEERING & CONSULTING	(Continued)		
			FWQ21002-DEC		
			001.3200.4551		50.00
			FWQ21006-DEC		
			FWQ21006-DEC		
			001.3200.4551		100.00
			FWQ22003-DEC		
			FWQ22003-DEC		
			001.3200.4551		230.00
			FWQ22001-DEC		
			FWQ22001-DEC		
			001.3200.4551		860.00
			FWQ23002-DEC		
			FWQ23002-DEC		
			001.3200.4551		960.00
			FWQ24002-DEC		
			FWQ24002-DEC		
			001.3200.4551		330.00
			FWQ24001-DEC		
			FWQ24001-DEC		
			001.3200.4551		330.00
				Total :	**5,850.00**
90916	2/4/2025	005553 CLARK PEST CONTROL OF STOCKTON	FS#2 PEST CONTROL		
			FS#2 PEST CONTROL		
			028.2050.4589		26.50
			FS#2 PEST CONTROL		
			029.2100.4589		26.50
				Total :	**53.00**
90917	2/4/2025	000143 COMMUNITY WORKS DESIGN GROUP	GENERAL PLAN CHECK-DEC		
			GENERAL PLAN CHECK-DEC		
			001.4100.4547		563.40
			DRA21006 PLAN CHECK-DEC		
			DRA21006 PLAN CHECK-DEC		
			001.4100.4547		77.50
			DRA21004 (CUP21006) PLAN CHECK-DEC		
			DRA21004 (CUP21006) PLAN CHECK-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90917	2/4/2025	000143 COMMUNITY WORKS DESIGN GROUP	(Continued)		
			001.4100.4547		144.60
			DRA21013 PLAN CHECK-DEC		
			DRA21013 PLAN CHECK-DEC		
			001.4100.4547		852.50
			DRA22002 PLAN CHECK-DEC		
			DRA22002 PLAN CHECK-DEC		
			001.4100.4547		465.00
			DRA23009 PLAN CHECK-DEC		
			DRA23009 PLAN CHECK-DEC		
			001.4100.4547		775.00
			CUP23014 PLAN CHECK-DEC		
			CUP23014 PLAN CHECK-DEC		
			001.4100.4547		310.00
			HIGHLAND VILLAGE PLAZA PLAN CHECK-DEC		
			HIGHLAND VILLAGE PLAZA PLAN CHECK-DEC		
			001.4100.4547		488.10
				Total :	**3,676.10**
90918	2/4/2025	005859 COUNTY OF SAN BERNARDINO DEPT	RADIO ACCESS-DEC		
			RADIO ACCESS-DEC		
			028.2050.4209		529.72
			RADIO ACCESS-DEC		
			029.2100.4209		529.72
				Total :	**1,059.44**
90919	2/4/2025	004860 CRIME SCENE STERI-CLEAN, LLC	PD: BIO HAZARD CLEAN UP		
			PD: BIO HAZARD CLEAN UP		
			001.2000.4240		900.00
				Total :	**900.00**
90920	2/4/2025	000213 DAILY JOURNAL CORPORATION	BID #2025-02 NEWSPAPER PUB		
			BID #2025-02 NEWSPAPER PUB		
			001.1200.4300		923.84
				Total :	**923.84**
90921	2/4/2025	000421 DFM ASSOCIATES	2025 CA ELECTIONS CODE BOOK		
			2025 CA ELECTIONS CODE BOOK		
			001.1200.4335		93.31

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
90921	2/4/2025	000421	000421 DFM ASSOCIATES	(Continued)	Total :	93.31
90922	2/4/2025	000085	EAST VALLEY WATER DISTRICT	LMD 04-JAN		
				LMD 04-JAN		
				012.8500.4030		65.94
				POLICE STATION-JAN		
				POLICE STATION-JAN		
				001.2000.4030		197.40
				POLICE STATION-JAN		
				POLICE STATION-JAN		
				001.2000.4030		164.60
				LMD 29-JAN		
				LMD 29-JAN		
				012.8500.4030		259.34
				CITY HALL-JAN		
				CITY HALL-JAN		
				042.9510.4030		375.99
				LMD 15A-JAN		
				LMD 15A-JAN		
				012.8500.4030		330.16
				LMD 07-JAN		
				LMD 07-JAN		
				012.8500.4030		103.82
				BASELINE MEDIAN-JAN		
				BASELINE MEDIAN-JAN		
				004.8310.4030		201.18
				FS#1-JAN		
				FS#1-JAN		
				029.2100.4030		163.15
				FS#1-JAN		
				028.2050.4030		163.14
				LMD 21B-JAN		
				LMD 21B-JAN		
				012.8500.4030		395.86
				FS#2-JAN		
				FS#2-JAN		
				029.2100.4030		133.48
				FS#2-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90922	2/4/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			028.2050.4030 AURANTIA PK-JAN AURANTIA PK-JAN	133.47
			001.6000.4030 LMD 44-JAN LMD 44-JAN	1,525.40
			012.8500.4030 LMD 15B-JAN LMD 15B-JAN	1,793.44
			012.8500.4030 FS#3 FS-JAN FS#3 FS-JAN	694.90
			029.2100.4030 FS#3 FS-JAN	28.85
			028.2050.4030 FS#2 FS-JAN FS#2 FS-JAN	28.85
			029.2100.4030 FS#2 FS-JAN	22.18
			028.2050.4030 BASELINE MEDIAN-JAN BASELINE MEDIAN-JAN	22.18
			004.8310.4030 LMD 73-JAN LMD 73-JAN	419.50
			012.8500.4030 LMD 37-JAN LMD 37-JAN	76.04
			012.8500.4030 FS#3 DOM-JAN FS#3 DOM-JAN	49.74
			029.2100.4030 FS#3 DOM-JAN	374.47
			028.2050.4030 LMD 21A-JAN LMD 21A-JAN	374.47
			012.8500.4030	89.32

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90922	2/4/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			POLICE STATION-JAN		
			POLICE STATION-JAN		
			001.2000.4030		57.70
			FS#3 IRR-JAN		
			FS#3 IRR-JAN		
			029.2100.4030		37.02
			FS#3 IRR-JAN		
			028.2050.4030		37.02
			BOULDER MEDIAN-JAN		
			BOULDER MEDIAN-JAN		
			004.8310.4030		551.32
			POLICE STATION-JAN		
			POLICE STATION-JAN		
			001.2000.4030		57.70
			CITY HALL FS-JAN		
			CITY HALL FS-JAN		
			042.9510.4030		40.14
				Total :	**8,967.77**
90923	2/4/2025	002190 ENGINEERING RESOURCES OF SO CA	LINE FIRE: GEN ENG SVC-OCT		
			LINE FIRE: GEN ENG SVC-OCT		
			023.3890.4550		5,802.50
				Total :	**5,802.50**
90924	2/4/2025	002190 ENGINEERING RESOURCES OF SO CA	GENERAL ENGINEERING SVCS-NOV		
			GENERAL ENGINEERING SVCS-NOV		
			001.3200.4550		5,622.50
				Total :	**5,622.50**
90925	2/4/2025	004956 FIDELITY SECURITY	VISION-FEB		
			VISION-FEB		
			001.1160		187.59
			VISION-FEB		
			004.1160		40.80
			VISION-FEB		
			010.1160		14.18
			VISION-FEB		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90925	2/4/2025	004956 FIDELITY SECURITY	(Continued)	
			012.1160 VISION-FEB	5.18
			016.1160 VISION-FEB	5.18
			023.1160 VISION-FEB	1.04
			024.1160 VISION-FEB	0.41
			041.1160 VISION-FEB	9.12
			042.1160 VISION-FEB	10.36
			070.1160	6.08
			Total :	**279.94**
90926	2/4/2025	005567 FIRE APPARATUS SOLUTIONS	ME543: VEH MAINT ME543: VEH MAINT	
			028.2050.4240 ME543: VEH MAINT	183.60
			029.2100.4240 ME542: VEH MAINT	183.59
			ME542: VEH MAINT 028.2050.4240	685.74
			ME542: VEH MAINT 029.2100.4240	685.73
			ME543: VEH MAINT ME543: VEH MAINT	
			028.2050.4240 ME543: VEH MAINT	240.96
			029.2100.4240 ME543: VEH MAINT	240.95
			ME543: VEH MAINT 028.2050.4240	434.22
			ME543: VEH MAINT 029.2100.4240	434.22
			ME543 REPAIRS ME543 REPAIRS	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90926	2/4/2025	005567 FIRE APPARATUS SOLUTIONS	(Continued)		
			029.2100.4240		8,554.10
			ME543 REPAIRS		
			028.2050.4240		8,554.09
				Total :	**20,197.20**
90927	2/4/2025	005018 FLYERS ENERGY, LLC	FUEL-JAN		
			FUEL-JAN		
			001.2000.4220		4,546.07
			FUEL-JAN		
			001.4200.4220		111.73
			FUEL-JAN		
			001.4600.4220		144.79
			FUEL-JAN		
			001.6000.4220		103.86
			FUEL-JAN		
			004.8310.4220		389.46
			FUEL-JAN		
			028.2050.4220		902.61
			FUEL-JAN		
			029.2100.4220		902.61
			FUEL-JAN		
			042.9510.4220		80.80
				Total :	**7,181.93**
90928	2/4/2025	001122 GALLS, LLC	EMERGENCY IDENTIFICATION SHIRTS		
			EMERGENCY IDENTIFICATION SHIRTS		
			041.9500.4349		174.90
				Total :	**174.90**
90929	2/4/2025	004939 GUARDIAN	DENTAL-FEB		
			DENTAL-FEB		
			001.1160		1,030.03
			DENTAL-FEB		
			004.1160		122.11
			DENTAL-FEB		
			010.1160		65.83
			DENTAL-FEB		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90929	2/4/2025	004939 GUARDIAN	(Continued)		
			012.1160		10.61
			DENTAL-FEB		
			016.1160		10.61
			DENTAL-FEB		
			041.1160		29.64
			DENTAL-FEB		
			070.1160		17.79
				Total :	**1,286.62**
90930	2/4/2025	000105 HIGHLAND CHAMBER OF COMMERCE	HCOC INSTALLATION DINNER:MORGAN		
			HCOC INSTALLATION DINNER:MORGAN		
			001.4200.4330		65.00
				Total :	**65.00**
90931	2/4/2025	000541 IIMC	ANNUAL DUES:NOCK		
			ANNUAL DUES:NOCK		
			001.1200.4310		135.00
				Total :	**135.00**
90932	2/4/2025	002664 INLAND LIGHTING SUPPLIES, INC.	PD:LIGHTING MAINT		
			PD:LIGHTING MAINT		
			001.2000.4070		505.69
				Total :	**505.69**
90933	2/4/2025	005632 INNOVATIVE SIGNS & DESIGNS	FS#2: STRIPING BP542		
			FS#2: STRIPING BP542		
			029.2100.6060		1,966.28
				Total :	**1,966.28**
90934	2/4/2025	000127 K & L HARDWARE	FS#3: MAINT SUPPLIES		
			FS#3: MAINT SUPPLIES		
			028.2050.4245		11.12
			FS#3: MAINT SUPPLIES		
			029.2100.4245		11.12
			FS#3: MISC SUPPLIES		
			FS#3: MISC SUPPLIES		
			028.2050.4206		46.51
			FS#3: MISC SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90934	2/4/2025	000127 K & L HARDWARE	(Continued)		
			029.2100.4206		46.50
			FS#2: MISC SUPPLIES		
			FS#2: MISC SUPPLIES		
			028.2050.4206		32.27
			FS#2: MISC SUPPLIES		
			029.2100.4206		32.27
			FS#3: MISC SUPPLIES		
			FS#3: MISC SUPPLIES		
			028.2050.4206		10.22
			FS#3: MISC SUPPLIES		
			029.2100.4206		10.21
			FS#1: MISC SUPPLIES		
			FS#1: MISC SUPPLIES		
			028.2050.4206		68.90
			FS#1: MISC SUPPLIES		
			029.2100.4206		68.89
			FS#3: MISC SUPPLIES		
			FS#3: MISC SUPPLIES		
			028.2050.4206		25.09
			FS#3: MISC SUPPLIES		
			029.2100.4206		25.09
				Total :	**388.19**
90935	2/4/2025	000207 KONICA MINOLTA	COPIER LEASE-FEB		
			COPIER LEASE-FEB		
			001.2000.4205		603.40
			COPIER LEASE-FEB		
			042.9510.4205		1,698.14
				Total :	**2,301.54**
90936	2/4/2025	001193 LIFE ASSIST, INC.	FS#1: PARAMEDIC SUPPLIES		
			FS#1: PARAMEDIC SUPPLIES		
			028.2050.4207		298.68
			FS#1: PARAMEDIC SUPPLIES		
			FS#1: PARAMEDIC SUPPLIES		
			028.2050.4207		149.34

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90936	2/4/2025	001193 001193 LIFE ASSIST, INC.	(Continued)	Total :	**448.02**
90937	2/4/2025	001679 MC CRAY'S ENTERPRISES	ME543: REPAIRS ME543: REPAIRS 029.2100.4240 ME543: REPAIRS 028.2050.4240 ME541: REPAIR WORK ME541: REPAIR WORK 029.2100.4240 ME541: REPAIR WORK 028.2050.4240 ME541A: REPAIRS ME541A: REPAIRS 029.2100.4240 ME541A: REPAIRS 028.2050.4240	 2,814.82 2,814.81 3,930.04 3,929.95 4,877.95 4,877.94 Total :	**23,245.51**
90938	2/4/2025	002439 MORGAN, MELISSA	CAR RENTAL:MORGAN CAR RENTAL:MORGAN 001.4200.4320 MILEAGE REIMB-JAN MILEAGE REIMB-JAN 001.4200.4332	 119.80 37.79 Total :	**157.59**
90939	2/4/2025	001114 PARKHOUSE TIRE, INC.	ME541: REAR TIRES ME541: REAR TIRES 029.2100.4240 ME541: REAR TIRES 028.2050.4240	 1,614.90 1,614.89 Total :	**3,229.79**
90940	2/4/2025	002408 PEOPLEREADY	STORM DRAIN INSP LABOR STORM DRAIN INSP LABOR 004.8310.4666	 971.60 Total :	**971.60**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90941	2/4/2025	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL-FEB	
			PRINCIPAL-FEB	
			001.1200.3590	30.03
			PRINCIPAL-FEB	
			001.1450.3590	69.00
			PRINCIPAL-FEB	
			001.1600.3590	6.94
			PRINCIPAL-FEB	
			001.1700.3590	104.84
			PRINCIPAL-FEB	
			001.3200.3590	38.11
			PRINCIPAL-FEB	
			001.4100.3590	152.04
			PRINCIPAL-FEB	
			001.4200.3590	55.32
			PRINCIPAL-FEB	
			001.4500.3590	61.04
			PRINCIPAL-FEB	
			001.4600.3590	75.25
			PRINCIPAL-FEB	
			001.6000.3590	21.63
			PRINCIPAL-FEB	
			001.6010.3590	24.72
			PRINCIPAL-FEB	
			001.6020.3590	12.75
			PRINCIPAL-FEB	
			004.8310.3590	148.01
			PRINCIPAL-FEB	
			010.3830.3590	40.26
			PRINCIPAL-FEB	
			012.8500.3590	10.66
			PRINCIPAL-FEB	
			016.8540.3590	10.66
			PRINCIPAL-FEB	
			023.3890.3590	5.59
			PRINCIPAL-FEB	
			024.8470.3590	1.17

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90941	2/4/2025	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)	
			PRINCIPAL-FEB	
			041.9500.3590	13.86
			PRINCIPAL-FEB	
			042.9510.3590	25.20
			PRINCIPAL-FEB	
			070.7000.3590	33.56
			Total :	940.64
90942	2/4/2025	005326 RP LANDSCAPE & IRRIGATION	LMD LANDSCAPING-JAN	
			LMD 00 BASELINE LANDSCAPING MAINT-JAN	
			012.8500.4585	320.35
			LMD 00 YARNELL LANDSCAPING MAINT-JAN	
			012.8500.4585	195.84
			LMD 01 LANDSCAPING MAINT-JAN	
			012.8500.4585	167.54
			LMD 01B LANDSCAPING MAINT-JAN	
			012.8500.4585	167.54
			LMD 02 LANDSCAPING MAINT-JAN	
			012.8500.4585	773.16
			LMD 03A-JAN	
			012.8500.4585	150.55
			LMD 03B-JAN	
			012.8500.4585	150.55
			LMD 04-JAN	
			012.8500.4585	45.28
			LMD 05-JAN	
			012.8500.4585	94.32
			LMD 07-JAN	
			012.8500.4585	82.63
			LMD 08-JAN	
			012.8500.4585	186.78
			LMD 09-JAN	
			012.8500.4585	1,137.66
			LMD 10-JAN	
			012.8500.4585	2,217.58
			LMD 11-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90942	2/4/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			012.8500.4585 LMD 13-JAN	530.90
			012.8500.4585 LMD 15-JAN	139.23
			012.8500.4585 LMD 16-JAN	512.79
			012.8500.4585 LMD 17-JAN	54.33
			012.8500.4585 LMD 20 BASELINE-JAN	689.38
			012.8500.4585 LMD 20 STREATER-JAN	213.94
			012.8500.4585 LMD 21-JAN	166.40
			012.8500.4585 LMD 22-JAN	164.40
			012.8500.4585 LMD 24-JAN	195.83
			012.8500.4585 LMD 25-JAN	73.58
			012.8500.4585 LMD 29-JAN	207.15
			012.8500.4585 LMD 30-JAN	207.15
			012.8500.4585 LMD 31-JAN	841.07
			012.8500.4585 LMD 34-JAN	558.07
			012.8500.4585 LMD 35-JAN	320.35
			012.8500.4585 LMD 36-JAN	232.06
			012.8500.4585 LMD 37-JAN	342.99
			012.8500.4585 LMD 39-JAN	422.23

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90942	2/4/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			012.8500.4585	541.09
			LMD 43-JAN	
			012.8500.4585	195.83
			LMD 44-JAN	
			012.8500.4585	2,903.58
			LMD 47-JAN	
			012.8500.4585	225.26
			LMD 48-JAN	
			012.8500.4585	2,369.27
			LMD 54-JAN	
			012.8500.4585	605.62
			LMD 55-JAN	
			012.8500.4585	535.43
			LMD 59-JAN	
			012.8500.4585	66.78
			LMD 61-JAN	
			012.8500.4585	376.95
			LMD 63-JAN	
			012.8500.4585	139.23
			LMD 70-JAN	
			012.8500.4585	648.63
			LMD 76-JAN	
			012.8500.4585	195.83
			LMD 68-JAN	
			012.8500.4585	580.71
			LMD 69-JAN	
			012.8500.4585	133.57
			LMD 73-JAN	
			012.8500.4585	303.37
			PARKS LANDSCAPE MAINT-JAN	
			POLICE STATION LANDSCAPE MAINT-JAN	
			001.2000.4585	579.00
			CITY HALL LANDSCAPING MAINT-JAN	
			042.9510.4585	579.00
			LIBRARY LANDSCAPING MAINT-JAN	
			001.6000.4585	694.80

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90942	2/4/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			YMCA LANDSCAPING MAINT-JAN	
			001.6000.4585	694.80
			CORP YARD LANDSCAPING MAINT-JAN	
			004.8310.4585	463.20
			AURANTIA PARK LANDSCAPING MAINT-JAN	
			001.6000.4585	1,080.41
			COMMUNITY PARK LANDSCAPING MAINT-JAN	
			001.6000.4585	4,274.18
			CANYON OAK PARK LANDSCAPING MAINT-JAN	
			016.8540.4585	412.25
			CUNNINGHAM PARK LANDSCAPING MAINT-JAN	
			016.8540.4585	524.57
			SEELEY PARK LANDSCAPING MAINT-JAN	
			016.8540.4585	346.24
			OAK CREEK PARK LANDSCAPING MAINT-JAN	
			016.8540.4585	643.84
			MEMORIAL PARK LANDSCAPING MAINT-JAN	
			001.6000.4585	463.20
			BOULDER MEDIAN LANDSCAPING MAINT-JAN	
			004.8310.4585	2,867.21
			Total :	**35,005.48**
90943	2/4/2025	000204 SOCALGAS	FS#2-JAN	
			FS#2-JAN	
			028.2050.4020	39.32
			FS#2-JAN	
			029.2100.4020	39.32
			CITY HALL-JAN	
			CITY HALL-JAN	
			042.9510.4020	387.15
			POLICE-JAN	
			PD-JAN	
			001.2000.4020	1,065.42
			FS#3-JAN	
			FS#3-JAN	
			028.2050.4020	118.38
			FS#3-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90943	2/4/2025	000204 SOCALGAS	(Continued)	
			029.2100.4020	118.37
			FS#1-JAN	
			FS#1-JAN	
			028.2050.4020	49.75
			FS#1-JAN	
			029.2100.4020	49.74
			Total :	**1,867.45**
90944	2/4/2025	000203 SOUTHERN CALIFORNIA EDISON	LS3-JAN	
			LS3-JAN	
			013.8510.4011	14.04
			PD-JAN	
			PD-JAN	
			001.2000.4010	5,958.88
			CANYON OAK-JAN	
			CANYON OAK-JAN	
			016.8540.4010	29.31
			EVC STATIONS-JAN	
			EVC STATIONS-JAN	
			042.9510.4012	9,882.99
			LMD 48-JAN	
			LMD 48-JAN	
			012.8500.4010	2.86
			UPLIGHTING-JAN	
			013.8510.4011	14.79
			CITY HALL-JAN	
			CITY HALL-JAN	
			042.9510.4010	522.93
			CITY HALL-JAN	
			CITY HALL-JAN	
			042.9510.4010	1,229.60
			SIGNALS: VARIOUS-JAN	
			SIGNALS: VARIOUS-JAN	
			004.8310.4580	3,971.12
			COPR YARD-JAN	
			COPR YARD-JAN	
			004.8310.4010	1,372.52

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90944	2/4/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LS3-JAN	
			LS3-JAN	
			013.8510.4011	33.35
			COMM PK-JAN	
			COMM PK-JAN	
			001.6000.4010	923.79
			CUNNINGHAM PK-JAN	
			CUNNINGHAM PK-JAN	
			016.8540.4010	14.61
			LS3: VARIOUS-JAN	
			LS3: VARIOUS-JAN	
			013.8510.4011	746.00
			BASELINE MEDIAN-JAN	
			BASELINE MEDIAN-JAN	
			004.8310.4010	591.73
			AURANTIA PK-JAN	
			AURANTIA PK-JAN	
			001.6000.4010	89.95
			LIBRARY/ELC-JAN	
			LIBRARY/ELC-JAN	
			001.6000.4010	5,006.08
			SIGNALS: VARIOUS-JAN	
			SIGNALS: VARIOUS-JAN	
			004.8310.4580	542.76
			Total :	**30,947.31**
90945	2/4/2025	000203 SOUTHERN CALIFORNIA EDISON	FS#1-3-JAN	
			FS#3-JAN	
			028.2050.4010	771.58
			FS#3-JAN	
			029.2100.4010	771.56
			FS#1-JAN	
			028.2050.4010	364.04
			FS#1-JAN	
			029.2100.4010	364.03
			FS#2-JAN	
			028.2050.4010	258.94

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90945	2/4/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			FS#2-JAN		
			029.2100.4010		258.93
				Total :	**2,789.08**
90946	2/4/2025	001993 STATE WATER RESOURCE CONTROL	SDR17001 ENV DIF LOCAL-24/25		
			SDR17001 ENV DIF LOCAL-24/25		
			007.8330.6600		3,540.00
				Total :	**3,540.00**
90947	2/4/2025	001527 STERICYCLE INC.	SHREDDING SVC-DEC		
			SHREDDING SVC-DEC		
			001.1200.4626		152.52
				Total :	**152.52**
90948	2/4/2025	006360 TINCO SHEET METAL	BL#14811 REFUND DUPLICATE PAYMENT		
			BL#14811 REFUND DUPLICATE PAYMENT		
			001.1450.7450		50.00
			BL#14811 REFUND DUPLICATE PAYMENT		
			051.1493		4.00
				Total :	**54.00**
90949	2/4/2025	004920 TKE ENGINEERING	HYD24008 MISC PERMIT/INSP-OCT-NOV		
			HYD24008 MISC PERMIT/INSP-OCT-NOV		
			001.3200.4551		345.00
			PGC24005 MISC PERMIT/INSP-OCT-NOV		
			PGC24005 MISC PERMIT/INSP-OCT-NOV		
			001.3200.4551		800.00
				Total :	**1,145.00**
90950	2/4/2025	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-FEB		
			LONG TERM DISABILITY-FEB		
			001.1180		602.28
			LONG TERM DISABILITY-FEB		
			004.1180		71.49
			LONG TERM DISABILITY-FEB		
			010.1180		37.00
			LONG TERM DISABILITY-FEB		
			023.1180		2.67

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90950	2/4/2025	000226 UNUM LIFE INSURANCE	(Continued)		
			LONG TERM DISABILITY-FEB		
			041.1180		11.10
			LONG TERM DISABILITY-FEB		
			070.1180		48.10
				Total :	**772.64**
90951	2/4/2025	006284 VILLEGAS, AGUSTIN	LDR20001 DEV DEPOSIT REFUND		
			LDR20001 DEV DEPOSIT REFUND		
			001.1320		486.31
				Total :	**486.31**
90952	2/4/2025	000233 WAXIE SANITARY SUPPLY	FS#3: JANITORIAL SUPPLIES		
			FS#3: JANITORIAL SUPPLIES		
			028.2050.4055		200.66
			FS#3: JANITORIAL SUPPLIES		
			029.2100.4055		200.65
			FS#2: JANITORIAL SUPPLIES		
			FS#2: JANITORIAL SUPPLIES		
			028.2050.4055		106.36
			FS#2: JANITORIAL SUPPLIES		
			029.2100.4055		106.36
			FS#2: RETURN DAMAGED PRODUCT		
			FS#2: RETURN DAMAGED PRODUCT		
			028.2050.4055		-4.66
			FS#2: RETURN DAMAGED PRODUCT		
			029.2100.4055		-4.65
			PD: JANITORIAL SUPPLIES		
			40% RECYCLED BIGFOLD TOWELS		
			001.2000.4055		182.31
			50% RECYCLED TOILET TISSUE		
			001.2000.4055		130.14
			50% RECYCLED FACIAL TISSUE		
			001.2000.4055		61.61
			FS#2: JANITORIAL SUPPLIES		
			FS#2: JANITORIAL SUPPLIES		
			028.2050.4055		4.65
			FS#2: JANITORIAL SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90952	2/4/2025	000233 WAXIE SANITARY SUPPLY	(Continued)		
			029.2100.4055		4.64
				Total :	**988.07**
90953	2/4/2025	003535 WEST COAST ARBORISTS, INC.	CORP YD/LIB/COMM PK TREE TRIMMING		
			COMM PARK: TREE TRIMMING		
			001.6000.4680		405.25
			LIBRARY: TREE TRIMMING		
			001.6000.4680		2,173.30
			CORP YARD: TREE TRIMMING		
			004.8310.4680		2,188.35
				Total :	**4,766.90**
90954	2/4/2025	003535 WEST COAST ARBORISTS, INC.	FS#3:TREE MAINT-DEC		
			FS#3:TREE MAINT-DEC		
			028.2050.4680		202.63
			FS#3:TREE MAINT-DEC		
			029.2100.4680		202.62
			LMD 21-TREE MAINT-DEC		
			LMD 21-TREE MAINT-DEC		
			012.8500.4585		531.25
			CITY WIDE:TREE MAINT-DEC		
			CITY WIDE:TREE MAINT-DEC		
			004.8310.4680		2,349.05
				Total :	**3,285.55**
90955	2/4/2025	000237 WILLDAN ASSOCIATES	BLDG & SAFETY PLAN CHECK-SEP		
			BLDG & SAFETY PLAN CHECK-SEP		
			001.4500.4540		11,398.75
			BLDG & SAFETY INSP-SEP		
			BLDG & SAFETY INSP-SEP		
			001.4500.4540		16,202.50
			BLDG & SAFETY PERMIT TECH-SEP		
			BLDG & SAFETY PERMIT TECH-SEP		
			001.4500.4540		5,492.50
			BLDG & SAFETY PLAN CHECK-OCT		
			BLDG & SAFETY PLAN CHECK-OCT		
			001.4500.4540		8,806.25

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90955	2/4/2025	000237 WILLDAN ASSOCIATES	(Continued)	
			BLDG & SAFETY INSP-OCT	
			BLDG & SAFETY INSP-OCT	
			001.4500.4540	34,927.50
			BLDG & SAFETY PERMIT TECH-OCT	
			BLDG & SAFETY PERMIT TECH-OCT	
			001.4500.4540	8,807.50
			Total :	**85,635.00**
90956	2/4/2025	006001 YUNEX LLC	STL RESPONSE CALL OUTS-DEC	
			STL RESPONSE CALL OUTS-DEC	
			013.8510.4664	1,764.85
			TS RESPONSE CALL OUTS-DEC	
			TS RESPONSE CALL OUTS-DEC	
			004.8310.4580	9,162.95
			STL MAINT-DEC	
			STL MAINT-DEC	
			013.8510.4664	2,528.50
			TRAFFIC SIGNAL MAINT-DEC	
			TRAFFIC SIGNAL MAINT-DEC	
			004.8310.4580	3,872.28
			Total :	**17,328.58**
1002833508	2/4/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH-FEB	
			PERS HEALTH-FEB	
			001.1150	12,932.70
			PERS HEALTH-FEB	
			004.1150	2,683.74
			PERS HEALTH-FEB	
			010.1150	1,593.71
			PERS HEALTH-FEB	
			012.1150	216.60
			PERS HEALTH-FEB	
			016.1150	216.60
			PERS HEALTH-FEB	
			023.1150	43.32
			PERS HEALTH-FEB	
			041.1150	403.91

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1002833508	2/4/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS HEALTH-FEB	
			070.1150	390.78
			PERS HEALTH-FEB	
			001.1450.3511	58.51
			PERS HEALTH-FEB	
			041.9500.3515	1,800.00
			Total :	**20,339.87**

48 Vouchers for bank code : wfb **Bank total : 318,811.98**

48 Vouchers in this report **Total vouchers : 318,811.98**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
995	2/7/2025	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 024.1170	12.00
			ICMA DEFERRED COMP 457: Payment 041.1170	185.32
			ICMA DEFERRED COMP 457: Payment 042.1170	202.49
			ICMA DEFERRED COMP 457: Payment 070.1170	215.14
			ICMA DEFERRED COMP 457: Payment 001.1170	9,553.75
			ICMA DEFERRED COMP 457: Payment 004.1170	1,570.64
			ICMA DEFERRED COMP 457: Payment 010.1170	449.99
			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	21.25
			Total :	**12,235.58**
996	2/7/2025	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment 012.1140	56.84
			MEDICARE: Payment 016.1140	56.82
			MEDICARE: Payment 023.1140	27.44
			MEDICARE: Payment 024.1140	3.66
			MEDICARE: Payment 041.1140	84.36
			MEDICARE: Payment 042.1140	99.68

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
996	2/7/2025	000119 INTERNAL REVENUE SERVICE	(Continued)	
			MEDICARE: Payment	
			070.1140	152.60
			FEDERAL TAXES: Payment	
			001.1120	13,336.85
			FEDERAL TAXES: Payment	
			004.1120	1,383.71
			FEDERAL TAXES: Payment	
			010.1120	366.44
			FEDERAL TAXES: Payment	
			012.1120	193.86
			FEDERAL TAXES: Payment	
			016.1120	193.87
			FEDERAL TAXES: Payment	
			023.1120	82.79
			FEDERAL TAXES: Payment	
			024.1120	10.92
			FEDERAL TAXES: Payment	
			041.1120	482.74
			FEDERAL TAXES: Payment	
			042.1120	327.42
			FEDERAL TAXES: Payment	
			070.1120	856.01
			SOCIAL SECURITY: Payment	
			001.1140	559.82
			SOCIAL SECURITY: Payment	
			008.1140	114.58
			MEDICARE: Payment	
			001.1140	3,335.58
			MEDICARE: Payment	
			004.1140	448.34
			MEDICARE: Payment	
			008.1140	26.80
			MEDICARE: Payment	
			010.1140	133.48
			Total :	**22,334.61**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
997	2/7/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			EPMC: Payment	
			001.1145	531.14
			EPMC: Payment	
			004.1145	83.01
			EPMC: Payment	
			023.1145	8.38
			EPMC: Payment	
			024.1145	0.73
			EPMC: Payment	
			041.1145	19.35
			EPMC: Payment	
			042.1145	7.07
			EPMC: Payment	
			070.1145	60.00
			PERS: Payment	
			001.1145	16,983.12
			PERS: Payment	
			004.1145	2,483.26
			PERS: Payment	
			010.1145	739.04
			PERS: Payment	
			012.1145	204.83
			PERS: Payment	
			016.1145	204.81
			PERS: Payment	
			023.1145	146.95
			PERS: Payment	
			024.1145	18.90
			PERS: Payment	
			041.1145	467.85
			PERS: Payment	
			042.1145	457.40
			PERS: Payment	
			070.1145	943.91
			PERS SURVIVOR: Payment	
			001.1145	24.02

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
997	2/7/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment	
			004.1145	2.90
			PERS SURVIVOR: Payment	
			010.1145	0.79
			PERS SURVIVOR: Payment	
			012.1145	0.48
			PERS SURVIVOR: Payment	
			016.1145	0.49
			PERS SURVIVOR: Payment	
			023.1145	0.27
			PERS SURVIVOR: Payment	
			024.1145	0.01
			PERS SURVIVOR: Payment	
			041.1145	0.31
			PERS SURVIVOR: Payment	
			042.1145	0.68
			PERS SURVIVOR: Payment	
			070.1145	0.74
			Total :	**23,390.44**
998	2/7/2025	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment	
			001.1130	5,528.22
			STATE TAXES: Payment	
			004.1130	493.38
			STATE TAXES: Payment	
			010.1130	171.38
			STATE TAXES: Payment	
			012.1130	54.70
			STATE TAXES: Payment	
			016.1130	54.68
			STATE TAXES: Payment	
			023.1130	22.19
			STATE TAXES: Payment	
			024.1130	2.57
			STATE TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
998	2/7/2025	000001 CALIF STATE EMPLOYMENT	(Continued)	
			041.1130 STATE TAXES: Payment	188.64
			042.1130 STATE TAXES: Payment	109.72
			070.1130	291.94
			Total :	**6,917.42**
90957	2/7/2025	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT AFLAC HOSPITAL INSURANCE: Payment	
			070.1181 AFLAC DENTAL: Payment	1.65
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	19.56
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	12.38
			004.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.98
			010.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.96
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.49
			016.1181 AFLAC AFTER TAX HOSP INSURANCE: Payment	1.49
			001.1181 AFLAC AFTER TAX HOSP INSURANCE: Payment	13.40
			012.1181 AFLAC AFTER TAX HOSP INSURANCE: Payment	6.71
			016.1181 AFLAC ACCIDENT INSURANCE: Payment	6.71
			001.1181 AFLAC ACCIDENT INSURANCE: Payment	132.63
			004.1181 AFLAC ACCIDENT INSURANCE: Payment	9.69
			010.1181 AFLAC ACCIDENT INSURANCE: Payment	7.15
			012.1181	3.58

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90957	2/7/2025	003804 AFLAC WWHQ	(Continued)	
			AFLAC ACCIDENT INSURANCE: Payment 016.1181	3.55
			AFLAC ACCIDENT INSURANCE: Payment 023.1181	5.81
			AFLAC ACCIDENT INSURANCE: Payment 041.1181	4.19
			AFLAC ACCIDENT INSURANCE: Payment 070.1181	1.40
			AFLAC DISABILITY INSURANCE: Payment 001.1181	191.65
			AFLAC DISABILITY INSURANCE: Payment 004.1181	49.20
			AFLAC DISABILITY INSURANCE: Payment 010.1181	34.49
			AFLAC DISABILITY INSURANCE: Payment 012.1181	6.31
			AFLAC DISABILITY INSURANCE: Payment 016.1181	6.31
			AFLAC DISABILITY INSURANCE: Payment 023.1181	2.44
			AFLAC HOSPITAL INSURANCE: Payment 001.1181	203.35
			AFLAC HOSPITAL INSURANCE: Payment 004.1181	11.90
			AFLAC HOSPITAL INSURANCE: Payment 012.1181	6.71
			AFLAC HOSPITAL INSURANCE: Payment 016.1181	6.69
			AFLAC HOSPITAL INSURANCE: Payment 023.1181	14.03
			AFLAC HOSPITAL INSURANCE: Payment 041.1181	4.97
			Total :	**775.38**

5 Vouchers for bank code : wfb **Bank total : 65,653.43**

5 Vouchers in this report **Total vouchers : 65,653.43**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90958	2/11/2025	005771 AMAZON CAPITAL SERVICES	LAPTOP MONITORS		
			LAPTOP MONITORS		
			042.9510.4203		428.51
			CABLES		
			042.9510.4203		51.54
			PLUNGERS		
			042.9510.4055		40.77
			MONITORS & MONITOR STAND		
			MONITORS & MONITOR STAND		
			042.9510.4203		1,232.50
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.1700.4200		23.17
			SCAN SNAP & WHITE OUT		
			SCAN SNAP & WHITE OUT		
			001.1700.4200		325.38
			OFFICE SUPPLY:BINDER RETURN		
			OFFICE SUPPLY:BINDER RETURN		
			001.1600.4200		-11.56
				Total :	**2,090.31**
90959	2/11/2025	005345 CALIFORNIA ASSOCIATION OF CODE	WEBINAR AHOC-CHAMBERS		
			WEBINAR AHOC-CHAMBERS		
			001.4600.4330		54.00
				Total :	**54.00**
90960	2/11/2025	006175 CALIFORNIA PPE	FS#1-3:CLEANING, INSP AND REPAIRS		
			FS#1-3:CLEANING, INSP AND REPAIRS		
			029.2100.4204		1,377.50
			FS#1-3:CLEANING, INSP AND REPAIRS		
			FS#1-3:CLEANING, INSP AND REPAIRS		
			029.2100.4204		1,237.00
			FS#1-3:CLEANING, INSP AND REPAIRS		
			FS#1-3:CLEANING, INSP AND REPAIRS		
			029.2100.4204		1,412.00
				Total :	**4,026.50**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90961	2/11/2025	002756 CENTRAL LITTLE LEAGUE	CDBG LITTLE LEAGUE-JAN		
			CDBG LITTLE LEAGUE-JAN		
			006.8400.4348		6,600.00
			CDBG LITTLE LEAGUE-FEB		
			CDBG LITTLE LEAGUE-FEB		
			006.8400.4348		5,250.00
			CDBG LITTLE LEAGUE-FEB		
			CDBG LITTLE LEAGUE-FEB		
			006.8400.4348		600.00
				Total :	**12,450.00**
90962	2/11/2025	000213 DAILY JOURNAL CORPORATION	MCA24001 NEWSPAPER PUB		
			MCA24001 NEWSPAPER PUB		
			001.1200.4300		451.40
			EXT24003 NEWSPAPER PUB		
			EXT24003 NEWSPAPER PUB		
			001.1200.4300		359.96
				Total :	**811.36**
90963	2/11/2025	000085 EAST VALLEY WATER DISTRICT	BOULDER MEDIAN-JAN		
			BOULDER MEDIAN-JAN		
			004.8310.4030		3,555.38
			LMD 22-JAN		
			LMD 22-JAN		
			012.8500.4030		300.50
			LMD 79-JAN		
			LMD 79-JAN		
			012.8500.4030		124.98
				Total :	**3,980.86**
90964	2/11/2025	000085 EAST VALLEY WATER DISTRICT	BOULDER MEDIAN-JAN		
			BOULDER MEDIAN-JAN		
			004.8310.4030		159.04
			BEATTIE-IRRIGATION-JAN		
			BEATTIE- IRRIGATION-JAN		
			001.6000.4030		275.21
			LMD 48B-JAN		
			LMD 48B-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90964	2/11/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030 LMD 02-E-JAN LMD 02-E-JAN	1,249.14
			012.8500.4030 LMD 48C-JAN LMD 48C-JAN	1,457.14
			012.8500.4030 LMD 48C-JAN LMD 48C-JAN	129.50
			012.8500.4030 LMD 31-JAN LMD 31-JAN	442.96
			012.8500.4030 LMD 00-BASELINE-JAN LMD 00-BASELINE-JAN	512.04
			012.8500.4030 LMD 03- YARNELL-JAN LMD 03- YARNELL-JAN	457.26
			012.8500.4030 LMD 02- A-JAN LMD 02- A-JAN	97.34
			012.8500.4030 LMD 03- BASELINE-JAN LMD 03- BASELINE-JAN	88.58
			012.8500.4030 LMD 20- BASELINE-JAN LMD 20- BASELINE-JAN	136.48
			012.8500.4030 LMD 01- A-JAN LMD 01- A-JAN	494.92
			012.8500.4030 LMD 70-JAN LMD 70-JAN	87.54
			012.8500.4030 LMD 35-JAN LMD 35-JAN	131.00
			012.8500.4030	251.34

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
90964	2/11/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 06-JAN	
			LMD 06-JAN	
			012.8500.4030	49.74
			LMD 01- B-JAN	
			LMD 01- B-JAN	
			012.8500.4030	109.66
			LMD 48-JAN	
			LMD 48-JAN	
			012.8500.4030	1,309.44
			LMD 30-JAN	
			LMD 30-JAN	
			012.8500.4030	1,032.66
			LMD 68/69-JAN	
			LMD 68/69-JAN	
			012.8500.4030	2,500.40
			LMD 39-JAN	
			LMD 39-JAN	
			012.8500.4030	606.76
			CANYON OAKS PARK-JAN	
			CANYON OAKS PK-JAN	
			016.8540.4030	846.18
			LMD 02- B-JAN	
			LMD 02- B-JAN	
			012.8500.4030	390.80
			LMD 13-JAN	
			LMD 13-JAN	
			012.8500.4030	214.72
			LMD 02- D-JAN	
			LMD 02- D-JAN	
			012.8500.4030	145.40
			LMD 02- C-JAN	
			LMD 02- C-JAN	
			012.8500.4030	382.96
			LMD 08-JAN	
			LMD 08-JAN	
			012.8500.4030	314.78
			LMD 20- STREATER-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90964	2/11/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			LMD 20- STREATER-JAN		
			012.8500.4030		208.28
			LMD 70 IRRIGATION-JAN		
			LMD 70 IRRIGATION-JAN		
			012.8500.4030		579.24
				Total :	**14,660.51**
90965	2/11/2025	000085 EAST VALLEY WATER DISTRICT	LMD 36-JAN		
			LMD 36-JAN		
			012.8500.4030		237.76
				Total :	**237.76**
90966	2/11/2025	006146 FM THOMAS AIR CONDITIONING	YMCA:HVAC REPAIR		
			YMCA:HVAC REPAIR		
			001.6000.4588		1,555.00
			LIBRARY:HVAC REPAIR		
			LIBRARY:HVAC REPAIR		
			001.6000.4588		1,185.00
				Total :	**2,740.00**
90967	2/11/2025	006292 GEAR GRID LLC	FS#2: 30" PPE LCKR DOORS W/HARDWARE		
			FS#2: 30" PPE LCKR DOORS W/HARDWARE		
			029.2100.4203		1,281.00
			FS#2: 30" PPE LCKR DOORS W/HARDWARE		
			028.2050.4203		1,281.00
				Total :	**2,562.00**
90968	2/11/2025	005558 GENERAL DOOR	FS#2:DOOR REPAIR		
			FS#2:DOOR REPAIR		
			028.2050.4224		201.72
			FS#2:DOOR REPAIR		
			029.2100.4224		201.72
				Total :	**403.44**
90969	2/11/2025	002845 GRAINGER INC	CORP YARD:MISC SUPPLIES		
			CORP YARD:MISC SUPPLIES		
			004.8310.4206		731.58
			CORP YARD:MISC SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90969	2/11/2025	002845 GRAINGER INC	(Continued)		
			CORP YARD:MISC SUPPLIES		
			004.8310.4206		909.20
				Total :	**1,640.78**
90970	2/11/2025	004453 HARRIS & ASSOCIATES	STL DIAGRAM PROJECT-JAN		
			STL DIAGRAM PROJECT-JAN		
			013.8510.4550		875.00
				Total :	**875.00**
90971	2/11/2025	002710 HERNANDEZ, KROONE & ASSOCIATES	TTM24003 (CUP24006)-OCT		
			TTM24003 (CUP24006)-OCT		
			001.3200.4551		222.75
				Total :	**222.75**
90972	2/11/2025	000662 HI WAY SAFETY INC	MISC TRAFFIC CONTROL		
			MISC TRAFFIC CONTROL		
			004.8310.4206		976.61
				Total :	**976.61**
90973	2/11/2025	000105 HIGHLAND CHAMBER OF COMMERCE	CHAMBER LUNCHEON:NAVA-CRUZ		
			CHAMBER LUNCHEON:NAVA-CRUZ		
			001.1700.4330		25.00
				Total :	**25.00**
90974	2/11/2025	001320 HIGHLAND SENIOR CENTER	CDBG CV COVIO19 MEALS-DEC		
			CDBG CV COVIO19 MEALS-DEC		
			006.8400.4353		3,270.00
			CDBG CV COVID19 MEALS CREDIT		
			006.0300		-375.00
				Total :	**2,895.00**
90975	2/11/2025	006343 INTERMEDIA.NET INC.	VOIP-FEB		
			VOIP-FEB		
			042.9510.4533		2,308.53
				Total :	**2,308.53**
90976	2/11/2025	000127 K & L HARDWARE	PD:BATTERY		
			PD:BATTERY		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90976	2/11/2025	000127 K & L HARDWARE	(Continued)		
			001.2000.4206		7.10
				Total :	**7.10**
90977	2/11/2025	000207 KONICA MINOLTA	IT MONTHLY CONTRACT-JAN		
			IT MONTHLY CONTRACT-JAN		
			042.9510.4627		5,260.00
			IT STAFFING-JAN		
			042.9510.4627		6,400.00
				Total :	**11,660.00**
90978	2/11/2025	000207 KONICA MINOLTA	DATA DRIVE ADD'L SPACE-LASERFICHE		
			DATA DRIVE ADD'L SPACE-LASERFICHE		
			042.9510.4208		1,439.46
				Total :	**1,439.46**
90979	2/11/2025	004509 LAWRENCE DOORS	FS#3:SWING GATE MAINT		
			FS#3:SWING GATE MAINT		
			028.2050.4224		414.00
			FS#3:SWING GATE MAINT		
			029.2100.4224		414.00
				Total :	**828.00**
90980	2/11/2025	006361 NEW CENTURY PRODUCTS	VILLAGE LAKES RPLCMNT MONUMENT		
			VILLAGE LAKES RPLCMNT MONUMENT		
			001.6000.4206		2,060.81
				Total :	**2,060.81**
90981	2/11/2025	005767 NOCK, LISSETTE	MAILING LIST DIST 2		
			MAILING LIST DIST 2		
			001.1200.4335		31.40
				Total :	**31.40**
90982	2/11/2025	002511 RECORDER-CLERK CO OF SB	DOCUMENT RECORDING-JAN		
			DOCUMENT RECORDING-JAN		
			001.1200.4506		20.00
			DOCUMENT RECORDING-JAN		
			DOCUMENT RECORDING-JAN		
			001.1200.4506		34.00

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
90982	2/11/2025	002511	002511 RECORDER-CLERK CO OF SB	(Continued)	Total :	**54.00**
90983	2/11/2025	000030	SAN BERNARDINO COUNTY SHERIFFS	POLICE SVC-JAN		
				POLICE SVC-JAN		
				001.2000.4560		1,086,688.00
					Total :	**1,086,688.00**
90984	2/11/2025	003713	SATCOM GLOBAL LTD.	SATTELITE PHONES-JAN		
				SATTELITE PHONES-JAN		
				028.2050.4061		28.61
				SATTELITE PHONES-JAN		
				029.2100.4061		28.60
				SATTELITE PHONES-JAN		
				001.2000.4061		57.21
				SATTELITE PHONES-JAN		
				042.9510.4061		57.21
					Total :	**171.63**
90985	2/11/2025	005731	SITEONE LANDSCAPE SUPPLY, LLC	YMCA:IRRIGATION SUPLIES		
				YMCA:IRRIGATION SUPLIES		
				001.6000.4206		500.51
				LMD48 IRRIGATION SUPPLIES		
				LMD48 IRRIGATION SUPPLIES		
				012.8500.4206		79.84
					Total :	**580.35**
90986	2/11/2025	000487	SMART & FINAL	BREAKROOM SUPPLIES		
				BREAKROOM SUPPLIES		
				042.9510.4200		30.81
					Total :	**30.81**
90987	2/11/2025	000203	SOUTHERN CALIFORNIA EDISON	STREET LIGHT ACQUISITION-SALES-JAN		
				STREET LIGHT ACQUISITION-SALES-JAN		
				013.8510.4011		16,428.49
				LS1:VARIOUS-JAN		
				LS1:VARIOUS-JAN		
				013.8510.4011		9,632.12
				LS2:VARIOUS LOCATIONS-JAN		
				LS2:VARIOUS LOCATIONS-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90987	2/11/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			013.8510.4011		1,279.24
				Total :	**27,339.85**
90988	2/11/2025	000203 SOUTHERN CALIFORNIA EDISON	LS3: VARIOUS-JAN		
			LS3: VARIOUS-JAN		
			013.8510.4011		1,940.77
				Total :	**1,940.77**
90989	2/11/2025	000570 STP COMPLIANCEEHS	CAL OCC H&S NETWORK 24/25		
			CAL OCC H&S NETWORK 24/25		
			001.1600.4310		1,308.10
				Total :	**1,308.10**
90990	2/11/2025	005823 THE ECOHERO SHOW LLC	CALR2223 CYPRESS ELEM		
			CALR2223 CYPRESS ELEM		
			027.8490.4349		1,250.00
				Total :	**1,250.00**
90991	2/11/2025	003689 TPX COMMUNICATIONS	POLICE DEPT-FEB		
			POLICE DEPT-FEB		
			001.2000.4060		216.13
				Total :	**216.13**
90992	2/11/2025	005839 TRUSTED TECH TEAM	MICROSOFT 365 LIC-JUL		
			MICROSOFT 365-FEB		
			042.9510.4533		1,484.45
				Total :	**1,484.45**
90993	2/11/2025	004709 VORTEX INDUSTRIES, INC.	PD:GATE REPAIR		
			PD:GATE REPAIR		
			001.2000.4224		672.50
			PD:GATE REPAIR		
			PD:GATE REPAIR		
			001.2000.4224		550.00
				Total :	**1,222.50**
1002839568	2/11/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	ASSESSED INTEREST-JAN		
			ASSESSED INTEREST-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1002839568	2/11/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			001.1700.4400	23.18
			Total :	23.18

37 Vouchers for bank code : wfb — Bank total : 1,191,296.95

37 Vouchers in this report — Total vouchers : 1,191,296.95

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90994	2/18/2025	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SVC-1/19-2/1/25		
			CROSSING GUARD SVC-1/19-2/1/25		
			002.8200.4530		3,606.12
				Total :	**3,606.12**
90995	2/18/2025	001271 ALLSTAR FIRE EQUIPMENT INC	ME543:REPAIRS		
			ME543:REPAIRS		
			028.2050.4245		680.44
			ME543:REPAIRS		
			029.2100.4245		680.44
			ME543:REPAIRS		
			ME543:REPAIRS		
			029.2100.4204		162.97
			FS#3:REPAIRS AND WARRANTY WORK		
			FS#3:REPAIRS AND WARRANTY WORK		
			028.2050.4243		25.00
			FS#3:REPAIRS AND WARRANTY WORK		
			029.2100.4243		25.00
			BP543:EQUIPMENT		
			BP543:EQUIPMENT		
			029.2100.6060		1,946.98
				Total :	**3,520.83**
90996	2/18/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	CA PRSRVTN FNDTN 24/25 ANNL RNWL		
			CA PRSRVTN FNDTN 24/25 ANNL RNWL		
			001.4100.4310		500.00
			DRI CRASH PLAN-JAN		
			DRI CRASH PLAN-JAN		
			042.9510.4533		19.98
			VEH#134:TIRES		
			VEH#134:TIRES		
			001.4200.4240		565.54
			2025 ID CHECKING GUIDE		
			2025 ID CHECKING GUIDE		
			001.1200.4200		36.58
			CAL CITIES MEETING PARKING:MORGAN		
			CAL CITIES MEETING PARKING:MORGAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90996	2/18/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)		
			001.4200.4320		43.20
			CAL CITIES MEETING MEALS:MORGAN		
			CAL CITIES MEETING MEALS:MORGAN		
			001.4200.4320		30.04
			CAL CITIES MEETING HOTEL:MORGAN		
			CAL CITIES MEETING HOTEL:MORGAN		
			001.4200.4320		319.54
			CAL CITIES MEETING PARKING:MORGAN		
			CAL CITIES MEETING PARKING:MORGAN		
			001.4200.4320		25.00
			CAL CITIES 2025 HOTEL/PARKING: HOGAN		
			CAL CITIES 2025 HOTEL/PARKING: HOGAN		
			001.1000.4320		436.14
				Total :	**1,976.02**
90997	2/18/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	JOB POSTING-ASSIST DIR OF PUB WORKS		
			JOB POSTING-ASSIST DIR OF PUB WORKS		
			001.1600.4300		375.00
			POINT IN TIME COUNT - BURRITOS		
			POINT IN TIME COUNT - BURRITOS		
			001.1000.4336		114.59
				Total :	**489.59**
90998	2/18/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	ZOOM MEETINGS-JAN		
			ZOOM MEETINGS-JAN		
			042.9510.4533		110.00
				Total :	**110.00**
90999	2/18/2025	005516 BASE HILL, INC.	JANITORIAL SVC-JAN		
			CITY HALL-JAN		
			042.9510.4504		1,808.80
			CC-JAN		
			042.9510.4504		360.14
			AURANTIA PARK-JAN		
			001.6000.4504		1,683.73
			COMMUNITY PARK-JAN		
			001.6000.4504		2,258.10

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
90999	2/18/2025	005516 BASE HILL, INC.	(Continued)		
			POLICE DEPT-JAN		
			001.2000.4504		1,250.64
				Total :	**7,361.41**
91000	2/18/2025	006260 BRIGHTWATER	CONNECTOR PIPE SCRN & DFLCTR PLATE		
			CONNECTOR PIPE SCRN & DFLCTR PLATE		
			001.4200.4665		2,510.58
				Total :	**2,510.58**
91001	2/18/2025	005345 CALIFORNIA ASSOCIATION OF CODE	WEBINAR MSTRNG INTRVW-CHAMBERS		
			WEBINAR MSTRNG INTRVW-CHAMBERS		
			001.4600.4330		54.00
			WEBINAR MSTRNG WITNSS STAND-CHAMBERS		
			WEBINAR MSTRNG WITNSS STAND-CHAMBERS		
			001.4600.4330		54.00
			WEBINAR SNNR LEADER-CHAMBERS		
			WEBINAR SNNR LEADER-CHAMBERS		
			001.4600.4330		60.00
				Total :	**168.00**
91002	2/18/2025	002912 CHAMPION ELECTRIC, INC.	LIBRARY:PARKING LOT LIGHTS		
			LIBRARY:PARKING LOT LIGHTS		
			001.6000.4070		955.32
				Total :	**955.32**
91003	2/18/2025	006099 CHARTER COMMUNICATIONS	CITY HALL: TELE/INT-FEB		
			CITY HALL: TELE/INT-FEB		
			042.9510.4065		1,747.46
				Total :	**1,747.46**
91004	2/18/2025	006099 CHARTER COMMUNICATIONS	PD: TELE/INT-FEB		
			PD: TELE/INT-FEB		
			001.2000.4065		829.85
				Total :	**829.85**
91005	2/18/2025	006099 CHARTER COMMUNICATIONS	CORP YARD: TELE/INT-FEB		
			CORP YARD: TELE/INT-FEB		
			004.8310.4060		631.49

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
91005	2/18/2025	006099	006099 CHARTER COMMUNICATIONS	(Continued)	Total :	**631.49**
91006	2/18/2025	006099	CHARTER COMMUNICATIONS	FS#3: TELE/INT-FEB		
				FS#3: TELE/INT-FEB		
				028.2050.4065		304.70
				FS#3: TELE/INT-FEB		
				029.2100.4065		304.70
					Total :	**609.40**
91007	2/18/2025	006099	CHARTER COMMUNICATIONS	FS#1: TELE/INT-FEB		
				FS#1: TELE/INT-FEB		
				028.2050.4065		217.21
				FS#1: TELE/INT-FEB		
				029.2100.4065		217.21
					Total :	**434.42**
91008	2/18/2025	006099	CHARTER COMMUNICATIONS	FS#2: TELE/INT-FEB		
				FS#2: TELE/INT-FEB		
				028.2050.4065		167.22
				FS#2: TELE/INT-FEB		
				029.2100.4065		167.22
					Total :	**334.44**
91009	2/18/2025	006259	DEPENDABLE BREAK ROOM SOLUTION	COUNCIL:COOLER RENTAL		
				COUNCIL:COOLER RENTAL		
				042.9510.4200		16.16
				CITY HALL:COFFEE AND COOLER RENTAL		
				CITY HALL:COFFEE AND COOLER RENTAL		
				042.9510.4200		77.04
					Total :	**93.20**
91010	2/18/2025	000085	EAST VALLEY WATER DISTRICT	ATHLETIC CTR-JAN		
				ATHLETIC CTR-JAN		
				001.6000.4030		422.83
				COMMUNITY PARK-JAN		
				COMMUNITY PARK-JAN		
				001.6000.4030		6,253.26
				LMD 30-JAN		
				LMD 30-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91010	2/18/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030 LMD 10-JAN LMD 10-JAN	368.48
			012.8500.4030 OAK CREEK PARK-JAN OAK CREEK PARK-JAN	1,165.87
			016.8540.4030 LMD 10-JAN LMD 10-JAN	1,259.69
			012.8500.4030 LMD 34-JAN LMD 34-JAN	756.21
			012.8500.4030 COMMUNITY PARK-JAN COMMUNITY PARK-JAN	145.65
			001.6000.4030 COMM CTR-JAN COMM CTR-JAN	22.51
			001.6000.4030 STR & STRM DRN #21-JAN STR & STRM DRN #21-JAN	22.51
			024.8470.4030 CORP YARD-JAN CORP YARD-JAN	67.72
			004.8310.4030 COMM CTR: IRRIGATION-JAN COMM CTR: IRRIGATION-JAN	1,085.73
			001.6000.4030 LIBRARY/ELC-JAN LIBRARY/ELC-JAN	354.13
			001.6000.4030 YMCA COMMUNITY PARK-JAN YMCA COMMUNITY PARK-JAN	365.19
			001.6000.4030 CORP YARD-JAN CORP YARD-JAN	186.67
			004.8310.4030	154.57

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91010	2/18/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LIBRARY/ELC-JAN	
			LIBRARY/ELC-JAN	
			001.6000.4030	229.47
			ATHLETIC CTR-JAN	
			ATHLETIC CTR-JAN	
			001.6000.4030	21.11
			CUNNINGHAM PARK-JAN	
			CUNNINGHAM PARK-JAN	
			016.8540.4030	900.13
			LIBRARY/ELC-JAN	
			LIBRARY/ELC-JAN	
			001.6000.4030	23.91
			CORP YARD-JAN	
			CORP YARD-JAN	
			004.8310.4030	23.91
			Total :	**13,829.55**
91011	2/18/2025	006146 FM THOMAS AIR CONDITIONING	LIBRARY:WATER TREATMENT	
			LIBRARY:WATER TREATMENT	
			001.6000.4588	1,293.00
			YMCA:WATER TREATMENT	
			YMCA:WATER TREATMENT	
			001.6000.4588	200.00
			LIBRARY:WATER TREATMENT CHEMS	
			LIBRARY:WATER TREATMENT CHEMS	
			001.6000.4588	619.56
			YMCA:WATER TREATMENT CHEMS	
			YMCA:WATER TREATMENT CHEMS	
			001.6000.4588	92.93
			Total :	**2,205.49**
91012	2/18/2025	001122 GALLS, LLC	EMERGENCY IDENTIFICATION SHIRTS	
			EMERGENCY IDENTIFICATION SHIRTS	
			041.9500.4349	107.53
			Total :	**107.53**
91013	2/18/2025	002845 GRAINGER INC	CORP YARD:MISC SUPPLIES	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91013	2/18/2025	002845 GRAINGER INC	(Continued)		
			CORP YARD:MISC SUPPLIES		
			004.8310.4206		235.22
			CORP YARD:MISC SUPPLIES		
			CORP YARD:MISC SUPPLIES		
			004.8310.4206		685.05
			CORP YARD:DIG ALERT		
			CORP YARD:DIG ALERT		
			004.8310.4553		182.05
			CORP YARD:DIG ALERT SUPPLIES		
			CORP YARD:DIG ALERT SUPPLIES		
			004.8310.4553		336.18
				Total :	**1,438.50**
91014	2/18/2025	006187 GREASE MONKEY #977	VEH#138:MAINT		
			VEH#138:MAINT		
			001.6000.4240		175.88
			VEH#139:MAINT		
			VEH#139:MAINT		
			001.6000.4240		175.88
				Total :	**351.76**
91015	2/18/2025	000662 HI WAY SAFETY INC	VEH#137:TRAILER REPAIRS		
			VEH#137:TRAILER REPAIRS		
			004.8310.4245		250.00
				Total :	**250.00**
91016	2/18/2025	000108 HIGH TECH SECURITY	FIRE SYST & MONIT-JAN		
			CORP YARD FIRE SYST & MONIT-JAN		
			004.8310.4066		85.00
			LIB/YMCA FIRE SYST & MONIT-JAN		
			001.6000.4066		135.00
			CITY HALL FIRE SYST & MONIT-JAN		
			042.9510.4066		50.00
			FS#3 FIRE SYST & MONIT-JAN		
			028.2050.4066		42.50
			FS#3 FIRE SYST & MONIT-JAN		
			029.2100.4066		42.50

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91016	2/18/2025	000108 HIGH TECH SECURITY	(Continued)	
			PD FIRE SYST & MONIT-JAN	
			001.2000.4066	85.00
			CCTV SYS & MAINT -JAN	
			AURANTIA & COMM PK SYST & MONIT-JAN	
			001.6000.4066	75.00
			CANYON OAK PK CCTV SYST & MONIT-JAN	
			016.8540.4066	50.00
			CORP YARD CCTV SYST & MONIT-JAN	
			004.8310.4066	25.00
			BURG SYST & MONIT-MAR	
			CORP YARD BURG SYST & MONIT-MAR	
			004.8310.4066	55.00
			CITY HALL BURG SYST & MONIT-MAR	
			042.9510.4066	100.00
			COMM PK SYST & MONIT-MAR	
			001.6000.4066	55.00
			FIRE SYST & MONIT-MAR	
			CORP YARD FIRE SYST & MONIT-MAR	
			004.8310.4066	85.00
			LIB/YMCA SYST & MONIT-MAR	
			001.6000.4066	135.00
			CITY HALL FIRE SYST & MONIT-MAR	
			042.9510.4066	50.00
			FS#3 FIRE SYST & MONIT-MAR	
			028.2050.4066	42.50
			FS#3 FIRE SYST & MONIT-MAR	
			029.2100.4066	42.50
			PD FIRE SYST & MONIT-MAR	
			001.2000.4066	85.00
			CCTV SYS & MAINT -MAR	
			AURANTIA & COMM PK SYST & MONIT-MAR	
			001.6000.4066	75.00
			CANYON OAK PK CCTV SYST & MONIT-MAR	
			016.8540.4066	50.00
			CORP YARD CCTV SYST & MONIT-MAR	
			004.8310.4066	25.00

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
91016	2/18/2025	000108	000108 HIGH TECH SECURITY	(Continued)	Total :	1,390.00
91017	2/18/2025	001618	INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SVC-JAN		
				PROFESSIONAL SVC-JAN		
				023.3890.4554		4,000.00
					Total :	4,000.00
91018	2/18/2025	000127	K & L HARDWARE	CORP YARD:MISC SUPPLIES		
				CORP YARD:MISC SUPPLIES		
				004.8310.4206		54.92
					Total :	54.92
91019	2/18/2025	005285	LA VERNE POWER EQUIPMENT INC	FS#2:BLOWER REPAIRS		
				FS#2:BLOWER REPAIRS		
				028.2050.4245		78.78
				FS#2:BLOWER REPAIRS		
				029.2100.4245		78.78
					Total :	157.56
91020	2/18/2025	004509	LAWRENCE DOORS	AURANTIA PK:RR DOOR REPAIR		
				AURANTIA PK:RR DOOR REPAIR		
				001.6000.4070		627.43
					Total :	627.43
91021	2/18/2025	002408	PEOPLEREADY	STORM DRAIN:INSP LABOR		
				STORM DRAIN:INSP LABOR		
				004.8310.4666		555.20
					Total :	555.20
91022	2/18/2025	000169	PITNEY BOWES GLOBAL FINANCIAL	POSTAGE METER-1/25-3/25		
				POSTAGE METER-1/25-3/25		
				042.9510.4248		579.93
					Total :	579.93
91023	2/18/2025	000024	SB CO DEPT OF PUBLIC WORKS	SHARED TRAFFIC SIGNAL MAINT 10/1-12/3/24		
				SHARED TRAFFIC SIGNAL MAINT 10/1-12/3/24		
				004.8310.4580		6,907.31
					Total :	6,907.31

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91024	2/18/2025	000203 SOUTHERN CALIFORNIA EDISON	LS3 8017 1/2 DEL ROSA DR-JAN		
			LS3 8017 1/2 DEL ROSA DR-JAN		
			013.8510.4011		85.09
				Total :	**85.09**
91025	2/18/2025	004413 TWISTED IMAGES INK	PRESIDENTS DAY:STREET BANNER		
			PRESIDENTS DAY:STREET BANNER		
			004.8310.4206		803.25
				Total :	**803.25**
91026	2/18/2025	000222 UNDERGROUND SERVICE ALERT	MONTHLY DIG FEE-JAN		
			MONTHLY DIG FEE-JAN		
			004.8310.4553		487.30
			REGULATORY FEE-JAN		
			REGULATORY FEE-JAN		
			004.8310.4553		348.82
				Total :	**836.12**
91027	2/18/2025	000979 VERIZON WIRELESS	CELL PHONES/AIR CARDS-JAN		
			CELL PHONES-JAN		
			001.2000.4061		169.86
			AIR CARDS-JAN		
			001.2000.4062		1,104.32
			CELL PHONES-JAN		
			001.6000.4061		69.60
			CELL PHONES-JAN		
			001.6010.4061		35.65
			CELL PHONES-JAN		
			004.8310.4061		144.79
			AIR CARDS-JAN		
			004.8310.4062		38.01
			CELL PHONES-JAN		
			028.2050.4061		145.52
			AIR CARDS-JAN		
			028.2050.4062		304.08
			AIR CARDS-JAN		
			042.9510.4062		80.02
			CELL PHONES-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91027	2/18/2025	000979 VERIZON WIRELESS	(Continued)		
			042.9510.4061 AIR CARDS-JAN		879.86
			042.9510.4062		194.05
				Total :	**3,165.76**
91028	2/18/2025	006001 YUNEX LLC	AURANTIA PK:ELECT WIRE THEFT AURANTIA PK:ELECT WIRE THEFT		
			001.6000.4070		8,396.40
				Total :	**8,396.40**
35	**Vouchers for bank code :**	wfb		**Bank total :**	**71,119.93**
35	**Vouchers in this report**			**Total vouchers :**	**71,119.93**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
999	2/21/2025	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 004.1170	1,570.65
			ICMA DEFERRED COMP 457: Payment 010.1170	449.99
			ICMA DEFERRED COMP 457: Payment 012.1170	12.51
			ICMA DEFERRED COMP 457: Payment 016.1170	12.51
			ICMA DEFERRED COMP 457: Payment 023.1170	21.24
			ICMA DEFERRED COMP 457: Payment 024.1170	12.01
			ICMA DEFERRED COMP 457: Payment 041.1170	185.36
			ICMA DEFERRED COMP 457: Payment 042.1170	202.48
			ICMA DEFERRED COMP 457: Payment 070.1170	215.08
			ICMA DEFERRED COMP 457: Payment 001.1170	9,553.75
			Total :	**12,235.58**
1000	2/21/2025	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			SOCIAL SECURITY: Payment 001.1140	559.82
			SOCIAL SECURITY: Payment 008.1140	150.38
			MEDICARE: Payment 001.1140	3,411.78
			MEDICARE: Payment 004.1140	460.12
			MEDICARE: Payment 008.1140	35.16
			MEDICARE: Payment 010.1140	133.48

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1000	2/21/2025	000119 INTERNAL REVENUE SERVICE	(Continued)	
			FEDERAL TAXES: Payment	
			001.1120	13,891.83
			FEDERAL TAXES: Payment	
			004.1120	1,446.79
			FEDERAL TAXES: Payment	
			008.1120	4.18
			FEDERAL TAXES: Payment	
			010.1120	366.46
			FEDERAL TAXES: Payment	
			012.1120	143.60
			FEDERAL TAXES: Payment	
			016.1120	143.59
			FEDERAL TAXES: Payment	
			023.1120	82.79
			FEDERAL TAXES: Payment	
			024.1120	12.60
			FEDERAL TAXES: Payment	
			041.1120	482.74
			FEDERAL TAXES: Payment	
			042.1120	364.20
			FEDERAL TAXES: Payment	
			070.1120	894.78
			MEDICARE: Payment	
			012.1140	49.04
			MEDICARE: Payment	
			016.1140	49.04
			MEDICARE: Payment	
			023.1140	27.44
			MEDICARE: Payment	
			024.1140	3.92
			MEDICARE: Payment	
			041.1140	84.38
			MEDICARE: Payment	
			042.1140	104.94
			MEDICARE: Payment	
			070.1140	157.70

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
1000	2/21/2025	000119	000119 INTERNAL REVENUE SERVICE	(Continued)	Total :	23,060.76
1001	2/21/2025	000004	PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT		
				EPMC: Payment 001.1145		531.17
				EPMC: Payment 004.1145		83.00
				EPMC: Payment 023.1145		8.37
				EPMC: Payment 024.1145		0.72
				EPMC: Payment 041.1145		19.35
				EPMC: Payment 042.1145		7.08
				EPMC: Payment 070.1145		59.99
				PERS: Payment 001.1145		16,983.06
				PERS: Payment 004.1145		2,483.25
				PERS: Payment 010.1145		739.04
				PERS: Payment 012.1145		204.84
				PERS: Payment 016.1145		204.82
				PERS: Payment 023.1145		146.96
				PERS: Payment 024.1145		18.91
				PERS: Payment 041.1145		467.87
				PERS: Payment 042.1145		457.42
				PERS: Payment 070.1145		943.90

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1001	2/21/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			PERS SURVIVOR: Payment 001.1145	24.04
			PERS SURVIVOR: Payment 004.1145	2.91
			PERS SURVIVOR: Payment 010.1145	0.79
			PERS SURVIVOR: Payment 012.1145	0.47
			PERS SURVIVOR: Payment 016.1145	0.45
			PERS SURVIVOR: Payment 023.1145	0.28
			PERS SURVIVOR: Payment 024.1145	0.02
			PERS SURVIVOR: Payment 041.1145	0.31
			PERS SURVIVOR: Payment 042.1145	0.70
			PERS SURVIVOR: Payment 070.1145	0.72
			Total :	**23,390.44**
1002	2/21/2025	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130	5,807.40
			STATE TAXES: Payment 004.1130	522.10
			STATE TAXES: Payment 010.1130	171.39
			STATE TAXES: Payment 012.1130	38.59
			STATE TAXES: Payment 016.1130	38.58
			STATE TAXES: Payment 023.1130	22.20
			STATE TAXES: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
1002	2/21/2025	000001 CALIF STATE EMPLOYMENT	(Continued)		
			024.1130 STATE TAXES: Payment		3.17
			041.1130 STATE TAXES: Payment		188.64
			042.1130 STATE TAXES: Payment		121.03
			070.1130		309.95
				Total :	7,223.05
91029	2/21/2025	003804 AFLAC WWHQ	AFLAC ACCIDENT INSURANCE: PAYMENT		
			AFLAC ACCIDENT INSURANCE: Payment 001.1181		132.66
			AFLAC ACCIDENT INSURANCE: Payment 004.1181		9.69
			AFLAC ACCIDENT INSURANCE: Payment 010.1181		7.14
			AFLAC ACCIDENT INSURANCE: Payment 012.1181		3.57
			AFLAC ACCIDENT INSURANCE: Payment 016.1181		3.56
			AFLAC ACCIDENT INSURANCE: Payment 023.1181		5.81
			AFLAC ACCIDENT INSURANCE: Payment 041.1181		4.19
			AFLAC ACCIDENT INSURANCE: Payment 070.1181		1.38
			AFLAC DISABILITY INSURANCE: Payment 001.1181		191.66
			AFLAC DISABILITY INSURANCE: Payment 004.1181		49.20
			AFLAC DISABILITY INSURANCE: Payment 010.1181		34.49
			AFLAC DISABILITY INSURANCE: Payment 012.1181		6.30
			AFLAC DISABILITY INSURANCE: Payment 016.1181		6.30

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91029	2/21/2025	003804 AFLAC WWHQ	(Continued)	
			AFLAC DISABILITY INSURANCE: Payment	
			023.1181	2.45
			AFLAC HOSPITAL INSURANCE: Payment	
			001.1181	203.33
			AFLAC HOSPITAL INSURANCE: Payment	
			004.1181	11.91
			AFLAC HOSPITAL INSURANCE: Payment	
			012.1181	6.70
			AFLAC HOSPITAL INSURANCE: Payment	
			016.1181	6.72
			AFLAC HOSPITAL INSURANCE: Payment	
			023.1181	14.02
			AFLAC HOSPITAL INSURANCE: Payment	
			041.1181	4.97
			AFLAC HOSPITAL INSURANCE: Payment	
			070.1181	1.65
			AFLAC DENTAL: Payment	
			001.1181	19.56
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	12.40
			AFLAC SPECIFIED HEALTH INS: Payment	
			004.1181	2.98
			AFLAC SPECIFIED HEALTH INS: Payment	
			010.1181	2.96
			AFLAC SPECIFIED HEALTH INS: Payment	
			012.1181	1.48
			AFLAC SPECIFIED HEALTH INS: Payment	
			016.1181	1.48
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			001.1181	13.42
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			012.1181	6.70
			AFLAC AFTER TAX HOSP INSURANCE: Payment	
			016.1181	6.70
			Total :	**775.38**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
5	Vouchers for bank code : wfb		Bank total :	66,685.21
5	Vouchers in this report		Total vouchers :	66,685.21

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91030	2/25/2025	004206 #1 SON PLUMBING INC	LMD 34: BACKFLOW TESTING LMD 34: BACKFLOW TESTING 012.8500.4030 LMD 21: BACKFLOW TESTING LMD 21: BACKFLOW TESTING 012.8500.4030 LMD 07: BACKFLOW TESTING LMD 07: BACKFLOW TESTING 012.8500.4030		75.00 260.00 385.51
				Total :	**720.51**
91031	2/25/2025	003058 ADVANCE REFRIGERATION SYS INC	PD:ICE MACHINE REPAIR PD:ICE MACHINE REPAIR 001.2000.4075		2,001.21
				Total :	**2,001.21**
91032	2/25/2025	005737 AGA ENGINEERS, INC.	STR22002 CON MSRI-NOV STR22002 CON MSRI-NOV 017.8350.6530 TS MONITORING-NOV TS MONITORING-NOV 020.8440.4550 TS MONITORING-NOV TS MONITORING-NOV 020.8440.4550 STR22002 CON MSRI-DEC STR22002 CON MSRI-DEC 017.8350.6530 TS MONITORING-DEC TS MONITORING-DEC 020.8440.4550		1,380.00 495.00 3,200.00 330.00 3,200.00
				Total :	**8,605.00**
91033	2/25/2025	005771 AMAZON CAPITAL SERVICES	BUSINESS PRIME ANNUAL MEMBERSHIP 25/26 BUSINESS PRIME ANNUAL MEMBERSHIP 25/26 042.9510.4533 STAMP		839.37

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91033	2/25/2025	005771 AMAZON CAPITAL SERVICES	(Continued)	
			STAMP	
			042.9510.4200	31.24
			STAMP	
			STAMP	
			001.1700.4200	19.37
			BOTTLE FILLER FILTERS	
			BOTTLE FILLER FILTERS	
			027.8490.4349	763.65
			BOTTLE FILLER FILTERS	
			001.4200.4200	73.28
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			001.1700.4200	12.60
			BATTERY FOR BACKUPS	
			BATTERY FOR BACKUPS	
			042.9510.4203	224.10
			Total :	**1,963.61**
91034	2/25/2025	006363 BEST CONTRACTING SERVICES, INC	PD:ROOF REPAIRS	
			PD:ROOF REPAIRS	
			001.2000.4070	2,256.20
			Total :	**2,256.20**
91035	2/25/2025	006359 BROWN & BIGELOW, INC.	VOLUNTEER DINNER GIFTS	
			VOLUNTEER DINNER GIFTS	
			001.6020.4336	1,325.38
			STATE OF THE CITY GIFT & VOL DINNER GIFT	
			STATE OF THE CITY GIFT & VOL DINNER GIFT	
			001.6020.4336	1,745.45
			STATE OF THE CITY GIFT & VOL DINNER GIFT	
			001.1000.4336	1,309.10
			Total :	**4,379.93**
91036	2/25/2025	002921 C&M WEED ABATEMENT	CITY LOTS: WEED ABATEMENT	
			CITY LOTS: WEED ABATEMENT	
			001.4600.4545	5,150.00
			Total :	**5,150.00**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91037	2/25/2025	005412 CALIFORNIA DEPARTMENT OF TAX	SALES TAX 2024		
			SALES TAX 2024		
			051.1050		9.67
			SALES TAX 2024		
			029.2100.4245		0.33
				Total :	**10.00**
91038	2/25/2025	002756 CENTRAL LITTLE LEAGUE	CDBG LITTLE LEAGUE-FEB		
			CDBG LITTLE LEAGUE-FEB		
			006.8400.4348		600.00
			CDBG LITTLE LEAGUE-FEB		
			CDBG LITTLE LEAGUE-FEB		
			006.8400.4348		150.00
				Total :	**750.00**
91039	2/25/2025	005324 CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL-JAN		
			FIRE MARSHALL-JAN		
			029.2100.4540		12,140.00
				Total :	**12,140.00**
91040	2/25/2025	005313 COUNTY OF SAN BERNARDINO, HUMAN	PRE EMPLOYMENT PHYSICAL:MENDEZ, L		
			PRE EMPLOYMENT PHYSICAL:MENDEZ, L		
			001.1600.4235		395.42
				Total :	**395.42**
91041	2/25/2025	001873 CRRA	CRRA MEMBERSHIP 2025-MORGAN		
			CRRA MEMBERSHIP 2025-MORGAN		
			001.4200.4310		200.00
				Total :	**200.00**
91042	2/25/2025	000213 DAILY JOURNAL CORPORATION	CUP25001 NEWSPAPER PUB		
			CUP25001 NEWSPAPER PUB		
			001.1200.4300		274.32
				Total :	**274.32**
91043	2/25/2025	005394 DATA TICKET, INC.	PARKING CITATIONS-JAN		
			PARKING CITATIONS-JAN		
			001.1700.4516		27.32

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
91043	2/25/2025	005394	005394 DATA TICKET, INC.	(Continued)	Total :	27.32
91044	2/25/2025	001230	DEPARTMENT OF FORESTRY	MEDIC SVCS 10/1-12/31/24-ACTUAL		
				MEDIC SVCS 10/1-12/31/24-ACTUAL		
				028.2050.4567		415,882.20
				FIRE SVS 10/1-12/31/24-ACTUAL		
				FIRE SVS 10/1-12/31/24-ACTUAL		
				029.2100.4569		863,595.50
					Total :	1,279,477.70
91045	2/25/2025	006259	DEPENDABLE BREAK ROOM SOLUTION	CITY HALL:COFFEE		
				CITY HALL:COFFEE		
				042.9510.4200		199.75
					Total :	199.75
91046	2/25/2025	005869	DOPP PROPERTY SERVICES	25646 BASELINE:SECURE PROP		
				25646 BASELINE:SECURE PROP		
				001.4600.4557		245.00
				25646 BASELINE:SECURE PROP		
				25646 BASELINE:SECURE PROP		
				001.4600.4557		235.00
				26811 5TH ST:SECURE PROP		
				26811 5TH ST:SECURE PROP		
				001.4600.4557		425.00
					Total :	905.00
91047	2/25/2025	000085	EAST VALLEY WATER DISTRICT	LMD 17B-FEB		
				LMD 17B-FEB		
				012.8500.4030		198.95
				LMD 17D-FEB		
				LMD 17D-FEB		
				012.8500.4030		98.33
				LMD 25-FEB		
				LMD 25-FEB		
				012.8500.4030		310.95
				LMD 17C-FEB		
				LMD 17C-FEB		
				012.8500.4030		100.23
				LMD 76-FEB		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91047	2/25/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			LMD 76-FEB		
			012.8500.4030		95.17
			LMD 17A-FEB		
			LMD 17A-FEB		
			012.8500.4030		112.50
			LMD 43-FEB		
			LMD 43-FEB		
			012.8500.4030		177.81
			LMD 55-FEB		
			LMD 55-FEB		
			012.8500.4030		653.95
			LMD 47-FEB		
			LMD 47-FEB		
			012.8500.4030		150.37
			SEELEY PK-FEB		
			SEELEY PK-FEB		
			016.8540.4030		114.73
			LMD 16-FEB		
			LMD 16-FEB		
			012.8500.4030		59.20
				Total :	**2,072.19**
91048	2/25/2025	000085 EAST VALLEY WATER DISTRICT	LMD 11-JAN		
			LMD 11-JAN		
			012.8500.4030		446.75
				Total :	**446.75**
91049	2/25/2025	002190 ENGINEERING RESOURCES OF SO CA	LINE FIRE FLOOD/MUD MITIGATION-OCT		
			LINE FIRE FLOOD/MUD MITIGATION-OCT		
			001.1450.4260		5,802.50
			LINE FIRE FLOOD/MUD MITIGATION-OCT		
			LINE FIRE FLOOD/MUD MITIGATION-OCT		
			023.3890.4550		-5,802.50
			LINE FIRE FLOOD/MUD MITIGATION-NOV		
			LINE FIRE FLOOD/MUD MITIGATION-NOV		
			001.1450.4260		576.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91049	2/25/2025	002190 002190 ENGINEERING RESOURCES OF SO (Continued)		**Total :**	**576.00**
91050	2/25/2025	006305 EVENT DESIGN LAB	75" 4K MONITOR & ASSESSORIES 75" 4K MONITOR & ASSESSORIES 042.9510.4203		2,700.00
				Total :	**2,700.00**
91051	2/25/2025	000090 FEDEX	OVERNIGHT MAIL/JEFFREY CT OVERNIGHT MAIL/JEFFREY CT 070.7000.4210		22.40
				Total :	**22.40**
91052	2/25/2025	001122 GALLS, LLC	EMERGENCY IDENTIFICATION SHIRTS EMERGENCY IDENTIFICATION SHIRTS 041.9500.4349		164.27
			EMERGENCY IDENTIFICATION SHIRTS EMERGENCY IDENTIFICATION SHIRTS 041.9500.4349		40.95
				Total :	**205.22**
91053	2/25/2025	006362 GEYSER EQUIPMENT, LLC	VEH#104:EQUIP MAINT VEH#104:EQUIP MAINT 004.8310.4245		1,910.69
			VEH#104:EQUIP MAINT VEH#104:EQUIP MAINT 004.8310.4245		73.27
				Total :	**1,983.96**
91054	2/25/2025	006364 HARGETT, ICSOLENE	UNIFORM REIMB:HARGETT UNIFORM REIMB:HARGETT 001.2000.4566		202.54
				Total :	**202.54**
91055	2/25/2025	006268 HAWKINS, STEVEN	ENC21003 DEV DEP REFUND ENC21003 DEV DEP REFUND 001.1320		55.65
				Total :	**55.65**
91056	2/25/2025	003947 HDR ENGINEERING, INC.	STR17002 PE CCF(2017)-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91056	2/25/2025	003947 HDR ENGINEERING, INC.	(Continued)		
			STR17002 PE CCF(2017)-DEC		
			027.8490.6550		8,986.00
				Total :	**8,986.00**
91057	2/25/2025	000662 HI WAY SAFETY INC	EMERGENCY RESPONSE: MESSAGE BOARD		
			EMERGENCY RESPONSE: MESSAGE BOARD		
			001.1450.4260		31,317.00
			EMERGENCY RESPONSE: MESSAGE BOARD		
			001.1450.6040		0.00
				Total :	**31,317.00**
91058	2/25/2025	000105 HIGHLAND CHAMBER OF COMMERCE	CHAMBER INSTALLATION DINNER:MORENO		
			CHAMBER INSTALLATION DINNER:MORENO		
			001.6020.4330		65.00
			CHAMBER INSTALLATION DINNER:SALDANA		
			CHAMBER INSTALLATION DINNER:SALDANA		
			001.1000.4330		65.00
				Total :	**130.00**
91059	2/25/2025	001320 HIGHLAND SENIOR CENTER	CDBG REIMB-JAN		
			CDBG REIMB-JAN		
			006.8400.4348		1,900.00
				Total :	**1,900.00**
91060	2/25/2025	005671 HOME DEPOT CREDIT SERVICES	FS#1: AIR COMPRESSOR REPLACEMENT		
			FS#1: AIR COMPRESSOR REPLACEMENT		
			029.2100.4245		1,815.58
			FS#1: AIR COMPRESSOR REPLACEMENT		
			028.2050.4245		1,815.58
				Total :	**3,631.16**
91061	2/25/2025	000824 J & M TROPHIES	NAME PLATE: J SALDANA		
			NAME PLATE: J SALDANA		
			001.1000.4200		64.46
				Total :	**64.46**
91062	2/25/2025	000207 KONICA MINOLTA	PRINTER CONTRACT-JAN		
			PRINTER CONTRACT-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91062	2/25/2025	000207 KONICA MINOLTA	(Continued)		
			042.9510.4631		755.02
				Total :	**755.02**
91063	2/25/2025	000207 KONICA MINOLTA	PD:PRINTER/COPIER/FAX-FEB		
			PD:PRINTER/COPIER/FAX-FEB		
			001.2000.4203		111.76
				Total :	**111.76**
91064	2/25/2025	001404 LOWE'S	VEH#113:SIGN TRAILER MAINT		
			VEH#113:SIGN TRAILER MAINT		
			004.8310.4245		214.62
			EMERGENCY SUPPLIES		
			EMERGENCY SUPPLIES		
			001.1450.4260		3,308.70
				Total :	**3,523.32**
91065	2/25/2025	005993 MACS SPRING INC	VEH#103: REPAIR BUCKET TRUCK BED		
			VEH#103: REPAIR BUCKET TRUCK BED		
			004.8310.4245		95.00
				Total :	**95.00**
91066	2/25/2025	000168 MICHELLE GOMEZ, PETTY CASH	PETTY CASH-JAN AND FEB		
			PETTY CASH-JAN AND FEB		
			001.0020		140.00
				Total :	**140.00**
91067	2/25/2025	000598 PR PRINTING	POLICE PARKING VIOLATION BOOKS		
			POLICE PARKING VIOLATION BOOKS		
			001.2000.4250		1,253.88
				Total :	**1,253.88**
91068	2/25/2025	005307 RAINBOW PAINTING CO	CITY HALL:EXTERIOR PAINT		
			CITY HALL:EXTERIOR PAINT		
			042.9510.4075		21,540.00
				Total :	**21,540.00**
91069	2/25/2025	003144 REVENUE & COST SPECIALISTS,	CITY FEE STUDY UPDATE 24/25		
			CITY FEE STUDY UPDATE 24/25		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91069	2/25/2025	003144 REVENUE & COST SPECIALISTS,	(Continued)		
			001.1700.4621		5,024.00
				Total :	**5,024.00**
91070	2/25/2025	001414 RICHARDS, WATSON & GERSHON	GENERAL-DEC		
			GENERAL-DEC		
			001.1450.4520		12,068.80
			CODE ENFORCEMENT CASE#11382-DEC		
			CODE ENFORCEMENT CASE#11382-DEC		
			001.4600.4520		2,460.00
			CODE ENFORCEMENT 8064 CENTRAL-DEC		
			CODE ENFORCEMENT 8064 CENTRAL-DEC		
			001.4600.4520		80.00
			CODE ENFORCEMENT CASE#9971-DEC		
			CODE ENFORCEMENT CASE#9971-DEC		
			001.4600.4520		1,303.23
			PERSONNEL & LABOR RELATIONS-DEC		
			PERSONNEL & LABOR RELATIONS-DEC		
			001.1450.4520		605.00
			SWK19001 RW MSRI-DEC		
			SWK19001 RW MSRI-DEC		
			017.8350.6545		472.37
			SWK19001 RW ART3-DEC		
			SWK19001 RW ART3-DEC		
			005.8320.6545		472.37
			CODE ENFORCEMENT CASE#9085-DEC		
			CODE ENFORCEMENT CASE#9085-DEC		
			001.4600.4520		2,569.16
				Total :	**20,030.93**
91071	2/25/2025	001041 SAN MANUEL BAND OF, MISSION INDIAI	ICH17006 ENV SMBMI IGG-SEP		
			ICH17006 ENV SMBMI IGG-SEP		
			027.8490.6813		40,991.72
			ICH17006 ENV SMBMI IGG-DEC		
			ICH17006 ENV SMBMI IGG-DEC		
			027.8490.6813		62,784.08
				Total :	**103,775.80**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91072	2/25/2025	005731 SITEONE LANDSCAPE SUPPLY, LLC	COMPOST GIVEAWAY TOOLS		
			COMPOST GIVEAWAY TOOLS		
			027.8490.4349		332.87
				Total :	**332.87**
91073	2/25/2025	003044 THOMSON REUTERS WEST	CODE BOOKS-FEB		
			CODE BOOKS-FEB		
			001.1200.4626		1,719.66
				Total :	**1,719.66**
91074	2/25/2025	004920 TKE ENGINEERING	STR23002 NP RDA07-NOV		
			STR23002 NP RDA07-NOV		
			010.3830.6550		175.00
			SIG2301A DES DEV-YN(STARBUCKS)-NOV		
			SIG2301A DES DEV-YN(STARBUCKS)-NOV		
			027.8490.6550		1,154.40
			SIG23001 DES RDA07-NOV		
			SIG23001 DES RDA07-NOV		
			017.8350.6530		288.60
			GENERAL ENGINEERING SVC-NOV		
			GENERAL ENGINEERING SVC-NOV		
			023.3890.4550		1,300.00
				Total :	**2,918.00**
91075	2/25/2025	006072 TRENCH SHORING COMPANY	PERMA PATCH		
			PERMA PATCH		
			004.8310.4206		2,170.31
				Total :	**2,170.31**
91076	2/25/2025	004323 UNITED RENTALS (NORTH AMERICA)	VEH#101: EQUIP MAINT		
			VEH#101: EQUIP MAINT		
			004.8310.4245		1,728.52
			FS#3: GENERATOR MAINT		
			FS#3: GENERATOR MAINT		
			028.2050.4222		938.66
			FS#3: GENERATOR MAINT		
			029.2100.4222		938.65
				Total :	**3,605.83**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91077	2/25/2025	000979 VERIZON WIRELESS	AIR CARDS-JAN		
			AIR CARDS-JAN		
			001.2000.4062		20.02
				Total :	**20.02**
91078	2/25/2025	000231 VISTA PAINT CORP	GRAFFITI REMOVAL		
			GRAFFITI REMOVAL		
			001.6010.4206		1,067.46
				Total :	**1,067.46**
91079	2/25/2025	003535 WEST COAST ARBORISTS, INC.	CANYON OAK & SEELEY PK: TREE MAINT		
			CANYON OAK PK: TREE MAINT		
			016.8540.4680		2,797.40
			SEELEY PK: TREE MAINT		
			016.8540.4680		213.05
			AURANTIA PK: TREE REMOVAL		
			AURANTIA PK: TREE REMOVAL		
			001.6000.4680		500.00
			CITY WIDE: TREE MAINT		
			CITY WIDE: TREE MAINT		
			004.8310.4680		20,862.80
				Total :	**24,373.25**
91080	2/25/2025	000237 WILLDAN ASSOCIATES	BLDG & SAFETY PLAN CHECK-JAN		
			BLDG & SAFETY PLAN CHECK-JAN		
			001.4500.4540		6,986.25
			BLDG & SAFETY INSP-JAN		
			BLDG & SAFETY INSP-JAN		
			001.4500.4540		27,330.00
			BLDG & SAFETY PERMIT TECH-JAN		
			BLDG & SAFETY PERMIT TECH-JAN		
			001.4500.4540		5,622.50
				Total :	**39,938.75**
91081	2/25/2025	001677 YMCA OF THE EAST VALLEY	CDBG MONTHLY REIMB-DEC		
			CDBG MONTHLY REIMB-DEC		
			006.8400.4348		1,814.80
			MONTHLY REIMB-DEC		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91081	2/25/2025	001677 YMCA OF THE EAST VALLEY	(Continued) MONTHLY REIMB-DEC 001.6000.4526	124,896.00
			Total :	**126,710.80**

52 Vouchers for bank code : wfb **Bank total : 1,732,855.96**

52 Vouchers in this report **Total vouchers : 1,732,855.96**

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Tish Nava-Cruz, Director of Administrative Services/City Treasurer LNC

SUBJECT: Treasurer's Report for January 2025

RECOMMENDATION: City Council to receive and file the Treasurer's Report for January 2025

FISCAL IMPACT: Cash and Investments:

General Fund	$19,187,571.80
Special Revenue Funds	$40,884,529.33
Internal Service Funds	$ 5,652,054.75
Capital Projects Funds	$30,966,836.59
Agency Funds	$ 2,187,734.88
Housing Authority Fund	$ 3,837,943.07
SARDA Funds	$ 3,836,501.98

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.

Attachments: Treasurers Report, Treasurer's Report Graph, Cash and Investments Graph and General Fund Reserves Graph

Approved _____ Motion _____ Second _____ Agenda Item No. 7

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

CITY OF HIGHLAND
Treasurer's Report
as of January 31, 2025

CASH AND BANK ACCOUNTS:

Cash on Hand-Office Petty Cash & Change Fund Accounts	1,150.00
Wells Fargo Checking Account (reconciled book balance)	13,653,539.44

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	4.366%		
General Fund			12,321,132.15	
Special Revenue Funds			27,783,995.00	
Internal Service Funds			6,004,175.00	
Capital Projects Funds			27,292,777.00	
Total City LAIF Funds				73,402,079.15
Housing Authority Fund			3,889,746.66	
Total Housing Authority LAIF Funds				3,889,746.66
Total LAIF Funds				77,291,825.81

1) Maximum limits on accounts are $75M City and $75M Housing Authority.
2) Market Value is based on the December 31, 2024 applicable percentage of 0.999621985
3) Market Value is $77,262,608.34 ($77,291,825.81 x 0.999621985).

California Asset Management Program (CAMP)	n/a	4.550%		
General Fund			3,441,239.74	
Special Revenue Funds			1,929,385.00	
Capital Projects Funds			6,462,319.00	
Total CAMP Funds				11,832,943.74
INVESTMENTS: FISCAL AGENT ACCOUNTS				
US Bank Corporate Trust Services (Community Facilities Districts)				
Community Facilities District (CFD) 90-1				
Administrative Expense Fund #128262-011				
US Bank Money Market Account CUSIP #60934N872	n/a	4.03%	115,607.01	115,607.01
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #60934N872	n/a	4.03%	290,130.01	290,130.01
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #60934N872	n/a	4.03%	107,308.67	107,308.67
Community Facilities District (CFD) 2001-1				
Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #60934N872	n/a	4.03%	194,096.53	194,096.53
Interest Account #217795001				
US Bank Money Market Account CUSIP #60934N872	n/a	0.00%	-	-
Principal Account #217795002				
US Bank Money Market Account CUSIP #60934N872	n/a	0.00%	-	-
Administrative Expense Account #217795003				
US Bank Money Market Account CUSIP #60934N872	n/a	4.03%	20,525.40	20,525.40
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #60934N872	n/a	4.03%	30,885.85	30,885.85
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #60934N872	n/a	4.03%	8,795.18	8,795.18
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #60934N872	n/a	4.03%	14,239.74	14,239.74
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #60934N872	n/a	4.03%	5,266.64	5,266.64
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				786,855.03

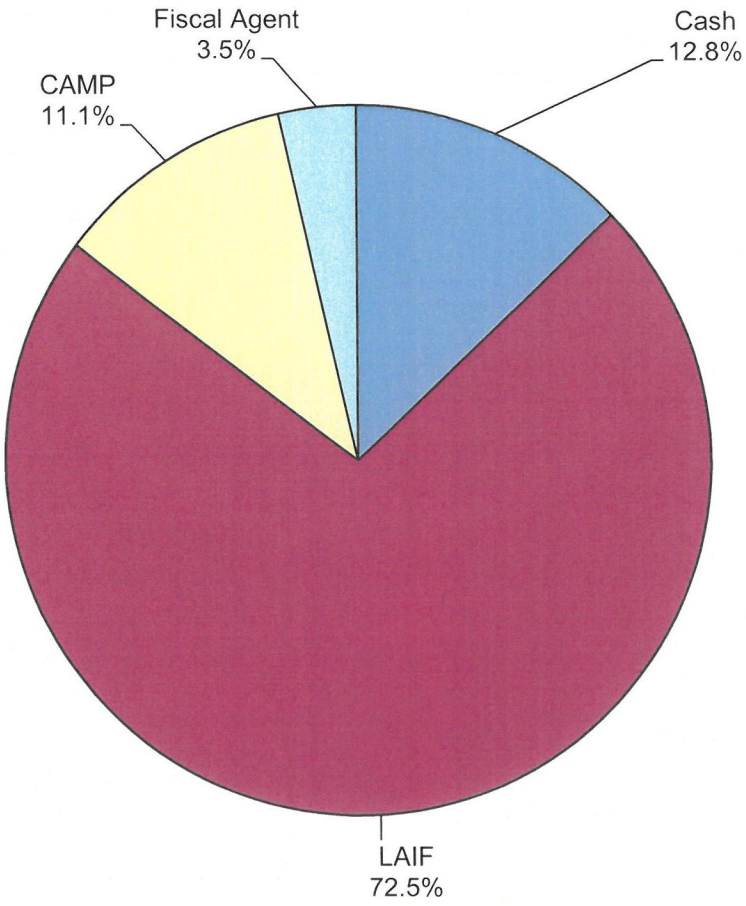
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
US Bank Corporate Trust Services (SARDA)				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.03%	1,284.16	1,284.16
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.03%	556.91	556.91
Principal Fund 786709003				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 786709004				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.03%	173,205.96	173,205.96
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.03%	793.30	793.30
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.03%	659.43	659.43
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.03%	994,018.55	994,018.55
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.03%	15,039.93	15,039.93
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.03%	1,800,061.87	1,800,061.87
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.03%	126.46	126.46
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	4.03%	1,111.81	1,111.81
Reserve Fund 259928004				
Assured Guaranty Municipal Bond Insurance	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				2,986,858.38
TOTAL CASH AND INVESTMENTS				**106,553,172.40**

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.

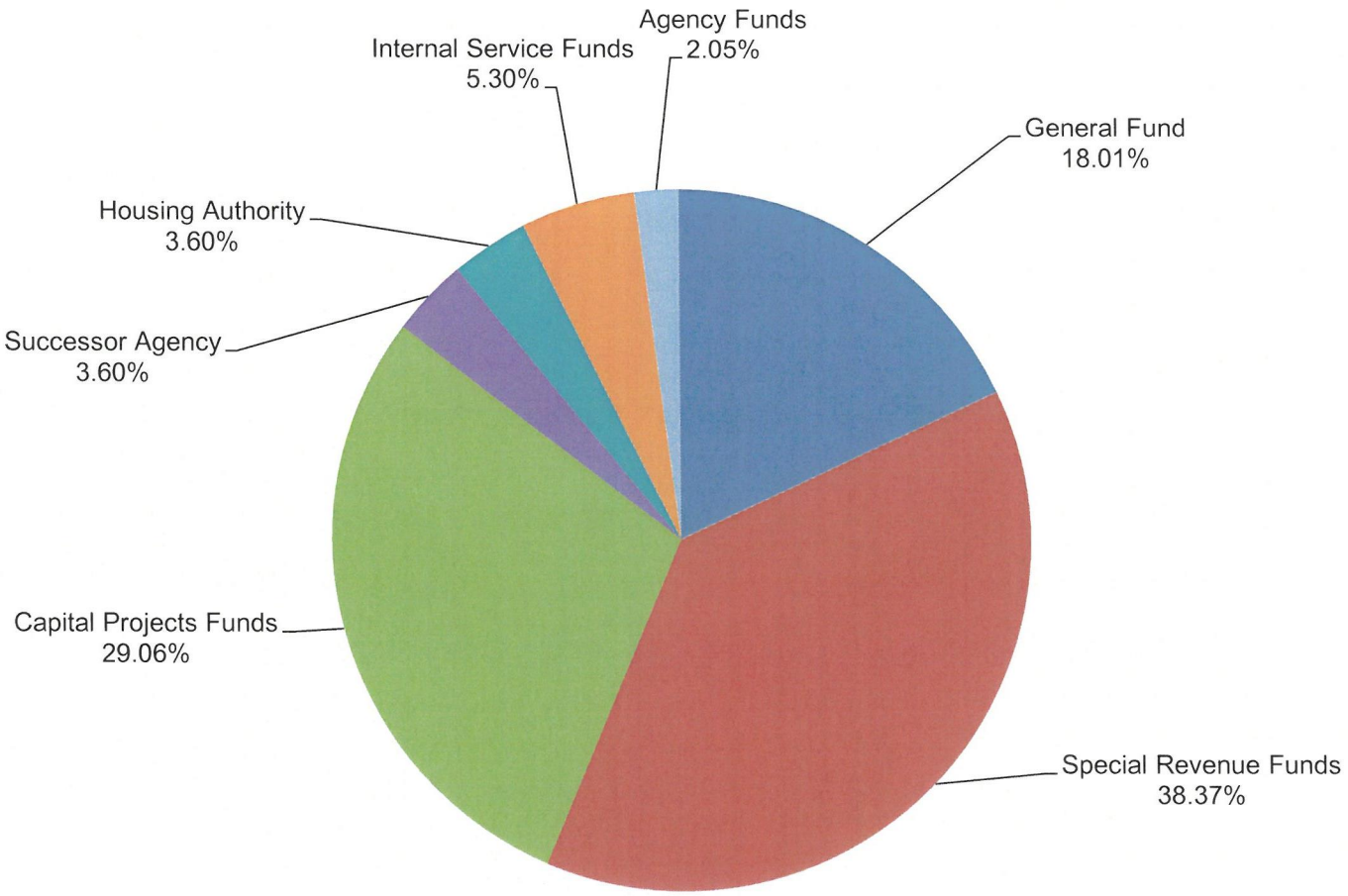
SIGNED:_____
Carlos Zamano
CITY MANAGER

SIGNED:_____
Leticia Nava-Cruz
DIRECTOR OF ADMINISTRATIVE
SERVICES/CITY TREASURER

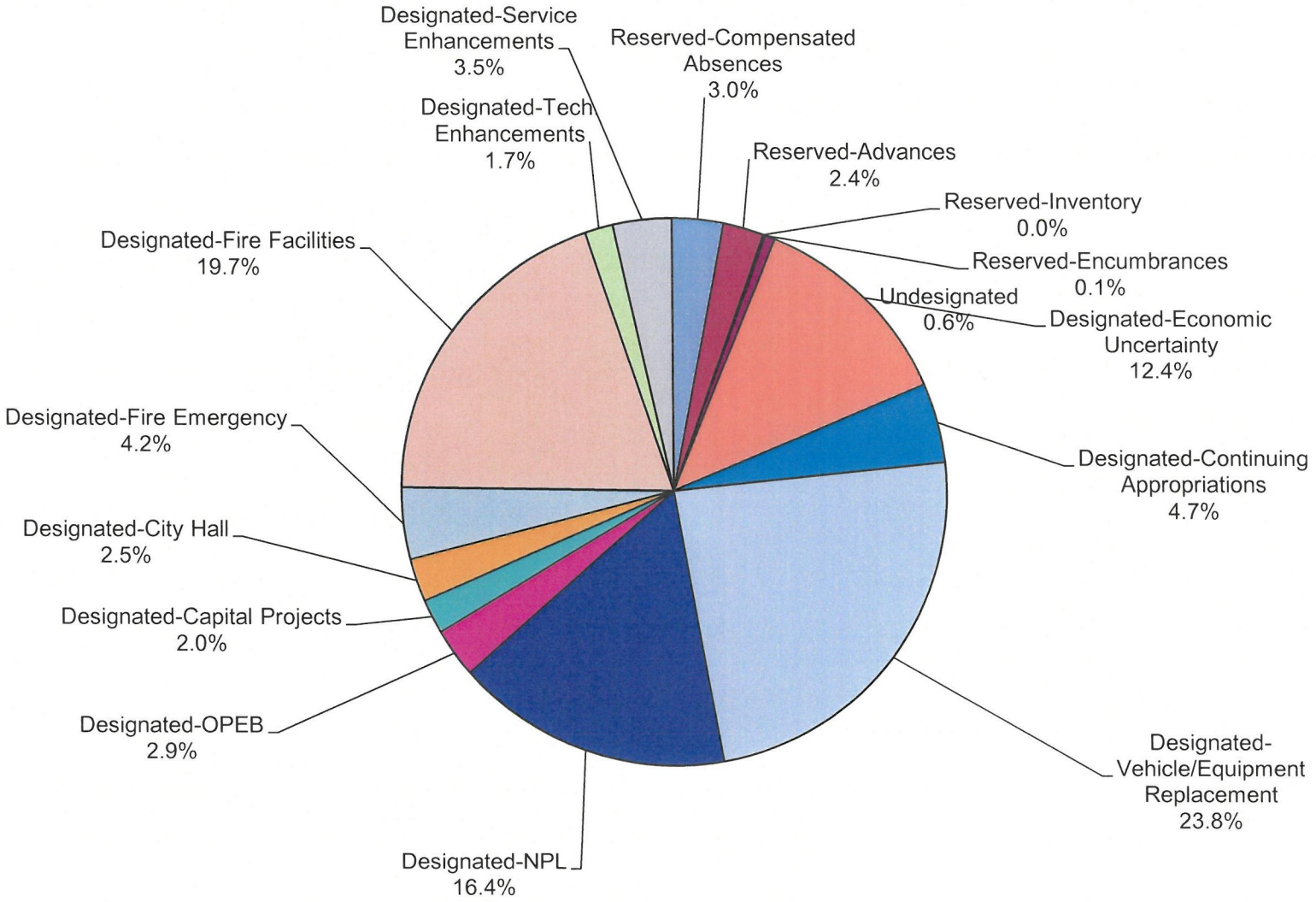
Treasurer's Report



Cash & Investments



General Fund Reserves



STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

REVIEWED BY: Dana Calkins, George Hills Company, Claims Adjuster

SUBJECT: Claim Consideration - Gilberto Martinez

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

BACKGROUND: The Claim was received in the City Clerk's Office on December 30, 2024. It was then sent to the City's claim adjuster, George Hills Company, who is recommending the claim be rejected.

Approved _____	Motion _____	Second _____	Agenda Item No. 8
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

GEORGE HILLS
Our minds over your matters.

February 7, 2025

Alondra Munoz
City of Highland

RE:		
	Client:	City of Highland
	Claim Number:	GHC0079669
	Date of Loss:	07/04/2024
	Claimant:	Martinez, Gilberto

Dear Ms. Munos:

We have reviewed 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.

Kindest Regards,
George Hills Company, Inc.

Dana Calkins

Dana Calkins
Sr. Claims Adjuster
Direct Dial: (916) 333-0575
Email: dana.calkins@georgehills.com

PO BOX 278, RANCHO CORDOVA, CA 95741

MANAGING PARTNER
Samer Habbas
OF COUNSEL
Jennifer Nimry Eseed*
Scott Hanssler
*Licensed to practice in Arizona, California, Colorado, Illinois, and Washington.
**Licensed to practice in Michigan.
***Licensed to practice in Nevada.
**** Licensed to practice in California, Arizona, and New Mexico.

SAMER HABBAS
& ASSOCIATES, PC
PERSONAL INJURY LAWYERS
200 Spectrum Center Dr, Ste 1230, Irvine, CA 92618
habbaspilaw.com | ph: 949-727-9300 | fx: 949-727-9308

MANAGING ATTORNEY
Adam Kocaj**
ASSOCIATES
Michelle Hunter Elias Fakhoury
Erik Zentz*** Cinthya Corcho
Muhammad Ali Gary Wong
Lucas Edwards**** Samar Hellar

RECEIVED
FEB 13 2025
CITY OF HIGHLAND

February 11, 2025

City of Highland
27215 Base Line
Highland, CA 92346
Via Fax: (909) 862-3180

RE: Client Name : Gilberto Martinez
Date of Accident : 07/04/2024
Claim Number : GHC0079669

To Whom It May Concern:

We are in receipt of your letter stating that our claim was insufficient. We disagree with your contention. We were very thorough with our claim facts. We are alleging a dangerous road condition that led to the motor vehicle collision. Specifically, there is lack of traffic controls either a stop sign or traffic signal controlling traffic in a busy intersection.

Regarding public employees, we are not alleging any employees were negligent. We are alleging a dangerous condition under Government Code Section 835.

Should you have any question, please do not hesitate to contact us.

Best Regards,

LAW OFFICES OF SAMER HABBAS

Samer Habbas
Attorney at Law

City of
HIGHLAND
Inc. 1987

December 30, 2024

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

Re: Claimant(s): Gilberto Martinez
Incident Date: July 4, 2024

Dear Patti:

Enclosed is a copy of a Claim received via mail at the Office of the City Clerk on December 27, 2024, by the above referenced claimant(s). Note: Attached is a location map for reference.

This item will be tentatively scheduled for the City Council special meeting on Tuesday, January 28, 2025, pending your recommendation. All correspondence will be required from George Hills no later than January 16, 2025. Please review and advise this office on the appropriate action to be taken.

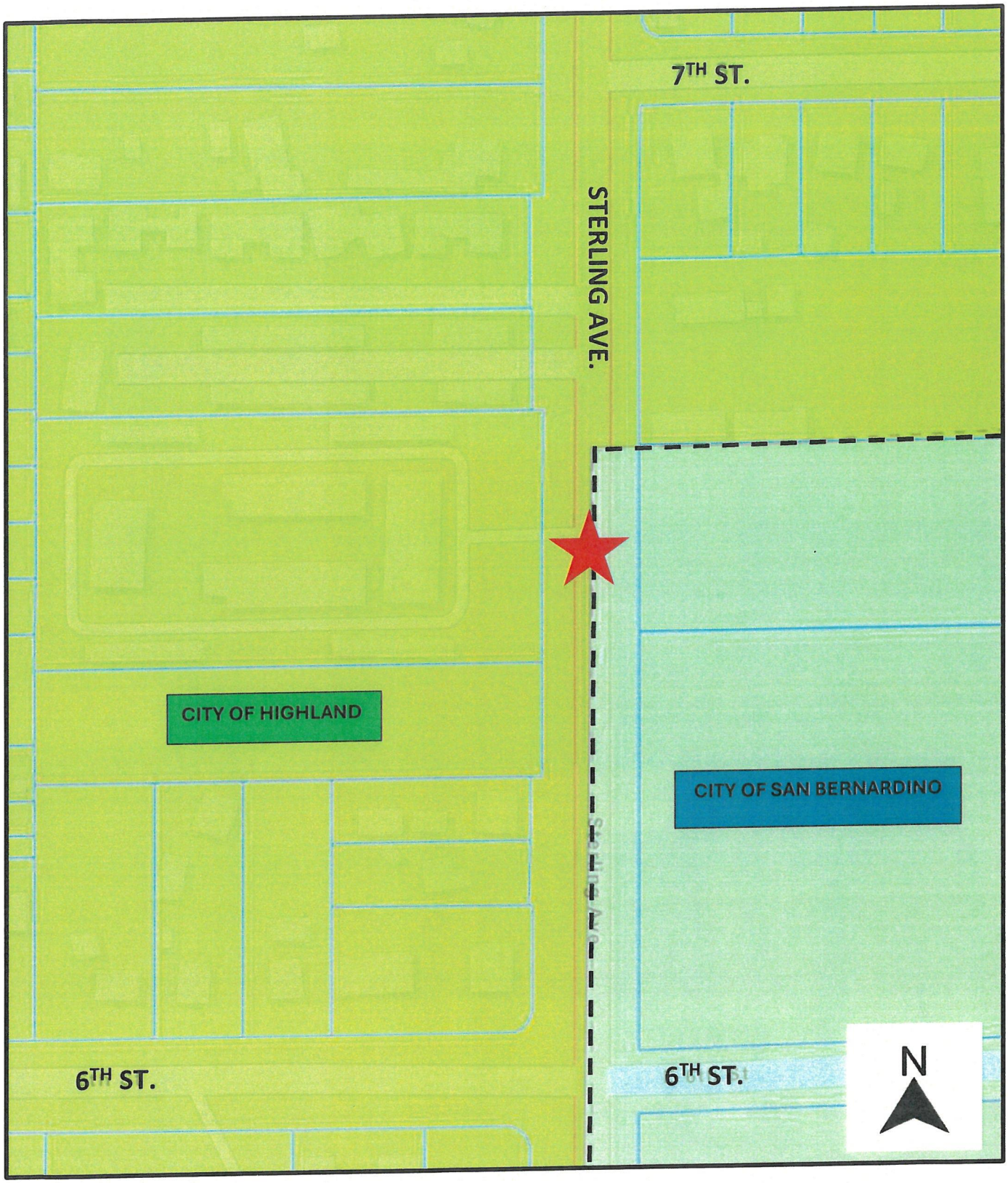
If you have any questions, please contact Leticia Nava-Cruz at (909) 864-6861, ext. 208 or myself at ext. 226.

Sincerely,

Alondra Muñoz
City Clerk

cc: Carlos Zamano, City Manager
Leticia Nava-Cruz, Director of Administrative Services
Maricela Marroquin, City Attorney

VICINITY MAP



MANAGING PARTNER
Samer Habbas
OF COUNSEL
Jennifer Nimry Eseed*
Scott Hanssler
*Licensed to practice in Arizona, California, Colorado, Illinois, and Washington.
**Licensed to practice in Michigan.
***Licensed to practice in Nevada.
****Licensed to practice in California, Arizona, and New Mexico.

SAMER HABBAS
& ASSOCIATES, PC
PERSONAL INJURY LAWYERS
200 Spectrum Center Dr, Ste 1230, Irvine, CA 92618
habbaspilaw.com | ph: 949-727-9300 | fx: 949-727-9308

MANAGING ATTORNEY
Adam Kocaj**
ASSOCIATES
Michelle Hunter
Erik Zentz***
Muhammad Ali
Lucas Edwards****
Elias Fakhoury
Cinthya Corcho
Gary Wong
Samar Hellar

December 23, 2024

City Clerk, City of Highland
27215 Base Line
Highland, CA 92346
Tracking No.: 9589 0710 5270 2308 0352 55

RE: Client Name : Gilberto Martinez
Date of Accident : 07/04/2024

To Whom It May Concern:

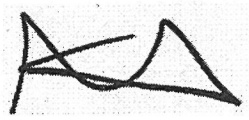
Enclosed is a Claim for Damages to Person or Property form.

Please notify this office if you should have any questions concerning the above.

Thank you for your anticipated courtesy and cooperation.

Best Regards,

LAW OFFICES OF SAMER HABBAS



Samer Habbas
Attorney at Law
ssh@habbaspilaw.com

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

Received: 12/27/2024

By: Alondra M.

☐ E-Mail ☒ 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 Gilberto Martinez

   a. Complete Address of Claimant, including City, State and Zip Code:
   258920 Union Street, San Bernardino, CA 92410

   b. Phone Number (___ ___) _____

   c. Date of Birth _____

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

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:

Law Offices of Samer Habbas - 200 Spectrum Center Dr. #1230, Irvine, CA 92618

Phone: (949) 727-9300 Fax: (949) 727-9308

3. Occurrence or event from which the claim arises:

a. Date of occurrence July 4, 2024

b. Time of occurrence 9:53 AM

c. Place of occurrence (Exact and specific location)

Near the intersection of Sterling Avenue and 6th street in the city of Highland, CA

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).

Attachment A

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

The City of Highland is responsible as the road design constitutes a dangerous condition and design defect, which caused the subject incident to occur. Gov Code Sections 835 and 815.

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".

Gilberto Martinez suffered injuries not limited to 4 broken ribs, collapsed lung, and 3 fractures in his right leg

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

Unknown and still being investigated at this time.

6. Name and address of any other person injured:

Kevin Mejia - 7834 Sterling Avenue, Apt 8, San Bernardino, CA 92410

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

Gilberto Martinez

8. Damages Claimed:

a. Amount claimed as of this date: $>$35,000.00

b. Estimate amount of future costs: $>$35,000.00

c. Total amount claimed: $>$35,000.00

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

Medical bills and future bills that will be incurred plus pain and suffering incurred from the subject incident.

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

a. Loma Linda Hospital - 11234 Anderson street, Loma Linda, CA 92354

b. Kaiser - San Bernardino: 1717 Date Pl., San Bernardino, CA 92404

c. _____

d. _____

e. _____

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

_____

_____

_____

_____

_____

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: Irvine, California
City and State

Date: 12/23/24

_____
Signature of Claimant

Samer Habbas, ESQ
Printed name of person signing above
Attorney for Claimant.

Attachment A

On July 4, 2024, Gilberto Martinez was driving straight southbound on Sterling Avenue when another party attempted to make a left turn into the northbound lanes of Sterling Avenue in front of Gilberto Martinez. This caused Gilberto Martinez and the other party's vehicle to collide. The City of Highland is responsible as the road design constitutes a dangerous condition and design defect, which caused the subject incident to occur. Gov Code Sections 835 and 815.

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

REVIEWED BY: Jennifer Arellano, George Hills Company, Claims Adjuster

SUBJECT: Claim Consideration - Carol Garrity

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

BACKGROUND: The Claim was received in the City Clerk's Office on February 20, 2025. It was then sent to the City's claim adjuster, George Hills Company, who is recommending the claim be rejected.

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

City Clerk

City Manager

City of
HIGHLAND
Inc. 1987

February 20, 2025

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

Re: Claimant(s): Carol Garrity
Incident Date: December 18, 2024

Dear Patti:

Enclosed is a copy of a Claim received via mail at the Office of the City Clerk on February 20, 2025, by the above referenced claimant(s). Note: Attached is a location map for reference. The incident location is outside of our city limits.

This item will be tentatively scheduled for the City Council regular meeting on Tuesday, March 11, 2025, pending your recommendation. All correspondence will be required from George Hills no later than **February 28, 2025**. Please review and advise this office on the appropriate action to be taken.

If you have any questions, please contact Leticia Nava-Cruz at (909) 864-6861, ext. 208 or myself at ext. 226.

Sincerely,

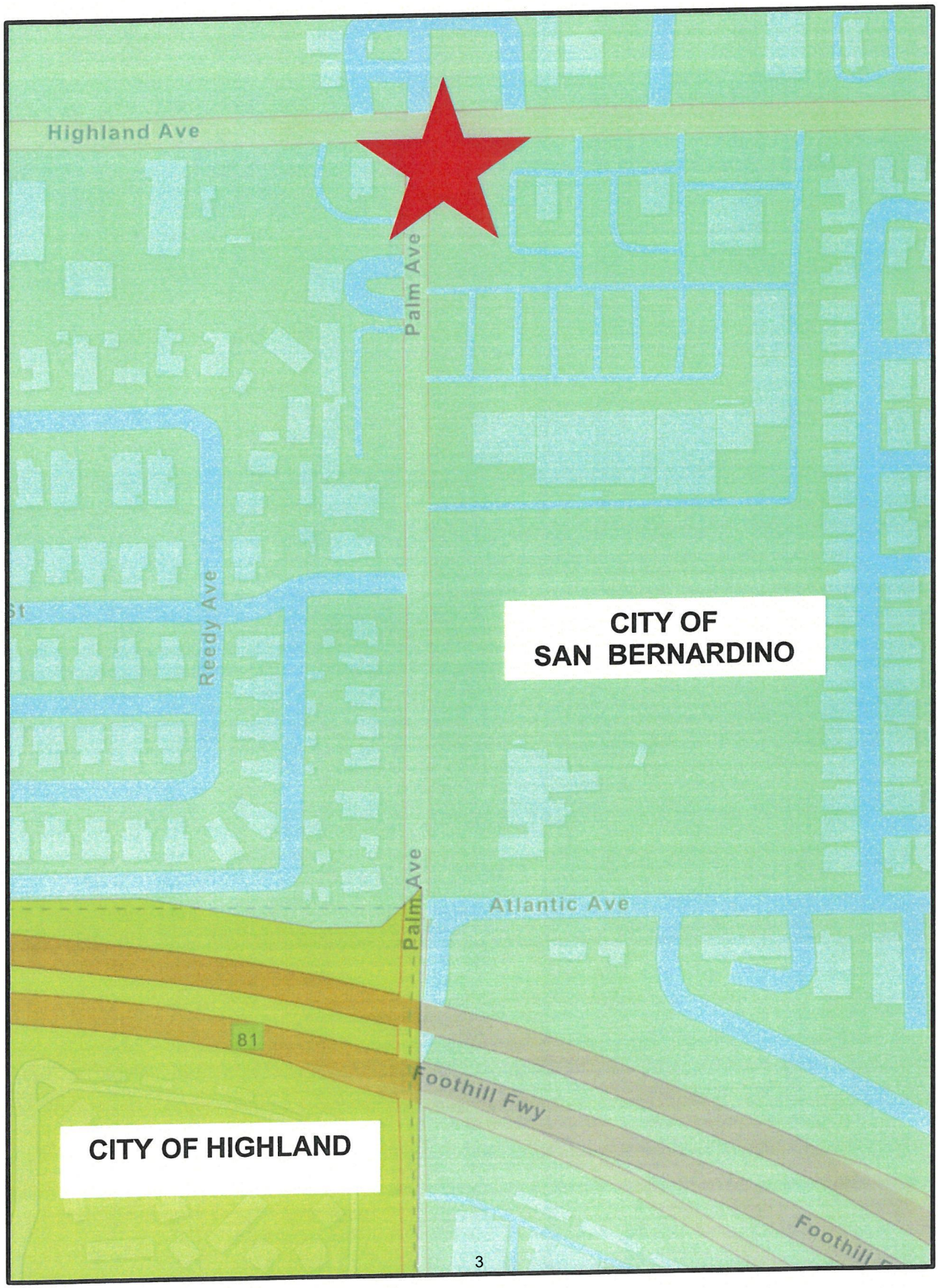
Alondra Muñoz
City Clerk

cc: Carlos Zamano, City Manager
Leticia Nava-Cruz, Director of Administrative Services
Maricela Marroquin, City Attorney

Mayor Penny Lilburn | **Mayor Pro Tem** Larry McCallon | **City Council** Gregory Hogan | **City Council** Vacant | **City Council** John P. Timmer | **City Manager** Carlos Zamano
27215 Base Line • Highland, CA 92346
Tel: 909.864.6861 • Fax: 909.862.3180 • www.cityofhighland.org

VICINITY MAP

The green shading is in the City of Highland and the blue region is City of San Bernardino maintained streets.



RECEIVED

FEB 20 2025

CITY OF HIGHLAND

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

Received: 2-20-25

By: EILEEN PRADO

☐ E-Mail ☑ 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 Carol Garrity

   a. Complete Address of Claimant, including City, State and Zip Code:
   7899 Wisteria Ct
   Highland 92346

   b. Phone Number ( )

   c. Date of Birth

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

_____ _____

Issued by which State: CA

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:

7899 Wisteria Ct
Highland 92346

3. Occurrence or event from which the claim arises:

a. Date of occurrence 12-18-24

b. Time of occurrence 3:45 pm

c. Place of occurrence (Exact and specific location)

Palm Ave @ Stater Bros.
heading towards Highland Ave

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).

Pot hole - got a flat tire once I
turned on Highland. Tire was not fixable.

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

road maintenance

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".

fire reimbursement

"no injuries"

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

6. Name and address of any other person injured:

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

8. Damages Claimed:

   a. Amount claimed as of this date: $ 90.39

   b. Estimate amount of future costs: $

   c. Total amount claimed: $

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

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

a. _____

b. _____

c. _____

d. _____

e. _____

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

_____

_____

_____

_____

_____

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

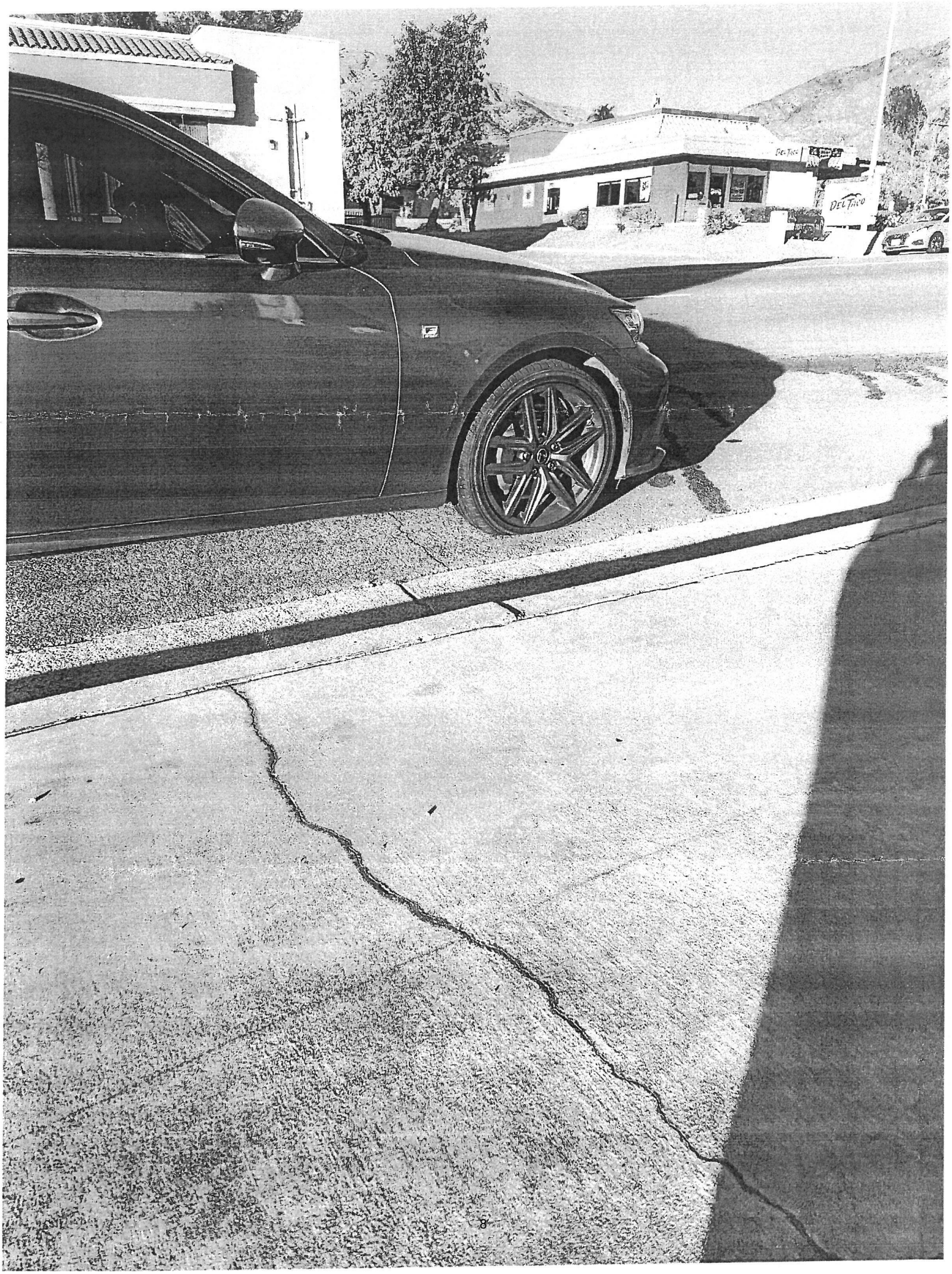
I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief as to such matters I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Signed at: Highland, CA
City and State

Date: 2-18-25

Carol Garrity
Signature of Claimant

Carol Garrity
Printed name of person signing above


DEL TACO

Walmart Medicare made easy Sponsored

Walmart

Dec 19, 2024 order
Order# 2000126-70062127

Tr-413 Valve Stem Package

Substitutions Qty 1 $3.00

More from this order

Lionhart LH-503 All Season 225/40ZR18 92W XL Passenger Tire Qty 1 $61.67

Subtotal $64.67

Walmart tire disposal fee $2.00

Expert tire installation $15.00

Tire recycling fee $1.75

Tax $6.97

Total **$90.39**

Charge history Your transaction activity for this order >

Payment method

Garrity
7899 Wisteria Ct
Highland 92346

SN BERNARDINO CA 923
19 FEB 2025 PM 7 L

City Clerk, City of Highland
27215 Base Line
Highland CA 92346

92346-312575

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Tish Nava-Cruz, Director of Administrative Services/City Treasurer TNC

SUBJECT: 2024 Byrne Justice Assistance Grant (JAG) Program Award.

RECOMMENDATION: That the City Council:

1. Accept the 2024 Edward Byrne Memorial Justice Assistance Grant (JAG) award in the amount of $25,854;

2. Authorize the appropriation of grant funds for special project overtime, including gang sweeps, DUI checkpoints, quality-of-life enforcement, and burglary suppression efforts; and

3. Authorize the City Manager, or their designee, to execute any necessary documents related to the grant award and administration.

FISCAL IMPACT: The total grant award to the City is $25,854.

PUBLIC NOTICE: The agenda for this item was posted at the three required locations per Resolution 2011-047 and on the City's website

BACKGROUND: The City of Highland has been awarded funding through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This grant provides financial support to local law enforcement agencies to enhance public safety initiatives. The City will utilize these funds for special project overtime, focusing on gang sweeps, DUI checkpoints, quality-of-life enforcement, and burglary suppression efforts. These targeted operations aim to reduce crime, improve community safety, and support proactive policing efforts.

Attachments:
1. 2024 California Local JAG Allocations

Approved _____ Motion _____ Second _____ Agenda Item No. 10

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

2024 California Local JAG Allocations

Listed below are all jurisdictions in the state that are eligible for FY 2024 JAG funding, as determined by the JAG formula. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the JAG Technical report here: https://bjs.ojp.gov/library/publications/justice-assistance-grant-jag-program-2022 and current JAG Frequently Asked Questions here: https://bja.ojp.gov/program/jag/frequently-asked-questions.

Finding your jurisdiction:
(1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county.
(2) Direct allocations are listed alphabetically below the shaded, disparate groupings.
(3) Counties that have an asterisk (*) under the "Direct Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: https://www.bja.gov/Funding/JAGMOU.pdf. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU.

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
CA	ALAMEDA COUNTY	County	$46,971	
CA	OAKLAND CITY	Municipal	$395,273	$442,244
CA	BUTTE COUNTY	County	$23,597	
CA	CHICO CITY	Municipal	$37,675	$61,272
CA	CONTRA COSTA COUNTY	County	$23,061	
CA	ANTIOCH CITY	Municipal	$43,462	
CA	CONCORD CITY	Municipal	$41,920	
CA	RICHMOND CITY	Municipal	$73,227	$181,670
CA	FRESNO COUNTY	County	$75,640	
CA	FRESNO CITY	Municipal	$297,935	$373,575
CA	KINGS COUNTY	County	*	
CA	HANFORD CITY	Municipal	$18,614	$18,614
CA	LOS ANGELES COUNTY	County	$392,189	
CA	LOS ANGELES CITY	Municipal	$2,012,318	$2,404,507
CA	MARIN COUNTY	County	*	
CA	SAN RAFAEL CITY	Municipal	$17,519	$17,519
CA	MONTEREY COUNTY	County	$19,128	
CA	SALINAS CITY	Municipal	$55,842	$74,970
CA	NAPA COUNTY	County	*	
CA	NAPA CITY	Municipal	$17,944	$17,944
CA	ORANGE COUNTY	County	$18,256	
CA	ANAHEIM CITY	Municipal	$112,533	
CA	BUENA PARK CITY	Municipal	$14,056	
CA	COSTA MESA CITY	Municipal	$32,334	
CA	FULLERTON CITY	Municipal	$30,078	
CA	GARDEN GROVE CITY	Municipal	$34,613	
CA	HUNTINGTON BEACH CITY	Municipal	$30,681	
CA	IRVINE CITY	Municipal	$12,893	
CA	LA HABRA CITY	Municipal	$12,491	

CA	ORANGE CITY	Municipal	$13,117	
CA	PLACENTIA CITY	Municipal	$12,112	
CA	SANTA ANA CITY	Municipal	$99,505	
CA	TUSTIN CITY	Municipal	$12,134	
CA	WESTMINSTER CITY	Municipal	$19,508	$454,311
CA	RIVERSIDE COUNTY	County	$65,473	
CA	BEAUMONT CITY	Municipal	$12,380	
CA	CORONA CITY	Municipal	$19,709	
CA	DESERT HOT SPRINGS CITY	Municipal	$15,463	
CA	HEMET CITY	Municipal	$24,849	
CA	INDIO CITY	Municipal	$30,658	
CA	JURUPA VALLEY CITY	Municipal	$21,273	
CA	LAKE ELSINORE CITY	Municipal	$11,418	
CA	MENIFEE CITY	Municipal	$14,480	
CA	MORENO VALLEY CITY	Municipal	$55,216	
CA	MURRIETA CITY	Municipal	$13,340	
CA	PALM SPRINGS CITY	Municipal	$18,815	
CA	PERRIS CITY	Municipal	$18,145	
CA	RIVERSIDE CITY	Municipal	$107,908	
CA	TEMECULA CITY	Municipal	$10,927	$440,054
CA	SAN BERNARDINO COUNTY	County	$119,907	
CA	SAN BERNARDINO CITY	Municipal	$190,631	$310,538
CA	SAN DIEGO COUNTY	County	$133,806	
CA	SAN DIEGO CITY	Municipal	$380,323	$514,129
CA	SAN JOAQUIN COUNTY	County	$58,054	
CA	STOCKTON CITY	Municipal	$273,109	$331,163
CA	SANTA BARBARA COUNTY	County	$15,642	
CA	SANTA BARBARA CITY	Municipal	$26,636	
CA	SANTA MARIA CITY	Municipal	$45,987	$88,265
CA	SANTA CLARA COUNTY	County	$21,340	
CA	SAN JOSE CITY	Municipal	$312,393	$333,733
CA	SOLANO COUNTY	County	*	
CA	FAIRFIELD CITY	Municipal	$35,239	
CA	VACAVILLE CITY	Municipal	$20,245	
CA	VALLEJO CITY	Municipal	$77,294	$132,778
CA	SONOMA COUNTY	County	$31,776	
CA	SANTA ROSA CITY	Municipal	$52,892	$84,668
CA	STANISLAUS COUNTY	County	$27,798	
CA	MODESTO CITY	Municipal	$112,689	$140,487
CA	SUTTER COUNTY	County	*	
CA	YUBA CITY CITY	Municipal	$19,441	$19,441
CA	TULARE COUNTY	County	$22,681	
CA	VISALIA CITY	Municipal	$41,630	$64,311
CA	VENTURA COUNTY	County	*	

CA	OXNARD CITY	Municipal	$50,680	
CA	SAN BUENAVENTURA CITY	Municipal	$26,234	$76,914
CA	YOLO COUNTY	County	*	
CA	WEST SACRAMENTO CITY	Municipal	$11,552	
CA	WOODLAND CITY	Municipal	$14,994	$26,546
CA	ADELANTO CITY	Municipal	$19,977	
CA	ALAMEDA CITY	Municipal	$13,184	
CA	ALHAMBRA CITY	Municipal	$11,284	
CA	APPLE VALLEY CITY	Municipal	$26,793	
CA	ARVIN CITY	Municipal	$12,849	
CA	ATWATER CITY	Municipal	$14,078	
CA	BAKERSFIELD CITY	Municipal	$134,968	
CA	BALDWIN PARK CITY	Municipal	$14,882	
CA	BARSTOW CITY	Municipal	$18,457	
CA	BELL CITY	Municipal	$12,357	
CA	BELLFLOWER CITY	Municipal	$25,027	
CA	BERKELEY CITY	Municipal	$40,714	
CA	BRENTWOOD CITY	Municipal	$11,955	
CA	BURBANK CITY	Municipal	$15,284	
CA	CALAVERAS COUNTY	County	$11,843	
CA	CARLSBAD CITY	Municipal	$16,089	
CA	CARSON CITY	Municipal	$28,424	
CA	CERES CITY	Municipal	$14,614	
CA	CHINO CITY	Municipal	$21,005	
CA	CHULA VISTA CITY	Municipal	$63,372	
CA	CITRUS HEIGHTS CITY	Municipal	$21,318	
CA	CLOVIS CITY	Municipal	$16,156	
CA	COLTON CITY	Municipal	$14,391	
CA	COMMERCE CITY	Municipal	$10,212	
CA	COMPTON CITY	Municipal	$73,160	
CA	COVINA CITY	Municipal	$10,905	
CA	CULVER CITY CITY	Municipal	$14,904	
CA	DALY CITY CITY	Municipal	$17,340	
CA	DELANO CITY	Municipal	$12,759	
CA	DOWNEY CITY	Municipal	$25,831	
CA	EAST PALO ALTO CITY	Municipal	$10,503	
CA	EL CAJON CITY	Municipal	$34,792	
CA	EL CENTRO CITY	Municipal	$10,123	
CA	EL DORADO COUNTY	County	$16,134	
CA	EL MONTE CITY	Municipal	$24,759	
CA	ELK GROVE CITY	Municipal	$25,407	
CA	ESCONDIDO CITY	Municipal	$37,697	
CA	EUREKA CITY	Municipal	$12,826	
CA	FONTANA CITY	Municipal	$45,317	
CA	FREMONT CITY	Municipal	$28,513	
CA	GARDENA CITY	Municipal	$22,882	
CA	GILROY CITY	Municipal	$17,519	
CA	GLENDALE CITY	Municipal	$16,089	
CA	HAWTHORNE CITY	Municipal	$43,507	
CA	HAYWARD CITY	Municipal	$36,714	
CA	HESPERIA CITY	Municipal	$36,200	
CA	HIGHLAND CITY	Municipal	* $25,854 *	
CA	HUMBOLDT COUNTY	County	$18,792	
CA	HUNTINGTON PARK CITY	Municipal	$28,938	
CA	IMPERIAL COUNTY	County	$13,362	

CA	INGLEWOOD CITY	Municipal	$45,451	
CA	KERN COUNTY	County	$218,318	
CA	LA MESA CITY	Municipal	$12,156	
CA	LAKE COUNTY	County	$15,217	
CA	LAKEWOOD CITY	Municipal	$18,480	
CA	LANCASTER CITY	Municipal	$89,606	
CA	LEMON GROVE CITY	Municipal	$11,061	
CA	LIVERMORE CITY	Municipal	$12,223	
CA	LODI CITY	Municipal	$16,513	
CA	LOMPOC CITY	Municipal	$16,759	
CA	LONG BEACH CITY	Municipal	$160,286	
CA	LOS BANOS CITY	Municipal	$12,335	
CA	LYNWOOD CITY	Municipal	$31,485	
CA	MADERA CITY	Municipal	$20,491	
CA	MADERA COUNTY	County	$24,290	
CA	MANTECA CITY	Municipal	$14,525	
CA	MENDOCINO COUNTY	County	$12,916	
CA	MERCED CITY	Municipal	$43,820	
CA	MERCED COUNTY	County	$32,759	
CA	MONTCLAIR CITY	Municipal	$16,201	
CA	MONTEBELLO CITY	Municipal	$16,178	
CA	MOUNTAIN VIEW CITY	Municipal	$11,955	
CA	NATIONAL CITY CITY	Municipal	$25,027	
CA	NORWALK CITY	Municipal	$27,887	
CA	OCEANSIDE CITY	Municipal	$52,914	
CA	ONTARIO CITY	Municipal	$43,060	
CA	OROVILLE CITY	Municipal	$10,748	
CA	PALMDALE CITY	Municipal	$51,529	
CA	PARAMOUNT CITY	Municipal	$20,535	
CA	PASADENA CITY	Municipal	$34,390	
CA	PETALUMA CITY	Municipal	$16,759	
CA	PICO RIVERA CITY	Municipal	$15,642	
CA	PITTSBURG CITY	Municipal	$31,105	
CA	PLACER COUNTY	County	$13,989	
CA	POMONA CITY	Municipal	$57,719	
CA	PORTERVILLE CITY	Municipal	$18,994	
CA	RANCHO CORDOVA CITY	Municipal	$20,759	
CA	RANCHO CUCAMONGA CITY	Municipal	$38,032	
CA	REDDING CITY	Municipal	$39,932	
CA	REDLANDS CITY	Municipal	$15,687	
CA	REDONDO BEACH CITY	Municipal	$13,698	
CA	REDWOOD CITY	Municipal	$15,463	
CA	RIALTO CITY	Municipal	$36,200	
CA	RIDGECREST CITY	Municipal	$10,391	
CA	ROHNERT PARK CITY	Municipal	$16,178	
CA	ROSEMEAD CITY	Municipal	$13,005	
CA	ROSEVILLE CITY	Municipal	$17,653	
CA	SACRAMENTO CITY	Municipal	$257,556	
CA	SACRAMENTO COUNTY	County	$172,240	
CA	SAN FRANCISCO CITY	Municipal	$358,693	
CA	SAN LEANDRO CITY	Municipal	$31,619	
CA	SAN LUIS OBISPO CITY	Municipal	$14,882	
CA	SAN LUIS OBISPO COUNTY	County	$19,620	
CA	SAN MARCOS CITY	Municipal	$13,743	
CA	SAN MATEO CITY	Municipal	$18,837	
CA	SAN MATEO COUNTY	County	$22,770	

CA	SAN PABLO CITY	Municipal	$13,318	
CA	SANTA CLARA CITY	Municipal	$18,256	
CA	SANTA CLARITA CITY	Municipal	$20,737	
CA	SANTA CRUZ CITY	Municipal	$25,586	
CA	SANTA CRUZ COUNTY	County	$22,838	
CA	SANTA MONICA CITY	Municipal	$44,021	
CA	SANTEE CITY	Municipal	$10,570	
CA	SHASTA COUNTY	County	$28,133	
CA	SOUTH GATE CITY	Municipal	$39,150	
CA	SOUTH SAN FRANCISCO CITY	Municipal	$12,759	
CA	SUNNYVALE CITY	Municipal	$18,368	
CA	TORRANCE CITY	Municipal	$20,938	
CA	TRACY CITY	Municipal	$14,167	
CA	TULARE CITY	Municipal	$22,435	
CA	TUOLUMNE COUNTY	County	$15,732	
CA	TURLOCK CITY	Municipal	$27,977	
CA	UNION CITY CITY	Municipal	$16,982	
CA	UPLAND CITY	Municipal	$20,960	
CA	VICTORVILLE CITY	Municipal	$75,126	
CA	VISTA CITY	Municipal	$24,200	
CA	WATSONVILLE CITY	Municipal	$20,759	
CA	WEST COVINA CITY	Municipal	$19,999	
CA	WEST HOLLYWOOD CITY	Municipal	$18,390	
CA	WHITTIER CITY	Municipal	$15,262	
CA	YUBA COUNTY	County	$14,458	
CA	YUCAIPA CITY	Municipal	$12,134	
CA	YUCCA VALLEY CITY	Municipal	$10,145	
	Local total		**$10,883,394**	

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Liz Brown, Highland Battalion Chief/CAL Fire

SUBJECT: Agreement for Automatic and Mutual Aid with San Bernardino County Fire Protection District

RECOMMENDATION: It is recommended that the City Council approve an Agreements for a term up to five years with San Bernardino County Fire Protection District (SBCFPD), (2) Authorize the Fire Chief to approve the Operating Plan, and (3) Authorize the Mayor to execute the agreement.

FISCAL IMPACT: None.

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

BACKGROUND: SBCFPD Fire Chief Dan Munsey and Highland Fire Chief Liz Brown recently discussed entering into an agreement for automatic and mutual aid to provide mutual assistance for emergency incidents that do, or may, exceed the receiving agency's capabilities. Neither agency providing aid will be obligated to reduce its own resources. If an agency cannot respond, the agency will immediately notify the requested communication center. One of the primary goals of the agreement is for specific high-risk calls to use the "Closest Resource Concept" which means that the closes most appropriate fire unit will respond regardless of jurisdiction. The Fire Chiefs for SBCFPD and Highland developed the Operating Plan that details implementation of the automatic and mutual aid, see attached agreement. Additionally, both Fire Chiefs will meet annually before July 1st of each year to review and update the Operating Plan, if necessary.

This agreement has been reviewed by the City Attorney and staff is recommending approval by the City Council.

Attachment: Automatic and Mutual Aid Agreement

G:\Emergency Operations\Fire Mutual Aid Agreements Stf Rpt 03.11.25.doc

Approved _____ Motion _____ Second _____ Agenda Item No. 11

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

Contract Number _____

SAP Number _____

San Bernardino County Fire Protection District

Department Contract Representative	Dan Munsey
Telephone Number	909-387-5779
Contractor	City of Highland
Contractor Representative	Liz Brown
Telephone Number	909-361-1251
Contract Term	Effective Date to June 30, 2030
Original Contract Amount	
Amendment Amount	
Total Contract Amount	
Cost Center	
Grant Number (if applicable)	

AGREEMENT FOR AUTOMATIC AID AND MUTUAL AID BETWEEN SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT AND CITY OF HIGHLAND

This Agreement is made and entered into by and between the San Bernardino County Fire Protection District (herein referred to as "SBCFPD") and the City of Highland (herein referred to as ("HIGHLAND").

WITNESSETH:

WHEREAS, the parties to this Agreement are both legally empowered to provide fire protection and rescue services within their respective jurisdictions; and,

WHEREAS, it is in the best interest of the residents of SBCFPD and HIGHLAND to provide the most expeditious response to suppress fires and render other emergency services; and,

WHEREAS, each party is desirous of providing to the other a reasonable and reciprocal exchange of like fire, rescue and emergency medical services on a day-to-day basis; and,

WHEREAS, each party agrees that this Agreement is not intended to supplement, release, or replace each party's obligation to provide fire protection and rescue services within their respective jurisdiction: and,

WHEREAS, this Agreement is authorized by provisions of applicable state and federal law.

NOW, THEREFORE, in consideration of these mutual covenants, the parties agree to undertake aid under the terms, provisions, and conditions hereinafter provided.

A. MUTUAL AID:

1. HIGHLAND and SBCFPD agree to provide assistance mutually for emergency incidents that do, or may, exceed the receiving party's capabilities.

2. Mutual Aid responses from either party shall include personnel, equipment, material and supplies such as are usually and customarily used within the sending party's jurisdiction. Responding fire suppression apparatus shall, at a minimum, be staffed with three full-time, paid, professional fire personnel, at least one of which will be a Paramedic. Medic Squad(s) shall be staffed with a minimum of two full-time, paid, professional fire personnel for Emergency Medical Service (EMS) calls, at least one of which will be a Paramedic.

3. SBCFPD will, upon notification from its primary dispatch facility, and with approval of its Duty Officer, respond with the requested type of emergency equipment to an incident within HIGHLAND's jurisdictional boundaries. HIGHLAND will, upon notification from its primary dispatch facility, and with approval of its Duty Officer, respond with the requested type of emergency equipment to an incident within SBCFPD's jurisdictional boundaries. Resources requested by either SBCFPD or HIGHLAND will be priority release as soon as possible by the requesting party.

4. The terms, as listed in Section 3, are conditional upon the availability of resources from the sending agency. Neither SBCFPD nor HIGHLAND in rendering aid to the other, shall be obligated to reduce its own resources to the extent that a situation is created that is detrimental to its citizens. The Chief Officer in charge of the assisting agency shall make such determination.

5. It is mutually understood and agreed that this Agreement does not relieve either party hereto from the necessity and obligation for using its own resources for furnishing fire and/or rescue response within any part of its own jurisdiction, and that the assisting fire department's response to a request for aid will be dependent upon the existing emergency conditions within its own jurisdiction and the status of its resources at the time of the request. If an assisting fire department cannot respond under this Agreement, it must immediately notify the requesting communication center.

6. Details as to amounts and types of assistance to be dispatched, area to be assisted, methods of dispatching and communications, methods of requesting aid and positions authorized to send and receive such requests shall be recorded in an Operating Plan that is approved and signed by the Fire Chiefs of SBCFPD and HIGHLAND (Attachment "A"). The Parties shall meet annually before July 1st of each year to review and update, if necessary, the Operating Plan. Said Attachment "A" is hereby made a part of this Agreement by this reference.

7. In those instances where an assisting fire department arrives before the jurisdictional fire department, the assisting fire department will take the necessary action dictated by the situation. However, it is assumed that the jurisdictional fire department will arrive shortly after the arrival of the assisting fire department. Thereafter, the responsibility for managing the situation will be immediately assumed by the first arriving chief officer from the jurisdictional fire department upon its arrival at the scene. The assisting fire department personnel will be under the direction of the officer-in-charge of the jurisdictional fire department. It is further agreed that the assisting fire department will be a priority release from the scene as soon as is practical by the jurisdictional fire department.

8. Neither SBCFPD nor HIGHLAND shall be obligated to reimburse the other for any action taken or aid rendered hereunder, or for any use of materials, damage to equipment, or liability, or claims incurred which

may occur in the course of rendering assistance herein provided unless specified in another binding agreement.

9. Nothing herein shall preclude either party from making claims to signatories of the State of California Cooperative Agreement for Local Government Fire Suppression (Five-Party Agreement), nor any other reimbursement or claim instrument which may arise during the life of this Agreement, if all other criteria for such a claim have been met.

B. AUTOMATIC AID:

1. Automatic aid shall be limited to the HIGHLANDS's and SBCFPD's jurisdictional boundaries in the city of San Bernardino, the community of Mentone and the unincorporated areas in the San Bernardino area. Automatic Aid shall adhere to the "closest resource concept" for the agreed-upon call types identified in the Operating Plan and signed by the Fire Chiefs of SBCFPD and HIGHLAND (Attachment "A").

2. SBCFPD will, upon notification from its primary dispatch facility, respond with the pre-identified type of emergency equipment to an emergency incident within HIGHLAND's jurisdictional boundaries. This is to be an immediate response not requiring individual authorization of the Chief Officer and is to be considered an initial attack resource. Should HIGHLAND request additional units, the SBCFPD Chief Officer shall be notified and that request shall be classified and handled as a "mutual aid" request.

3. HIGHLAND will, upon notification from its primary dispatch facility, respond with the pre-identified type of emergency equipment to an emergency incident within SBCFPD's jurisdictional boundary. This is to be an immediate response not requiring individual authorization of the Chief Officer and is to be considered an initial attack resource. Should SBCFPD request additional units, HIGHLAND's Chief Officer shall be notified and that request shall be classified and handled as "mutual aid" request.

4. Details as to amounts and types of assistance to be automatically dispatched, methods of dispatching and communications, shall be recorded in an Operating Plan and signed by the Fire Chiefs of SBCFPD and HIGHLAND (Attachment "A"). The Parties shall meet annually before July 1st of each year to review and update, if necessary the Operating Plan.

5. The terms, as listed in Sections 1 through 4 above, are conditional upon the availability of resources from the sending agency. Neither party, in rendering aid to the other, shall be obligated to send resources that are previously committed to incidents in progress or to the extent that a situation is created that is detrimental to its citizens. The Chief Officer in charge of the assisting agency shall make such determination.

6. In those instances where an assisting fire department arrives before the jurisdictional fire department, the assisting fire department will take the necessary action dictated by the situation. However, it is assumed that the jurisdictional fire department will arrive shortly after the arrival of the assisting fire department. Thereafter the responsibility for managing the situation will be immediately assumed by the first arriving chief officer from the jurisdictional fire department upon its arrival at the scene. The assisting fire department personnel will be under the direction of the chief officer-in-charge of the jurisdictional fire department. It is further agreed that the assisting fire department will be released from the scene as soon as is practical by the jurisdictional fire department.

7. It is mutually understood and agreed that this Agreement does not relieve either party hereto from the necessity and obligation for using its own resources for furnishing fire response within any part of its own jurisdiction, and that the assisting fire department's response to a request for aid will be dependent upon the existing emergency conditions within its own jurisdiction and the status of its resources. If an assisting fire department cannot respond under this Agreement, it must immediately notify the jurisdictional communication center.

8. Neither SBCFPD nor HIGHLAND shall be obligated to reimburse the other for any action taken or aid rendered hereunder, or for any use of materials, damage to equipment, or liability, or claims incurred which may occur in the course of rendering assistance herein provided for.

C. CLOSEST RESOURCE CONCEPT:

1. SBCFPD and HIGHLAND agree to participate in the "closest resource concept" for the agreed upon call types identified in the Operating Plan and signed by the Fire Chiefs of SBCFPD and HIGHLAND (Attachment "A"). For purposes of this Agreement, "closest resource concept" shall mean the use of the closest most appropriate fire unit regardless of jurisdiction.

2. Details as to amounts and types of assistance to be automatically dispatched under "closest resource concept", methods of dispatching and communications, as well as agreed upon call types shall be recorded in an Operating Plan and signed by the Fire Chiefs of SBCFPD and HIGHLAND (Attachment "A"). The Parties shall meet annually before July 1st of each year to review and update the Operating Plan, if needed.

D. INDEMNIFICATION:

1. HIGHLAND agrees to indemnify, defend (with counsel reasonably approved by SBCFPD) and hold harmless SBCFPD and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of the performance of this Agreement by HIGHLAND, and/or its officers, employees, agents, contractors or volunteers, including the acts, errors, or omissions of HIGHLAND and for any costs or expenses incurred by SBCFPD on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. HIGHLAND's indemnification obligation applies to SBCFPD's "active" as well as "passive" negligence but does not apply to SBCFPD's "sole negligence" or "willful" misconduct within the meaning of Civil Code Section 2782.

2. SBCFPD agrees to indemnify, defend (with counsel reasonably approved by HIGHLAND) and hold harmless HIGHLAND and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of the performance of this Agreement by SBCFPD, and/or its officers, employees, agents, contractors or volunteers, including the acts, errors, or omissions of SBCFPD and for any costs or expenses incurred by HIGHLAND on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. SBCFPD's indemnification obligation applies to HIGHLAND's "active" as well as "passive" negligence but does not apply to HIGHLAND's "sole negligence" or "willful" misconduct within the meaning of Civil Code Section 2782.

E. COMPARATIVE FAULT:

In the event that SBCFPD and HIGHLAND are determined to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this Agreement, SBCFPD and or HIGHLAND shall indemnify the other to the extent of its comparative fault.

F. INSURANCE:

SBCFPD and HIGHLAND are authorized self-insurance public entities for purposes of Professional Liability, General Liability, Automobile Liability, Workers' Compensation and Property Damage and warrant that through their respective programs of self-insurance, they have adequate coverage or resources to protect against liabilities arising out of the performance of the term, conditions or obligations of this Agreement. At no time shall the employees of one party be considered the employees of the other.

G. DISCRIMINATION:

The parties agree not to discriminate on the basis of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, or source of income in the performance of this Agreement.

H. WAIVER OF BREACH:

A waiver of breach of any provision of this Agreement by either party shall not operate as a waiver of any subsequent breach of the same or any other provisions of this Agreement.

I. **APPLICABLE LAWS:**
At all times during the term of this Agreement, SBCFPD and HIGHLAND shall comply with all applicable laws, ordinances, rules and regulations of the United States of America, the State of California including all agencies and subdivisions thereof.

J. **GENERAL PROVISIONS:**
Unless otherwise specifically prescribed in this Agreement, the following provisions shall govern its interpretation and construction.

1. When consistent with the context of the Agreement, words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number.

2. Time is of the essence of this Agreement. Neither SBCFPD nor HIGHLAND shall be relieved of its obligation to comply promptly with any provisions of this Agreement by any failure of the other party to enforce prompt compliance with any of its provisions.

3. Every duty and every act to be performed by either party imposes an obligation of good faith on the party to perform such.

4. This Agreement sets forth the entire agreement and understanding between SBCFPD and HIGHLAND with respect to the subject matter of this Agreement. Neither party may assign the Agreement without the written approval of the other party.

K. **TERM:**

1. The term of this Agreement shall be from the date it is signed and approved by SBCFPD and HIGHLAND ("Effective Date") through June 30, 2030.

2. Either party may, by written notice to the other party, terminate this Agreement at any time and without cause by giving written notice to the other party of such termination, and specifying the effective date thereof, at least ninety (90) days after the date of such notice.

L. **NOTICE; MISCELLANEOUS:**

1. All notices, reports, or demands required to be given in writing under this Agreement shall be deemed to be given when delivered personally to the person designated below, or his successor, or when five (5) days have elapsed after it is deposited in the United States mail in a sealed envelope, with registered or certified mail postage prepaid, or on the next addressed business day if sent by express mail or overnight air courier to the party to which the notice is being given, as follows:

SBCFPD:
San Bernardino County Fire Protection District
Attention: Fire Chief/Fire Warden
598 S. Tippecanoe Ave., 2nd Floor
San Bernardino, CA 92415-0451

HIGHLAND:
City of Highland
Attn: Fire Chief
27215 Base Line
Highland, CA 92346-3125

Either party upon written notice may change such addresses to the other party given as provided in this section.

2. It is understood that this Agreement will in no way affect or have any bearing on the existing California Master Mutual Aid Agreement.

M. CAPTIONS:

The paragraph captions and headings in this Agreement are for convenience and reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

N. REPRESENTATIVES:

1. "HIGHLAND's Representative" – HIGHLAND hereby designates HIGHLAND's Fire Chief, or his or her designee approved by the City Manager, to act as its representative for the performance of this Agreement. HIGHLAND's Representative shall have the power to act on behalf of HIGHLAND for all purposes under this Agreement. HIGHLAND's Representative shall supervise and direct the services, using their best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the services under this Agreement.

2. "SBCFPD's Representative" – SBCFPD hereby designates the SBCFPD's Fire Chief/Fire Warden or his designee, to act as its representative for the performance of this Agreement. SBCFPD's Representative shall have the full authority to represent and act on behalf of SBCFPD for all purposes under this Agreement. SBCFPD's Representative shall supervise and direct the services, using their best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the services under this Agreement.

O. VENUE:

The venue of any action or claim brought by any party to the Agreement will be the Superior Court of San Bernardino County. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning the Agreement is brought by any third-party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to San Bernardino County.

P. SIGNATURE:

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

IN WITNESS WHEREOF, this Agreement has been executed and approved and is effective and operative as to each of the parties are herein provided.

SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT

►

Dawn Rowe, Chair, Board of Directors

Dated: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIR OF THE BOARD

Lynna Monell, Secretary

By _____

Deputy

CITY OF HIGHLAND

(Print or type name of corporation, company, contractor, etc.)

By ► _____

(Authorized signature - sign in blue ink)

Name _____

(Print or type name of person signing contract)

Title _____

(Print or Type)

Dated: _____

Address _____

_____

FOR COUNTY USE ONLY

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
►	►	►
Rick Luczak, Deputy County Counsel		
Date _____	Date _____	Date _____

OPERATING PLAN BETWEEN
SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT
AND
CITY OF HIGHLAND
Attachment "A"
Operating Plan

INTRODUCTION

The purpose of this Operating Plan is to define the process for implementing the Automatic and Mutual Aid Agreement (collectively referred to as the "Agreement" or "Plan"). This Plan consists of:

I. Automatic Aid

HIGHLAND shall provide Automatic Aid to SBCFPD within the SBCFPD's jurisdictional boundary in the City of San Bernardino and the unincorporated areas of SBCFPD that are surrounding or adjacent to HIGHLAND. Automatic aid shall adhere to the "closest resource concept" for the agreed upon call types identified in the Operating Plan and signed by the Fire Chiefs of SBCFPD and HIGHLAND (Attachment "A"). HIGHLAND shall provide the same type and level of service provided to its area on initial alarms. Resource needs beyond the initial alarms shall be the responsibility of SBCFPD. Responding fire suppression apparatus shall, at a minimum, be staffed with three full-time paid, professional fire personnel, at least one of which will be a Paramedic.

SBCFPD shall provide Automatic Aid to HIGHLAND in HIGHLANDS's jurisdictional boundary. Automatic aid shall adhere to the "closest resource concept" for the agreed upon call types identified in the Operating Plan and signed by the Fire Chiefs of the SBCFPD and HIGHLAND (Attachment "A"). SBCFPD shall provide the same type and level of service provided to its area on initial alarm. Resource needs beyond this initial response shall be the responsibility of HIGHLAND. Responding fire suppression apparatus shall, at a minimum, be staffed with three full-time, paid, professional fire personnel, at least one of which will be a Paramedic. Medic Squad(s) shall be staffed with a minimum of two full-time, paid, professional fire personnel for EMS calls, at least one of which will be a Paramedic.

II. Closest Resource Concept

SBCFPD and HIGHLAND agree to participate in the "closest resource concept" to the extent identified in this Agreement. The resources dispatched to an incident type under this agreement will be dispatched according to the requesting agency's response plan built in CAD and approved by the sending agency's Chief Officer. Response plan updates that may affect the other Party shall not be made without review and approval of the affected Party's Fire Chief. Without specific approval from the sending agency, response plans shall not be built to request more than one (1) closest resource unit to any single incident. Closest resource units may include Type I engines. Resource needs beyond the closest resource concept shall be handled under Mutual Aid. It is agreed that SBCFPD or HIGHLAND, by the Fire Chiefs or their designee, shall have the authority to jointly make day-to-day operational updates to the response plans of the agreed upon call types and are conditional upon the availability of resources from the assisting party. Notifications of any operational updates will be sent to both agencies and any affected dispatch center.

III. Mutual Aid

Any request beyond Automatic Aid or "closest resource concept" shall be Mutual Aid. Immediately upon receiving a Mutual Aid request, the sending agency's dispatch center shall contact the sending agency's Chief Officer to approve or deny the request. Mutual Aid boundaries are at the discretion of the sending agency's Chief Officer.

IV. Types of Mutual Aid Equipment

May include Type 1 Engines

V. Additional Equipment

This Agreement excludes Aircraft, Technical Rescue Units, Hazardous Materials Units, or Overhead Personnel which may be requested under California Master Mutual Aid (MMA) or Assistance by Hire (ABH) and subject to approval by sending agency.

VI. Incident Response

Automatic and closest resources will be the closest and most appropriate as determined by the sending agency's dispatch center. Mutual Aid resources will be the closest, most appropriate as determined by the providing agency's Chief Officer's.

VII. Incident Communications

Units shall be dispatched on their agency standard frequency. While enroute, the jurisdictional dispatch center will establish the appropriate command and tactical frequencies. If an incident requires, the responding unit shall also be capable of operation on 800 MHZ LPTAC9 or appropriate VHF mutual aid frequencies.

VIII. Incident Management

All incidents will be managed under the Incident Command System (ICS).

Dan Munsey, Fire Chief **San Bernardino County Fire Protection District**	**Liz Brown, Fire Chief** **City of Highland**
Date	Date

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Octavio Duran Jr., Public Works Director/City Engineer OD

PREPARED BY: Jay Tuttle IV, Assistant Engineer JT

SUBJECT: Easement Acceptance/4Masbaseball, Inc. (Jose Mas) - Single Family Residential (2) Project (7966 & 7972 Cortez Street)

RECOMMENDATION: That the City Council (1) accept Grant of Easement for Cortez Street Right-of-Way Dedication from 4Masbaseball, Inc. (Jose Mas), and (2) direct the City Clerk to record the Grant of Easement.

FISCAL IMPACT: None

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

BACKGROUND: The Conditions of Approval for the subject project, (DRA 020-012) a single-family residential project located at 7966 & 7972 Cortez Street, requires a Road and Drainage easement for dedication of 5 feet of additional road right-of-way on the west side of Cortez Street, to accommodate the future street improvements along the project frontage. The Grant of Easement from the owner, 4Masbaseball, Inc., (Jose Mas), is ready for City Council acceptance.

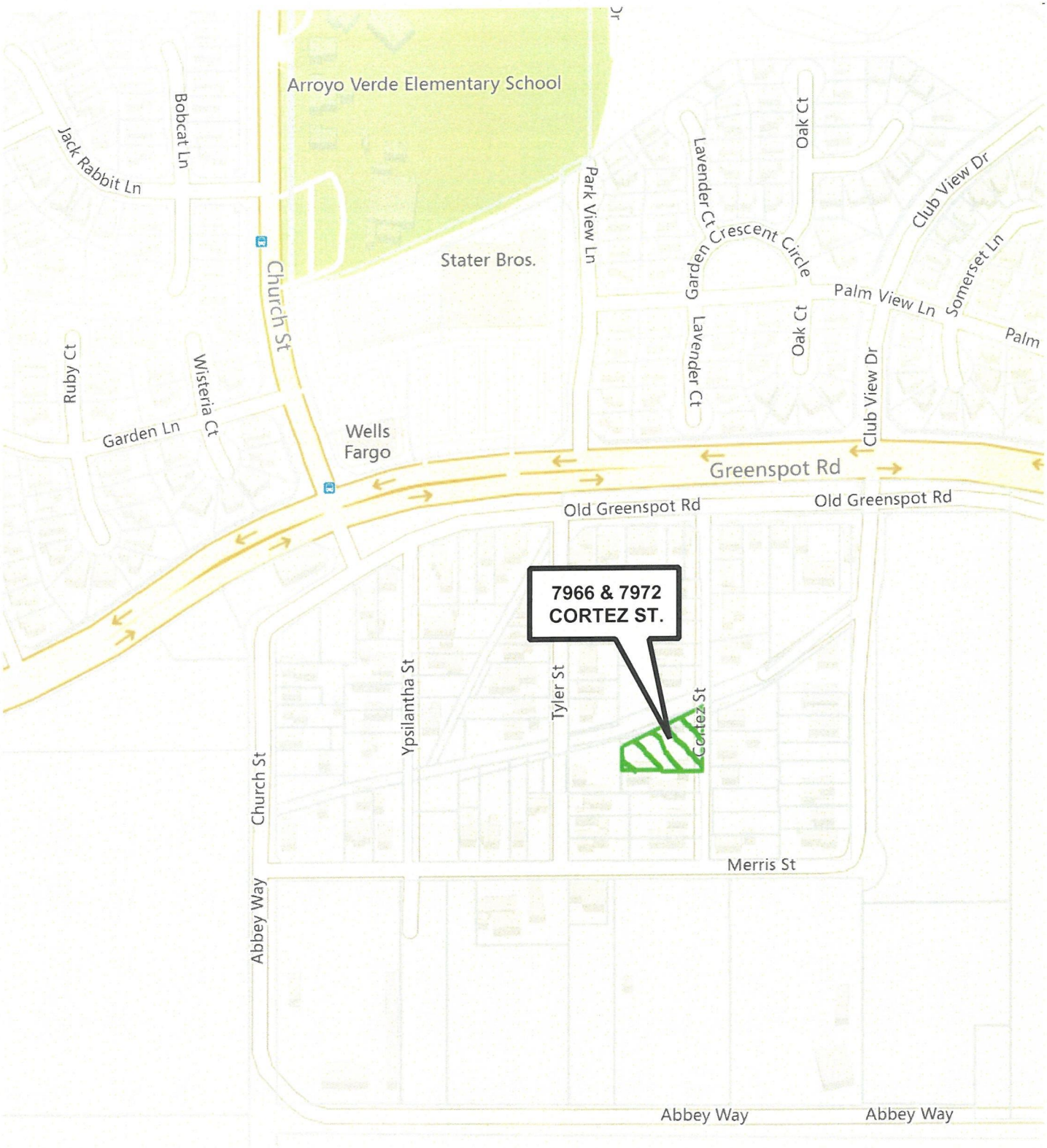
Attachments: (1) Vicinity Map
(2) Assessor's Parcel Map
(3) (Road and Drainage) Grant of Easement Deed
(4) Right-of-Way Dedication Legal Description & Plat

L:\Engineering_Backup\030173052 - DRA 20-012-SFR 7972 Cortez - Jose Mas\3052 11 Cortez St ROW Dedication Staff Report.doc

Approved _____	Motion _____	Second _____	Agenda Item No. 12
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager



VICINITY MAP

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

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

City of Highland
Tax Rate Area
18115 18119

1210 - 20

Parcel Map No. 19559, P.M. 243/18-19
Parcel Map No. 953, P.M. 11/15
Merris Subdivision (Not of Record)

MAY 1995

Assessor's Map
Book 1210 Page 20
San Bernardino County

REVISED
03/11/21 KA
03/15/22 KA

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND, CA 92346

No fee per GC 6103

Document Transfer Tax: $0

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN: 1210-202-20

GRANT OF EASEMENT
(ROAD AND DRAINAGE)

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged **4Masbaseball, Inc., a California Corporation,**

Hereby GRANT(S) to the City of Highland, a Municipal Corporation, an easement for roads, drainage and public utility purposes upon, under, over, and across the real property in the City of Highland, County of San Bernardino, State of California, described as:

SEE EXHIBITS "A" AND "B" ATTACHED HERETO AND MADE A PART HEREOF

DATED: 2.26.2025

Jose Mas, Owner

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

On February 26, 2025, before me, Lissette Nock, Notary Public, personally appeared Jose Mas,
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

LISSETTE NOCK
Notary Public - California
San Bernardino County
Commission # 2483844
My Comm. Expires Mar 5, 2028

(This Area for Official Notary Seal)

EXHIBIT 'A'
LEGAL DESCRIPTIONS
CORTEZ STREET R.O.W. DEDICATION

STREET DEDICATION

THE LAND REFERRED TO HEREIN IS SITUATED IN THE CITY OF HIGHLAND, IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AND IS DESCRIBED AS FOLLOWS:

A 5.00 FOOT DEDICATION FOR STREET PURPOSES OF THE EASTERLY 5.00 FEET OF THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 1 SOUTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN, IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ACCORDING TO THE OFFICIAL PLAT OF SAID LAND FILED IN THE DISTRICT LAND OFFICE, DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT 352 FEET WEST OF A POINT 564 FEET SOUTH OF THE NORTHEAST CORNER OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 2, TOWNSHIP 1 SOUTH, RANGE 3 WEST, SAN BERNARDINO BASE; THENCE 175 FEET WEST; THENCE NORTH 50 FEET; THENCE NORTHEASTERLY 200 FEET MORE OR LESS TO A POINT IN THE WEST LINE OF CORTEZ STREET DISTANT NORTH 140 FEET FROM THE PLACE OF BEGINNING; THENCE SOUTH 140 FEET TO THE PLACE OF BEGINNING.

EXCEPT THEREFROM THAT PORTION OF SAID LAND QUITCLAIMED TO THE SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT BY DEEDS RECORDED IN BOOK 7202, PAGE 184 AND BOOK 7247, PAGE 387, BOTH OFFICIAL RECORDS.

STREET DEDICATION AREA = 563 S.F. MORE OR LESS

SEE EXHIBIT 'B' FOR PLAT MAP

AFFECTS APN 1210-202-20

PREPARED BY ME OR UNDER MY SUPERVISION IN ACCORDANCE WITH SUBDIVISION MAP ACT.

1/15/2025

WILLIAM M. RAYMOND JR. L.S. 7279 EXP.12/31/2026

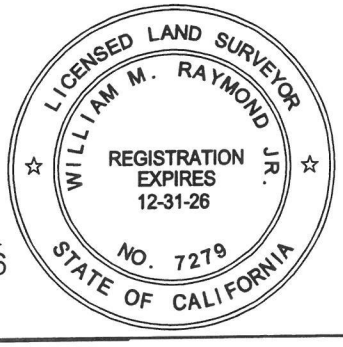
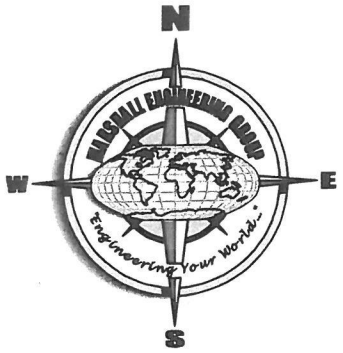


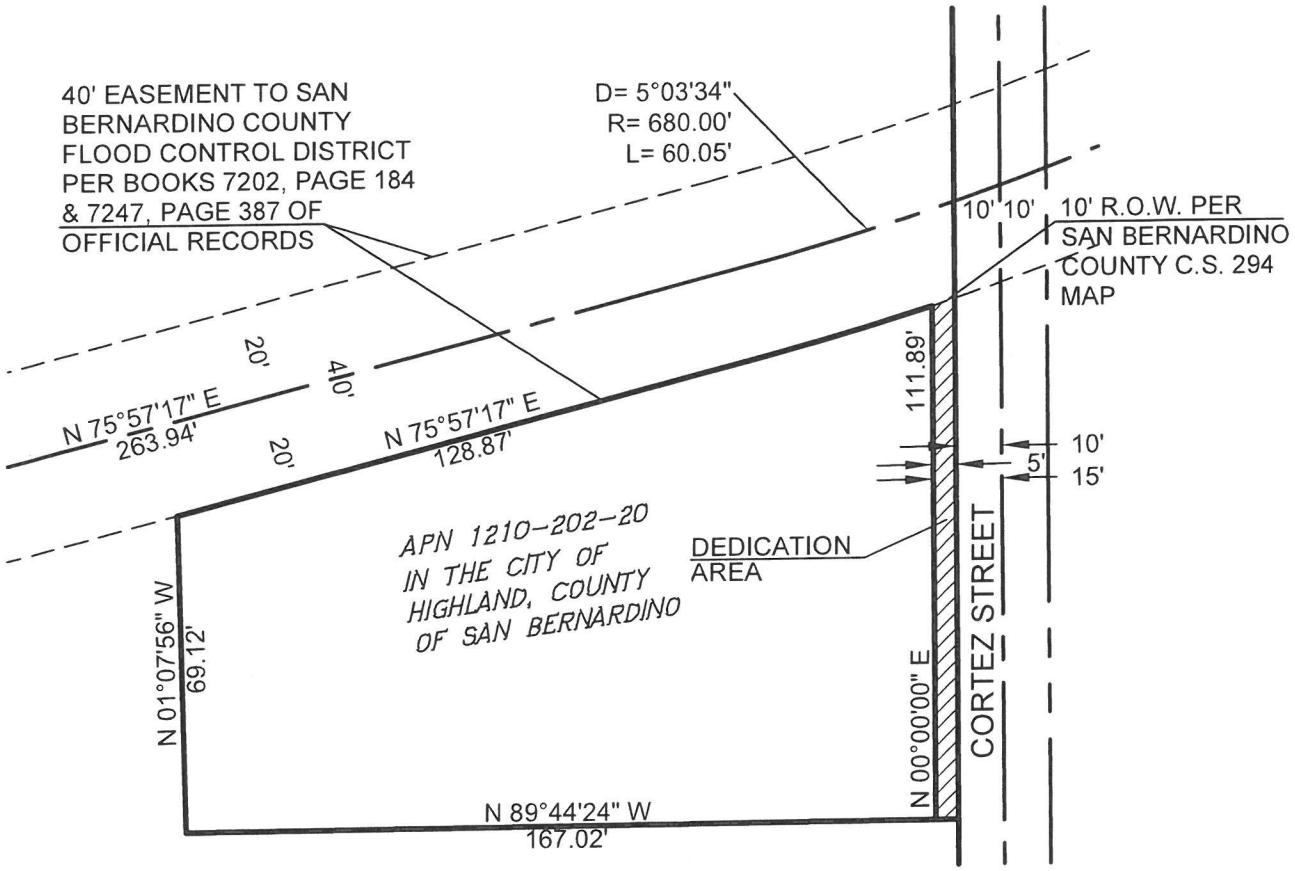
EXHIBIT 'B'

PLAT

CORTEZ STREET R.O.W. DEDICATION



SCALE: 1"=40'



LEGEND

DEDICATION AREA

PROPERTY LINE

CENTERLINE

STREET DEDICATION AREA - 563 S.F.

2/18/2025

WILLIAM M. RAYMOND JR. L.S. 7279 EXP.12/31/2026

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Octavio Duran Jr., Public Works Director/City Engineer OD

PREPARED BY: Lucia Mendez, Assistant Engineer

SUBJECT: Designation of Authorized Agents to Apply for Federal/State Disaster Relief Funds

RECOMMENDATION: Adopt Resolution No. 2025-_____ designating authorized agents to sign forms and agreements related to Federal/State Disaster Relief Funding on behalf of the City of Highland

FISCAL IMPACT: None

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

BACKGROUND: On September 5, 2024, the Line Fire broke out in Highland, prompting the proclamation of a Local Emergency by the County of San Bernardino and the City of Highland per Resolution No. 2024-044. The Director of Emergency Services' Proclamation of a Local Emergency permits the Director of Emergency Services and the City Council to adopt regulations and issue orders necessary for the protection of lives and property. It also assists the City in recovering costs of responding to the disaster. On September 7, 2024, Governor Newsom proclaimed a State of Emergency in San Bernardino County and announced that California has secured a Fire Management Assistance Grant from the Federal Emergency Management Agency (FEMA) to help ensure the availability of vital resources to suppress the fire.

As a result of the natural disaster, the City is seeking financial assistance through the Fire Mitigation Assistance Grant (FMAG) program which is administered by the California Governor's Office of Emergency Services. To proceed with the request, the City Council is required to approve the attached resolution designating authorized agents to sign on behalf of the City of Highland.

Attachments: Resolution

Approved _____ Motion _____ Second _____ Agenda Item No. 13

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE City Council (Governing Body) OF THE City of Highland (Name of Applicant)

THAT City Manager (Title of Authorized Agent), OR

Director of Administrative Services (Title of Authorized Agent), OR

Public Works Director/City Engineer (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Highland (Name of Applicant), a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the City of Highland (Name of Applicant), a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

2

Please check the appropriate box below

☑ This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.

☐ This is a disaster/grant specific resolution and is effective for only disaster/grant number(s):_____

Passed and approved this___day of_____, 20____

_____
(Name and Title of Governing Body Representative)

_____
(Name and Title of Governing Body Representative)

_____
(Name and Title of Governing Body Representative)

CERTIFICATION

I,_____, duly appointed and_____of
(Name) (Title)
City of Highland
_____, do hereby certify that the above is a true and
(Name of Applicant)
correct copy of a resolution passed and approved by the City Council
(Governing Body)
of the City of Highland on the_____ day of_____, 20___.
(Name of Applicant)

_____ _____
(Signature) (Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. Titles Only: The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.

2. Names and Titles: If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.

Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director

PREPARED BY: Kim Stater, Assistant Community Development Director

SUBJECT: Review of the City's 2024 General Plan Implementation Annual Report in accordance with Government Code Section 65400 and 65588.

RECOMMENDATION: Staff recommends the City Council receive and file the 2024 General Plan Annual Report.

FISCAL IMPACT: The fiscal impact includes staff time to prepare the report.

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

BACKGROUND: The City's General Plan includes a comprehensive, long-term plan for the physical development of both the City and any land outside the City's boundaries that the City determines relates to its Planning. The General Plan contains ten (10) Elements: Land Use, Circulation, Public Services and Facilities, Conservation Open Space, Public Health Safety & Environmental Justice, Noise, Housing, Economic Development, Community Design and Airport.

California Government Code Sections 65400 and 65588(a) require that an annual review of an agency's General Plan be made to its legislative body and submitted to the Office of Planning and research (OPR) and the Department of Housing and Community Development (HCD) no later than April 1st of each year. The reporting criteria include the status of the Plan, progress in its implementation, progress in meeting its share of regional housing needs, and local efforts to remove governmental constraints. The attached Report provides a brief response to each of the program descriptions and objectives cited in the General Plan Elements.

Approved _____	Motion _____	Second _____	Agenda Item No. 14
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

The Planning Commission reviewed the reports on March 4, 2025. Staff recommends the Council receive and file the reports.

Attachment: 2024 General Plan Implementation Annual Report
2024 Housing Element Implementation Annual Report

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
Chapter 2 – Land Use Element				
Land Use	GOAL 2.1 Create opportunities for a diverse population to interact, exchange ideas, and establish and realize common goals as a unified community.			
		1) Actively plan and promote the development of the Town Center, Golden Triangle and other designated mixed-use areas.		2008 - Two Compass Blueprint Grants: 1. Town Center Implementation Project (3/31/08) – SCAG, SANBAG; 2. Base Line Corridor Study – VMT to BRT (7/2011). Each site promoted heavily during the City's annual participation at the International Council of Shopping Centers (ICSC) convention. 2021 - Collaborated with Woodcrest Companies to develop a Mixed-Use Plan that includes retail, restaurant, multi-family and single family development at the northwest corner of Base Line and Church Avenue in the Town Center. Collaborated with KZ Devco to develop the second phase of a mixed-use project (grocery and residential) at the northeast corner of Base Line and Church Avenue. Collaborated with TREH Partners to develop 21 acres a 105-acre mixed use project at the northeast corner of the 210 Freeway and Greenspot Road. 2022 - Worked with Alliance Group, REXCO and Greenspot Investors to revise the Greenspot Village & Marketplace Specific Plan. Appx 746 housing units approved and future commercial development analyzed and planned for. 2023 – Approval of REXCO's San Carlo II project to construct an additional 272 medium-density units in the Greenspot Village & Marketplace as well as a new Costco Warehouse retail store. Design Review was conducted for a number of TREH's Greenspot Crossing's development. 2024 – In the Town Center, Tractor Supply Co. substantially completed the construction of their store at the NWC of Base Line and Church Ave. Staff continued to facilitate rapid plan check and on-site inspections. To the east, staff worked with Marinita Development to redesign and fund a traffic signal to promote retail development at the NEC of Base Line and Buckeye St. At the north end of the corridor, staff continued to work with Crestwood Communities to complete the processing of a 34-unit housing tract complimenting the mixed-use nature of the Town Center. In the Golden Triangle, there was tremendous residential and commercial growth including the occupancy of the 200-unit San Carlo 1 Apartment Townhomes community, substantial completion of the TREH Development multi-tenant shopping center (85K sf), a Costco warehouse, and Extra Space Storage facility. Staff continue to work with all property owners in the Golden Triangle corridor to develop the remaining parcels. Promotions ongoing with the City's "Economic Development Activity" map and contact list made available on the City's website, at Chamber of Commerce events and various economic development conferences.
		2) Ensure that the Town Center and Golden Triangle promote safe and convenient pedestrian environments for residents, employees and visitors through the implementation of Land Use and Community Design Element policies and guidelines and Development Code standards.		On-going 2015 - The "Base Line Improvement Project" between the 210 Freeway and Cole Street completed. Installed landscaped medians and parkways, decorative lighting, decoratively paved intersections, class II bike lanes and wayfinding signs, upgrade sidewalks and streets within the Town Center. It implemented the existing design policies established by the City to meet this goal. A new retail store (Family Dollar) in the Town Center completed construction in 2014 and grocery store (Smart & Final) in 2017. Pedestrian and vehicular traffic movements were designed to promote a cohesive, walkable center, connecting with the adjacent restaurants, pharmacy, churches, daycare and elementary school.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
				The Greenspot Village and Market Place Specific Plan, located within the Golden Triangle, was approved in June 2013. The 104-acre plan comprehensively coordinates pedestrian and vehicular movements throughout the mixed-use project. Commercial site approvals to accommodate nearly. 500,000 square feet of commercial development approved in May 2014. An updated plan was approved concurrent with the Costco Development in 2023 and constructed in 2024 to interconnect all adjacent parcels. This plan will provide pedestrian and vehicular circulation from State Route 210 to Boulder Avenue. City/RDA and State Local Partnership Program-funded street and storm drain improvements were completed along Greenspot Road in 2017, fronting development along the north and south sides of the road. These improvements included, among other things, class II bike lanes and wayfinding signs, a bio-swale for water quality management, sidewalks, and lighting which dramatically improved safe pedestrian and bicycling environments. Improvements at the southwest corner of Greenspot Road and Boulder Avenue are anticipated in 2019 with the development of a new retail project that will also greatly benefit pedestrian movement for residents, elementary and middle school students nearby. In the Town Center at Base Line and Church Avenue these features were installed in conjunction with the new Smart and Final grocery store in 2017. The plaza offers shade, landscaping and lighting to promote a safe and inviting pedestrian space at this vital intersection connecting retail, educational and religious uses. In 2021 the City continued work with this developer to add a 34-unit residential project to the north. Entitlement applications were submitted in January 2022. 2020 – City Public Works and Planning Staff worked closely with Caltrans, development partners, and existing businesses at the northeast corner of Base Line and Buckeye Street to improve the pedestrian environment immediately west of the 210/Base Line interchange. The City and Caltrans began construction of vehicular, pedestrian, and bicycling improvements in conjunction with the 210 and Base Line interchange widening. This project was completed, less some final artwork, in 2023. 2021 – The Tractor Supply Co. mixed-use project was approved, and its design incorporated pedestrian and bike friendly features to draw residents from the corner onto the site and have safe internal movements. Construction commenced in early 2024. 2022 – City-initiated redesign of the intersection of Base Line midblock between SR 210 and Buckeye to facilitate development of two restaurants at the NWC of Base Line and SR 210. An Agreement between all interested parties was executed in 2023. Construction anticipated in 2024. 2024 – The City completed additional analysis of the midblock intersection that determined the necessity of a signal at this location. The funding mechanism and construction schedule are under consideration at this time. Completion of large commercial and residential developments in the Town Center and Golden Triangle in 2025 have led to the completion of pedestrian connectivity along Base Line and Greenspot Road, as has been planned for.
		3) Retain and provide a hierarchy of community gathering places, including the Town Center, park lands, a community center and plaza areas within new commercial, office and industrial complexes.		On-going. A new pedestrian plaza was constructed at the northeast corner of Base Line and Church Avenue in conjunction with the new Smart and Final grocery store in 2017. The plaza offers shade, landscaping and lighting to promote a safe and inviting pedestrian space at this vital intersection connecting retail, educational and religious uses.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
				In 2018, the Highland Historic District and the Highland Town Center were both included in the San Bernardino County Transportation Authority's Points of Interest Pedestrian Plan (PIPP). In preparation of the PIPP, SBCTA has analyzed the existing pedestrian environment and has recommended improvements for safety and comfort of pedestrians, including improved pedestrian gathering places. 2021 – The developers of both projects in the Town Center (Woodcrest & Marinita) have prepared preliminary development plans that include community gathering spaces and plazas compliant with the vision of the General Plan. The Woodcrest plans were approved in late 2021 and Marinita shortly thereafter. 2022 – Designs for the Marinita project approved including Town Center elements recommended by the General Plan with complimentary architectural treatments and outdoor dining. 2023 – REXCO's San Carlo I completed a pedestrian plaza at the intersection of Greenspot Road and Webster Street and Calhoun Road. This feature will be carried through for the Costco project to the west. 2024 – Development within the Golden Triangle has added numerous gathering spaces within the retail center at the Greenspot Crossings (TREH) development including a gathering place/plaza with outdoor dining, seating, mature shaded landscaping and fountain at its westerly boundary between Pads 4 and 5. Additional outdoor dining/gathering spaces will be added the north as the project is built-out. A paseo along the northerly boundary to connect the various residential features of the Golden Triangle is planned to the north and is likely to be constructed in 2025/2026. The Town Center gathering spaces will continue to develop with future commercial pads and residential development including the 20-unit residential development at the northwest and the 34-unit development to the northeast. The Crestwood 34-unit project has direct pedestrian connectivity to the commercial project to the south. Both projects are "mixed-use" with consideration given to this connectivity and gathering opportunities with trails and small park spaces.
		4) Encourage future development to provide functional public spaces that foster social interaction.		On-going The Greenspot Village and Marketplace contains several open plaza areas throughout its Specific Plan within the multi-tenant shopping areas. These areas will be furnished to encourage outdoor dining and gathering for the public. The Specific Plan also contains a landscaped walking paseo that will connect commercial, residential and off-site pedestrian movements through the project and into the City's Master Trail System. Incorporated pedestrian plaza at the corner of Church Avenue and Base Line as part of the Smart & Final development in 2017. Outdoor dining and gathering opportunities were provided at the most recent restaurant developments within the Golden Triangle at Jersey Mikes, Jamba Juice and Wing Stop in 2018. In 2019 outdoor seating and plazas were included in conjunction with the expansion of the Highland Crossings center (Mountain Mike's Pizza) on the south side of Greenspot Road, east of the 210 Freeway at the City's request. In 2021, TREH Partner's project on the north side of the street was approved with a public plaza located at the center of the commercial activity that will encourage outdoor dining and gathering. The Highland Historic District is included in a current grant application to the ATP. When funded, it is envisioned that the improvements within the Historic District will include improved parking with landscape fingers, improved sidewalks, improved handicap access, benches, trash receptacles, pedestrian level lighting, bikeways and wayfinding signs, bicycle racks, bulb-outs, a round-about, and a pedestrian Plaza, much of

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
				which is included in recommendations of SBCTA's PIPP. In April of 2021, the City was informed that it's application for Active Transportation Program (ATP) Cycle 5 was not successful. The City of San Bernardino, a partner to the application, informed City staff they no longer wish to purse joint improvements within their jurisdiction. Highland will need to seek other grant fund opportunities to construct improvements in the Historic District. 2021/2022 – The developers of both current projects in the Town Center (Woodcrest & Maranita) have prepared preliminary development plans that include community gathering spaces and plazas compliant with the vision of the General Plan. The Woodcrest plans were approved in 2021 and Marinita followed in 2022. 2023 – TREH prepares for the construction of the commercial aspect of Greenspot Crossings including a plaza designed for community gathering. 2024 – This plaza was constructed in 2024 and opened in January 2025.
Land Use	GOAL 2.2 Preserve and enhance the quality and character of Highland's existing residential neighborhoods.			
		1) Maintain the integrity of existing residential neighborhoods by preventing through traffic wherever possible, prohibiting encroachment by incompatible uses, and providing appropriate buffers between residential and nonresidential uses, as well as between single- and multiple-family areas.		On-going with case-by-case consideration of each design review application. 2020 – The most current example of this practice is the design of the REXCO 200-unit apartment development at Greenspot Road and Webster Street. This community is wholly enclosed to vehicular traffic utilized by the project, but still contains several pedestrian connections to future commercial development in the mixed-use Specific Plan. This project was constructed and leased up in 2023 and 2024. 2021 – The TREH mixed-use project was well-designed to protect the northerly multi-family residential uses from the southerly commercial uses. The circulation and boundaries are well defined by attractive wrought iron fencing and landscape buffers. Noise and circulation were accounted for in the design and mitigation measures for the project. The commercial portion was substantially completed in 2024 and early 2025. The residential development is anticipated to begin in 2026, making the final circulation improvements as described. 2021 – The Woodcrest mixed-use project is adjacent to single family homes along Foster Street to the west and Villa Avenue to the north. Woodcrest was sensitive to its neighbors and proposed additional single family along Villa and a buffer of multi-family between the existing single family and the new commercial uses. Adequate setbacks and landscape buffers are provided. The commercial anchor tenant was substantially completed in 2024. The additional tenants and residential development is anticipated to begin in 2026. 2022 – The KZ Devco project was approved for 34 single family homes midblock between Church Avenue and Buckeye Street. Its entries were planned south of the existing neighborhood and situated to not conflict with existing driveways and it avoids through traffic altogether. It's single family gated community design is an appropriate buffer between the existing single family and grocery store to the south. In 2024, this project was sold by the developer to Crestwood Communities to complete the permitting and begin construction. Grading is anticipated to begin no later than mid-2025.
		2) Where conversion of a residential area to nonresidential uses is proposed, ensure that such conversion occurs in an orderly manner with minimal disruption to adjacent residential areas.		A General Plan Amendment and Zone Change on the east side of Palm Avenue, south of Base Line was approved in 2017, converting Single Family Residential to Office Professional land use designations. One conversion from residential to a land surveyor office has been approved. The appropriate setbacks, land use intensity, lighting, parking and circulation were required to ensure no negative effect to the adjacent residential uses occurred. The Zone Change effectuated 2018 included the rezoning of low-density residential to the permanent

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
				preservation of open space along Greenspot Road for biological resources. This will not conflict with future residential uses. 2023 – conversion of non-conforming residential neighborhoods took place with the construction of a new 306,000 sf distribution center at the northwest corner of Victoria Avenue and 6th Street. The project had environmental mitigation measures and conditions of approval to protect the remaining and nearby residential uses including issues related to traffic, noise, aesthetics, etc. Similar projects were approved at the southwest corner of 5th Street and Central Avenue, the southeast corner of Victoria and Cypress Street, Del Rosa and 6th Street and 3rd Street and Central Avenue. Gull consideration was given to the nearby residential uses (conforming and nonconforming). The CEQA process was initiated for all projects with noticing to the public and through the State Clearinghouse.
		3) Ensure that all new development is designed in a manner that preserves the quality of life in existing neighborhoods.		On-going. -Approximately 35 of the approved single-family residential projects were for Accessory Dwelling Units. Review of these plans were ministerial, but ensured that the new development was architecturally compatible, had the minimum setbacks, maximum height and contained the appropriate access that would not negatively affect the surrounding existing neighborhoods. The large Alliance multi-family project of 546 units required buffering elements such as block wall fencing to the north where it converges with an established single family neighborhood. Parking, landscaping, and lighting were adjusted accordingly. There will be no through traffic between the project and existing neighborhood. Approved in 2021 and began construction in 2022 was the DR Horton Mediterra housing tract. This was thoroughly vetted to ensure its consistency with the existing residential development to the west, Entrada Ventana as was the Beazer Homes project on Santa Ana Canyon Road. Public notices were circulated, several homeowners responded and their comments resulted in substantive changes to the plans for the betterment of the project's compatibility. The Kiel/Beazer single family neighborhood will connect similar single-family neighborhoods east to west on Cabo Del Oeste Street. This connection will improve neighborhood mobility to local schools and shopping. This development continued construction throughout 2024 and is anticipated to be completed in early 2025. A similar project on the north side of Base Line, west of Weaver Street, was approved and began construction in 2024 (Century TR 19915). This is a small infill project in which there was much community input regarding its grades and architectural design. All comments were addressed and satisfied prior to the start of construction.
		4) Continue to implement the City's neighborhood improvement efforts in working with neighborhood stakeholders to create and implement long-term plans.		Ongoing. Code Enforcement Residential Rental Inspection Program. Neighborhood Watch Programs. ~~CPF for Multi-family Housing Program.~~ CDBG Code Enforcement Enhancement Program.
Land Use	GOAL 2.3 Provide a variety of urban, suburban and rural housing opportunities that are adequate to meet the City's share of regional housing needs.			
		1) Provide a broad range of, and encourage innovation in, housing types that incorporate high quality design and construction.		On-going 2022 – Thirty-five (35) Accessory dwelling units were approved as well as a 546-unit multi-family (Alliance) project that incorporates very high-quality design and construction. Two mixed use projects are preparing for construction (TREH & Woodcrest). These exemplify a broad range of housing types and quality design. 2023 – Approval of San Carlo II, 272 medium density townhome style apartments at Greenspot Road and Wesbster Street and the Halcyon Apartments at Sterling and 9th Street for 220 apartments with income-restricted density bonus units. 2024 – The City received and approved 55 ADU applications with many now under construction.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
				Additionally, the City received and approved an application for 79 small-lot single family homes with shared open space and non-standard development standards (Anacapa). Similarly, the City approved a 99-lot zero-lot line development with shared open space, private roads and modified circulation and development standards (Mediterra PA 4). An application was received for a 508-unit residential development on the north side of the Golden Triangle that included multiple housing types, varied standards, attached ADUs and shared open space (Mission Development). A project for 113 small lot single family homes with Planned Development standards was applied for by Diversified Pacific at the intersection of Greenspot Road and Alta Vista. These last two projects are continuing through the entitlement process with the City. Each of these projects are meant to encourage innovative design that in turn allows for quality construction and community benefits.
		2) Maintain residential areas that provide for and protect rural lifestyles and protect natural resources and hillsides in the rural areas of the City.		2022/2024 – The Medieterra Specific Plan/DR Horton commenced construction of 316 homes. Early phases dedicated natural open space to be preserved in perpetuity. It will be transferred to a conservation organization with the appropriate endowment. The Beazar tract under construction will preserve a large slope and City Trail to it north compliant with this goal
		3) Maintain residential areas that provide for a suburban lifestyle, including ownership of single-family housing.		On-going as listed in Policy 1 above.
		4) Ensure that new residential development provides appropriate community amenities, including common open space.		Examples of approved entitlements include Woodcrest Development and Crestwood Communities at Base Line and Church Avenue, Beazer Homes at Santa Ana Canyon Road, Greenspot Village and Marketplace Rexco, Alliance and TREH, ~~Mastercraft~~ Century Homes at Base Line and Greenbrier, and Blossom Trails which all incorporated open space and shared community amenities at the cost of the developer that in most cases will be available to the entire community. Some of these will provide continuing maintenance by the development.
		5) Continue the innovative use of land resources and development of a variety of housing types and sizes within the City by using the Planned Development designation.		Greenspot Village & Marketplace Specific Plan approved is a Planned Development approved in 6/11/2013. The recently approved Rexco 200-unit project represents the first residential construction within the Plan beginning in 2022. The Mediterra Planned Development began construction of its first phase and will provide a 3 different housing types, densities, open space, trails, private and public recreation and amenities. ~~KZ Deveo's~~ Crestwood Community's 34-unit single family homes has an innovative small light design and is considering utilizing the units a for-rent product. Mastercraft Century Homes 42 is also utilizing a popular small lot design to provide space for a neighborhood park open to the public and accessible from Base Line and the City's trail system. 2024 – Anacapa's small lot subdivision at Central Avenue, south of Base Line and Mediterra's PA 4 were approved this year (178 units total). Similar PDs were applied for by Diversified Pacific (113 units) at Greenspot Road and Alta Vista and Mission Development within the Golden Triangle / GVMP (508 units). The City's Planning Commission and City Council have strongly encouraged this type of development.
		6) Require the preparation of a specific plan, planned unit development, conditional use permit or similar mechanism for residential development within areas designated Planned Development.		Examples: 11/2005 Glen Rose Ranch PD. 6/11/2013 Greenspot Village and Marketplace Specific Plan. 2016 - Mediterra and MasterCraft Planned Development. 2017 - Hispano Planned Development 2018 - Crestwood Communities 49 condos approved with a CUP. 2021 – Woodcrest / Tractor Supply Company CUP approved for a mixed use Commercial/Residential Project. 2022 – Alliance Apartments, Mastercraft 42 2023 – Rexco San Carlo II Townhome Apartments 2024 – Anacapa, Mediterra PA 4, Diversified Pacific, Mission Development
		7) Require that Planned Development projects provide a greater level of community amenities and cohesiveness, achieve superior		Glenrose Ranch PD Greenspot Village and Marketplace Specific Plan

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		design and create a more desirable living environment than could be achieved through conventional subdivision design and requirements.		Mediterra PD MasterCraft Base Line PD Hispano PD Each of these projects demonstrated a high level of amenities including multi-use trails, parklets, parks, pool, tot lots, and open space. 2021 – Woodcrest / Tractor Supply project was approved with superior landscaping, pedestrian connectivity and exterior architecture as a result of its PD standards. 2022 – Alliance Apartments, KZ Devco, Mastercraft 42 2023 – Rexco San Carlo II – 272 medium density units 2024 – Anacapa, Mediterra PA 4, Diversified Pacific, Mission Development
		8) Encourage provision of low- and moderate-cost housing, as well housing for other identified special housing needs groups, consistent with the other provisions of the General Plan and the City's Redevelopment Agency Plan and housing goals.		In 2014, the Highland Housing Authority purchased 2 acres of land adjacent to an existing 2-acre ownership that will accommodate an affordable senior housing project. In 2021 the City's Housing Authority declared this property surplus in order to stimulate plan development and partnership opportunities. In 2022 the City began negotiations with Wakeland Community to develop and operate an 89-unit senior affordable housing project. The City also continues to collect Inclusionary Housing Fees to fund future low-and moderate income projects. The City fast tracks all ADU applications. In 2022, all applications submitted were approved. 2023 – Halcyon's 220 units with affordable, density bonus units with long-term covenants 2024 – 55 ADU applications received and approved
		9) Review the zoning and subdivision codes and include clear incentives for the provision of housing to meet the needs identified above, including, but not limited to, density bonuses of up to 25 percent over the densities indicated in the Land Use Element.		2022 - More recent state law will require a new update. The City Council adopted an updated Housing Element in January 2022, and is currently considering amendments based on comments from State HCD.
Land Use	Goal 2.4 Provide lands for retail and service commercial uses in sufficient quantity to meet the needs of Highland residents.			
		1) Maximize sales-tax-generating uses through the strategic location of commercial areas, particularly at freeway interchanges, at major intersections, and within the Town Center and Golden Triangle (see also Town Center, Golden Triangle and Victoria Avenue Corridor Community Policy Areas).		7/2006 San Manuel Village & SR330/SR210 (Highland Ave/Boulder Ave). 2018 - Acquisition of San Bernardino County Flood Control District prop. @ n/e corner of SR210 & Greenspot Road. Continued negotiations of ENA with the SBCFCD and TREH Partners. In 2019 additional environmental studies were performed and escrow opened on the property in question. ENA executed. 2021 – Development plans approved for TREH including commercial aspects adjacent to the 210 Freeway and Greenspot Road. 2022 – Marinita Development was approved for two restaurants at the NWC of Base Line and SR 210. The City facilitated this development with partnership in constructing a new intersection and signal for traffic safety at the project entry. 2023 – Costco Warehouse retail store, Ono Hawaiian Barbecue, Starbucks and Chipotle within the GVMP. 2024 – Construction commenced for the Costco, TREH multi-tenant commercial development (85K sf), Extra Space Storage, Tractor Supply Co., and Mobile gas station.
		2) Consistent with maintaining an image of the City of Highland as a quality residential community, reserve vacant lands at heavily traveled locations that are not appropriate for residential use for commercial, office, mixed-use or other nonresidential uses.		On-going through the City's zoning policies and discussion with City staff during zoning inquiries and weekly "Pre-Application Meetings".
		3) Prevent future strip commercial development by encouraging lot consolidation within commercially designated areas and by limiting commercial designations to areas of sufficient size to accommodate larger scale, quality development.		On-going, case-by-case. 2022 - Helo Property at Base Line between Seine and Stoney Creek. The property owner is working to acquire additional land to create an appropriately sized commercial development. 2024 – Lot consolidations were completed by TREH Partners and Costco for large scale commercial projects along Greensot Road.
		4) Establish minimum increments for the design of commercial development, permitting individual commercial lots to be		Standard condition of approval requiring reciprocal access and parking with contiguous parcels (i.e.

General Plan Element:	Goals:	Policies:	Actions:	**Implementation & Progress:**
		developed while ensuring that the benefits of large-scale, high quality developments are realized.		Implemented with the Family Dollar/Bakers/CVS project on Base Line. In 2020 – with plans proposed by Woodcrest and KZ Holdings). Also discussed with Lowe's center and easterly ownership on Greenspot Road). 2023/2024 – Approval of the Costco Warehouse project within GVMP, with the appropriate transitions to commercial and residential developments on each side and generating interest in available commercial sites.
		5) Specifically encourage the consolidation of individual parcels along Base Line to provide a sufficient land area for vibrant commercial uses.		Standard condition of approval and applied to Highland Crossings as well as CVS/Bakers and project north of City Hall (Highland Plaza). 2021 – Approval of the Woodcrest / Tractor Supply project that involved all 9+ acres at the corner of Base Line and Church Ave. instead of piecemealing the commercial and residential portions. Construction of this project is active and continuing.
		6) Designate areas for Planned Commercial uses to provide a means for the development of mixed-use commercial/office projects that recognize the site-specific constraints of designated parcels.		Completed.
		7) Require that development within areas designated Planned Commercial be through use of a specific plan pursuant to Government Code Section 65450, a planned unit development, conditional use permit or similar mechanism.		Helo Property – Base Line (between Seine & Stoney Creek) 2021 - Woodcrest Companies Property – Base Line & Church Avenue. Construction of this project is active and continuing.
		8) Ensure that uses and development intensities within Planned Commercial areas provide appropriate transitions to adjacent land uses and are consistent with the provisions of the Highland General Plan.		Aysar Helo Property – Base Line (between Seine & Stoney Creek) 2021 – Rewed interest in car wash expansion and circulation improvements that were part of a 2015 Extension of Time approval
		9) Require development in areas designated Village Commercial to establish commercial and office-related land use types that recognize and are compatible with the historical, small town nature of the original Highland townsite.		Renovation and reestablishment of the "Belle" tavern in 2014. Adjacent hair salon renovation in 2015. Ceramics studio approved and renovations completed in 2017. Conversion of smog shop to landscaping design/installation business office approved with significant improvements to the circulation, parking, fencing and exterior paint. 2018/2019 review proposed coffee shop and office uses at the northwest corner of Palm Ave and Main Street. Modifications made to the plans to keep the uses in compliance with this goal of having a small town feel to the District. 2021 – Approval of auto body and repair shop at the southeast corner of Pacific Street & Palm Avenue in keeping with the historic automotive repair use and upgrading the interior and exterior to accentuate the architecture and prominent location. "Shorty's Auto Shop" coming to this location in 2022 that will restore and display classic and vintage automobiles. 2022 – Extension discussions with future buyers of the "Pacific Electric Railway Depot" to ensure it stays commercial and accessible to the public and is not converted to a single family home which would be inappropriate for its location and historic prominence. 2023 – beginning restoration of the Highland "Bank Building", a contributing structure that will transform a prior institutional commercial use to an office use compatible with its historic character and surrounding commercial and institutional uses. 2024 – Continued renovation of the Bank Building. Also, an application for seismic retrofitting of the historic fire station at Main Street and Palm Avenue was made to the Historic Board (and approved in 2025). This will allow the occupancy and commercial use of the building compatible with the District standards.
		10) Establish a clear preservation plan for the Village area, along with a historic preservation ordinance.		Completed. Currently the City has an Historic Preservation Plan & Design Guidelines for exterior paint, fencing & roofing. US Secretary of the Interior's Guidelines utilized for more complicated projects. The City maintains its status as a state Certified Local Government by maintaining these regulations and standards.
Land Use	Goal 2.5 Promote a mix of attractive employment-generating areas with a mix of uses that provide a sound and diversified economic base and that are compatible with the community's overall residential character.			
		1) Require development in areas designated for Office Professional uses to provide areas for the establishment of office-based working environments for general, professional and		On-going on Palm Avenue including 2017 rezoning. New office projects include Precision Engineering and Champion Plumbing both of which underwent a design review process and made significant site improvements

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		administrative offices, as well as necessary support uses.		and interior upgrades. 2022 – worked with the new owner of a two-story Craftsman building in the OP zoning to ensure it is appropriately remodeled and reoccupied as a medical office use (dentist office). It is transitioning from a tax accountant and the new owner has commenced an interior and exterior restoration. 2024 – Staff assisted with the reuse, rehabilitation and occupancy of 7231 Palm Avenue as a florist and 7241 Palm as a dental office.
		2) Require development in areas designated for Business Park uses to provide for light industrial, research and development, and/or office-based firms seeking a pleasant and attractive working environment, as well as for business support services and commercial uses requiring extensive land areas.		Work Program item to establish a "High Tech Highland" program to promote this policy. 2019 – A new light industrial building was constructed by Transition Properties at the northwest corner of 5th Street and Church Ave. It had upgraded architectural amenities and landscaping to enhance the use and its important gateway location adjacent to the 210 Freeway. 2020 - A second, complimentary building was approved began construction. It will replace an aged mid-century office building and storage yard, significantly upgrading the site. 2020/2021 Construction complete. 2022 - Approved high-quality projects for Patriot Partners, Crow Holdings and American Rentals with the Business Park Zone. These have superior architectural designs, treatments and gateway enhancements. 2023 – Additional Patriot Partner projects approved along 6th Street, 5th and 3rd Streets, and ongoing review of the Crow Holdings site at Central and 5th Street. All were held to stringent architectural and engineering standards. 2024 – Approval of a distribution facility at the SWC of 5th Street and Central Avenue (Crow East) and Design Review of American Rentals on 5th Street.
		3) Require development in areas designated for Industrial uses to provide for light industrial, research and development, and office based firms seeking an attractive and pleasant working environment and a prestige location.		2012 - H&H Contractors business park project at Palm and 5th; BP Development at Northwest corner of 5th St. & Church Ave; 2017-2020 - Transition Properties. 2020/2021 – Dan More Contractor's Storage Yard approved in the industrial zone with high-quality design and finishes. Constructed and occupied in 2023. 2022 – Approval of permits for Mike & Gina Roquet's Contractor's Storage Yard to support their asphalt paving business. Completed in 2024. 2023 – Approval of the Lovett 300,000+ square foot distribution facility at Palm/Meines Street in the Industrial zone.
		4) Work with the San Bernardino International Airport Authority to ensure that future airport planning activities promote Highland's economic development objectives.		On-going Adoption of SBIAA & Highland Interagency Cooperative Agreement adopted on August 22, 2007. Airport Overlay Ordinance – Ord No. 342, and 343 2016-2021 - Airport Gateway Specific Plan currently being drafted. Multi-agency effort. 2022 – Public review period commenced for the Plan's Program EIR. 2023/2024 – Continued collaboration on the Inland Valley Infrastructure Corridor plan adjacent to the San Bernardino International Airport.
Land Use	Goal 2.6 Maintain an organized pattern of land use that minimizes conflicts between adjacent land uses.			
		1) Require that new development be at an appropriate density or intensity based upon compatibility with surrounding existing and planned land uses.		On-going. 2020 – An example would be the Mastercraft 13-lot tract currently under construction at Greenspot Road and Blossom Trail Drive. This new development was required to be compatible with the density of the existing adjacent tract 15252 and 11613. 2020/2021 – the Mediterra DR Horton project matched the density of the adjacent "Entrada Ventana" project with 10,000 square foot los at its westerly end and will match the area's single family home design and densities found to the north and the west. The same applies to the approved Diversified / Beazer project at Santa Ana Canyon Road, west of Alta Vista. 2022 – KZ Holdings infill project was appropriately sized with 11 units/acre between a traditional neighborhood at 6 units/acre and an existing grocery store. Hispano Tract 18013 completed construction of 15 new single family homes, 3 with ADUs. It was a well placed infill project completely surrounded by a traditional 6 unit/acre neighborhood. Also the Alliance Apartment 546-unit project was approved only after

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
				great care in the design and buffering were discussed at multiple meetings with the adjacent existing neighborhood. The project is a good infill transition between a traditional single family neighborhood and a multi-tenant commercial development. 2023 – An amendment to the GVMP Specific Plan for additional units to accommodate the Rexco San Carlo II Townhome Apartments. The process ensured that the new development was in keeping with residential developments being constructed to the south (San Carlo I) and to the north (Alliance 546 unti medium density project). The approval of the Halcyon medium density apartment development of 220 units was approved in compliance with the City's R-4 standards as well as State Density Bonus law that permits the proposed intensity. 2024 – Approved projects include American Rentals equipment rental yard within the BP zone, and Dutch Bros. coffee, O'Reilly Auto Parts and JC Auto within commercial zones. Each were approved with full consideration given to development standards and CEQA analysis. They had appropriate setbacks, noise mitigation and landscape buffers to ensure compatibility with surrounding and planned uses. O'Reilly was the one project adjacent to existing residential uses. The approved project included upgraded building elevations at the rear, a private alley separation, fencing, limited hours of operation, and conditional use of the space between the uses.
		2) Where a question of compatibility exists, require the new use to conform to the lower intensity use.		On-going. Mediterra and Beazer projects currently under construction are good examples. Beazer maintained the 10,000 sf minimum lot size, compatible with the surrounding development and Mediterra created a community with larger lots (10,000 sf) adjacent to existing projects and smaller lots (6500 sf) as it diverges away to the east.
		3) Ensure that residential infill development respects the design character of the surrounding neighborhood by balancing the provision of density incentives with appropriate design concepts.		On-going Post-flood Reconstruction of single family homes in the East Highlands Village required to compliment the density, massing and architecture of the existing homes by meeting the design criteria established for this distinctive neighborhood. Single home completed in between 2012 and 2020. Century Homes 'Highland Hills' began construction in 2024 Infill density incentives were carefully considered when the City rezoned property on Greenspot Road. The permanent set-aside of environmentally sensitive habitat was balanced with a slight increase in density on either side so that the City's housing balance would not be compromised. 2022 – The Hispano 18013 Tract complimented the surrounding neighborhoods' density but also constructed a number of ADUs new with the homes. 2023 – Rexco San Carlo II Townhomes. Occupied in 2024
		4) Ensure that land uses develop in accordance with the Land Use Plan and Development Code in an effort to attain land use compatibility.		On-going, a finding of consistency with the General Plan is made with every approved project.
		5) Promote compatible development through adherence to Community Design Element policies and guidelines.		On-going. 2016/2020 - Standards established along Greenspot Road and Base Line with the City's construction of median and right-of-way improvements in the Golden Triangle and Town Center policy areas. Most current example are the industrial projects approved along 3rd, 5th and 6th Street Corridors for Patriot Partners, Crow Holdings and American Rentals.
		6) Require developers to consider and address project impacts upon surrounding neighborhoods during the design and development process.		On-going Coordinate with owners/developers at the mandatory pre-application meetings and throughout the entitlement process. Neighbors receive two notices from the City; a Project Notice when the City accepts a project and a Public Hearing Notice given 10 days in advance of the meeting it is considered. There is a significant period of time available between the two notices to make adjustments to a project in advance of its approval.
		7) Require new or expanded uses to provide mitigation or buffers, including greenbelts or landscaping, between dissimilar uses or existing uses where potential adverse impacts could occur.		On-going Implemented in the Rexco project provided in the Greenspot Village & Marketplace Specific Plans to buffer between commercial and residential uses. Other examplse included the residential buffer behind new Smart & Final and Tractor Supply/Woodcrest.
		8) Prohibit future multiple-family development in existing single family		On-going as needed.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		designated neighborhoods.		2023 – Halcyon Apartments were required to provide physical distancing and landscape buffers to address the adjacent single family neighbors. All approved multi-family projects are within Planned Development or multi-family zones, not single family.
		9) Require landscape and/or open space buffers to maintain a natural edge for proposed private development directly adjacent to natural, public open space areas.		On-going Implemented in the East Highlands Ranch, Greenspot Village & Marketplace Specific Plan and Mediterra Specific Plan.
		10) Aggressively review planning efforts of other jurisdictions to minimize potential incompatibilities with City land uses and preserve economic vitality.		On-going. This policy was discussed with the City of San Bernardino during their potential rezoning of a residential property to industrial at 6th Street that could negatively affect an existing single family neighborhood in Highland. Some recommendations were taken. The City of Highland, Redlands, San Bernardino and County of San Bernardino provide project notices to each other for comments and conditions. A
Land Use	Goal 2.7 Encourage natural resource and open space preservation through appropriate land use policies that recognize their value and through the conservation of areas required for the protection of public health and safety.			
		1) Within the eastern portions of the City, utilize lower densities to protect agricultural lands, scenic resources and topographic features.		Being implemented as part of the Mediterra Planned Development. 2020 – Staff reviewed a draft Agricultural Conservation Easement to satisfy the project's Mitigation Measure to preserve agricultural lands in Highland. 2023/2024 – Appx 1700 acres of "Surplus Property" on the City's eastern end was sold by Orange County Flood Control to the San Bernardino Valley Municipal Water District. The land will no longer be developed as originally planned for 500 +/- homes, but will be utilized for water retention purposes by the District. This will eliminate prior plans that may have negatively affected scenic resources and topographic features.
		2) Preserve agricultural lands within the eastern portions of the City as commercial operations if possible, or within residential developments if not. Utilize Planned Developments with joint ownership or agricultural uses or placement of low density housing within an overall grove setting.		Being implemented as part of the Mediterra Planned Development. 2020 – Staff reviewed a draft Agricultural Conservation Easement to satisfy the project's Mitigation Measure to preserve agricultural lands in Highland. Citrus themed landscaping utilized where appropriate.
		3) Permit mineral extraction activities and expansion of existing operations only where the following findings can be made: • Potential significant impacts related to loss of significant biological resources have been mitigated to an acceptable level, as have potential significant impacts of noise, air pollutant emissions, dust and hazardous materials; • Significant impacts will not be created on lands used or planned for residential use; • Public health and safety will be protected; • Haul routes have been identified, and will be utilized, which will not create significant impacts within residential areas and will not negatively impact access into commercial/industrial areas; • The municipal revenue-generating characteristics of the proposed operation are such that a positive fiscal benefit will accrue to the City of Highland and to its residents; and • The analysis of fiscal benefits shall account for the incremental capital and maintenance costs for the area circulation system created by the high intensity of truck use associated with the operation.		Upper Santa Ana River Wash and Land Management Plan. Approved. Implementation underway. Robertson's Ready Mix Mining expansion Conditional Use Permit, adopted June 2, 2009 (CUP-007004) Cemex Mining expansion Conditional Use Permit, adopted June 2, 2009 (CUP-007-005)
		4) Preserve areas designated as Open Space to provide for recreation, preservation of scenic and environmental values, managed production of resources (agriculture, water reclamation and conservation, mineral extraction) and protection of public safety.		3/2009 dedication of approx. 93 acres of national parkland to the City of Highland located near the easterly terminus of Base Line – (East Highlands Ranch PUD DIF Agreement). 4/2011 awarded a $130,000.00 State Nature Education Facilities Grant for the City's Natural Parkland Interpretive Signage program. Mediterra Specific Plan to preserve the adjacent hillside natural open space buffering the San Bernardino National Forest. 2020 – Construction underway. Zone Change from approximately 192 acres from Agricultural/Equestrian to Open Space approved along Greenspot Road.

General Plan Element:	Goals:	Policies:	Actions:	**Implementation & Progress:**
		5) Promote joint development with adjacent jurisdictions.		On-going Coordination occurring between Highland and the County of San Bernardino to incorporate portions of the Santa Ana River. Met several times. 2019/2021 – Joint project by Highland and Redlands to expand non-motorized transportation; specifically the project titled "Highland Redlands Regional Connector" located in the general vicinity of Boulder Avenue and Greenspot Rd. Due to unreasonable environmental mitigation requirements by CDFW, construction of this project will be postponed until additional grant funds are obtained by Highland and Redlands. The Highland portion of the project is currently being considered for construction. 2021 – Worked comprehensively with the City of San Bernardino on the "Highland Hills" project on the north side of Highland Avenue, east of the 330 Freeway. Met to discuss circulation, right-of-way and residential design issues. 2022 – Continued cooperation on the Airport Gateway Specific Plan to ensure land use standards are the same in both San Bernardin and Highland along the frontage of the San Bernardino International Airport. Also, joint effort to annex a San Bernardino property into Highland to effectively develop a project at the southwest corner of Victoria Avenue and 5th Street. Ongoing coordination of street and drainage improvements along the 3rd/5th Street and Victoria Avenue Corridors. Coordinated with San Bernardino Valley Municipal Water District at Tres Lagos and Weaver Basins. 2023/2024 – Coordinated cooperation with the IVDA, SBIA, San Bernardino, San Manuel Band of Mission Indians and East Valley Water District on the Inland Valley Corridor Improvement program to establish infrastructure design near the San Bernardino International Airport.
Land Use	Goal 2.8 Coordinate land use planning programs between local, regional, state and federal jurisdictions.			
		1) Notify neighboring jurisdictions and adjacent developments when considering changes to the City's existing land use pattern adjacent to City boundaries.		On-going Adjacent jurisdictions are notified by mail for each project requiring discretionary land use approval by the City. Comments commonly received by Redlands, City and County of San Bernardino.
		2) Cooperate with neighboring jurisdictions through review and comment on proposed changes to existing land use patterns that could affect the City of Highland.		On-going. 2019/2021 - Continue to meet with City of San Bernardino Staff to discuss the Highland Hills Specific Plan located on the north side of Highland Avenue, east of SR330 as well as the Motel 6 on Highland Avenue and warehouse on 6th Street near McKinley. 2022 – Ongoing efforts to approve the Airport Gateway Specific Plan. Public Review of the Program EIR commenced in 2022. 2023 – New efforts to develop the Inland Valley Corridor Infrastructure Program. 2024 – Worked cooperatively on an annexation/detachment between the City of San Bernardino and Highland that would allow an industrial development and improve services within each jurisdiction.
		3) Establish regular lines of communication with local, regional, state and federal agencies whose planning programs may affect Highland residents and businesses.		On-going. Much discussion with local, state and federal agencies with respect to development along the Greenspot corridor. Ongoing efforts with the Airport as discussed above. 2024 – Continued efforts with the County of San Bernardino, State and US Department of Fish and Wildlife to effectuate a 20-acre land sale and mixed use development within the GVMP.
Land Use	Goal 2.9 Establish and maintain logical City boundaries that reflect existing service capabilities, social and economic interdependencies, citizen desires and City costs and revenues.			
		1) Work with the Local Agency Formation Commission (LAFCO), the City and County of San Bernardino, and area residents to promote the establishment of better-defined boundaries that would facilitate more		2022 – Began discussion of one small annexation, .5 acre, at the southwest corner of 5th Street and Victoria Avenue to facilitate development and municipal services. In 2023, the Annexation reports were completed and CEQA review initiated. In 2024, the

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		efficient provision of municipal services and an economically viable community.		coordination continues, and environmental review continued. The IS/MND was drafted and made available for review.
		2) Consider annexation of such areas where the following findings can be made: • The proposed annexation is consistent with goals and objectives of the General Plan. • Significant benefits will be derived by the City and affected property owners and/or residents upon annexation. • There exists a significant social and economic interdependence and interaction between the City of Highland and the area proposed for annexation. • There exists a significant social and economic interdependence and interaction between the City of Highland and the area proposed for annexation.		On-going.
		3) Work with the City of San Bernardino to provide buffers in areas where existing or planned land uses in one city are incompatible with adjacent areas in the other.		Commenced in 2009, asked surrounding cities to refer project notices to the City for review and comment. 2019 – Worked with the City of San Bernardino on a project of theirs for a warehouse in the vicinity of 6th St and McKinley Street, surrounded by single family homes in Highland. San Bernardino did require some redesign with respect to walls for noise mitigation and emergency access from the west. 2020 – Worked with San Bernardino on a Motel 6 project within their boundaries to ensure the noise, aesthetics, walls, landscaping and circulation were not impactful to Highland.
Land Use	GOAL 2.10 Create a new Town Center where Highland residents, employees and visitors can live, shop, work, recreate and socialize in a vibrant, safe and pedestrian friendly environment.			
		1) Ensure quality design through adherence to the Town Center design guidelines and policies in the Community Design Element.		CVS/Baker's/Family Dollar project, Highland Plaza Revitalization project, Base Line Beautification project and the Paseo Del Oro Planned Development. Smart & Final project on Base Line completed in 2017. 2020 – Worked with Woodcrest Company and KZ Holdings to ensure the Community Design Element is followed. Pre-Applications for both projects have been held and received comments on this topic. Revisions anticipated shortly. 2021 – Woodcrest / Tractor Supply Co. project approved consistent with the Town Center guidelines and Community Design Element. Under construction in 2024. Should be complete by March 2025. 2022 – Marinitia development of two restaurants at the NWC Base Line & 210 which included recommendations from the Community Design Element. Coordination on right-of-way improvements continues between the City and development team including themed street lights and plaza design as described in the Element.
		2) Ensure that the Town Center maintains a mix of uses attractive to broad segments of Highland's population and that stimulate activity during day and evening hours, every day of the week.		On-going. 2020 – Latest plans include mixed use projects of commercial, restaurant, single-family, and multi-family uses all of which are heavily needed and desired within the City. 2021 – Woodcrest / Tractor Supply Co. project approved consistent with the Town Center guidelines and Community Design Element that includes a multi—phased commercial project including retail, entertainment and dining options in a pedestrian-friendly atmosphere. Under construction in 2024 2022 – Marinita project will provide additional restaurant options in the City that will stimulate activity near SR 210.
		3) Provide access to multiple modes of travel, including pedestrian, bicycle, transit and automobile.		Base Line Beautification project. Completed west of the 210 freeway in 2014 & east of freeway in 2016. 2020 – the City's Public Works Division has made several grant applications to improve pedestrian and bike safety along Base Line and Palm Avenue. While not successful in this cycle, they will continue to apply. The City prepared a draft Active Transportation Plan thoroughly detailing improved multi-modal transportation. It is anticipated to be approved in early 2021. The City also has a close relationship with Omni Trans transit provide and meets frequently to improve and maintain the transit system within Highland. The 210 Freeway expansion and Base Line interchange improvements are under construction and will

General Plan Element:	Goals:	Policies:	Actions:	**Implementation & Progress:**
				significantly improve multi-modes of travel along Base Line between Seine and Palm Avenue. 2022-2024 – near completion of street and bridge widening along Base Line from Seine Avenue to Buckeye Street. This includes a significant infrastructure expansion of the Base Line overpass, decorative bridge treatments and signage with anticipated completion in 2025.
		4) Work with property owners to implement the Town Center Vision.		On-going. Base Line Beautification Project Designs approved in 2008. 2020/2021 - Continue coordinating with Maranita, KZ Holdings and Woodcerst Companies all located on the north side of Base Line between the 210 Freeway and Palm Avenue. 2022 – Marinita restaurnts as well as plans to install a new traffic signal on Base Line, west of SR 210. 2024 – Tractor Supply store under construction.
		5) Protect surrounding single-family neighborhoods from incompatible uses.		2020/2021/2022 - Plans from KZ and Woodcrest include developing residential uses along their perimeters with existing residential development. Maranita will construct the appropriate noise and aesthetic mitigation on its northerly boundary to avoid impacts with the existing single family residential.
		6) Provide transition areas/buffers between land uses within the Town Center and with surrounding neighborhoods.		Maranita, located on the north side of Base Line between Buckeye Street and the 210 Freeway has shown well-planned buffers on their draft development plans.
		7) Connect the Town Center physically and visually with the Historic Village District with pedestrian connections, historically compatible architecture, signage, landscaping and other streetscape elements.		Base Line Beautification Project Design. 2013-14 & 2018 Public Works Grant Application to improve circulation and street design on Palm Avenue and Pacific Street. Unsuccessful thus far, but will continue to make applications as new grants and funding rounds occur.
		8) Explore opportunities to relocate historic structures onto the Town Center site in prominent locations.		No projects proposed.
		9) Require new development to provide for public plazas and other gathering places.		Smart and Final 2017. 2022 – Marinita project plans.
		10) Prohibit freestanding drive-through commercial structures and convenience commercial uses, except at the major intersection of Palm Avenue and Base Line and along the south side of Base Line between Palm Ave and Bonita Ave.		Policy deleted by City Council.
Land Use	Goal 2.11 Revitalize the Base Line Corridor by concentrating commercial uses at strategic intersections and by redeveloping aging, mid-block commercial areas with new residential development.			
		1) Revitalize the Base Line Corridor with infill development of vacant land and redevelopment of aging commercial areas with residential development, consistent with the Land Use Plan.		Barnes and Seeley Court Residential Developments (Gardner Construction). Olive Street Residential Development (Dr. Williams) 2018 - 60-unit Assisted Living Facility 2024 – Approval of two new auto related businesses, O'Reilly Auto Parts & JC Automotive.
		2) Specifically encourage the consolidation of individual parcels along Base Line to provide a sufficient land area for vibrant commercial uses.		Aysar Helo, Consolidation of lots on Base Line between Seine Avenue & Stoney Creek.
		3) Prohibit the development of parcels not fronting on Base Line for commercial use except as part of an integrated commercial project that will take its access from, and focus on Base Line.		Aysar Helo, Consolidation of lots on Base Line between Seine Avenue & Stoney Creek.
		4) Limit new access for commercial uses to Base Line, Del Rosa Drive, Sterling Avenue, Victoria Avenue, Central Avenue, Stoney Creek and Boulder Avenue.		Aysar Helo – Base Line between Seine Avenue and Stoney Creek. Paseo Del Oro – Base Line at Buckeye/Church Avenue. CVS/Bakers/Family Dollar at Base Line /Palm Avenue. Smart & Final in 2017. 2021/2022 - Marinita & Woodcrest.
		5) Consolidate existing access to accommodate future medians.		Base Line Beautification Project in the Town Center Policy Area and Brightwater Senior Living facility. 2023/2024 – Continued coordination with Marinita and surrounding developments to address safe access across Base Line.
		6) Facilitate conversion of existing residential parcels along the rear of commercially designated areas along Base Line on a block-by-block, rather than on a parcel-by-parcel basis.		On-going 2021/2022 – Applications by Woodcrest / Tractors Supply, Marinita, and KZ Holdings on Base Line between Buckeye and Foster Street.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		7) Ensure quality commercial and residential development through adherence to the Community Design Element policies and guidelines and Development Code standards.		On-going 2021/ 2024 – Achieved in projects such as Marinita, Woodcrest / Tractor Supply and KZ Holdings / Crestwood Communities.
Land Use	Goal 2.12 Create a signature, mixed-use master-planned community that integrates commercial, office and residential uses in a unique environmental setting.			
		1) Require commercial designs within this area to relate to adjacent major roadways and the freeway.		Commercial designs shall have prominent front-facing elevations as they relate to major roadways like Base Line and the 210 Freeway. On-going.
		2) Concentrate office and big box retail uses along 5th Street.		Greenspot Village & Marketplace Specific Plan and Highland Crossings/Crossroads developments have incorporated the majority of big box retail uses. Several smaller boxes are proposed along Base Line.
		3) Provide adequate transitions and/or buffers between residential and nonresidential uses within the area.		Transitions to nonresidential areas are comprised of significant setbacks, landscaping and decorative walls.
		4) Require residential development to provide adequate amenities such as common open space and recreation areas.		These ongoing policies are prevalent in recently approved and constructed projects such as Glenrose Ranch, Mastercraft 13, Mastercraft 42, Rexco, Blossom Trails, Treh 200-unit aparments, Alliance 546-unit apartments, ~~and~~ Mediterra, Woodcrest, and Anacapa.
		5) Require commercial development to provide functional public spaces and/or plazas for shoppers and visitors.		Ongoing. 2020/2021/2022 – Examples of public spaces and plazas that have been incorporated in recent developments include TREH Partners on Greenspot Road, Marinita and Woodcrest.
		6) Land use intensity will be determined upon the adoption of a specific plan, planned unit development, conditional use permit or similar mechanism.		Approved projects that exemplify this policy include Greenspot Village & Marketplace Specific Plan. Mediterra Planned Development, and Mastercraft 42.
		7) Ensure quality design through adherence to the Community Design Element policies and applicable Development Code standards.		Ongoing. All projects receive discretionary approval must make findings to adhere to the Community Design Element and Development Code (Highland Municipal Code)
		8) Orient uses along City Creek to take advantage of views of and connections to open space and recreational amenities.		This was incorporated in the Greenspot Village & Marketplace Specific Plan that runs south and east of City Creek. Special attention was given to building heights, architecture, fencing, and trail access.
		9) Actively participate in future San Bernardino International Airport planning activities to minimize potential negative impacts on Highland's economic development opportunities and quality of life.		Participating in the development of a Specific Plan for area around the SBIA with surrounding cities & IVDA. Highland is also active in reviewing and commenting on San Bernardino projects within the vicinity of its boundaries. The Inland Valley Corridor Improvement Plan's Program EIR was initiated.
Land Use	Goal 2.13 Transform the 5th Street Corridor into a major employment center and gateway to the San Bernardino International Airport.			
		1) Continue to coordinate with the City of San Bernardino and the San Bernardino International Airport Authority for future planning on and around the airport.		Development of the Inland Valley Corridor Improvement Program ongoing.
		2) Continue to plan and promote the 5th Street Corridor as the major industrial entryway into the San Bernardino International Airport.		2022 – Approved industrial projects along 3rd, 5th and 6th Streets for Patriot Partners, Crow Holdings and American Rentals. Construction commenced on the Patriot project at 6th and Victoria Avenue. Development of the Inland Valley Corridor Improvement Program ongoing.
		3) Develop a comprehensive design and branding program for the 5th Street Corridor, promoting it as a unified, business-friendly employment center.		Development of the Inland Valley Corridor Improvement Program ongoing.
		4) Ensure exceptional circulation through adherence to the policies of the Circulation Element.		On-going. Required for each project approved by the City.
		5) Protect and enhance the integrity and desirability of industrial sites from nonindustrial uses.		On-going. These efforts can be seen in the Transition Properties industrial project under construction at the northwest corner of 5th Street and Church Avenue and Dan Moore's contractor's storage yard and Roquet's contractor's storage yard on Meines Street, east of Palm Avenue. Additionally, the projects mentioned above for Patriot, Crow Holdings and American Rentals all included the appropriate setbacks, landscape buffering and noise mitigation to protect the adjacent uses. Lovett

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
				industrial project proposed, and received approval for a high-quality 300,000+ sf distribution facility in the Industrial Zone.
		6) Improve landscaping along the edges and median of 5th Street and the boundaries of the corridor.		Joint effort with IVDA & San Bernardino 2020 - Landscape median design and parkway landscaping installed along the 5th Street frontage of Transition Properties, west of Church Ave.
		7) Ensure quality development through Development Code standards and the Community Design Element policies and guidelines.		Participating in the development of a Specific Plan including design standards for area around the SBIAA with surrounding cities & IVDA. Development of the Inland Valley Corridor Improvement Program.
		8) Until nonconforming residential uses transition out of the area, provide adequate transitions and/or buffers between existing residential neighborhoods and industrial or other incompatible land uses.		2019/2020 - Attempted to require such buffers in conjunction with a San Bernardino project on 6th street at the terminus of McKinley to the south. Some recommendations were implemented by San Bernardino. 2021 – Appropriate setbacks and landscape buffers used to transition from warehousing to adjacent residential uses at the Patriot Partners project at 6th Street & Victoria Ave. 2022 – Ongoing with each industrial development approved.
		9) Work with San Bernardino International Airport Authority to ensure that future planning activities encourage consistency with adopted City land use plans and minimize impacts on Highland's economic development opportunities and quality of life.		On-going Adoption of SBIAA & Highland Interagency Cooperative Agreement adopted on August 22, 2007. Airport Overlay Ordinance – Ord No. 342, and 343
Land Use	Goal 2.14 Establish the Victoria Avenue Corridor as the major entryway into the San Bernardino International Airport.			
		1) Concentrate commercial uses along Victoria Avenue at Base Line, Pacific Street and Highland Avenue.		Application for Arco Rehab & Motel Project approved in 2014. Completed in 2017. Real Journey's charter school and Food 4 Less gas station both approved in 2018, construction completed in 2018/2019 – located at the southeast corner of Highland and Victoria Avenues. 2020 – Victoria Square commercial strip center project under review, anticipated approval in 2021. Located at the southeast corner of Victoria and Pacific Streets.
		2) Allow for a mix of commercial and residential uses in appropriate areas through the Planned Development land use designation.		On-going.
		3) Provide residential opportunities in mid-block areas between 9th Street and Pacific Avenue.		15 Lot small lot subdivision at Victoria and Pacific (Hispano 18013) approved in 2017 began construction in 2021 and completed in 2022.
		4) Encourage the consolidation of parcels to promote quality, planned development.		On-going. 2021 – Achieved with the Patriot Partners warehouse at 6th & Victoria Avenue with the consolidation of 6 lots. 2022 – Crow Holdings projects and Patriot Partners projects along 3rd and 5th Streets.
		5) Consolidate access points along Victoria Avenue to improve traffic flows.		On-going. Will continue to review in conjunction with the Airport Gateway Specific Plan. 2021 – Achieved with the Patriot Partners warehouse at 6th & Victoria Avenue. 2022 – Patriot Partners projects at 6th/Grape and Cypress/Victoria.
		6) Create a major business park node at the southern terminus of Victoria Avenue to maximize employment opportunities adjacent to the airport.		On-going. Will continue to review in conjunction with the Airport Gateway Specific Plan. 2021 – 4 business park projects in the pre-application process for review in 2022. 2022 – Projects approved at Cypress/Victoria and 6th/Grape. Project pending at Victoria & 3rd/5th.
Land Use	Goal 2.15 Create a one-of-a-kind, high-quality, master-planned estate community in the Seven Oaks area that incorporates substantial scenic, open space, recreation and trail amenities.			
		1) Ensure trail connections to existing or planned local and regional open space and trail systems.		This policy should be deleted because the property was purchased by San Bernardino Valley Water District for the purpose of water discharge. Residential development is not anticipated.
		2) Provide extensive open space linkages		Ongoing continued efforts are being made by City staff

General Plan Element:	Goals:	Policies:	Actions:	Implementation & Progress:
		within the site to connect to adjacent open space resources.		to work with Valley District board to secure certain trail linkages that will not interfere with water reso ces activities.
		3) Continue to collaborate with the City of Redlands, the County of San Bernardino and property owners.		~~2020 – The Cities of Highland and Redlands are jointly sponsoring the construction of 2 non-motorized trails along Boulder Ave/Orange St and Palm Ave/Alabama St. In 2022, the Palm/Alabama project is proceeding and the Boulder/Orange will proceed in part due to environmental constraints.~~
		4) Ensure that sufficient access, including emergency access, is provided to support future development.		N/A
		5) Ensure that adequate public services and facilities keep pace with future development.		N/A
		6) Provide appropriate habitat corridor linkages in collaboration with applicable habitat conservation planning.		N/A
		7) Implement future development guidance of the Seven Oaks area by means of a specific plan or similar mechanism.		N/A
		8) Require that hillside development minimize alteration of the natural landforms and natural vegetation, while maximizing viewshed protection.		N/A
		9) Limit grading to the amount necessary to provide stable areas for structural foundations, street rights-of-way, parking facilities and other intended uses.		N/A
		10) Minimize import/export associated with grading.		N/A
		11) Consider clustered development, especially in connection with such recreation amenities as a golf course, in future planning activities for the site.		N/A
		12) Maintain the Greenspot Agricultural Preserve until such time future development is proposed or more detailed planning is initiated. In the event that proposed development would impact the Agricultural Preserve, the City shall evaluate the viability of incorporating the Preserve into the development, consistent with the City adopted *Rules and Procedures for the Administration of Agricultural Preserves and Contracts.*		N/A
Chapter 3 – Circulation Element				
Circulation	Goal 3.1 Provide a comprehensive transportation system that facilitates current and long-term circulation in and through the City.			
		1) Require new development proposals to ensure that all mid-block street segments operate at LOS "D" or better during the peak hours of traffic. (Note: Because of the location of the Palm Avenue/Pacific Street intersection within the Historic District, consideration will be given to alternatives to traffic signal mitigation. Alternatively, the City may elect to accept a lower LOS to retain the historic character of the District.)		Ongoing. Developing design concept to convert existing 4-way stop control at Palm/Pacific intersection to a roundabout as an alternative to traffic signal
		2) Ensure that all intersections operate at LOS "D" or better during the peak hours of traffic.		Implemented through traffic impact analysis as development occurs.
		3) Ensure that the City's street system be designed and constructed to accommodate the traffic generated by buildout of the General Plan land use designations.		Retained consultant and performed a feasibility study and determined a single lane roundabout is achievable at the Palm/Pacific intersection.
		4) Maintain flexibility in the cross-sections and configuration of streets within topographically rugged or environmentally sensitive areas as long as mid-block street		Implemented through traffic impact analysis as development occurs

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		segments and intersections operate at LOS "D" or better.		
		5) Design and employ traffic control measures (e.g., install traffic signals, provide access restrictions, etc.) to ensure city streets and roads function as intended.		Implemented through traffic impact analysis as development occurs
		6) Periodically update the General Plan master traffic study to maintain its relevance and correspondence to the General Plan land use designations and the design and construction of new and existing City streets.		Implemented through the Capital Improvement Program Minor amendments were made to the Circulation Element in 2022 in coordination with the Housing Element and Public Health, Safety and Environmental Justice Element updates.
		7) Monitor the intensity of land use to keep traffic on any arterial in balance with roadway capacity.		Implemented as development occurs (ie. Halcyon Apartments)
		8) Require development proposals with the potential to generate traffic volumes or other impacts not adequately evaluated in the Circulation Element and the General Plan Program EIR to prepare a traffic analysis consistent and compatible with the City's Master General Plan Traffic Model.		Implemented through site plan/development plan review process as development occurs
		9) Restrict the number of access points and intersections along arterials to preserve mid block and intersection capacities and to maintain public safety.		Implemented as development occurs
		10) Encourage major employers to reduce vehicular trips by offering incentive concepts discussed in the General Plan Circulation Element, including but not limited to reduced transit passes and preferential parking for ridesharing.		Saint Adelaide Church parking lot park and ride.
Circulation	Goal 3.2 Provide a well-maintained roadway system.			
		1) Maintain and rehabilitate all components of the circulation system, including roadways, sidewalks, bicycle facilities, pedestrian facilities and traffic signals.		
		2) Establish and maintain a roadways pavement management program (PMP) that sets forth budgeting, timelines and schedules for maintenance of existing roadways in the community.		~~First 5-year PMP completed construction of 11 miles of pavement rehabilitation and 72 miles of pavement maintenance in 2019. Second 5-year PMP to be adopted in 2020~~. The City has adopted a 5-year PMP and is delivering annual rehabilitation and preventative maintenance projects though its CIP Program to ensure existing roadways are properly maintained.
		3) Continue to study the need and feasibility of providing additional all-weather crossings along critical roadways, and develop an implementation plan and schedule, if appropriate.		Boulder Ave. Bridge constructed; Greenspot Rd Bridge constructed; Base Line ~~Bridge in environmental phase for future construction scheduled to begin in April 2021;~~ and Orange Street Bridge are in the environmental and R/W phase for future construction scheduled to begin in ~~2022~~ 2027.
		4) Coordinate maintenance or enhancement of transportation facilities with related infrastructure improvements.		Implemented through CIP. Example: mining CUP
		5) Develop and implement programs and policies that require additional improvements or mitigation from industries or entities that generate heavy truck traffic and pavement impacts.		Implemented through TIA and pavement impact studies for specific projects & coordinated with truck generators
Circulation	Goal 3.3 Preserve and enhance uniquely scenic or special visual resource areas along appropriate routes for the enjoyment of all travelers.			
		1) Designate the following roadways as Scenic Highways and establish guidelines that protect visual resources in the community and allow for the development of additional recreational opportunities: • Boulder Avenue • Base Line (east of City Creek) • Palm Avenue • Greenspot Road • Church Street • Highland Avenue (east of City Creek)		- Portions of Boulder Avenue, Base Line and Greenspot Road have been constructed with embellished medians and parkways to honor their Scenic Highway designations.
		2) Attractively landscape and maintain Highland's Secondary Highways, Special Secondary Highways, Major Highways, Primary Arterials, and Modified Primary Arterials and prepare/implement distinctive streetscape improvement plans.		Construction of landscape median on Greenspot Road from SR 210 to Boulder Avenue in Golden Triangle completed. Construction of landscape median on Base Line from Cole Avenue to SR 210 in Town Center completed. Construction of landscape median on Palm Ave between Cypress St and north of 9th St completed. Construction of landscape medians on Base Line between SR-210 and Boulder Avenue completed. Landscape median gap closure on Base Line between

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
				Marigold Avenue and Church Street completed. Construction of landscape median and parkways on Boulder Avenue between San Manuel Village Entrance and Greenspot Road completed in 2022.
		3) Take such actions as may be necessary to protect scenic routes, including but not limited to: • regulation of land use and intensity of development; • detailed land and site planning; • control of outdoor advertising; • careful attention to and control of grading and landscaping; and • careful design and maintained appearance of structures and equipment.		Sign Code Update adopted in February 11, 2011. Implemented as development occurs.
Circulation	Goal 3.4 Provide a safe circulation system.			
		1) Establish the local street system within developing neighborhoods through a cooperative public/private planning process.		On-going t~~T~~hrough development review process & HMC.
		2) Require new development to install and maintain streets within planned residential areas as private streets in accordance with development standards set forth in the Development Code and other applicable standards and guidelines.		On-going t~~T~~hrough development review process & HMC. Toll Bros Project , Richmond American, and the Rexco projects w re required to meet City a combination of City private street standards that were determined applicable and safe for their projects.
		3) Promote the principle that streets have multiple uses and users, and protect the safety of all users.		On-going t~~T~~hough development review process & HMC. Constructed 25 miles and acquired funding for an additional 6 miles of bike lanes on streets throughout the City. Construction of a new trail node kiosk at the Santa Ana River bridge on Old Greenspot Road has been completed. Installation of bicycle parking racks at 6 locations in the City has been completed. Installation of 63 new bike wayfinding signs and funding acquisition for 50 more throughout the City has been completed. Funding acquisition to construct 4 rest stops along two of the City's Class I bikeways has been completed.
		4) Require new development to provide pedestrian paths and linkages through projects, locating linkages to avoid conflicts with motorized traffic.		On-going t~~T~~hough development review process & HMC. Greenspot Village & Marketplace Specific Plan with paths & trail linkage. Community trail on Base Line from Palomino Street to Tract 15960 north boundary
		5) Discourage high-speed, through traffic on local streets with appropriate traffic-calming measures (e.g., traffic enforcement, bulb-outs, lane striping, chokers, etc).		On-going t~~T~~hrough development review process & HMC. Construction of the Base Line Beautification and Safety Improvement Project has been completed. Construction of the 9th Street Safety Improvement Project road-diet has been completed. Construction of the Base Line Safety Improvement Project has been completed. Constructed 25 miles and acquired funding for an additional 6 miles of bike lanes on streets throughout the City. Construction of a new trail node kiosk at the Santa Ana River bridge on Old Greenspot Road has been completed. Installation of bicycle parking racks at 6 locations in the City has been completed. Installation of 63 new bike wayfinding signs and funding acquisition for 50 more throughout the City has been completed. Funding acquisition to construct 4 rest stops along two of the City's Class I bikeways has been completed. Tract 18935, (Diversified Pacific) constructed two mid-block oval medians for traffic calming on Aplin Street. Seeking grant ~~Currently making application to~~ funding for bikeways and road diets on Palm Avenue north of Base Line and on Pacific Street from Del Rosa Drive to Boulder Avenue Mediterra employed similar traffic calming chicanes and non-standard street designs.
		6) Design access onto major arterial streets in an orderly and controlled manner.		On-going t~~T~~hrough development review process & HMC. ~~Approved Panda Express / Jack in the Box, and Greenspot Village & Market Place with access restriction / limitation onto Base Line and Greenspot Road.~~
		7) Utilize shared driveways in common areas to minimize disruptions to traffic and pedestrian/bicycle flow.		~~Through~~ On-going through development review process & HMC. ~~Shared driveway between Highland Plaza and Highland Civic Center Plaza on Base Line between Cole Ave and Reedy St.~~ ~~Shared driveways required of Panda Express/Jack on Base Line at Seine Avenue.~~ ~~Shared driveways required of Transition Properties on~~

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
				~~Fifth Street at Church Avenue.~~ ~~Each of the Specific Plan and mixed use projects utilizes common areas and shared drive aisles / driveways~~.
		8) Implement street design features such as the use of medians, bus turnouts and consolidated driveways to minimize mid-block traffic congestion.		On-going t~~T~~hrough development review process & HMC. - Construction of landscape median and bus turnouts on Greenspot Road from SR 210 to Boulder Avenue in Golden Triangle has been completed. - Construction of landscape median on Base Line from Cole Avenue to SR 210 in Town Center has been completed. - Construction of landscape median on Palm Ave between Cypress St and north of 9th St has been completed. - Construction of landscape medians on Base Line between SR-210 and Boulder Avenue has beencompleted. - Construction of landscape median gap closure on Base Line between Marigold Avenue and Church Street has been completed. - Construction of landscape median and parkways on Boulder Avenue between San Manuel Village Entrance and Greenspot Road was completed in 2022.
		9) Support freeway improvements that remove through traffic from local streets.		On-going t~~T~~hrough development review process & HMC. Constructon of SR 210 / Greenspot Rd westbound on and off ramp improvements is completed. The SR 210 / Base Line bridge widening ~~and ramp improvements completed the design and is currently under construction. Construction is anticipated to completed in the 3rd quarter of 2022.~~ Widening of the SR210/5th Street undercrossing is currently in environmental and preliminary design phase.
		10) Provide adequate sight distances for safe vehicular movement on roadways and at intersections.		On-going t~~T~~hrough CIP, development review process & HMC.
		11) Encourage and improve pedestrian connections from residential neighborhoods to retail activity centers, employment centers, schools, parks, open space areas and community centers.		On-going t~~T~~hrough development review process & HMC. - Greenspot Village & Marketplace Specific Plan. - Highland/Redlands Regional Connector Project, a non-motorized transportation project, connecting residential neighborhoods to many activity centers, schools and the Santa Ana River Trail has been awarded federal funding and currently in the construction phase. ~~environmental phase.~~
		12) Encourage barrier-free accessibility for all handicapped residents, employees and visitors throughout the City's circulation system.		On-going t~~T~~hrough development review process & HMC. Sidewalk and curb ~~handicap~~ ramp improvements via CIP projects.
		13) Support the planning of sidewalks of appropriate width to allow the provision of buffers to shield nonmotorized traffic from vehicles.		On-going t~~T~~hrough CIP, development review process & HMC. ~~Implementation of Federal Safe Routes to School Programs.~~ Curb-adjacent sidewalk is required to be 6-foot wide minimum; striped buffer minimum 12" to 18" wide is required for new bike lanes.
		14) Add raised, landscaped medians and bulb-outs, where appropriate, to reduce exposure to cross traffic at street crossings.		On-going t~~T~~hrough CIP, development review process & HMC. -Construction of landscape median and bus turnouts on Greenspot Road from SR 210 to Boulder Avenue in Golden Triangle has been completed. - Construction of landscape median on Base Line from Cole Avenue to SR 210 in Town Center has been completed. - Construction of landscape median on Palm Ave between Cypress St and north of 9th St has been completed. - Construction of landscape medians on Base Line between SR-210 and Boulder Avenue has been completed. - Construction of landscaped median gap closure on Base Line between Marigold Avenue and Church Street has been completed. - Construction of landscape medians and parkways on Boulder Avenue between San Manuel Village Entrance and Greenspot Road completed in 2022. - Bulb outs will be constructed in Mediterra. -Bulbouts are being planned on Palm Avenue in the Historic District.
		15) When feasible, walkways should include pedestrian amenities such as shade trees and/or plantings, trash bins, benches and		- On-going t~~T~~hrough development review process & HMC.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		shelters.		- The Base Line Beautification Project which includes construction of sidewalks and landscaping has been completed. - The Greenspot Road Project in the Golden Triangle which includes construction of sidewalks and landscaping has been completed. - The Highland/Redlands Connector Project which will construct 3 rest stops for bicyclist is in design. - The City Creek/Alabama Street Bikeways Project which will construct 1 rest stop for bicyclist is in design. - Pedestrian plaza included as a part of the Smart and Final project at the corner of Base Line and Church Avenue. - A Pedestrian Plaza with shade trees, trash bins, benches and bicycle parking is being planned on palm Avenue in the Historic District.
Circulation	Goal 3.5 Promote bus service and paratransit improvements.			
		1) Continue to support the regional bus system to provide intracity service, intercity service to major employment centers, and connection to regional transportation transfer points.		- Constructed sidewalks to access bus stops via CIP projects. - Constructed bus bays on Greenspot Road. - Constructed Bus pads completed on 5th Street and Base Line.
		2) Plan for the provision of areas within the City to be used as park and-ride regional bus and car pool facilities.		Saint Adelaide's Park & Ride lot – 2010.
		3) Work with Omnitrans to ensure that transit services are extended to serve residents in the eastern portion of the study area.		- Bus service reaches Church Street for Base Line & Greenspot Road. - Construction of bus stops and turnouts have been completed on 5th Street/Greenspot Road (Boulder Ave to Victoria Ave) to accommodate future extended bus service.
		4) Coordinate with Omnitrans to provide safe, clean and attractive bus shelters at bus stops and transfer stations.		Omnitrans maintains bus shelters in good condition. A new bus shelter has been installed on westbound Base Line west of Church Street. City and Omnitrans are working on an updated cooperative agreement regarding maintenance & operations of bus shelters. Omnitrans is currently working with the City to update bus stops with shelters, lights, and other amenities in the area within ½ mile of the Highland/San Bernardino Bi-City Bikeway and Walkway Connector project that is currently being proposed for ATP funding.
		5) Ensure accessibility of disabled persons to public transportation.		Constructed sidewalk widening around obstructions, new sidewalks and access ramps for improved access to bus stops via CIP projects.
		6) Investigate new opportunities to finance further transit service for the elderly, handicapped and recreational purposes.		
		7) Support privately funded local transit systems for commuter residents and maintain local transit systems for seniors and youth.		
		8) Design transit improvements to minimize impacts on other modes of travel.		As development occurs. Constructed bus bays on Greenspot road to minimize impacts to travel lanes (ie. turnouts in front of Costco and TREH within the GVMP). Have bus shelters on Base Line constructed at locations that do not block pedestrian paths. Omnitrans is currently considering a new shelter with an information banner at the northwest corner of Base Line and Palm Avenue.
Circulation	Goal 3.6 Provide a circulation system that reduces conflicts between commercial trucking, private/public transportation and land use.			
		1) Maintain designated truck routes for use by commercial trucking that link industrial and commercial activity areas with major roadways and regional transportation routes and minimize impacts on local traffic neighborhoods.		Implemented through the General Plan and posting of truck route signs.
		2) Provide appropriately designed roadways for the designated truck routes that can safely accommodate truck travel.		Implemented through design of CIP projects and development projects making sure roadways for designated truck routes have adequate width, configuration and pavement structural section.
		3) Develop berms and barriers where feasible along truck routes to minimize noise impacts to sensitive land uses.		Sound Wall completed on Boulder Ave as part of the Boulder Bridge projects.
		4) Provide sufficient loading areas to minimize interference with efficient traffic circulation.		Implemented through development review process. Constructed bus turn-out bays on Greenspot Road between SR-210 and Boulder Avenue within the Golden Triangle.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		5) Regulate on-street parking of trucks where necessary to discourage truck parking on primarily residential streets or where they are incompatible with adjacent land uses.		Implemented through the HMC.
		6) Conduct a study examining the interface between proposed truck routes, the complete roadway network, and adjacent land uses.		Will be partially achieved with the drafting of the Inland Valley Infrastructure Corridor program in coordination with the SBIA, IVDA and surrounding agencies along the interface with the Airport.
		7) Evaluate truck route alternatives based on Caltrans Traffic Study guidelines.		
		8) Require as a part of the development review process for all new or expanding mineral extraction and all other heavy industry activities within the City, that the following information be provided: • A detailed plan of haul roads, indicating measures that will be taken to minimize aesthetic, noise, traffic, and particulate emission impacts to the surrounding land uses; • A traffic analysis that indicates both the number of projected trucks and their associated potential impact to city streets; • A "fair-share" mitigation analysis indicating the impacts and associated maintenance costs caused by the potential generation of future truck traffic; and • A comprehensive mitigation program, designed to run the life of the mineral extraction activity (including reclamation) that will: Cover the fair-share portion of surrounding roadway maintenance costs due to the increase in local truck activity, or Provide new or appropriate improvements to existing roadway facilities which in the opinion of the City would mitigate the impacts caused by the increase in local truck traffic.		Completed as part of EIR and CUP for CEMEX and Robertson expansion approvals (June 2, 2009). Constructed pavement rehabilitation to provide adequate pavement structural sections on 3rd St, 5th St, Greenspot Road, Base Line, Pacific Street, and Highland Ave, Sterling Ave, Victoria Ave, Palm Ave, Boulder Ave and Church Street.
		9) Work with private mining operators to establish specialized truck routes that: • Allow for the transport of raw and finished materials from quarries within the Santa Ana River Wash area to the Foothill Freeway on paved private haul roads; • Reduce, to the extent feasible, the movement of mining transport trucks on City streets; and • Mitigate, to the extent feasible, the noise, dust and vibration effects of such transport activities on surrounding land uses.		Same as #8 above. A mining CUP required the private mining haul road to be connected to 5th Street immediately west of the SR-210 eastbound on-ram, thereby reducing truck impact on City streets.
Circulation	Goal 3.7 Protect and encourage bicycle travel.			
		1) Develop a system of continuous and convenient bicycle routes to places of employment, shopping centers, schools, and other high activity areas with potential for increased bicycle use.		- Implemented through the General Plan. - West Highland Bikeway with wayfinding signage completed on Base Line from Del Rosa Drive to Cole Avenue. - Greenspot Road Bikeway and Base Line Bikeway completed. - The Highland/Redlands Regional Connector Project, and the City Creek/Alabama St Bikeway Project, two non-motorized transportation projects, connecting residential neighborhoods to many activity centers, schools and the Santa Ana River Trail are in the environmental phase with construction scheduled for 2021.
		2) Encourage new development to provide reasonable and secure space for bicycle storage.		Implemented through the Development Review process.
		3) Provide bicycle racks at all public facilities and along major public streets.		Greenspot Road & Base Line bikeway projects included bicycle rack installation. Highland/Redlands Regional Connector Project includes bicycle parking. The Highland/San Bernardino Bi-City Bikeway and Walkway Connector project being proposed to the Active Transportation Program (ATP) for funding includes bike racks.
		4) Assure that local bicycle routes will complement regional systems and be compatible with routes of neighboring municipalities.		All completed or planned bike routes within the City are coordinated and consistent with the non-motorized plan for San Bernardino County. The Highland/Redlands Regional Connector Project plans to ~~, and the City Creek/Alabama St Bikeway Project, two non-motorized transportation projects,~~ connect~~ing~~ residential neighborhoods in Highland and

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
				Redlands to many activity centers, schools and the Regional Santa Ana River Trail. Actively seeking grant funding to complete this project. The Highland Regional Connector project is currently under construction and connects the local neighborhood to nearby schools.
		5) Provide linkages between bicycle routes and other trails, such as the Santa Ana River Trail, within the City as appropriate.		Highland/Redlands Regional Connector Project~~, and the City Creek/Alabama Street Bikeway Project,~~ will provide connections to the Regional Santa Ana River Trail. The proposed Highland/San Bernardino Bi-City Bikeway and Walkway connector project is a conceptual project which ~~being proposed for ATP funding~~ will connect the cities of San Bernardino and Highland resulting in 59 mile of continuous bikeway network between the two cities. Both cities will continue pursuing grant funding to deliver the project.
Circulation	Goal 3.8 Incorporate consideration of regional transportation implications into decisions made by the City of Highland and, conversely, incorporate consideration of the local transportation implications on the City of Highland into decisions made by other local agencies, as well as into decisions made by state and federal agencies.			
		1) Participate in a wide range of regional transportation planning and programs to improve the capacity, efficiency and safety of the shared circulation system.		On-going, Public Works Division works closely with Caltrans, SBCTA and surrounding cities on the regional transportation planning and programs.
		2) Participate in all regional transportation committees and regularly coordinate with other local agencies regarding their plans, programs and services that affect the quality and safety of the Highland roadway system.		Public Works and Planning Divisions regularly attend SBCTA Transportation Technical Advisory Committee meetings and SR 210 widening project meetings.
		3) Coordinate street system improvements and traffic signal coordination with regional transportation efforts.		On-going implementation with SBCTA. The City participated in the implementation of the valley-wide traffic signal coordination system. The City also completed citywide traffic signal coordination systems upgrade on 7 corridors in 2017.
		4) Coordinate signal construction and timing with Caltrans improvements in and around SR-30/I-210 off- and on-ramps.		The City coordinated on a regular basis with Caltrans to ensure traffic signals at freeway interchanges are well synchronized with the City's traffic signals. ~~A recent example includes Marinita at the intersection of the 210 and Base Line.~~
		5) Coordinate transit planning with the Southern California Association of Governments, SBCTA, Omnitrans and adjacent communities.		Ongoing by the City's Public Works/Engineering Division.
		6) Work with the Southern California Commuter Rail Council and the San Bernardino Association of Governments and Omnitrans to establish a transit connection with the Metrolink Commuter Rail System.		Ongoing.
		7) Coordinate with Caltrans, the City of San Bernardino, the County of San Bernardino, the San Bernardino International Airport Authority and the San Manuel Band of Mission Indians to study the feasibility of a new freeway interchange at Victoria Avenue and to facilitate applicable roadway improvements.		As required by the City, Caltrans completed a Project Study Report in 2012, and SBCTA completed a feasibility study in 2014 of a proposed interchange on SR-210 at Victoria Avenue. The City is leading the effort to develop a cooperative agreement with the City of San Bernardino, IVDA, and San Manuel to fund the $4 million needed for the project environmental phase.
		8) Coordinate with human services agencies and public schools to reduce duplicate transportation where feasible.		
		9) Prior to permitting connection of roadways from adjacent jurisdictions into the City of Highland, ensure that regional benefits are not achieved at the expense of Highland residents and businesses. Where a potential for negative impacts to Highland residents and business exists, ensure that the agency proposing the connection provides sufficient mitigation such that the connection is not only of regional benefit, but also of benefit to the City of Highland.		Implement during response to project notices and review of encroachment permit applications from adjacent jurisdictions.
Circulation	Goal 3.9 Ensure adequate parking is made available to City residents, visitors, and businesses.			

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		1) Locate new development and their access points in such a way that traffic is not encouraged to utilize local residential streets and alleys for access to the development and its parking.		Implemented through the development review process.
		2) Investigate the implementation of Variable Parking District Overlays along Base Line, Highland Historic District and other areas where appropriate, to encourage the enhancement of existing parking-deficient development.		Developed an enhanced on-street parking concept on Palm Avenue in the Historic District.
		3) Assess the adequacy of existing or proposed on- and off-street parking as needed, especially in urban and commercial areas, to ensure that an adequate supply is provided.		Implemented through the Highland Municipal Code and development review process.
		4) Explore strategies for the management of parking supply, which can include parking fees, metered on-street parking and staggered work schedules.		Multiple parking studies submitted and accepted in coordination with entitlement processing to ensure that projects were neither under nor overparked.
		5) Develop strategies for the control of parking demand such as improved transit service, amenities for bicyclists and rideshare vehicles.		Requires new developments to construct bikeways to reduce the need for driving and parking. Required for each non-residential development entitled based on project size and operational characteristics.
		6) Develop strategies for shared parking opportunities in mixed-use and multiple-use development.		On-going through CIP, development review process and HMC. Achieved in various Specific Plans and mixed use projects such as TREH's Highland Crossings.
		7) Encourage the use of well-designed, aesthetically enhanced parking structures as an alternative to large, expansive surface parking lots in retail and employment centers.		
Chapter 4 – Public Services and Facilities Element				
Public Services & Facilities	Goal 4.1 Coordinate and balance the provision of public services with development activity to eliminate service gaps, maximize the use of public facilities, provide efficient and economical public services, achieve the equitable and legally defensible sharing of costs of such services and facilities, and maintain adequate service systems capable of meeting the needs of Highland residents.			
		1) Prior to permitting, ensure that all major extensions of services, facilities and utilities are comprehensively reviewed for related social, economic and environmental impacts and identify mitigation measures as appropriate.		On-going. All new development is responsible to construct and/or pay for their services and share of facilities and environmental impacts. These responsibilities are identified during entitlement and codified in the Conditions of Approval adopted by the Planning Commission or City Council as appropriate. Development Impact Fees are required for all new development. These fees are adopted by City Council resolution and due prior to occupancy.
		2) Ensure that proposed development, which requires the extension of public services and facilities, will generate sufficient municipal income to pay for the operations, maintenance and replacement of those services and facilities by the City.		On-going and reviewed on a project-by-project basis during entitlement.~~.~~
		3) Ensure that existing residents and businesses are not burdened with the cost of financing infrastructure aimed at supporting new development or the intensification of existing development.		Development Impact Fees are collected from all new development in addition to any required off-site construction of infrastructure by the projects.
		4) Continue to ensure that public water, sewer, drainage and other facilities needed for a project phase are constructed prior to or concurrent with initial development within that phase, unless otherwise approved by the City.		On-going and coordinated with San Bernardino County Flood Control for drainage and East Valley Water District for public water and sewer on a comprehensive City-wide and project specific basis. EVWD's ~~The District's~~ Sterling Natural Resources Center water treatment facility is under construction which will improve and expand service. In 2024, the plant became fully operational.
		5) Continue to make the project sponsor of a proposed development ultimately responsible for ensuring the timely availability of all infrastructure improvements (including		On-going as part of land use entitlements and required prior to the issuance of the project's certificate of occupancy.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		system wide improvements) needed to support the development.		
		6) Continue to require that deficiencies in existing public services and facilities are corrected prior to or concurrent with proposed development.		All public service and facility providers are contacted via mail with a Project Notice and asked to comment on each new development proposal within the City including gas, electricity, telecommunications, water, sewer, cable, etc.
		7) Continue to coordinate with public service and utility companies to assure the long-term provision of services including water, wastewater, solid waste, electricity, natural gas and other private utilities (e.g., cable, Internet, telephone) for City residents.		The City's Public Works Division communicates with utility companies on a weekly basis with respect to services for active development projects. Additionally staff meets with the utilities and reviews long-term documents to understand long-term goals and strategies that affect Highland.
		8) Continue to direct future growth to areas with adequate existing facilities and services, or areas with adequate facilities and services committed, or areas where public services and facilities can be economically extended.		On-going.
		9) Develop a public facility assessment reporting system as part of the Capital Improvement Program and in accordance with AB 1600 to monitor the capacity of existing facilities to ensure that new developments do not overwhelm existing facilities. The following are guidelines for developing the reporting system: • Identify and understand the demands for services that will be placed on Highland by regional demographic and economic changes. • Monitor the progress of current local development projects, and ensure that public service and facility plans, as well as their forecasts and funding mechanisms, reflect changing conditions. • Track the status of capital improvement program implementation. • Develop a community survey to identify public facility deficiencies and usage.		On-going. Reviewed periodically. CIP regularly monitored & status reported. Participate in SCAG, SANBAG and OmniTrans planning efforts. Fiscal impact analysis reports, which include public service costs, are required for new, large-scale development.
		10) Conduct and maintain an inventory of the availability and adequacy of public services and facilities in coordination with the County and service agencies in the area. Use the information to coordinate capital improvement programs and to make determinations on the adequacy of community facilities.		On-going. Reviewed periodically. CIP regularly monitored & status reported. Participate in SCAG, SANBAG and OmniTrans planning efforts
		11) Continue to follow the procedures established for the regular exchange of information regarding proposed development and availability and adequacy of public services and facilities.		Local public service providers invited to attend city's weekly pre-application meetings with developers of new projects.
		12) Continue to utilize a proactive approach to assuring that the flow of information between service agencies is maintained.		On-going. Reviewed periodically. CIP regularly monitored & status reported. Participate in SCAG, SANBAG and OmniTrans planning efforts
		13) Utilize performance standards to determine the adequacy of public services and facilities and to establish requirements, fees and exactions provided by new development in the City.		Fiscal impact analysis reports, which include public service costs, are required for new, large-scale development.
		14) Maintain a development review process that places the ultimate responsibility on the project sponsor for ensuring that necessary infrastructure improvements (including system-wide improvements) needed to support new development are, in fact, available at the time they are needed.		Implemented through the entitlement process.
		15) Require the construction of public facilities as a condition of approval for a proposed development if the development exceeds the capacity of existing public facilities to support such development.		Implemented through the entitlement process.
		16) Continue to require that project applicants provide sufficient information in the application process so that the City may comprehensively determine the potential impacts and/or the need for improvements to existing services and facilities to support project buildout consistent with the City's performance.		Implemented through the entitlement process.
		17) Continue to require that all new development pay the applicable Development Impact Fees established by the City Council.		On-going and applied during the entitlement process. Fees are collected in advance of occupancy.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		18) Maintain flexibility in the collection and application of Development Impact Fees to permit the construction of master planned facilities in lieu of fees when the City determines that it is in the public interest to do so.		On-going. Current policy permits the deferral of fee payment from permit issuance to occupancy.
		19) Continue to require the construction of public facilities as a condition of approval where the value of the services and facilities needed to support buildout of a proposed development exceed established Development Impact Fees, as consistent with the City's performance standards. Require an agreement with the developer for reimbursement from future development fees for the excess costs. Such reimbursements shall be from future fees collected for the specific excess facilities, which the initial developer was required to construct.		Reviewed with the adoption of City's Bi-annual Budget ~~2022-2023.~~ 2024-2025.
		20) In the event that the performance standards for public services and facilities are not being met, the following conditions shall apply: • Where the performance standards are not being met due to needs created by existing development, the City Council shall adopt in its Capital Improvement Plan a program to ensure that the performance criteria will be met at the earliest possible date. • In instances where the performance standards are being exceeded prior to approval of a proposed development as the result of existing development, require that the proposed development provide such facilities as are necessary to ensure that performance criteria are met for new public facilities and services provided to the development, and that existing public services and facilities are not further downgraded.		Ongoing.
		21) Review the development fee structure, user charges, and mitigation fees every five years in accordance with the provisions of AB 1600 to ensure that the charges are consistent with the costs of improvement and maintenance and that public services and facilities are being expanded in a cost-efficient manner. Utilize the City's performance standards for public services and facilities as the basis for this review.		DIF fees and policy were updated in April 2024. ~~to be reviewed in 2023.~~
		22) Continue to require that planned communities participate in the development of public infrastructure, in addition to the payment of development impact fees, through the following methods: • An approved development agreement for all new specific plan or planned unit development projects that specifies the timing of infrastructure improvements in relation to project development. • An annual review of improvements conducted for all new specific plans and an annual report in a format that can be easily included in the City's infrastructure assessment and reporting system.		Implemented as appropriate. Development Agreements were considered for both the Greenspot Village and Marketplace Specific Plan and prior Harmony Specific Plan.
		23) Continue to proactively monitor and review development proposals in surrounding areas to protect City interests and minimize impacts on the community.		On-going.
		24) Continue to work with the County on a system of requiring appropriate mitigation to ensure that new unincorporated development will not impact services and facilities in the City.		On-going.
		25) Continue to support an assessment district alternative to development impact fees for large-scale developments undergoing urbanization when a single owner or small number of owners is involved, and when it is in the public interest to do so.		Explored these options with the Greenspot Village and Marketplace Specific Plan, and Mediterra Planned Development.
		26) Continue to allow new development and the intensification of existing development only where and when adequate public services and facilities can be provided.		On-going
Public Services & Facilities	Goal 4.2 Provide a water system that produces high quality			

General Plan Element:	Goals:	Policies:	Actions:	**Implementation & Progress:**
	water, sufficient water pressure and necessary quantities of water to meet domestic demands.			
		1) Continue to work with the East Valley Water District to provide an efficient and economic distribution of adequate water supply and pressure to the District's service areas in Highland.		The City Receives updates from East Valley Water District as they update their Sewer Master Plan and Water Master Plan. Provided input regarding future development needs within Highland.
		2) Ensure a high-quality water supply that meets or exceeds state and federal health standards.		Coordinate with East Valley Water District.
		3) Work with the East Valley Water District and local elected representatives to better define the future availability of water for the Highland community.		Worked closely with East Valley Water District staff to be informed of the ongoing water supply and new mandates issued by the Governor and Water Board. EVWD staff invited to the City's Pre-Application meeting with developers so that any water-related issues can be addressed early in the process.
		4) Work with the East Valley Water District to promote water conservation and education programs, such as public education programs available through the Environmental Learning Center in Highland.		In March 2013 East Valley Water District completed its Corporate Campus on Greenspot Road and Sterling Natural Resources Center in 2024. Both projects include ~~. The project will have a~~ water efficiency demonstrations. East Valley Water District is performing extensive outreach regarding water conservation in light of the state drought and mandates.
Public Services & Facilities	Goal 4.3 Provide a safe and effective sewer system that meets the needs of Highland residents, businesses and visitors.			
		1) Continue an ongoing dialogue with the East Valley Water District regarding funding and scheduling of any additional sewage facilities needed to serve the City.		The City receives updates from East Valley Water District as they update their Sewer Master Plan and Water Master Plan. Provided input regarding future development needs within Highland 2022/~~2023~~ 2024 – Construction of the District's Sterling Natural Resources Center water treatment plant continues with its connection to the Weaver Basins. The Corporate office are open.
		2) Work with relevant agencies to determine the long-term supply of reclaimed wastewater and service to potential future uses within the City.		Worked with East Valley Water District to stay informed regarding their development of a future water reclamation facility. 2022 – Construction of the facility continues construction as does the transmission line between SNRC and new water detention facilities, "Weaver Basins" along 5th Street/Greenspot Road. Completed in 2024.
		3) Encourage Grey Water Recycling, especially for residential use irrigation.		Promoted where available.
Public Services & Facilities	Goal 4.4 Maintain an effective drainage system that protects people and property from overflows and flood disasters.			
		1) Continue to improve any deficiencies in the City's drainage system and address the long-term needs associated with future development to minimize flood damage and adequately direct rainfall and subsequent runoff.		Through CIP program.
		2) Minimize the impact of development on the City's drainage system by reducing the amount of impervious surface associated with new development and encouraging site design features or landscaping that capture runoff. Encourage on-site retention of stormwater and compliance with requirements of the National Pollutant Discharge Elimination System.		Implemented through the City's Municipal NPDES ~~and~~ MS4 Permit. and statewide general permits issued by the State Water Resources Board.
Public Services & Facilities	Goal 4.5 Minimize, recycle, and dispose of solid waste in an efficient and environmentally sound manner.			
		1) Ensure that solid waste generated within the City is collected and transported in a cost-effective manner and protects the public's health and safety.		Implemented through the Solid Waste Franchise Agreement.
		2) Continue to support an ongoing dialogue with the County Solid Waste Management on the rail haul access and other regional		Implemented through the City's participation with the County Solid Waste Advisory Task Force.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		solutions for long-term limits on local landfill capacity.		
		3) Reduce the volume of solid waste material sent to landfills by continuing source reduction, recycling and composting programs in compliance with State law and encouraging the participation of all residents and businesses in these programs.		Implemented through the City's Statewide Landfill Diversion Mandates compliance ordinances and the Solid Waste Franchise Agreement.
		4) Increase the price paid for recycling glass and plastic from private vendors.		This is State Controlled. Not City's Jurisdiction.
Public Services & Facilities	Goal 4.6 Coordinate with private utility companies to ensure the adequate provision of electricity, natural gas and telecommunication infrastructure to existing and new development.			
		1) Continue to coordinate with the local gas and electric companies on the location and timing of additional energy facilities needed within the City.		On-going during entitlement process. Coordinate with the City's Inter-Governmental Affairs Staff at the Gas Company and Southern California Edison.
		2) Coordinate with private utilities to provide Highland residents, schools and businesses with an efficient telecommunications infrastructure, including telephone, cable and high-speed services, such as high-speed Internet.		On-going during entitlement process.
Public Services & Facilities	Goal 4.7 Ensure the provision of adequate law enforcement and police protection services and facilities.			
		1) Ensure that police services, response times, equipment, and the number of police personnel keep pace with growth and the changing needs of the community.		License Plate Reader technology placed at major intersections and on police cars in 2012. The system is currently under review for updating with more sophisticated technology. Close coordination with Police and Fire Departments regarding services within the Greenspot Village & Marketplace. Level and cost of services analyzed. Specific needs addressed in the Conditions of Approval and Fiscal Impact Analysis.
		2) Maintain and expand crime prevention and other public education programs.		On-going Neighborhood Watch, specialty trainings regarding personal safety available to the community at the Sheriff's Department, etc.
		3) Encourage the use of urban design strategies to help prevent crime, when feasible.		On-going through development review process. The Police Dept is provided an opportunity to review each entitlement with respect to this policy.
		4) Ensure law enforcement services are involved in the development review process.		On-going. The Police Dept is provided an opportunity to review each entitlement with respect to this policy.
Public Services & Facilities	Goal 4.8 Ensure the provision of adequate staffing, equipment and facilities to support effective fire protection and emergency medical services that keep pace with growth Policies			
		1) Work with the fire department to ensure that response time standards and a high level of service are maintained.		Continued partnership with San Manuel Band of Mission Indians regarding aerial ladder truck service.
		2) Ensure the City has adequate fire training facilities, equipment and programs for firefighters and inspection personnel, and education programs for the general public.		Phase 2 of the future Fire Station No. 1 is planned to have a training facility (as funding becomes available).
		3) Coordinate and cooperate with the East Valley Water District to maintain and/or upgrade water facilities to ensure adequate water supply is available for fire suppression operations.		Sterling Natural Resources Center ~~continues construction.~~completed construction and began operations in 2024.
		4) Ensure the availability of adequate fire flow prior to the recordation of residential tracts or parcel maps and prior to the issuance of commercial building permits by requiring the testing of all fire hydrants in the vicinity of the project at the applicant's expense. In the absence of adequate flow, require either the installation of onsite fire protection devices or improvements that upgrade the area's water system to accommodate an adequate flow.		On-going through development review process.
		5) Ensure that development in Fire Hazard Zones comply with adequate fire safety standards (e.g., fuel modification zones, perimeter roads, greenbelts, etc.).		On-going as the Fire Marshal and Building & Safety Departments review new development plans.
Public Services & Facilities	Goal 4.9 Maintain cooperative school and public facility planning			

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
	to ensure the provision of adequate school facilities and quality educational programs in a manner consistent with other City goals and policies on facility location, use, timing, funding, recreational and social joint use programs.			
		1) Continue to coordinate with local school districts on resolving issues such as joint use facilities, new facility locations and alternative use of vacant or underutilized sites in the City.		Continue to utilize joint use facility agreements at both San Bernardino City and Redlands Unified School Districts for outdoor recreation activities and indoor facilities needed for After School Activity Programs. 2022 – Resumption of the YMCA After School Program following COVID restrictions. Sponsored in part by the City at two elementary schools.
		2) Require that new development provide the necessary funding and/or resources to establish school facilities commensurate with the impact of development on school services. In cases where existing school capacity does not support new development, require the implementation of appropriate funding mechanisms, as permitted by law, to ensure the availability of adequate school facilities. Potential financing avenues include: • A contract with the developer to provide funds for schools • Land dedications • Lease back turnkey program • Special assessment district financing, such as Mello-Roos Community Facilities Districts, for the proposed area of development.		Work with the Redlands and San Bernardino City Unified School Districts as projects are considered and during the District's annual facilities needs assessment.
		3) Encourage that all school impact fees collected from development projects be allocated toward the acquisition of land and construction of schools that serve the residents of those projects.		On-going
		4) Continue to coordinate development activity with local school districts by: • Participating with local school districts in joint planning efforts; • Establishing a joint task force comprised of representatives from the City, school district and development community to identify additional means of funding school construction; • Notifying school districts of proposed development applications early in the review process; • Requesting that school districts indicate the level of facilities available to serve development projects requiring discretionary review; and • Establishing a clear methodology for determining the impacts of development on the school facilities in the City.		On-going with each development proposal. The City reports annually to both school districts on current construction activity as well as land use entitlement applications under consideration.
		5) Continue to work with local school Plan of Schools that outlines specific sites needed to meet the future demand for school facilities.		
		6) Explore the possibility of locating a major institution of higher learning in Highland.		Unsuccessful to date.
Public Services & Facilities	Goal 4.10 Ensure the continued development of cultural facilities and the provision of social services for Highland residents.			
		1) Encourage the development of cultural facilities in the City, especially in districts such as the Town Center and Historic District.		Work with the Highland Area Historical Society and Chamber of Commerce to consider sites for a future museum/Chamber office combined facility. Work closely with the Highland Area Historical Society to promote historic and cultural opportunities. The annual Citrus Harvest Festival encourages preservation of these facilities and education of the public.
		2) Continue to work with surrounding jurisdictions to ensure the availability of regional cultural facilities to Highland residents.		No action Coordination with the San Bernardino County Museum when applicable.
		3) Work with the County of San Bernardino to secure the availability of social services to Highland residents.		On-going in coordination with the City's Quality of Life Team including Code Enforcement and the Sheriff's Office.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
Chapter 5 – Conservation Open Space Element				
Conservation Open Space	Goal 5.1 Preserve, maintain and create views and vistas throughout the community to enhance the visual experience of Highland.			
		1) Incorporate view corridor planning in related development efforts and capital improvement programs.		Base Line and Greenspot Road Beautification Projects complete. 2016/2021 View corridors considered during planning of the Mediterra Planned Development.
		2) Along roadway-based view corridors, frame views of attractive features of the natural and built environment with appropriately placed median and street tree landscaping. Use of fire-resistant vegetation and ample spacing between trees and shrubs is encouraged to reduce the spread of fires.		Base Line and Greenspot Road Beautification Projects complete. 2016/2021 View corridors considered during planning of the Mediterra Planned Development, Beazer and Mastercraft 42.
		3) Enforce hillside development standards that call for natural contour grading, environmentally sensitive design, shape and siting techniques, and fire-retardant building materials.		The Mediterra Planned Development incorporates hillside development standards.
		4) Work with San Bernardino County and the City of San Bernardino to develop consistent regulations for the protection of ridgelines, slope areas and hilltops within the surrounding foothill communities.		On-going.
		5) Require that all excess excavated material (waste materials) be properly removed and disposed of or otherwise reincorporated into the development plan without compromising natural contours or aesthetic qualities of the site.		Diversified-Pacific Tract 18935, 2015-2018.
		6) Require that hillside development be located below ridgelines and that structures themselves and accompanying landscaping conceal cut slopes and grading.		The Mediterra Planned Development incorporates hillside development standards.
		7) Encourage developers in high slope gradient areas to use raised floor systems and stepped footages to leave slope contours in a more natural state.		On-going.
		8) Retain existing vegetation within or alongside hillside development areas except where such vegetation poses a risk to buildings in high fire hazard zones (see Goal 6.5, Public Health and Safety Element). Use native, fire resistant, drought-tolerant plant material in fuel modification areas when existing vegetation can not be retained.		On-going.
		9) Preserve mature trees, natural hydrology, native plant materials and areas of visual interest.		On-going. Most recent example is Mediterra where the open space to the north was preserved in perpetuity with access along 1N16 fire road and Pines Park was established to maintain a public interface with the native materials in which to relax and enjoy the natural environment.
		10) Work with San Bernardino County and the City of San Bernardino to protect scenic resources located outside of the City, such as prominent ridges, slopes and hilltops.		Mediterra – access to 1N16 fire road was preserved for access to the San Bernardino Mountains and to preserve the scenic resources.
		11) Enact provisions in the municipal code to minimize soil erosion, restore natural drainage surfaces, attenuate slope instability and reduce the amount of impermeable surface.		On-going.
		12) Index the percentage of impermeable surface to slope gradient.		On-going as needed.
		13) Develop different water-retention standards for single dwellings and larger tracts. Subdivisions should have overall implementation and water-retention strategies.		Implementing through the City's NPDES / WQMP Guidelines. In July 2010 the City adopted its own Water Efficient Landscaping Ordinance modeled after the States Model Ordinance. These are updated as needed and required by the State.
Conservation	Goal 5.2 Achieve an orderly transition from			

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
Open Space	agricultural uses to low-density residential /equestrian uses.			
		1) Ensure that farmlands converted to other uses are consistent with the East Highlands Ranch Planned Development.		Mitigation measures for Mediterra Planned Developments, Diversified Pacific TR 18935, Kiel/Beazer TR 20142 and the Greenspot Rd/Pole Line General Plan Amendment ensured consistency with farmland conversion policy.
		2) Incorporate appropriate land use transitions and buffering techniques into new development.		On-going. Efforts made to allow seasonal farm stands (pumpkin patch and Christmas tree farms) on agricultural lots adjacent to single family homes with the appropriate mitigation.
		3) Incorporate appropriate edge treatment between the agricultural/equestrian uses and higher density residential uses through landscaped buffers, greenbelts, view fencing and parkways.		On-going as needed.
		4) Preserve visual reminders of the City's agricultural heritage in park design, buffer zones, public use areas and landscape plans.		East Highlands Ranch preserved a small orange grove near the "Natural Parkland" at the terminus of Base Line. The City's Aurantia Park contains and will retain a 1 acre citrus grove.
Conservation Open Space	Goal 5.3 Continue to work with the East Valley Water District to meet the current and future water needs of its residents (see Public Services and Facilities Element, Section 4.2).			
		1) To the extent possible, preserve floodplain and aquifer recharge areas in their natural condition.		Adoption of the Upper Santa Ana River Basin and Land Management Plan in 2009 (Plan B).
		2) Continue to coordinate water resource policy with the East Valley Water District and other relevant agencies.		On-going with EVWD, San Bernardino County Flood Control District and San Bernardino Valley Water Conservation District.
		3) Expand outreach efforts, through the Environmental Learning Center and City-sponsored publications, to educate the public on water supply and water quality issues.		On-going. In March 2013 East Valley Water District constructed a new campus with water efficient demonstration gardens. Similar efforts ~~are being~~ were made ~~to incorporate these features into~~ at the Sterling Natural Resources Center water reclamation plant on 6th Street and Del Rosa which became operational in 2024. On-going extensive outreach by East Valley Water District related to the state drought and subsequent water conservation mandates.
Conservation Open Space	Goal 5.4 Continue to preserve and enhance the water quality and natural habitat of its waterways.			
		1) In coordination with the East Valley Water District and the County of San Bernardino, continue to maintain and improve the hydrology and natural quality of the watersheds of Bledsoe Creek, Plunge Creek, Elder Gulch City Creek, Sand Creek, Warm Creek, Old City Creek Overflow Channel, Bald Ridge Creek, Santa Ana Canyon and the Santa Ana River.		On-going. In March of 2019, San Bernardino County Flood Control District completed construction of channel improvements at the confluence of Sand Creek and Warm Creek located north of Base Line and west of Victoria Avenue. The construction cost was $2.4 million. These channel improvements provide proper convenance of runoff flows, reduce bank erosion and protect against flooding. Also, Plunge Creek Conservation Project.
		2) Review and revise, as necessary, zoning and subdivision ordinance provisions related to protection of the City's watersheds, especially in areas that abut creek systems and natural vegetation and open space areas, to enhance the natural appearance of watershed areas without compromising flood control and safety considerations.		Updated City's Floodplain Ordinance in 2009.
		3) Cooperate with other agencies and participate in multijurisdictional efforts to improve watershed management practices.		Adopted the Upper Santa River Basin and Land Management Plan in 2009 (Plan B). Continuing to coordinate SAWPA.
		4) Reevaluate the effect of engineering practices and specifications relative to storm channel design to avoid their appearance as "concrete ditches."		
Conservation Open Space	Goal 5.5 Continue to reduce urban runoff.			
		1) Use water quality best management practices (BMPs) in land planning, project-level site planning and procedural requirements as part of the Storm Water Quality Management Plan.		On-going. Implemented through the City's NPDES MS4 permit.
		2) Require best management practices for all parking lots and paved storage areas within industrial and commercial zones, for the City's street network, and within the City's		Continue annual water quality training for all City staff in development-related departments. Emphasis on new State and County regulations and permits.

General Plan Element:	Goals:	Policies:	Actions:	**Implementation & Progress:**
		parks and other civic facilities.		
		3) Require site design practices that capture and channel specified percentages of rainfall and other runoff to permeable surfaces.		The City's Public Services and Engineering Departments ensure compliance with state guidelines related to LIDs and BMPs.
		4) Conduct community outreach programs, in conjunction with the local water agency, to educate the public about reducing urban runoff.		Distribute information to public at local events such as the Citrus Harvest Festival and Discover Highland Night, social media and direct contact
		5) Develop an informational brochure for residents and developers summarizing best management practices for reducing urban runoff.		Packet available at public counter and online.
		6) Retain water on site through the use of attractively landscaped retention basins and other measures to replenish aquifers.		Will be utilized on a large scale in the Mediterra Planned Development, Diversified Pacific, Beazer and Mastercraft 42/Century Homes residential projects.
Conservation Open Space	Goal 5.6 Monitor and strengthen Highland's water conservation practices.			
		1) Continue to inspect, maintain and enhance City facilities for water conservation purposes.		On-going. Adoption of State Water Model Ordinance (July 2010). Comply with annual reporting requirements. Drought and conservation information provided by East Valley Water District made available on the City's website. City installed water-efficient landscape materials and irrigation during prior drought throughout its facilities and right-of-way (2016).
		2) Continue interdepartmental coordination of water use and conservation policies to improve City-facility water use.		On-going. Adoption of State Water Model Ordinance (July 2010). Drought tolerant landscaping and irrigation in all LMD's, R-O-W, Parks and Medians. City installed water-efficient landscape materials and irrigation during prior drought throughout its facilities and right-of-way (2016).
		3) Continue to specify and install water-conserving plumbing fixtures and fittings in public facilities such as parks, community centers and government buildings in accordance with Title 24 of the California Code of Regulations.		On-going. Adoption of State Water Model Ordinance (July 2010). City installed water-efficient landscape materials and irrigation during prior drought throughout its facilities and right-of-way (2016).
		4) Continue and expand water conservation outreach programs, in coordination with EVWD, to local schools, the public and the development community through the Environmental Learning Center, webpage links, incentive programs and community events.		On-going at the Environmental Learning Center and by the Public Works division during various educational outreach opportunities such as Career Day
		5) Ensure that the latest water-saving technologies for domestic and landscaping uses are incorporated into new developments or retrofitted into existing developments where intensification is proposed.		On-going. Adoption of State Water Model Ordinance (July 2010). City complying with the Governor's executive order and subsequent legislation regarding drought.
		6) Encourage the use of drought-tolerant plants and water-efficient landscape design.		On-going. Adoption of State Water Model Ordinance (July 2010). East Valley Water District is actively promoting.
		7) Encourage alternatives to lawns and turf uses, except for parks, playing fields, children's play areas and other specialized uses.		On-going. Adoption of State Water Model Ordinance (July 2010). East Valley Water District is actively promoting. Implemented during the entitlement processing of residential and non-residential development.
		8) In general, work to reduce turf landscaping. Where domestic water supplies are used in the irrigation of turf areas, encourage the use of tall fescue varieties or other warm season turf.		On-going. Adoption of State Water Model Ordinance (July 2010). Ongoing during project plan check with the City Landscape Architect's office.
		9) Consider underground irrigation techniques to conserve water.		On-going. Adoption of State Water Model Ordinance (July 2010). Ongoing during project plan check with the City Landscape Architect's office.
		10) To the extent possible, require the preservation of existing native trees and shrubs.		On-going. Adoption of State Water Model Ordinance (July 2010). Ongoing during project plan check with the City Landscape Architect's office.
		11) Within each model home complex, require that homes incorporate a specified amount of drought-tolerant landscaping.		On-going. Adoption of State Water Model Ordinance (July 2010). Ongoing during project plan check with the City Landscape Architect's office.
		12) Require residential builders to provide information, including a plant palette of xeriscape species, to prospective buyers of new homes within the City of Highland regarding drought-tolerant planting concepts.		On-going. Adoption of State Water Model Ordinance (July 2010).
		13) Where possible, require the extensive use of mulch in landscape areas to improve the water-holding capacity of the soil by reducing evaporation and soil compaction.		On-going. Adoption of State Water Model Ordinance (July 2010). Ongoing during project plan check with the City Landscape Architect's office.
		14) In new developments require, and in		On-going. Adoption of State Water Model Ordinance

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		existing uses encourage, the installation of efficient irrigation systems that minimize runoff and evaporation. Such systems include: • Drip irrigation • Soil moisture sensors • Automatic irrigation systems with appropriate timing devices to minimize evaporation. • Subsurface, or underground, irrigation.		(July 2010). 2022 & Ongoing – all development projects are reviewed by the City's Landscape Architect to ensure the best practices are utilized and that all local, regional and state regulations are followed. State MWELO reports are submitted annually.
		15) Establish landscape maintenance districts along streets for water conservation purposes.		On-going. Adoption of State Water Model Ordinance (July 2010). City installed water-efficient landscape materials and irrigation during prior drought throughout its facilities, right-of-way and LMDs.
Conservation Open Space	Goal 5.7 Maintain, protect and preserve biologically significant habitats, including riparian areas, woodlands and other areas of natural significance.			
		1) Continue participation, in cooperation with relevant agencies and jurisdictions, in the preparation, planning and implementation of Habitat Conservation Plans and preservation areas.		Adopted of the Upper Santa River Basin and Land Management Plan in 2009 (Plan B). Staff is working closely with the San Bernardino Valley Water Conservation District on these ongoing efforts.
		2) Ensure that all development, including roads proposed adjacent to riparian and other biologically sensitive habitat, avoid significant impacts to such areas.		On-going.
		3) Require that new development proposed in such locations be designed to: • Minimize or eliminate the potential for unauthorized entry into the sensitive area; • Create buffer areas adjacent to the sensitive area, incorporating the most passive uses of the adjacent property; • Protect the visual seclusion of forage areas from road intrusion by providing vegetative buffering; • Provide wildlife movement linkages to water sources and other habitat areas; • Provide native vegetation that can be used by wildlife for cover along roadsides; and • Protect wildlife crossings and corridors.		On-going. Will be implemented with the various developments such as TREH Highland Crossings mixed use site and Blossom Trails residential tract. 2022/2023 – Purchase of 1,700 acres of undeveloped land by San Bernardino Valley Municipal Water District which will remain, in large part, natural and available to wildlife and habitat. Plans are currently being developed by the District to determine exact parameters. 2024 – TREH development constructed its perimeter CMU wall to minimize interaction between people and domestic animals with the sensitive habitat in City Creek Flood Control Channel (NEC Greenspot & SR 210).
		4) Design lighting systems so as to avoid intrusion of night lighting into the sensitive area.		On-going. Standard Planning Division Conditions of Approval for development projects. Required Photometrics plan must show the illumination levels and spread as not to allow intrusion or irritation. 2024 – Projects within the Greenspot Village & Marketplace were required to prepare a photometrics plan and have it reviewed by a biologist to ensure no negative impacts to adjacent sensitive areas.
		5) As part of the environmental review process, require that projects determined to be located within a biologically sensitive area prepare documentation on the impacts of such development along with mitigation and mitigation monitoring programs.		On-going. Standard Planning Division Conditions of Approval for development projects. Required Photometrics plan must show the illumination levels and spread as not to allow intrusion or irritation. 2020/2021/2022 – Most recent projects include the 7-11 Store at the southwest corner of Greenspot Road and Boulder Avenue and the TREH Partners development in the GVMP Specific Plan. 2024 – Tractor Supply Co & Greenspot Village & Marketplace Plans implemented their MMRPs including biological mitigation.
		6) Ensure that required biological assessments are conducted in cooperation with the California Department of Fish and Game and the U.S. Fish and Wildlife Service.		On-going. Beginning in 2017, the City and developers have been invited to a monthly meeting share proposed project with the State and Federal Resources Agencies. Four such meetings have taken place. The Agencies provide preliminary comments to ensure ongoing compliance and quality projects. 2022-2024 – Ongoing discussions with CDFW and USFWS regarding the TREH and Blossom Trails projects.
		7) Within existing natural and naturalized areas, preserve existing mature trees and vegetation.		On-going. Standard Planning Division Conditions of Approval for development projects.
		8) Within rural and hillside residential areas, permit only such natural vegetation to be removed as is necessary to locate home sites, construct access roads and ensure fire		On-going. 2022-2024 Ongoing in the Mediterra tract development.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		safety.		
		9) Enforce requirements that healthy, mature individual specimen trees be preserved in place, as per the City Municipal Code.		Implemented through the Heritage Tree Preservation Ordinance and Planning Conditions of Approval.
		10) Require builders and developers to prune, treat and maintain existing trees and plant new ones within future rights-of-way, public lands, common areas and development projects.		Implemented through the Heritage Tree Preservation Ordinance and Planning Conditions of Approval.
		11) Enforce the tree preservation ordinance as a means of managing the preservation of trees and their removal, where necessary.		Implemented through the Heritage Tree Preservation Ordinance and good planning practices.
		12) Require replacement at a 2:1 ratio of all mature trees (those with 24-inch diameters or greater measured 4½ feet above the ground) that are removed.		Implemented through the Heritage Tree Preservation Ordinance and Planning Conditions of Approval.
		13) Develop an outreach program to schools and the community about the preservation and management of the City's rich biological resources.		To be implemented as part of City's New Natural Parkland Environmental Interpretive Project (commencing in 2012).
Conservation Open Space	Goal 5.8 Protect, document and minimize disruption of sites that have archaeological significance.			
		1) Avoid significant impacts in all new developments within areas determined to be archaeologically sensitive through the following measures: • Conduct an archaeological records search with the Archaeological Information Center in order to identify potential on-site sensitivities; • In cooperation with a qualified archaeologist, develop mitigation measures for projects found to be located in or near sensitive areas or sites; and • Require that environmental review be conducted for all applications within the area designated as archaeologically sensitive, including but not limited to grading, earth moving and stockpiling, and building and demolition permits.		On-going. Standard Condition of Approval for all new land use entitlements. CEQA checklist updated to include Tribal Cultural Resources and other newly effected subjects. New developments conduct archaeological identification training in advance of ground disturbance. Occasionally, a site will require a Tribal monitor to be present (Patriot Partners at 6th/Victoria Ave, Mastercraft/Century Homes TR 19915, Diversified Alta Vista TR 20721).
		2) Include the following statement as a condition of approval on all development projects: "If cultural resources are discovered during project construction, all work in the area of the find shall cease, and a qualified archaeologist shall be retained by the project sponsor to investigate the find, and to make recommendations on its disposition. If human remains are encountered during construction, all work shall cease, and the San Bernardino County Coroner's Office shall be contacted pursuant to Health and Safety Code provisions."		On-going. Standard Conditions of Approval for all new land use entitlements. CEQA checklist updated to include Tribal Cultural Resources and other newly effected subjects. Updated language provided by local Tribal administration.
		3) Coordinate with the San Manuel Band of Mission Indians when proposals for development projects are filed within the Areas of Sensitivity for Archaeological Resources (illustrated in Figure 5.2) through the following actions: • Notify the San Manuel Band of Mission Indians via notification mailings about proposed projects in archaeologically sensitive areas; and • Invite comments and suggestions to be forwarded to City staff and appropriate decision makers to aid the preservation and development review processes.		On-going. CEQA checklist updated to include Tribal Cultural Resources and other newly effected subjects.
Conservation Open Space	Goal 5.9 Manage mineral resources and extraction policies for short and long term safety, economic and land use compatibility considerations.			
		1) Identify any significant mineral resources within the City and, as feasible, protect them from encroachment by residential or other incompatible development, for future use.		Adopted the Upper Santa River Basin and Land Management Plan in 2009 (Plan B).
		2) Adopt policies and procedures for mining and processing of mineral resources.		Implementation of SMARA Ordinance.
		3) Develop criteria for location and operation of mineral processing to minimize adverse impacts to the environment, watersheds, wildlife, aesthetic resources, public health and safety, and adjacent land uses.		Implementation of SMARA Ordinance. Adopted the Upper Santa River Basin and Land Management Plan in 2009 (Plan B).

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		4) Establish and implement Mining Reclamation Plans for any proposed mining operations in compliance with existing local, state and federal policies and statutes. Review land development proposals near resource areas or mining operations for land use compatibility.		Adopted the Upper Santa River Basin and Land Management Plan in 2009 (Plan B). CUP/Reclamation Plan for CEMEX & Robertson's RM adopted in June 2009.
		5) Require that mining plans include, but not be limited to the following: • Effects on terrain, natural and man-made slopes, permeability of soil, groundwater quality; • Protection of water quality through erosion, runoff and sedimentation control; • Protection of wildlife; • Control of noise, dust, vibration, smoke, odors and lighting; • Plans for rehabilitation and reclamation of lands; and • Proposed timing of extraction and reclamation activities • Offsite routes of travel.		Adopted the Upper Santa River Basin and Land Management Plan in 2009 (Plan B). CUP/Reclamation Plan for CEMEX & Robertson's RM adopted in June 2009.
		6) Investigate the adoption of a reclamation fee program designed to mitigate remaining scars from previous quarry operations.		Adopted of the Upper Santa River Basin and Land Management Plan in 2009 (Plan B). CUP/Reclamation Plan for CEMEX & Robertson's RM adopted in June 2009.
		7) Pursue and implement a joint-powers agreement with adjacent cities and involved agencies for the management of natural resources located in the Santa Ana River Wash.		Adopted of the Upper Santa River Basin and Land Management Plan in 2009 (Plan B). CUP/Reclamation Plan for CEMEX & Robertson's RM adopted in June 2009. Agreement with the City of Redlands for SMARA compliance.
		8) Permit non-mining uses within the designated Open Space District only if a finding is made that no significant impacts on future regional mineral resources will result from project approval.		On-going. Implementation of a trail system in coordination with Plan B Wash Plan such as Pole Line trail adjacent to Tract 20090 "Blossom Trails"
Conservation Open Space	Goal 5.10 Maintain a high-quality system of parks that meet the needs of all segments of the community.			
		1) Develop and periodically update a Parks and Recreation Master Plan, with direction from the Planning Commission and City Council, to identify specific future sites for additional parks and recreational open space.		On-going effort by Community Trails Staff and Commission to update and improve City Trails and Trails Master Plan. 2020 – The City Council amended the rules and responsibilities of the City's Boards and Commissions, granting to the Planning Commission the responsibility of trail and park planning as they relate to new development and the Trails Committee to manage updating Master Plans. 2022-2024 New parks constructed by private development and made available to the public at newly constructed residential tracts including Mediterra Planned Development (Greenspot/Mediterra Pkwy) and Century Homes TR 19915 (Base Line/Paul Green Dr)
		2) Supplement existing development fee program for parkland acquisition with other funding sources, grants and programs (fee sponsors, corporate sponsors, fund raising, for example).		"Mile Makers" and "Corporate Sponsorship" program initiated in March 2010. Mile Markers installed by volunteers along Shelton Trail in 2020. 2021-2024 City received a grant to improve conditions at the City's Natural Parkland Trail near the terminus of Base Line.
		3) Use the redevelopment process for the selection, acquisition and funding of additional parkland in western portions of the City.		Redevelopment Agencies dissolved by the State of California in 2012.
		4) Prepare a phased strategy for developing new facilities.		Implemented through the City's Work Program and Budgeting process.
		5) Assess areas of potential annexation into the City and, if necessary, negotiate an agreement with the County of San Bernardino to provide parks meeting City standards within areas of eventual annexation into the City.		Merged parcel in County (sphere of influence) north of East Highlands Ranch with natural open space parcels located within the East Highlands Ranch PUD (2009).
		6) Conduct periodic assessments of park and recreation facilities and services, including user surveys.		On-going annually.
		7) Provide handicap access to all parks.		On-going.
		8) Develop a multi-dimensional recreation program for all citizen groups in Highland including exercise, arts and crafts and cultural enrichment.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010). The City coordinates efforts with the YMCA and Highland Senior Center to provide multi-dimensional programs.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		9) Provide a variety of activity options, including active and passive uses, within each park.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010).
		10) Study the desirability of developing "specialty parks" such as skate, dirt bike, fishing and art parks.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010). 2021 Surveys conducted in conjunction with the City's Update of the Public Health, Safety and Environmental Justice Element
		11) Evaluate the facilities and amenities of all City parks as part of the periodic update of the Parks and Recreation Master Plan.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010). 2021 – Updated in conjunction with Public Health, Safety and Environmental Justice Element Update.
		12) Conduct periodic user surveys on the design of public parks.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010). 2021 – Updated in conjunction with Public Health, Safety and Environmental Justice Element Update.
		13) Conduct service-area based design charettes with community members on park design.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010).
		14) Give priority to the acquisition of large parcels for the development of Community Parks that accommodate athletic fields.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010).
		15) Encourage design competitions for new and remodeled parks.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010).
		16) Continue to implement the local park ordinance through developer dedication of parkland or in-lieu fees.		Established and on-going.
		17) Require that new specific plans and planned unit developments (PUDs) incorporate sufficient park and recreation facilities along with natural open space areas, where appropriate, to serve the needs of their future residents.		On-going. 2016/2021 Implemented in the Mediterra Planned Development, Mastercraft 42 at Base Line & Club View, Woodcrest/Tractor Supply, TREH, and KZ Holdings projects.
		18) Given the residential focus in Highland, increase park standard acreage ratios above state required minimums.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010).
		19) Connect newly developed parks, wherever practical, to the existing and future bicycle and recreational trail system.		On-going. 2016/2022 Implemented in Mediterra Planned Development and Mastercraft 42 to connect to City trail system. 2024 Important trail and park connections made with the development of the Mediterra Planned Development and Beazer residential tracts.
		20) Initiate a long-term program to correct park deficiencies.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010).
		21) Adopt a density bonus program for development that includes usable park and open space lands above the City-required standard.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010).
		22) Develop recreational opportunities within the Greenspot area.		On-going as opportunity presents itself within the corridor; Mediterra Planned Development contains two parks and a trail link to the local North Fork Trail as well as the USFS 1N16.
		23) Design parks in accordance with contemporary safety standards and "CPTED" (Crime Prevention Through Environmental Design) principles.		On-going. City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010).
		24) Periodically evaluate parks for safety and maintenance.		On-going daily/weekly by Public Works staff.
		25) Conduct evaluation of park improvements to test for safety compliance, crime prevention and effective maintenance.		Ongoing by City's Public Works staff. A new safety fence ~~is proposed~~ was constructed at Highland Community Park in 2024. ~~Completion in early 2024.~~
		26) Pursue joint public/private development of recreation facilities, especially in areas where joint development would maximize use of existing facilities, as well as add new land to the facility.		City currently has joint use with Beattie Middle School/Highland Grove Elementary ~~School .~~School.
		27) Develop and implement a facilities plan that indicates the potential development of recreational facilities, their costs and implementation at selected school sites.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (tabled due to lack of funding in July 2010).
		28) Establish clear policies about the proper community use of school facilities including maintenance, scheduling, fees and regulations.		Ongoing.
		29) Locate parks and recreation facilities within convenient walking and biking distance of all neighborhoods.		Citywide. Implemented of the Mediterra Planned Development – Mediterra and Pines Park and Mastercraft 42.
		30) Integrate park and recreation facilities		Citywide. Implemented in the Mediterra Planned

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		with existing and future trail and bikeways, wherever practical.		Development – Paseo Ramblas walking path and par course, 1N16.
		31) Prepare templates for proper on and off-site signage for all parks.		Ongoing by City Planning Division assigned to the Community Trails Committee.
Conservation Open Space	Goal 5.11 Provide excellent opportunities and facilities for hiking, equestrian and bicycle use through the Multi-Use Trail Master Plan.			
		1) Require, where appropriate, that residential, commercial and industrial developments within the City dedicate and construct trail links within their boundaries as part of the Multi-Use Trail Master Plan.		On-going. Mediterra and Diversified's development along Aplin Street, north of Santa Ana Canyon and at Mastercraft 42.
		2) Provide equestrian, bicycling and pedestrian staging areas consistent with plan standards.		Natural Parkland and interpretive sign program completed in 2014.
		3) Support the acquisition of trail rights-of-way through dedication in conjunction with development activity or acts of philanthropy that occur prior to adoption of a route plan.		On-going. Kiel property dedicated in 2017. Portions of the Aplin Trail were dedicated and constructed with the development of the Diversified Tract (2016-2018). Portions of North Fork Trail dedicated with the Tentative Tract Map approval of Mediterra Planned Development (2016).
		4) Where possible, locate trail easements within City-required landscaping or other easements.		On-going with each prospective residential tract or commercial development (where applicable).
		5) Preserve, to the extent possible, existing formal and informal trail routes in the City, in particular routes that provide major northsouth and east-west access.		On-going. Work on other Flood Control access for trails. Incorporation of the federal and local City trails incorporated into the Mediterra Planned Development.
		6) Where an established trail is jeopardized by impending development or subdivision activity, require the dedication of trail easements, where appropriate, to establish a planned trail system alignment.		On-going. Incorporation of federal and local City trails incorporated into the Mediterra Mediterra Planned Development.
		7) Require proposed development adjacent to trail systems to dedicate land for trailhead access points.		On-going. Incorporation of federal and local City trails incorporated into the Mediterra Mediterra Planned Development. Completed in 2024
		8) Where feasible, use active and abandoned roads, flood control, utility and railroad rights-of-way, and other easements for potential sites for expanded trail use.		Natural Parkland and interpretive trail completed in 2014. 2022 - Link from Beazer's residential tract to the trail to the north (EVWD right of way). Completed in 2024
		9) Refine, adopt and implement the Multi-Use Trails Master Plan to include, at a minimum, the following: • Indication of an exact trail location (e.g., which side of street, channel, etc.); • Identification of each trail with a name, approximate length and type; • Specific design standards for each trail; • Identification of logical rest areas and facilities; • Establishment of sign standards and locations for the various types of trails; and • Suggested funding sources and implementation strategies.		On-going. Community Trails Committee adopted a Work Program to prioritize projects inclusive of grant research (adopted most recently in 2018).
		10) Work with local, state and federal agencies; adjoining cities and jurisdictions; interest groups; and private landowners, in an effort to promote a Citywide trail system, and to secure trail access through purchase, easement, or by other means.		On-going.
		11) Locate trail linkages to minimize conflicts with motorized traffic.		On-going. 2024 Connection formalized within the Mediterra Planned Development.
Conservation Open Space	Goal 5.12 Develop and maintain trail and bikeway connections to recreational facilities, schools, existing transportation routes, natural features and regional trail systems.			
		1) Provide trail connections between and/or along the major city and surrounding regional facilities, sites and features indicated on the Multi-Use Trails Master Plan.		On-going. Continue coordination with the Santa Ana River Trail. 2021 – Approved Active Transportation Plan by City Council in early 2021.
		2) Provide bicycle and pedestrian trails along major home-to-work, home-to-school and other travel routes, where appropriate.		On-going. Orange Street and Alabama Bikeways. 2021 – Approved Active Transportation Plan by City Council in early 2021. City continues efforts to connect Highland and Redlands with safe bicycle and pedestrian trails.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		3) Seek to construct or assist in the construction of those portions of the San Bernardino County Regional Trail system that are located within Highland.		On-going, especially with respect to the Santa Ana River Trail as the County continues east with its development within the City of San Bernardino and Redlands to the south.
		4) Require the dedication of trail easements, where appropriate, for establishing a planned trails system alignment, or where an established trail is jeopardized by impending development or subdivision activity.		On-going. City conditions project for the dedication of easements during the development process.
		5) Where possible, designate and design new trail development near transit routes or heavily traveled areas.		On-going. 2021 – Approved Active Transportation Plan by City Council in early 2021.
Conservation Open Space	Goal 5.13 Ensure the maximum safety and enjoyment of all trail system users.			
		1) Establish an educational program that will protect the health and safety of trail users by encouraging proper etiquette and procedures.		Trails etiquette signs posted in heavily used areas (ie. Coverhill Trail). Adopt a Trail Program.
		2) Access should be provided to the maximum extent feasible to trail users of all abilities and all ages.		On-going. Develop new trail standard to provide hard finish surface for select trail segments.
		3) Adopt the following hierarchy of users on the City's trail system: • Bicyclists must yield right-of-way to all other users. • Runners must yield to hikers and equestrians (note: horses should not be on trails predominantly intended for bikes and pedestrians). • Hikers must yield to equestrians.		On-going.
		4) Implement two general levels of trail use: • Low Use and Natural Area: Standards shall apply to sections of the trail where terrain, remoteness, expected low usage, easement, or other restrictions make larger, multiple trails infeasible. • Urban (Maximum Accessibility): Standards define a relative flat, wide trail for use where little physical challenge is required and where wheelchair access can be accomplished. The grades are low, and the trail is wide and compacted or surfaced.		Ongoing for both (ie. Shelton Trail and Aplin Trail). Develop new trail standard to provide hard finish surface for select trail segments.
		5) Require that cyclists adhere to the following requirements: • Alert hikers and equestrians of their presence. • Travel no faster than 15 mph, unless conditions warrant reduced speed. • Slow to 5 mph when passing and dismount when necessary.		On-going.
		6) Promote adherence to the following code of off-road bicycling responsibility, as developed by the International Mountain Bicycling Association: • Ride on open trails only. • Control your bicycle. • Always yield trail. • Never spook animals. • Leave no trace. • Plan Ahead.		On-going.
		7) Maintain adequate line-of-sight on multiple use trails as determined by the City Engineer.		On-going.
		8) Incorporate, where feasible and without compromising safety, all compatible multiple uses on a single trail.		On-going.
		9) Where a single trail is not feasible or there is heavy use, provide alternate or parallel routes and/or design separate, dual trails.		On-going.
		10) Allow ample space in right-of-way for safe passage of users, for signing, fencing, separation of trails, trailheads and where appropriate, landscaping.		On-going. Mediterra's North Fork Trail is a good example as constructed in 2022/2023.
		11) For trails in developed areas, provide a setback of at least 5 feet so that trail fence can be set back from the curb and planting strip.		On-going. Mediterra's North Fork Trail
		12) Along narrow equestrian/hiking trails (less than 6 feet wide) with steep side slopes (greater than 30 percent), provide passing areas at regular intervals to allow hikers and other equestrians to pass.		On-going.
		13) Inform all trail users of the system's etiquette requirements through trailhead signs.		On-going. Implemented in certain sections.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		14) Reserve the right to temporarily close trails for safety and maintenance reasons, and post signs at convenient locations and outlets indicating the extent and probable length of closure.		On-going. 1N16 / Alder Creek Road.
Conservation Open Space	Goal 5.14 Maintain and enhance the trail system's clear and informative signage.			
		1) Continue to use consistent and established sign styles and other symbols, for the trails system.		On-going. New mile markers installed along Shelton trail by volunteers in keeping with the City's established style (2018). Interpretive signs along the Natural Parkland Trail and at the Santa Ana River Bridge utilize a consistent design as well.
		2) To the extent possible, develop signs that use easily identifiable symbols, natural materials and colors, and vandal-resistant construction.		On-going. Mile markers installed in 2018 made of natural wood, stained for durability and marked with bright yellow paint.
		3) Place signs in clearly visible areas such as at access points, trail heads, rest facilities and road crossings.		On-going. Most recent examples are at the Natural Parkland Trail, Shelton Trail and Santa Ana River Bridge (2014-2018).
		4) Use positive rather than negative language, emphasizing permitted activities rather than extensive "No!" signing, where appropriate.		On-going. Currently working on City Creek Trail signs that will utilize this policy.
		5) Relate the number of signs to trail usage. More signage is appropriate in urban or high-use areas rather than natural or low use areas.		On-going.
		6) Develop a highly informative sign program incorporating such information as: • Destinations and mileage indicators along the trail route; • Connections to other trails and community facilities; • Areas where access is hazardous or restricted; • Areas in which dogs or other animals are not allowed; • Educational exhibits and informational displays; • Delineation of private property adjacent to trails; • Habitat restoration along or near trails; • Recognition of areas dedicated to or sponsored by an organization or individual; • Vista points, pullouts, or rest stops; • Etiquette or permitted and nonpermitted uses; and • Speed limits for bicyclists and equestrians.		Trails Map available on the City's webpage. Natural Parkland Signage Program planning completed. Signs installed in 2014. Community Trails Committee approved a Work Program and includes these goals an policies to be implemented.
Conservation Open Space	Goal 5.15 Develop a multi-faceted program of trail maintenance with public and private participation.			
		1) Monitor public use of trail system on a regular basis so that maintenance issues can be addressed on a timely basis.		Ongoing by the City's Public Works Staff and Community Trails Committee members. "Adopted a Trail" program information available on the City's webpage.
		2) Enforce trail regulations as a means of controlling trail use, and ensure that regulations for different trail segments within various jurisdictions do not conflict.		On-going. Signs installed and gates in some critical locations.
		3) Develop a program to enlist volunteers and volunteer organizations on trail development, operations and maintenance, education, and enforcement activities.		The City's Community Trails Committee is a 5-person volunteer Committee appointed by the City Council to assist with these items. "Adopted a Trail" program information available on the City's webpage. Volunteers from various organizations such as the Boy and Girl Scouts of America assist with various improvement projects.
		4) Locate trailheads in areas of high visibility and access.		On-going. Most recently at 1N16 (Mediterra) off Greenspot Road providing access into the National Forest. Completed in 2024
		5) Develop or open to public use trails and/or easements only after a public agency (which may be the City of Highland) or private organization agrees to accept maintenance and liability responsibilities.		On-going.
		6) Conduct a feasibility study of a possible off-road vehicle park or recreation area.		City Council Work Program Item for 3rd Quarter 2010 – adoption of "Parks and Recreation Master Plan" (postponed due to lack of funding).
		7) Maintain an up-to-date map of all existing and proposed dedicated public trail easements in the General Plan.		Trails Map available on the City's webpage. Updated by the City's Planning Tech in 2022.
		8) Ensure that all proposed trails leading from the City into the San Bernardino National Forest are coordinated with the San		On-going including 1N16 in 2022/2023. Trails Map available on the City's webpage.

General Plan Element:	Goals:	Policies:	Actions:	**Implementation & Progress:**
		Bernardino National Forest Service and consistent with the County of San Bernardino National Forest Land and Resource Management Plan.		
Conservation Open Space	Goal 5.16 Continue to encourage, support and adopt energy-conservation practices.			
		1) Consolidate and adopt energy-saving practices for all City departments.		Solar panels installed on roof of City's Environmental Learning Center. Solar panels installed on roof of City Hall and new Police Station in 2011.
		2) Monitor energy usage for all City facilities.		On-going.
		3) Provide information on free energy audits for the public given by public utilities.		Ongoing.
		4) Distribute energy-conservation information, in both English and Spanish, to residents and businesses through: • Links to energy agencies and utilities on City's homepage • Brochures available at City Hall and other public facilities • Information and tips on utility bills. • Outreach programs to schools and businesses. • Environmental Learning Center.		Ongoing.
		5) Coordinate energy-related policies and actions with local utilities and energy agencies.		PACE program MOU approved with SANBAG on April 2013. City entered into JPA with Ygrene PACE provider separately in 2016. Program currently suspended.
Conservation Open Space	Goal 5.17 Encourage site design practices that reduce and conserve energy use.			
		1) Encourage energy and environmentally sustainable designs such as "Green Development Standards"—in the design and approval of new projects.		PACE program MOU approved with SANBAG on April 2013. City entered into JPA with Ygrene PACE provider separately in 2016. Program currently suspended.
		2) Orient buildings on the site to maximize the natural ventilation provided by prevailing breezes.		Implementation of the State's Green Code.
		3) Incorporate passive solar design techniques including building orientation, energy-saving materials, roof overhangs, and window and door placement.		Implementation of the State's Green Code.
		4) Increase minimum building insulation standards.		Implementation of the State's Green Code.
		5) Encourage landscape design that cools buildings and blocks solar rays, such as the planting of deciduous trees on south and west facing elevations, and give Title 24 credit for landscaping.		Implementation of the State's Green Code.
		6) Channel runoff to permeable surfaces through the design of roofs and rain gutter systems and drainage courses.		On-going. Implemented as part of the City's NPDES permit. Implementation of the State's Green Code and during the Planning entitlement process by the City's Landscape Architect.
		7) Encourage energy-efficient retrofitting of existing buildings, where practical, throughout the City including assisting applicants in the installation of more efficient HVAC (heating, ventilation, air conditioning) systems.		Implementation of the State's Green Code.
		8) Distribute and participate in incentive programs for incorporation of solar and photovoltaic panels (active solar) into existing or new buildings.		Implementation of the State's Green Code.
		9) Establish a "green building" site design incentive program, such as density or height bonuses, reduced parking requirements, expedited plan check, and recognition programs.		City Council Work Program Item (2010/2011). Implementation of the State's Green Code.
		10) Adopt LEED (Leadership in Energy and Environmental Design) design standards for public buildings.		Implemented with City's Environmental Learning Center, and new Police Station. Implementation of the State's Green Code.
		11) Participate in the CEEP (Community Energy Efficiency Program) Certificate and Recognition Program.		City Council Work Program Item (2010/2011). Implementation of the State's Green Code.
		12) Encourage a grey water recycling plan.		Implementation of the State's Green Code.
Conservation Open Space	Goal 5.18 Continue to improve Highland's solid waste management and recycling efforts.			
		1) Continue to provide services to resident		

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		and businesses that facilitate community cleanup, curbside collections and diversion of oil and other hazardous waste materials		Implemented in coordination with Solid Waste Franchise Agreements and Household Hazardous Waste Agreements. Highland Improvement Team monthly cleanups for senior, disabled residents and right of way/open space areas.
		2) Where joint programs offer improved efficiency or reduced cost, collaborate with other entities in waste recycling efforts.		Implemented in coordination with Solid Waste Franchise Agreements and Household Hazardous Waste Agreements.
		3) Maintain a comprehensive public education program, coordinated, in part, through the Environmental Learning Center, to stimulate recycling, reuse and waste reduction by its resident and businesses.		On-going. Public outreach and community events such as the Citrus Harvest Festival, City Newsletter, City website, Solid Waste specific newsletter and social media.
		4) Continue to implement the policies and programs identified in the City's SRR (Source Reduction and Recycling Element) and HHW (Household Hazardous Waste Element), and develop measures to evaluate their effectiveness.		On-going.
		5) Evaluate and update hazardous waste management programs and implement improvements based on current best practices.		Implemented in coordination with Solid Waste Franchise Agreements and Household Hazardous Waste Agreements.
		6) Evaluate and update community education programs on solid and hazardous waste disposal to insure that this information is as broadly available as possible, especially through the school system.		Implemented in coordination with Solid Waste Franchise Agreements and Household Hazardous Waste Agreements.
		7) Aggressively pursue polluters and develop a fine program for distributors of fliers and leaflets found in parking lots.		
Conservation Open Space	Goal 5.19 Continue to support air quality planning through land use policies, outreach efforts and coordination with regional air quality agencies.			
		1) Reduce locally generated emissions through traffic flow improvements (including signal synchronization) and construction management practices.		Ongoing. Implemented through coordination with City of Highland Public Works and SANBAG.
		2) Encourage the use of public transit within the City through coordination with regional transit providers and publication of routes and timetables on the City website and publications.		Coordinated with Omni-trans by placing brochures in the City Hall Lobby.
		3) Encourage land use planning and urban design that reduces vehicle trips through mixed and multi-use development, consolidation of commercial development along major arterials, provision of pedestrian connections from residential to retail areas, and development of a multi-use Town Center.		On-going. Mixed-use Development Standards adopted in 2006. Greenspot Village & Marketplace Specific Plan and Town Center mixed-use projects adopted between 2013-2021.
		4) Establish performance standards for clustering residential areas near commercial services where mixed use is not feasible.		Ongoing – Examples include TREH, Alliance Apartments, and KZ Holdings all provided residential units adjacent to commercial services.
		5) Expand citizen and business outreach and education programs, disseminated and conducted in the Environmental Learning Center, relating to policies that improve air quality		On-going.
		6) Provide incentives such as permit streamlining for industrial/commercial or residential development projects that meet or exceed air quality practices.		No applications received.
		7) Encourage employers to develop trip reduction plans to promote alternative work schedules, ridesharing, telecommuting and work at-home programs, employee education and preferential parking.		Implemented through City's Trip Reduction Ordinance. Each of the warehouse/distribution projects approved between 2021 and 2023 had ridesharing parking spaces and preferential parking spaces provided (7 projects total).
		8) Conduct City staff in-service training, in conjunction with regional air quality agencies, on the latest policies, techniques, programs and technology for air quality planning.		Planning staff attends these regional training opportunities. Coordinate with SBCTA/SBCOG. The most recent attended by City Planning staff was in December 2023.
		9) Work with SANBAG to develop guidelines for the location and design of land uses that are sensitive to air pollution.		Ongoing.
		10) Reduce particulate emissions from roads, parking lots, construction sites and agricultural lands to the maximum extent practical through dust suppression, street cleaning and other practices.		On-going with each project implemented.
		11) Establish grading and building permitting procedures so that all construction involving		On-going with each projected implemented.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		demolition or earth movement reduces fugitive dust emissions through the appropriate techniques (e.g., wetting).		
		12) Incorporate the provisions of SCAQMD Rule 403 (Fugitive Dust) into City land use administration rules and procedures.		On-going.
		13) Continue comprehensive efforts to reduce energy consumption.		PACE Program (SANBAG) MOU April 2013. Program currently suspended.
		14) Offer incentives to home-based businesses, carpool networks and park-and-ride facilities.		Ongoing. Ensuring compliance with new state legislation.
		15) Evaluate the desirability of developing a multi-modal, transit hub in the City.		Most recent discussions were related to a large local EV charging center on Greenspot Road for passenger cars and 5th Street for heavy duty vehicles. Still determining feasibility.
Chapter 6 – ***Public Health Safety & Environmental Justice Element***				
Public Health, Safety & Environmental Justice (adopted 2022)				
	Goal 1: Protect the health of community members by improving air quality.			
		Policy 1.1: Reduce air pollution from mobile sources.		
			Action 1.1a: Electric Vehicle Charging Stations. Promote the installation of electric vehicle charging stations at important destinations such as civic buildings, parks, and commercial hubs.	Four EV charging stations were installed at City Hall. The City also amended its Vehicle Fueling Station Ordinance to require the installation of EV charging stations in excess of the state guidelines. Expansion of existing chargers is being considered.
			Action 1.1b: Fleet Management. Develop a fleet management program to increase the fuel efficiency and reduce emission of municipal vehicles.	The City has in service two hybrid and one fully electric vehicle in its fleet of approximately 12 vehicles not including public safety vehicles for police and fire services.
			Action 1.1c: Preferential Parking. Amend the zoning code to identify preferred locations for clean air vehicle parking required for new development.	Partially complete. Municipal Code amendment anticipated in June 2024.
			Action 1.1d: Warehouse Standards. Include air quality and vegetation buffer standards for new warehouses uses and loading docks.	Complete. 2023/2024 – Ensure compliance with AB 98 which includes additional provisions for warehousing development.
		Policy 1.2: Reduce localized air pollution exposure near major roads.		
			Action 1.2a: Air Filters in Existing Buildings. Pursue grant funding to install air condition with HEPA filters in homes and schools within 1,000 feet of a major road.	HEPA filters have been installed at City Hall and one of the City's three fire stations.
			Action 1.2b: Clean Air Development. Create a clean air checklist for new development of sensitive land uses within 1,000 feet of a major road. This checklist should include landscaping, ventilation systems, double-paned windows, setbacks, and barriers.	No activity. Municipal Code amendment anticipated in June 2024. Ensure compliance with AB 98.
Public Health, Safety & Environmental Justice	Goal 2: Promote a built environment that stays cool.			
		Policy 2.1: Promote a healthy urban forest to reduce air pollution and extreme heat.		
			Action 2.1a: Climate-Appropriate Trees. Develop a new street tree species palette that prioritizes trees based on having low water needs and adaptability to climate change and future environmental conditions.	Partially complete. Implemented at a staff level by the City's Landscape Architect.
			Action 2.1c: Increase the Tree Canopy. Identify grant funding to	No activity. Considering an application through President Biden's Inflation Reduction Act to California for the purchase

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			develop a program to install additional street trees or provide canopy trees to residents for planting.	of tees.
			Action 2.1b: Diverse Urban Forest. Maintain a healthy urban forest by ensuring a diversity of tree species.	Implemented by the City's Landscape Architect on an ongoing basis. Most recent example would be the selection of diverse species along Boulder Avenue and Greenspot Road.
			Action 2.1d: Street Tree Prioritization. Prioritize tree planting from approved street tree list based on the existing tree canopy and the population's vulnerability to extreme heat. Where possible, integrate shade trees with bike and pedestrian infrastructure.	Partially complete. Implemented at a staff-level with coordination between the City's Landscape Architect and Public Works Division.
			Action 2.1e: Tree Planting in DACs. Prioritize tree planting in the DACs to reduce residents' vulnerability to extreme heat. Focus efforts on shade trees along sidewalks, at transit stops, schools, bike lanes, and within parks in the DACs.	2024 – Shade trees required for new development projects including within and adjacent to the r-o-w. Examples include distribution facilities along 3rd, 5th and 6th Streets and Victoria Avenue.
		Policy 2.2: Adopt policies and standards for the built environment that reduce urban heat island.		
			Action 2.2a: Green Development. Encourage cool or green roofs for new commercial buildings.	Implemented through the California Green Code. Cool roofs are currently in place at City Hall, the Highland Branch Library and Fire Station #2. This idea was discussed with the San Carlo Townhome project but found to be infeasible.
			Action 2.2b: Cool Zones. Investigate the use of additional City facilities, such as recreation centers, to serve as cool zones.	Completed. The City's Community Center/YMCA and Library operate as Cool Zones. 2024 – The City funded an HVAC replacement grant at the Highland Senior Center through the CDBG-CV program. Installation is anticipated in 2025 which will aid in their ability to serve as a cool zone.
			Action 2.2c: Low-Income Weatherization Programs. Continue prioritize funding for efforts to repair and rehabilitate housing in disadvantaged communities, including programs and grants to weatherize houses for extreme heat and air pollution.	As a partner of the County Consortium, this item is addressed with respect to Weatherization Programs. The County operates this program within Highland's boundaries.
Public Health, Safety & Environmental Justice	Goal 3: Minimize risks, such as loss of life, injury, property damage, and natural resource destruction from natural and human-caused hazards.			
		Policy 3.1: Minimize flooding risks through appropriate siting and protection of structures and occupants.		
			Action 3.1a: Flood Elevations. Continue to ensure finish floor elevations of new development are above the 100-year floodplain.	Ongoing. Addressed during Pre-Application processing and in Plan Check by the Building & Safety Division, Planning and Public Works.
			Action 3.1b: Development in the Floodway. Continue to limit uses in floodways to those tolerant of occasional flooding.	Ongoing especially within the East Highlands Village and along the perimeter of Flood Control Channels. Coordinating with Riverside County Flood Control District to ensure delivery of key projects.
			Action 3.1c: Flood-Resistant Critical Facilities. Continue to design new critical facilities to minimize potential flood damage. Such facilities include those that provide emergency response like hospitals, fire stations, police stations, utility lifelines, and ambulance services. Such facilities also include those that do not provide emergency response but attract large numbers of people, such as schools, theaters, and other public assembly facilities with capacities greater than 100.	Ongoing. No critical facilities are located within flood hazard areas.
		Policy 3.2: Build and maintain public infrastructure that collects and conveys stormwater and enhances water quality.		
			Action 3.2a: Flood Channel Maintenance. Continue to maintain flood control channels and storm	Ongoing through annual maintenance by the Public Works Division.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			drains in accordance with habitat preservation policies through periodic dredging, repair, desilting, and clearing to prevent any loss in their effective use.	
			Action 3.2b: Stormwater Quality. Identify streets and intersections and other infrastructure that would be candidates for stormwater quality enhancement features.	Partially complete. The City will initiate compliance with the Ocean Plan Amendment in mid-2024.
			Action 3.2c: Flood Control Funding. Continue to pursue funding opportunities for flood control projects, including collaboration with Federal, State, and local flood management agencies and other interested parties.	Continued progress. Partially complete. The San Bernardino County Flood Control District continues to make improvements City-wide. The improvement of Elder Gulch, south of Greenspot Road is anticipated to be underway in summer 2024.
			Action 3.2d: Drainage Master Plan. The City will consider adding a Work Program item to update the City's Master Drainage Plan.	
		Policy 3.3: Implement programs and standards to mitigate wildfire risk in high wildfire hazard severity zones.		
			Action 3.3a: New Development. All development shall be required to meet the minimum standards for adequate fire protection. The most restrictive law, regulation, or ordinance regarding fire safety applicable to development in Highland will take precedence, including compliance with the most current SRA Fire Safe Regulations and Fire Hazard Reduction Around Buildings and Structures Regulations if applicable. All perimeter development within the Very High Fire Hazard Severity Zone, adjacent to open space, shall construct perimeter fire roads in compliance with City policy	Ongoing. The City has adopted very stringent standards including the most current SRA Fire Safety Regulations and Fire Hazard Reduction. Fire roads are required in all perimeter developments such as Mediterra.
			Action 3.3b: New Residential Development in Areas Designated Very High Fire Hazard Severity Zone (VHFHSZ). Residential development within areas designated as VHFHSZs should be avoided or risks mitigated through compliance with applicable codes and standards, including compliance with the most current SRA Fire Safe Regulations and Fire Hazard Reduction around Buildings and Structures Regulations. If residential development occurs within VHFHSZ, a Fire Protection Plan that describes project specific fuel modification shall be required.	New residential within the VHFHSZ are mitigated with the most stringent standards and regulations including those listed in the action item. Fuel Modification/Fire Protection Plans are in place for all projects adjacent to the wildland including Mediterra, East Highlands Ranch and similar development.
			Action 3.3c: Home Improvements for Vulnerable Populations. For qualifying households, promote the use of local, county, and state rehabilitation programs and defensible space assistance, and provide information to vulnerable residents to assist with efforts to improve fire safety.	No activity.
			Action 3.3d: Wildfire Retrofits. Encourage structural hardening retrofits for existing structures in the VHFHSZ, consistent with the current standards.	Ongoing on a case-by-case basis through the Building Division.
			Action 3.3e: New and Existing Public Facilities. The construction of new public facilities should occur outside of areas designated VHFHSZ when feasible. Existing public facilities in the High Fire Hazard Area shall be retrofitted to be consistent with the current standards.	Complete. Only Fire Station No. 2 is located within this zone and it is necessary given the size of the City's land within the zone. With respect to school locations, the City will work with the Redlands School District and State Architect to ensure compliance.
			Action 3.3f: Maintain Emergency Evacuation Routes. Ensure that the entity charged with maintenance of the road complies with the requirements of the State Fire Code and San Bernardino	Ongoing ~~and partially complete~~ as new projects are entitled and constructed~~, such as Mediterra and Beazer~~

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			Consolidated Fire Codes regarding street width, surface, grade, radius, turnarounds, turnouts, bridge construction, and lengths of fire apparatus access roads. All requirements and any deviations will be at the discretion of the Fire Code Official. Enforce these standards on new development in VHFHSZ through development review, and on existing development through code enforcement. Work with the City's Geographic Information Systems (GIS) mapping services to identify any residential areas that do not have at least two emergency evacuation routes or are otherwise inadequate due to access or timeliness of evacuation. Develop an evacuation route improvement plan upon identification of evacuation route inadequacies.	
			Action 3.3g: Recover from Large Fires Safely. Perform an evaluation of fire-related development standards should a major wildfire require large portions of the City be rebuilt to ensure that redevelopment standards are as fire-safe as reasonably possible.	No activity. 2024 – Line Fire occurred along the City's perimeter and interface with the San Bernardino National Forest. Local, regional and state resources responded and no habitable structures were lost.
			Action 3.3h: Adequate Peakload Water Supply will be Supported. The City will coordinate with the East Valley Water District to maintain long-term integrity of peakload water supply for structural fire-fighting and wildland fire-fighting and ensure new construction is serviceable by water supply.	Ongoing coordination with East Valley Water District on a case-by-case basis during development.
		Policy 3.4: Ensure that public facilities and infrastructure have adequate capacity to respond to wildfires and other relevant hazard events.		
			Action 3.4a: Performance Standards. Apply fire unit deployment performance measures with future planning of fire stations.	Complete.
			Action 3.4b: Emergency Equipment. Consider the long-term maintenance needs of emergency equipment and facilities when developing the annual budget.	Ongoing
			Action 3.4c: Storm Drain Capacity. Continue to ensure that existing and new storm drain and street capacities are adequate to manage a 100-year flood event.	Ongoing for new development and partially complete for existing development.
			Action 3.4d: New Public Facilities. The construction of new public facilities should occur outside of areas designated VHFHSZ when feasible. Existing public facilities in the VHFHSZ shall be retrofitted to be consistent with the current standards.	Partially complete.
		Policy 3.5: Enforce development standards to reduce geologic risk.		
			Action 3.5a: Soil Reports in Liquefaction Zones. When applicable, continue to require soil reports and implement recommendations for projects in identified areas where liquefaction or other soil issues exist.	Ongoing by the Public Works/Engineering Division when required on a case-by-case basis.
			Action 3.5b: Soil Reports for Projects on Fill. When applicable, continue to require a preliminary soil report and a report of satisfactory placement of fill prepared by a licensed geotechnical engineer or civil engineer for all buildings and structures supported on fill.	Ongoing by the Public Works/Engineering Division when required on a case-by-case basis.
			Action 3.5c: Foundation Reports. When applicable, continue to require a preliminary report for all buildings and structures supported on natural ground unless the foundations have been designed in accordance with current standards.	Ongoing by the Public Works/Engineering Division when required on a case-by-case basis.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			Action 3.5d: Renovations. Continue to require seismic retrofits for major renovations in accordance with Historic and Building Code provisions.	Ongoing by the Building & Safety Division when required on a case-by-case basis.
		Policy 3.6: Prioritize seismic retrofits of buildings that pose the greatest risk.		
			Action 3.6a: Unreinforced Masonry Structures. Consistent with State law and when applicable, require the retrofitting of unreinforced masonry structures to minimize damage in the event of seismic or geologic hazards. Incentivize seismic retrofits through permit fee waiver or other city incentive.	Ongoing, most recent activity occurring at the "Old Bank Building" at the SWC of Main Street and Palm Avenue. Plans are currently being drafted for the structure's restoration. Temporary securing of the roof and building face completed in 2023. Retrofitting underway. 2024 – A URM seismic retrofit project was approved by the Historic and Cultural Preservation for 27281 Main Street and is currently in Building & Safety plan check to ensure compliance.
			Action 3.6b: Retrofitting of Essential Facilities. When feasible, seismic retrofit essential facilities to minimize damage in the event of seismic or geologic hazards.	No City facilities are constructed of URM. Other types of retrofitting will occur as necessary.
		Policy 3.7: Limit the potential hazards from the transportation and disposal of hazardous waste.		
			Action 3.7a: Hazardous Materials Storage and Transport. Continue to require businesses that store or transport hazardous materials to prepare a Hazardous Materials Business Plan for review and approval by the Lead Environmental Agency.	Ongoing. Regulated by the Fire Marshall and Building Official.
			Action 3.7b: Hazardous Materials Studies. When appropriate, require new development to prepare a hazardous materials inventory and/or prepare Phase I or Phase II hazardous materials studies, including any required cleanup measures.	Ongoing, regulated by the Planning, Public Services and Building & Safety Division.
			Action 3.7c: Household Education. Educate the public on household hazardous wastes and the proper methods of disposal.	Ongoing through the Public Services Division through mailing, e-mailing and social media efforts.
Public Health, Safety & Environmental Justice	Goal 4: Maintain adequate emergency preparedness and response capabilities.			
		Policy 4.1: Create culturally appropriate hazard preparation and education.		
			Action 4.1a: Emergency Alerts for Air Pollution. Use the emergency alert systems and other standard City communications to alert the public when local air quality reaches "Very Unhealthy" levels.	No activity. Will review options to link AQMD communications to City's website.
			Action 4.1b: Neighborhood-Based Preparedness. Convene and regularly train neighborhood-based emergency response teams (e.g., CERT) and explore incorporating climate change response and recovery. Ensure CERT recruiting includes a diverse set of community members and leaders.	No activity locally, but regional CERT programs are in place and could be activated.
		Policy 4.2: Create resilience centers throughout highland.		
			Action 4.2a: Back Up Power. Continue to ensure that critical City facilities have back up energy sources such as battery storage. Prioritize clean energy sources, such as solar, where feasible.	Partially achieved at certain City facilities with solar and generator service in place.
			Action 4.2b: Refrigeration. Install refrigerators at resilience centers, such as existing cooling centers and emergency shelter locations, to provide storage for medication in black out or other hazard events.	Refrigerators are currently in place at the City's Community Center which serves as a cooling center and at the Sheriff's station.
			Action 4.2c: Audit Emergency Childcare. Work with non-profit organizations, such as the Red Cross, to offer emergency childcare for frontline workers in the event that schools are closed in a hazard event.	No activity. The City has effectively coordinated with the Red Cross during large community emergencies such as flooding or fires and smaller emergencies such as house fires.
			Action 4.2d: Food Distribution. Work with local foodbanks to distribute food and pop-up food pantries during hazard events.	Partially achieved in cooperation with the Red Cross and local non-profit organizations.
			Action 4.2e: Advertise Regional Programs. Include information on	No activity by the City. Partially achieved through County efforts.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			regional assistance programs in appropriate languages during a hazard event.	2024 – working with iWorQ to determine the feasibility of their TextMyGov program as a way to contact the public during hazard events.
		Policy 4.3: Prepare residential areas for flooding and wildfire.		
			Action 4.3a: Elevate and Anchor. Educate and encourage property owners in flood zones to elevate and anchor critical utilities, including electrical panels, propane tanks, sockets, wiring, appliances, and heating systems.	Partially achieved in the East Highland's Village Neighborhood at the southeast corner of Greenspot Road and Church Street.
			Action 4.3b: Sandbags. Implement a sandbag program available for residents in flood zones prior to heavy storms.	Ongoing, most recently during the ~~March 2023~~ February 2024 rain / flooding event~~s~~.
			Action 4.3c: Fire Safe Communications. Prior to fire season, use outreach events and City communication resources to educate the public on how they can create a defensible space around their place of residence and evacuate in case of fire.	Ongoing through social media efforts.
			Action 4.3d: Require evacuation assessments on residential projects requiring an Environmental Impact Report in designated wildfire hazard severity zones.	Ongoing.
		Policy 4.4: Ensure the Emergency Operations Center (EOC) has adequate capacity to respond to hazard events.		
			Action 4.4a: EOC Technology. Continue to conduct a periodic review of technology used to support the EOC to ensure systems are updated and effective, including City GIS.	Partially achieved at the Highland Police Station. Completion of certain upgrades are anticipated over the coming years.
			Action 4.4b: EOC Equipment. When feasible, update EOC equipment and supplies as necessary to ensure effectiveness.	Achieved and ongoing.
			Action 4.4c: Staff Training. Continue EOC training and exercise plan for the City staff with EOC responsibilities, and cross train city staff at various EOC positions.	Ongoing.
			Action 4.4d: Online Training. Expand staff training by conducting quarterly online WebEOC training for EOC staff. Include extended training formats as applicable.	Ongoing.
			Action 4.4e: Mutual Aid Participation. Continue to participate in Statewide Master Mutual Aid Agreements and local automatic aid agreements.	Ongoing.
Public Health, Safety & Environmental Justice	Goal 5: Improve the quality of the built and natural environments to reduce disparate health and environmental impacts.			
		Policy 5.1: Adopt land use regulations that protect residential and park uses from the impacts of industrial and roadway pollution.		
			Action 5.1a: Land Use Review. Conduct a review of existing Municipal Code to determine where existing legislation encourages or allows land uses and programs that are detrimental to the health of residents in DACs.	Partially achieved through the adoption of the City's updated Public Heath Safety and Environmental Justice Element in January 2022. Additional Municipal Code amendments anticipated in May 2025.
			Action 5.1b: Monitor Industrial Areas. Establish a monitoring program to periodically evaluate and report the immediate and long-term health and environmental impacts of the proximity of residential and park uses to industrial areas in DACs.	Ongoing especially thought the current draft Program EIR for the Inland Valley Improvement Corridor Plan. .
			Action 5.1c: Siting Industrial Uses. Disallow siting and construction of new industrial uses that could impact the health of residents in the DACs.	Ongoing evaluations.
		Policy 5.2: Remediate and prevent pollution arising from industrial and household sources.		
			Action 5.2a: Pollution Review. Conduct a review to determine where existing pollution sources are impacting residents in the	Ongoing and partially achieved through the new Element.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			DACs.	
			Action 5.2b: Hazards Cleanup. In conjunction with other local and regional agencies, ensure the cleanup of contaminated surface water, groundwater, and soils in affected DACs.	Ongoing.
			Action 5.2c: Green Streets. Prevent future groundwater pollution by implementing green street strategies to support a sustainable approach to stormwater, drainage, groundwater recharge, and landscaping, and incorporating green streets standard and guidelines in all streetscape improvements where feasible.	Ongoing.
Public Health, Safety & Environmental Justice	Goal 6: Ensure access to healthy food.			
		Policy 6.1: Promote the growing of fruits and vegetables by local residents.		
			Action 6.1a: School Gardens. Permit and promote "edible school yards" that provide gardens and gardening programs on school property.	No activity. Initiated discussion with the two local School Districts.
			Action 6.1b: Urban Agriculture. Amend the Zoning Code to allow privately owned vacant property to be used for urban agriculture.	Achieved.
			Action 6.1c: Local Healthy Food. Encourage, through a public information campaign, street vendors, convenient stores, and other food outlets, to sell fresh produce and to reduce unhealthy food options.	Ongoing including the Mobile Food Pantry program administered by Community Action Partnership (CAP) at the City's Community Center.
		Policy 6.2: Use City resources to publicize healthy food and food assistance programs.		
			Action 6.2a: Healthy Food at Public Events. Require that all City-sponsored events and City facilities provide healthy food options.	Ongoing. Attended Farmers Markets in nearby communities and invited local farmers to attend the Highland Citrus Harvest Festival.
			Action 6.2b: Food Assistance Programs. Advertise food assistance programs in City marketing materials and distribute information on food assistance programs including food pantries and banks.	Partially completed for food bank assistance at the Highland Community Center (CAP).
Public Health, Safety & Environmental Justice	Goal 7: Ensure safe and sanitary housing for DAC residents.			
		Policy 7.1: Promote improvements and rehabilitation of unsafe housing in DACs, while actively preventing displacement.		
			Action 7.1a: Rental Rehab. Develop a program to assist owners of rental units to rehabilitate their properties, especially those with affordable units and housing in the DACs, to meet current building standards in tandem with affirmatively furthering fair housing policies.	No activity
			Action 7.1b: Low Income Weatherization. Explore administering Community Development Block Grant programs and other grants to provide free or reduced-cost weatherization for extreme heat and air pollution.	Ongoing through the County Consortium.
			Action 7.1c: Lead Paint Testing. Include mandatory lead-based-paint testing as part of any City-funded housing rehabilitation and other housing assistance programs that may be offered.	Achieved and on-going. Most recently conducted for the demolition of City-owned 7433 Central Avenue property.
		Policy 7.2: Adopt standards and policies that maintain safe and sanitary housing.		
			Action 7.2a: Code Enforcement. Focus code enforcement efforts in DACs to improve unsafe and unsanitary conditions, focusing on trash and dumping, overcrowding, illegal home businesses, illegal garage conversions, graffiti,	Ongoing. Two Code Officers assigned to this area in particular.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			unpermitted plumbing and electrical, and lack of building and yard maintenance. Have code enforcement officers distribute information on tenant rights and owner and landlord responsibilities when conducting site visits. Distributed information should be translated into all relevant languages	
			Action 7.2b: Tenant Rights. Distribute tenant rights information and ensure that renters are not penalized for reporting on dwelling units that do not meet health and safety standards. All written outreach efforts should be translated into all relevant languages.	Ongoing through Inland Fair Housing & Mediation Board.
			Action 7.2c: Crime-Free Multi-Housing Program. Encourage all apartment building owners to participate in the Crime-Free Multi-Housing Program operated by the City Police Department to reduce crime, drugs, and gangs on apartment properties.	Ongoing.
			Action 7.2d: Home Assistance. Continue to provide support for programs and facilities that provide homes for those without shelter and focus future efforts on specifically addressing the issues that arise on streets and in parks in the DACs.	Ongoing through County Consortium.
Public Health, Safety & Environmental Justice	Goal 8: Ensure that parks, public facilities and services are equitably located and distributed throughout DACs, allowing easy access for residents.			
		Policy 8.1: Improve existing park quality by providing amenities and programs for play, exercise, and enhanced safety. Prioritize efforts that can be deployed quickly in under-parked communities.		
			Action 8.1a: Park Access. Seek to increase the current percentage of residents within a 10-minute walk of a park, by using underused or vacant land as open space or parks.	No activity. Added new public parks in the Mediterra and Mastercraft Highland Park developments currently under construction. Worked with the developer to construct and maintain most of these facilities.
			Action 8.1b: Park Activation. Activate existing parks with permanent work out infrastructure for all ages and repair and maintain existing facilities.	No new activity. 2023 - Mediterra park and paseo constructed permanent work out infrastructure for all ages.
			Action 8.1c: Park Programs. Expand and tailor recreational and park programs, facilities, and services to meet evolving community needs. Programs and services should remain accessible and relevant to today's residents, responding to unique cultural, historic, and social needs, as well as changing demographics and income levels.	Ongoing.
			Action 8.1d: Community Events. Create a simple, accessible, and affordable process for requesting street closures and park permits for public and neighborhood events of all sizes. All forms should be translated into all relevant languages.	Complete and in place.
		Policy 8.2: Expand park availability by converting underutilized land.		
			Action 8.2a: Vacant Lot Conversions. Offer fee reductions and other incentives to convert vacant lots or underutilized public rights-of-way into small parks, community gardens, or open spaces.	No activity.
			Action 8.2b: Linear Parks and Trails. Seek opportunities to convert public easements, such as utility corridors and parkway vistas, into parks and trails.	Ongoing through Community Trails Committee in conjunction with new development and grant Funding. Mediterra will contain linear parks and trails (Pine Park and Paseo Ramblas).
			Action 8.2c: Parks Partnerships. Partner with schools, places of worship, and businesses to expand access to green spaces and recreation areas, especially in	Ongoing at two schools. Looking to expand.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			DACs with less accessibility to green spaces and recreation areas.	
			Action 8.2d: Safe Routes to Parks. Develop a Safe Routes to Parks and Schools program to promote safe, active, and engaging ways to access parks and schools.	Ongoing active program through the City's Public Works Division.
		Policy 8.3: Create inviting public spaces in DACs where people feel safe during the day and night for everyday play, family gatherings, and community events.		
			Action 8.3a: Public Art. Develop more public art, fountains, and other streetscape improvements that beautify Highland's streets and provide a collection of permanent outdoor artwork throughout the City. Identify opportunities to support and fund local artists and students to create public art in the City.	Ongiong through new development entitlement process. Patriot Partners, Lovett and Crow Holdings projects will contain public art.
			Action 8.3b: Crime Prevention. Adopt Crime Prevention Through Environmental Design (CPTED guidelines that deter criminal activity in neighborhoods, streets, and public areas. Include guidelines for the design of play areas, parks, sports facilities, streets and sidewalks, plazas and urban pocket parks, and housing and commercial sites, among others.	No activity.
			Action 8.3c: Virtual Community Resources. Provide virtual resources through the library, such as e-book services and virtual programs for those who do not have easy access to community facilities.	Partially achieved. E-book services available through the Highland Branch Library and County Library systems.
Public Health, Safety & Environmental Justice	Goal 9: Promote and ensure meaningful and effective participation and community capacity building in DACs, especially when developing, adopting, implementing, and enforcing plans and policies related to public health and environmental issues.			
		Policy 9.1: Create transparent City processes and forms accessible to all residents.		
			Action 9.1a: City Contacts. Distribute, house-to-house in DACs, City information on all programs and City events, including phone numbers and contact information, especially for call enforcement and housing needs. All information to be translated in all relevant languages.	No activity other than social media outreach. Participation in National Night Out.
			Action 9.1b: Meeting Advertisements. Install signage at neighborhood markets in DACs to promote and advertise City meetings and other public announcements.	No activity. Partially complete - electronic notices online have been utilized.
			Action 9.1c: Civic Engagement. To promote civic engagement, partner with appropriate organizations (e.g., community-based, faith-based, advocacy, and service) that have built relationships and trust within DACs to conduct meaningful outreach.	National Night Out is attended by all City divisions and work in coordination with these other partners.
			Action 9.1d: Virtual Meetings. Provide virtual participation options for in-person public hearings.	Ongoing as needed.
		Policy 9.2: Host City Council events focused on the issues facing DACs and encouraging additional community involvement.		
			Action 9.2a: Open Houses. Invite residents of DACs for City Hall open houses and tours.	No activity. National Night Out
			Action 9.2b: DAC Tours. Conduct City Councilmember visits to DACs to encourage discussion on items that affect the residents and businesses. Have City Council accompanied by representatives	No activity.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			from the Police, Code Enforcement, Development and Community Services, and other departments. Host an annual community walk with the Mayor and other City Council members.	
			Action 9.2c: DAC Meetings. Dedicate one City Council meeting per year to DACs, having staff update the Council on improvements made and further needs of the residents and business owners in those communities. Provide translation headsets at all City Council meetings so that residents can engage firsthand with the content of the meetings.	No activity.
		Policy 9.3: Support equitable and inclusive opportunities to build capacity and leadership skills for residents and organizations in DACs through continued civic engagement.		
			Action 9.3a: Youth Engagement. Partner with school districts, community colleges, and continuing education institutions to promote civic engagement opportunities.	Ongoing, most recently with the Citrus Harvest Festival Art Contests and Youth Baking Contest.
			Action 9.3b: Community Leaders. Support and expand opportunities to build and sustain capacity among residents to advocate and engage for community and systems improvements to develop their skill sets as community leaders and to advance their roles as trusted messengers.	No activity.
			Action 9.3c: Board Memberships. Specifically invite residents from DACs to become board, commission, and task force members as openings occur.	No activity.
			Action 9.3d: Community Driven Initiatives. Support community-driven initiatives in DACs to address priorities and needs through technical assistance, data sources, meeting spaces, support services, and other staff resources.	Partially achieved with meeting spaces at the Community Center and Library as well as City Hall.
Public Health, Safety & Environmental Justice	Goal 10: Prioritize improvements and programs that address the needs of residents in DACs.			
		Policy 10.1: Support and expand programs and services to prioritize those that identify DACs, address environmental justice issues, and foster partnerships with countywide partnerships and programs.		
			Action 10.1a: Ongoing Engagement. Provide ongoing engagement with residents and stakeholders to evaluate additional criteria for the inclusion of communities not currently identified as DACs.	No activity.
			Action 10.1b: Funding Priorities. Prioritize funding and fiscal decisions for recreation, air quality and other environmental improvements, public infrastructure investments, community programming, and engagement opportunities in DACs.	Ongoing.
			Action 10.1c: Monitoring. Monitor progress of the goals, policies, and actions from this Element.	Ongoing.
			Action 10.1d: Annual Review. Conduct an annual review of the implementation of the goals, policies, and action of the Public Health, Safety, and Environmental Justice Element to monitor progress on goals, policies, and implementation of programs and actions and provide this information to environmental justice communities. Present this annual review to City Council on a regularly scheduled agenda and invite residents and businesses of the DACs to attend and provide input.	Ongoing.
			Action 10.1e: Plan Integration.	Ongoing.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			Examine existing processes and practices for ways to embed environmental justice goals, policies, and actions throughout future updates to General Plan Elements, sustainability plans, Municipal Code, and other City-initiated planning efforts.	
Chapter 7 – Noise Element				
Noise	Goal 7.1 Protect sensitive land uses and the citizens of Highland from annoying and excessive noise through diligent planning and regulation.			
		1) Enforce the City's Noise Control Ordinance consistent with health and quality of life goals and employ effective techniques of noise abatement through such means as a noise ordinance, building codes and subdivision and zoning regulations.		On-going. Evaluated on a case-by-case basis through CEQA and local noise standards. Noise reduction mitigation applied when needed to eliminate negative impacts. Each industrial project approved by the City such conditions and were mitigated.
		2) Encourage the use of site planning and architectural techniques such as alternative building orientation and walls combined with landscaping to mitigate noise to levels consistent with interior and exterior noise standards.		On-going. All multi-family residential projects approved such as TREH, Alliance and Rexco required architectural and building materials to highly mitigate noise levels as did smaller single family projects such as the 4 single family homes on LaPraix Street which backed the 210 Freeway. All new non-residential projects employed these techniques (TREH, Costco, Patriot Partners, Crow Holdings).
		3) Require mitigation where sensitive uses are to be placed along transportation routes to ensure compliance with interior and exterior noise standards.		On-going. All multi-family residential projects approved such as TREH and Rexco required architectural and building materials to highly mitigate noise levels as did smaller single family projects such as the 4 single family homes on LaPraix Street which backed the 210 Freeway. same as #2 above.
		4) Consider the compatibility of proposed land uses with the noise environment when preparing, revising or reviewing development proposals.		On-going.
		5) Prevent the siting of sensitive uses in areas in excess of established 65 dBA CNEL without appropriate mitigation. Special attention should be paid to potential development within the 65 dBA CNEL noise contour of the San Bernardino International Airport and mining operations of the Santa Ana River.		On-going. Noise studies are required for all sensitive uses within this area. The appropriate mitigation measures are adopted case-by-case.
		6) Work with San Bernardino International Airport Authority to ensure that future airport planning activities encourage consistency with adopted City land use plans and minimize impacts on Highland's economic development opportunities and quality of life.		On-going Continue coordinated efforts with affected agencies. Adoption of SBIAA & Highland Interagency Cooperative Agreement adopted on August 22, 2007. Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343
		7) Require that site-specific noise studies be conducted by a qualified acoustic consultant utilizing acceptable methodologies while reviewing the development of sensitive land uses or development that has the potential impact sensitive land uses. Also require a site-specific noise study if the proposed development could potentially violate the noise provisions of the General Plan or City ordinance.		On-going. Recent examples include Mediterra, Rexco, Woodcrest/Tractor Supply, La Praix street residences and Dan Moore Contractor's Yard on Meines Street, TREH, Alliance, all industrial projects.
			1) Coordinate with school districts to ensure that schools are located and designed so that: • interior noise in classrooms does not exceed 45 CNEL • noise exposure does not exceed 65 CNEL at classroom buildings; and • noise exposure does not exceed 70 CNEL on playgrounds and athletic fields.	On-going. 2019 – Entrepreneur High School on Highland Ave.
			2) Coordinate with the San	On-going in compliance with adopted policy

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			Bernardino International Airport Authority to minimize flight patterns over the City.	
			3) When site and architectural design features cannot sufficiently reduce adverse noise levels, or cannot be economically provided, require the provision of noise barriers/berms, provided that noise barriers: • are sufficiently massive to prevent significant noise transmission and high enough to shield receiver from noise source; • noise barriers exhibit a minimum acceptable density of four pounds per square foot (equivalent to 3/4-inch plywood): • contain no cracks or openings; and • minimize the effect of flanking by bending the barrier back from the noise source at the end of the barrier.	On-going in compliance with CEQA.
			4) Require landscaping treatment to be provided in conjunction with noise barriers to provide visual relief and to reduce aesthetic impacts.	On-going. All development projects.
			5) Require realtors representing homebuyers in the vicinity of the gun club to inform new buyers of the existence of potential noise impacts associated with gunfire.	The Inland Fish and Gun Club on Boulder/Orange Street ceased operations. Noise impacts from the Redlands Gun Club on Orange Street must be identified in the CC&Rs of new residential projects.
			6) Maintain a noise complaint file to document areas of excessive noise in the City.	On-going.
Noise	Goal 7.2 Encourage the reduction of noise from transportation-related noise sources such as automobile and truck traffic.			
		1) Guide the location and design of transportation facilities to minimize the exposure of noise on noise-sensitive land uses.		2023 Achieved with Patriot Partners, Lovett and Crow Holdings projects.
		2) Employ noise mitigation practices, as necessary, when designing future streets and highways, and when improvements occur along existing road segments. Mitigation measures should emphasize the establishment of natural buffers or setbacks between the arterial roadways and adjoining noise-sensitive areas.		On-going. Will be reviewed in conjunction with development of the Inland Valley Improvement Corridor Program.
		3) Require that development generating increased traffic and subsequent increases in the ambient noise level adjacent to noise sensitive land uses provide appropriate mitigation measures.		On-going through CEQA mitigation measures established on a project-by-project basis
		4) Minimize truck traffic through residential neighborhoods.		On-going through implementation of the Circulation Element street designation criteria.
		5) Encourage the development of alternative transportation modes such as bicycle paths and pedestrian walkways to minimize the number of automobile trips and noise.		Implemented in the Town Center, and Greenspot Village & Market Plan. Palm/Alabama and Boulder/Orange Street Bikeways making progress towards construction.
			1) Maintain roadways so that the paving is in good condition to reduce noise-generating cracks, bumps and potholes.	Implementation of the 5-Year CIP.
			2) Use the daily design capacity identified in the General Plan and the posted speed limit to quantify the design noise levels adjacent to transportation routes for mitigation purposes.	Enforcement of truck routes especially related to designated sand and gravel hauling routes.
			3) Require evaluation of highway and arterial roadway extensions for potential noise impacts on existing and future land uses.	On-going.
			4) Consider the effects of truck routes, truck traffic, posted speed limits and future motor vehicle volumes on noise levels adjacent to transportation routes when	On-going.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			planning improvements to the circulation system.	
			5) Work with Caltrans to landscape or install mitigation elements along freeways and highways adjacent to existing residential subdivisions or noise-sensitive uses to beautify the landscape and reduce noise, where appropriate.	2023/2024 – Completion of beautification improvements installed in coordination with the SR 210 and Base Line widening.
			6) Monitor proposals for future transit systems and require noise control to be considered in the selection of transportation systems that may affect the City.	As needed – Marinita & Greenspot Village & Marketplace
Noise	Goal 7.3 Protect residents from the effects of "spill over" or nuisance noise.			
		1) Enforce the City's Noise Control Ordinance so that new projects located in commercial or entertainment areas do not exceed stationary-source noise standards at the property line of proximate residential or commercial uses, as appropriate.		On-going for all projects. Acoustical studies required for noise generating activities as well as construction activities for all projects.
		2) Prohibit new industrial uses from exceeding commercial or residential stationary-source noise standards at the most proximate land uses, as appropriate. (Industrial noise may spill over to proximate industrial uses so long as the combined noise does not exceed the appropriate industrial standards.)		On-going. Patriot Partners, Crow Holdings, and Lovett warehouse projects were Conditioned and are compliant with this policy.
		3) Require that construction activities employ feasible and practical techniques to minimize noise impacts on adjacent uses. Particular emphasis shall be placed on the restriction of hours in which work other than emergency work may occur.		On-going. Construction hours are limited and Conditioned by Building & Safety to minimize noise impacts; Monday through Saturday 7am to 7pm.
		4) Require that the hours of truck deliveries to commercial properties abutting residential uses be limited unless there is no feasible alternative or there are overriding transportation benefits by scheduling deliveries at another hour.		Required as a Condition of Approval for all new applicable projects.
		5) Ensure that buildings are constructed to prevent adverse noise transmission between differing uses located in the same structure and individual residences in multi-family buildings.		On-going.
			1) As a condition of approval, limit non-emergency construction activities adjacent to existing noise-sensitive uses to daylight hours between 7:00 a.m. and 7:00 p.m. Discourage construction on weekends or holidays except in the case of construction proximate to schools where these operations could disturb the classroom environment.	On-going. Also, this item will be addressed in an upcoming Municipal Code Amendment in ~~2024~~ 2025 to ensure Planning and Building & Safety Division construction hours are the same and in compliance with the latest acceptable standards.
			2) Ensure that the design and placement of air conditioning units and pool equipment within residential areas is accomplished in a manner that does not intrude upon the peace and quiet of adjacent noise-sensitive uses.	This is a Condition of Approval for each residential subdivision development~~,~~ and individual applications to Building & Safety.
			3) Encourage the use of portable noise barriers for heavy equipment operations performed within 100 feet of existing residences or make applicant provide evidence as to why the use of such barriers is infeasible.	Mediterra and Mastercraft Highland Park both implemented this condition.
Chapter 8 – Housing Element				
(See Attached HCD Forms)				
Chapter 9 – Economic Development Element				
Economic Development	**Goal 9.1 Maintain a balance of land uses that generates**			

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
	consistent and sufficient revenue for public services now and in the future.			
		1) Provide an appropriate mix of retail development in focused commercial centers along commercial corridors.		Retail development focused in Greenspot Village & Marketplace Specific Plan, The Town Center and Highland Crossroads. Mixed use projects including commercial components were approved in all three corridors in 2023. Many of these projects were initiated and some completed in 2024.
		2) Promote the expanded the Business Park and Industrial land use designations in the southern parts of the City to capture regional demand and growth potential from future airport development.		The City working with surrounding agencies to adopt the Inland Valley Infrastructure Corridor Program that will address local and regional circulation and land use along this corridor.
		3) Promote the emerging Highland Town Center as a mixed-use zone capable of capturing a wide range of public, commercial and residential development.		Online and with the City's updated "Economic Development Activity Map".
		4) Promote quality in-fill housing along corridors and on infill sites in adjacent neighborhoods to support retail development.		On-going. 2020-2023~~34~~ - Mastercraft 13, Richmond American Glenrose Ranch constructed on Greenspot Road, Kiel 54 on Santa Ana Canyon Road, Mastercraft 42 on Base Line, Hispano on Pacific Street near Victoria Ave, Alliance Apartments, and TREH.
		5) Promote a mix of housing types and range of prices necessary to provide a diverse labor force.		Greenspot Village & Marketplace; a variety of 1,218 units. Town Center Policy Area with approximately 54 units, diverse in nature.
		6) Establish and apply updated criteria and procedures for reviewing the fiscal effect and overall project quality of new development proposals, zone changes and revitalization efforts.		Fiscal Impact Analyses required for the environmental consideration of new development of significant size.
		7) Evaluate the effect of new retail and office development on the capture of local shopping dollars.		On-going.
Economic Development	Goal 9.2 Consolidate and revitalize commercial development that provides attractive and convenient shopping, service and professional uses, and entertainment opportunities for its residents.			
		1) Consolidate commercial development into selected intersections along Base Line.		
		2) Develop implementation plans for a new Highland Town Center, which include: • a phased development approach; • a conceptual design plan and design guidelines to ensure quality development; and • a marketing and business assistance program.		On-going with the gradual development of Bakers, CVS, Family Dollar, Smart & Final, Woodcrest Company~~ies~~ including Tractor Supply Co., Marinita, and KZ Holdings/Crestwood Communities.
		3) Target key retail sectors to maintain a strong, local share of sales tax revenue.		Ongoing.
		4) Create physical and visual linkages between Highland's historic district and the emerging Town Center.		Bakers, CVS, Family Dollar, Smart & Final, Woodcrest Companies, Maranita, and KZ Holdings. Design for Town Center street arch approved by City Council in 2009. Base Line Beautification Program includes historic street lamp designs, landscaped parkways and medians and colored brick pavers at intersections.
		5) Promote additional commercial development around major freeway interchanges.		On-going. Coordinating development plans within the Greenspot Village & Marketplace at the northeast corner of Greenspot Road and the 210 Freeway and Marinita development at the northwest corner of Base Line and the 210 Freeway.
		6) Develop strategies to attract visitors who are traveling to and from mountain resort destinations.		Implemented through the installation of large freeway oriented business signage. Conceptual plans prepared, but not yet approved by the City. Two flag tests flown in 2022/2023 for Marinita and TREH.
		7) Study the desirability of establishing an Infill Development Incentive program for targeted sites along major corridors and in adjacent neighborhoods.		No action
		8) Inventory, map and disseminate information on vacant, underutilized properties and in existing commercial centers in redevelopment project areas to realtors and developers.		Map available on City's website and provided to the general public and Chamber of Commerce. Map disseminated at ICSC events.
		9) Participate in San Bernardino International Airport planning efforts to enhance compatibility with Highland's economic		Consideration of a joint IVDA, City of San Bernardino and Highland Specific Plan for areas around the SBIAA – Inland Valley Infrastructure Corridor Program.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		development objectives and quality of life.		
Economic Development	Goal 9.3 Continually monitor and enhance Highland's business promotion and economic development activities and programs.			
		1) Establish, maintain, use and update a list of targeted industries and professional organizations for business promotion and location/relocation in Highland.		On-going. Achieved and placed on the City's webpage. Updated in 2023.
		2) Prepare focused market analyses of its best opportunities in both the retail and business/industrial sectors.		On-going. Achieved and placed on the City's webpage. Updated in 2023.
		3) Coordinate business promotion activities with the Chamber of Commerce.		Attend and speak at monthly quarterly events.
		4) Continue to update economic development opportunities on the City's homepage.		On-going. Updated in ~~2023~~ 2024.
		5) Continue and promote the City's well-publicized, user-friendly and competitive permit assistance program.		2023-2024 – Actively working with new software, iWorQ, to implement new City permitting. Currently active with Building & Safety, Planning, Finance -and Finance, ~~and coming online soon with Public Works and Planning.~~
		6) Establish partnerships with local real estate professionals to develop strategies for promoting and marketing opportunities within Highland.		City Staff has on on-going relationship with two local real estate companies who assist the City as needed.
		7) Undertake periodic market demand updates as part of the City's economic development strategy.		Information frequently provided by private developers and used to update City strategies.
Economic Development	Goal 9.4 Continue prudent fiscal management and balanced land use policies that increase public revenues commensurate with the growth of public infrastructure and services.			
		1) Maintain steady growth in key public revenue sources, such as property taxes and sales taxes, in order to provide high quality public services and capital facilities.		Continued development of the Golden Triangle Policy Area, Victoria Avenue, and within the Town Center Policy Area.
		2) Establish the desired level of service for public services such as fire, police, public works and community services, and prioritize these public service areas for the allocation of revenues for ongoing operations and maintenance costs.		On-going effort during bi-annual budget preparation, Work Program and Capital Improvement Program.
		3) Evaluate the effectiveness and reliability of existing sources of funding that provide funds for public improvements needed to support projected growth, such as redevelopment monies, development impact fees and grants.		On-going. 2023 DIF Update effective 4/1/2024
		4) Maintain a Capital Improvement Program (CIP) that establishes required capital improvements projects, priorities and revenue sources for each capital project.		On-going. Annual CIP review conducted
		5) Explore alternative funding sources in light of uncertain and changing State financial arrangements with cities, researching the applicability of new grants and funding sources to provide funding for CIP projects.		On-going.
		6) Evaluate the feasibility of local financing approaches to provide future sources of funding for public services, such as: property based landscape and lighting districts, business improvement districts, special taxes and special assessments.		On-going. Community Facilities Districts (CFDs) considered on case-by-case request.
		7) Maintain retail competitiveness to provide a reliable tax base for increased public municipal revenues needed to support growth.		Ongoing.
		8) Coordinate with the Chamber of Commerce and the business community to maintain a business attraction program that will provide a mix of good paying jobs and increased sales tax revenues		Ongoing.
		9) Implement land use policies that address a balance of land uses to generate a mix of jobs, increase public revenues and promote fiscal stability.		General Plan and zoning designations upheld and adjusted on a case-by-case basis to address changes in the marketplace.
Economic Development	Goal 9.5 Develop one of the Inland Empire's most sought after and successful industrial			

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
	and business park districts along the 5th Street corridor.			
		1) Promote light industrial and business park uses along 5th Street.		On-going.
		2) Continue proactive and cooperative planning efforts as a member of the Board of the San Bernardino International Airport.		Consideration of a joint IVDA, City of San Bernardino, Highland Specific Plan for areas around the SBIAA.
		3) Develop and implement streetscape improvement plans for 5th Street as a major gateway corridor to the airport area.		On-going through the development of the IVIC CIP and IVDA.
		4) Adopt design guidelines for the creation of a high quality business park environment including architectural standards, signage, landscaping and parking.		Consideration of a joint IVDA, City of San Bernardino, Highland Specific Plan for areas around the SBIAA. Work Program Item for the IVIC.
		5) Limit nonconforming development that might compromise the integrity of the area as an industrial/business park center.		Addressed in the City's Municipal Code standards.
	Goal 9.6 Continue to play an active role in providing timely information about employment opportunities and workforce education.			
		1) Support career education programs in local schools such as the Regional Occupation Program, career academies, internships, job shadowing, Career Speaker Programs, Career Day and other programs.		Real Journeys Academy charter middle school and high school approved and opened in 2018. Anticipated attendance of 1,200. The City Annually supports a high school "shadowing" program in conjunction with the Redlands Unified School District and Optimist Club.
		2) Tailor job training and placement programs to all economic segments of the community.		
Chapter 10 – Community Design Element				
Community Design	Goal 10.1 Create a unified and attractive community identity within the context of diverse neighborhoods and land uses.			
		1) Continue to designate primary and secondary entry points for gateway monumentation into the City.		Efforts to achieve this along Base Line with the new Base Line Bridge project have provided an excellent gateway for the City and Town Center. Ongoing efforts along the 3rd and 5th Street Corridors have also been achieved this year with new development providing public art visible from the right-of-way.
		2) Incorporate the City logo in public spaces and public facilities.		On-going with each development project that has significant signage or is located along a gateway. New Trails Logo on Trail Signs and Patches. City Logo on City Street Signs. San Manuel Village Freeway Signage. City logo on Base Line Interchange retaining walls and bridge fencing. Marinita Freeway-Oriented Sign.
		3) Identify, preserve and enhance view corridors of major landmarks, community facilities and natural open space in the planning and design of all public and private projects.		On-going. Implemented in Mediterra Planned Development.
		4) Continue to identify opportunities to incorporate public art in conjunction with redevelopment and capital improvements projects.		On-going. Retail center at southwest corner of Greenspot and Church St. Base Line Interchange Project includes Citrus packing logos on bridge monument signs. Patriot Partners, Lovett and Crow Holdings projects all incorporated public art near the right-of-way.
		5) Pursue unifying streetscape elements for major corridors, including coordinated streetlights, landscaping, public signage, street furniture and hardscaping.		Base Line Beautification Program. Greenspot Road Beautification Program. 5th Street Bridge, Boulder Bridge, Greenspot Bridge. Base Line Interchange Project includes new interchange landscaping and hardscaping
		6) Ensure that the design of all public facilities fits well into its surroundings and incorporates symbolic references to the City of Highland.		On-going.
Community Design	Goal 10.2 Create attractive and visually unified major arterial corridors through specialized streetscape and landscape improvement plans.			
		1) Incorporate unifying and consistent streetscape elements—landscaped parkways and medians, regularly spaced trees, street lighting and street furniture—for the City's		Base Line Beautification Program completed. Greenspot Road Beautification Program. 5th Street Bridge, Boulder Bridge and Greenspot Bridge. Base Line Interchange Project

General Plan Element:	Goals:	Policies:	Actions:	**Implementation & Progress:**
		major arterial corridors.		
		2) Incorporate City-themed design features such as banners, gateway and monument signage, and specialized landscaping in appropriate areas and as a part of streetscape improvement plans.		Base Line Beautification Program. Greenspot Road Beautification Program. 5th Street Bridge, Boulder Bridge and Greenspot Bridge. Base Line Interchange Project
			1) Develop plans for design enhancements at key intersections to include specialized paving, enlarged setbacks and accent landscaping and signage.	Base Line Beautification Program with intersection pavers. Greenspot Road Beautification Program. 5th Street Bridge, Boulder Bridge and Greenspot Bridge. New industrial and commercial projects along major corridors – Base Line, 5th Street, Palm Avenue Base Line Interchange Project
			2) Continue to underground utility lines along the City's arterial corridors.	On-going. City's Underground Utility Ordinance requires utility undergrounding by new development. Rule 20A Funding.
			3) Develop sign guidelines for major arterials.	2023 – work with surrounding jurisdictions to begin a draft Inland Valley Infrastructure Corridor Program document.
			4) Develop a specialized streetscape plan for 3rd and 5th Streets featuring a formal street and landscape plan along with appropriate gateway and monument signage for the developing industrial/business park area.	Consideration of a joint IVDA, City of San Bernardino, Highland Inland Valley Infrastructure Corridor Program for areas around the SBIAA (IVIC).
			5) Develop specialized streetscape plan for Victoria Avenue featuring formalized landscaping and signage that identifies the entrance to Highland and the San Bernardino International Airport.	2022 – street trees identified by the City's Landscape Architect for development along Victoria Avenue (IVIC).
			6) Methodically upgrade existing structures to improve aesthetics and compatibility with adjacent uses along corridors.	Highland Plaza across the street from City Hall (RDA project).
			7) Lower the height of street monument signs to street level.	Achieved with a Sign Code update in 2010.
			8) Choose median tree species that reflect the historic traditions of the City and are consistent with indigenous vegetation.	Ongoing by Planning, Public Services and Public Works Divisions.
			9) The use of fire resistant plants and trees is encouraged, especially in areas near the foothills. If palms, or other similar trees, are used, space trees far enough apart to keep fire from traveling from one tree to another, an occurrence more likely during Santa Ana wind conditions.	On-going. Fire Modification Plans approved for Mediterra Planned Development including a list of species.
Community Design	Goal 10.3 Create a Town Center that is visually distinctive and vibrant and combines retail, residential, civic, cultural and recreational uses.			
		1) Heighten the sense of arrival to the Town Center through differentiated edge treatment including entry signs, specialized landscaping, street furniture and differentiated paving.		Town Center Street Sign Arch design approved by City Council. Base Line Beautification program. 2023 – Tractor Supply & Marinita projects
		2) Encourage an appropriate mix of retail, office and civic uses to ensure the economic viability of the area.		2020-2021 – Approved uses include restaurant and retail in addition to residential; Tractor Supply Co. store, Smart & Final grocery store, four quick service restaurants and several place holding pads. 2023 – Tractor Supply & Marinita projects
		3) Encourage compactness. Successful town centers stimulate energy and pedestrian activity by concentrating uses.		Pedestrian plaza features installed by at several new businesses in the Town Center; Smart & Final, Marinita and Woodcrest/Tractor Supply Co.
		4) Provide convenient and consolidated parking where cars are screened from view, wherever possible.		Examples would include would be parking located along the rear of Bakers and CVS.
		5) Provide comfortable pedestrian amenities—quality sitting areas, wide paths and shade—along with specialized and engaging design features, such as interesting fountains or public art, which draw and maintain people's attention.		2016/2021 - Pedestrian plazas with and without benches have either been constructed or approved in concept at each intersection within the Town Center Policy Area. Art has been installed on the Family Dollar store, CVS pharmacy, and Baker's restaurant.
		6) Design plazas and people gathering places to be consistent with the policies described in "People Gathering Places" of this Element.		2016/2021 - Pedestrian plazas with and without benches have either been constructed or approved in concept at each intersection within the Town Center Policy Area.
		7) Incorporate references to the City's history and regional setting in the Town Center		Interior and exterior exhibits at CVS/Baker's/Family Dollar/Smart & Final

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		design.		
			1) Require future development within the Town Center to demonstrate consistency with the Town Center Vision, General Plan policies and, where applicable, the Mixed Use design guidelines contained within the Development Code.	On-going.
Community Design	Goal 10.4 Encourage mixed and multi-use development that is attractively designed, convenient, and contains the desired mix of retail, office and residential uses.			
		1) Encourage design flexibility in mixed/multi-use development by allowing both a vertical and/or horizontal mix of uses.		Tractor Supply and Greenspot Village & Marketplace both commencing and/or continuing construction in ~~2023~~2024.
		2) Locate mixed/multi-use development in areas of high visibility and accessibility.		Greenspot Village & Marketplace Specific Plan, approved in 2014 and Woodcrest/Tractor Supply project approved in 2021.
		3) Segregate residential parking from commercial and office parking.		On-going.
		4) Provide each residential use with its own private space (such as balconies, patios, terraces or upper level private gardens and plazas) along with larger communal spaces such as lobbies, central gardens or courtyards, and convenient connections to the street and retail uses.		On-going. Woodcrest, Rexco, TREH and Alliance projects.
		5) Where a vertical mix of uses occurs, site retail or office uses on the ground floor, with residential and/or office uses above. Also, encourage architectural detailing that differentiates each use.		Ongoing. 2024 Example of implementation occurred at 26462 Pacific Street mixed use residential/retail development.
		6) Locate commercial/retail uses near the sidewalk to provide high visibility from the street.		Town Center & Golden Triangle Policy Areas.
		7) Minimize the visual impact of surface parking by providing berms, landscape buffering and/or locating parking lots to the rear or side of buildings or below buildings.		On-going. Standard Planning Condition of Approval to provide a 3 foot wall or landscape berm.
		8) In multi-use development, locate retail and commercial development close to street for higher visibility and residential uses behind for convenience and privacy.		Smart & Final/KZ Devco & TREH projects.
Community Design	Goal 10.5 Encourage the development of attractive, vibrant and convenient commercial centers through careful application of design policies and development standards.			
		1) Design highly visible entrances to retail activity centers through accent landscaping and lighting, enhanced intersection features, monument signs and other design amenities.		On-going. Rexco/Costco/TREH entries achieved this policy during 2023/2024.
		2) Design commercial centers with a unifying design theme, but add visual interest through rich architectural detailing, varied massing and rooflines, and accent lighting and landscaping.		East Highlands Village Shopping Center, CVS/Baker's/Family Dollar, Highland Crossings and Highland Crossroads
		3) Locate buildings and building frontages close to the street and street corners with parking behind or to the side of the buildings. Where this is not possible or practical, ensure that street-facing parking is shielded through landscaping or berms.		On-going. Achieved with Panda Express, Jack in the Box, and Ono Hawaiian restaurants.
		4) Provide ample landscaping for internal parking areas using landscaped bays and overstory shade trees.		On-going.
		5) Clearly delineate pedestrian routes from parking areas to retail uses to allow easy and safe pedestrian movement.		On-going.
		6) Encourage pedestrian-scale features such as shaded sitting areas, fountains, arcades, canopies and/or awnings, customized signage and strategically located secondary entrances.		Proposed for the Town Center Policy Area and Golden Triangle Policy Area. TREH plaza between Pads 4 & 5.
		7) Provide people-gathering places and amenities such as miniplazas, courtyards, benches, outdoor eating areas, specialized landscaping, accent lighting, public art, shade, trash receptacles and water fountains.		Proposed for the Town Center Policy Area and Golden Triangle Policy Area. TREH plaza between Pads 4 & 5.
		8) Link newly developed retail activity centers, where practical, to surrounding		Proposed for the Town Center Policy Area and Golden Triangle Policy Area.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		residential or office uses through clear and safe pedestrian and bicycle connections.		
		9) Encourage internal access between adjacent properties in order to minimize curb cuts along major thoroughfares.		Proposed for the Town Center Policy Area and Golden Triangle Policy Area.
		10) Provide walls when necessary for security and/or privacy from adjoining residential uses. When walls are necessary, pedestrian breaks should be provided for access to commercial uses.		2022 – TREH Commercial and residential projects along SR 210.
		11) Encourage creative wall design to avoid a blank appearance and utilize landscape buffers as an alternative to walls to facilitate pedestrian linkages to commercial areas.		2022 – TREH Commercial and residential projects along SR 210.
Community Design	Goal 10.6 Maintain and enhance single-family neighborhoods with attractive streetscapes, compatible architecture and a high quality of life.			
		1) Incorporate landscaped parkways, consistently spaced street trees, continuous sidewalks and pedestrian-scale streetlights, wherever possible.		On-going
		2) Require new and infill development to be of compatible scale, materials and massing relative to existing development.		East Highlands Village and Historic Village Districts. Base line Corridor
		3) Encourage a variety of architectural styles, massing, floor plans, façade treatment and elevations to create visual interest along the street.		On-going
		4) Encourage street facing architecture by placing entries and porches at the front of the residence and connecting them to the sidewalk by a pathway.		KZ Holdings residential component.
		5) Encourage a blend of compatible architectural styles that contain rich façade detailing, varied rooflines and quality materials incorporated on all four sides of the residence.		Mediterra Planned Development
		6) Site garages back from the street and minimize street frontage devoted to driveways and vehicular access.		KZ Holdings on Church Ave, north of Base Line.
		7) Consider small lot developments with rear allies that position the garage and driveway to the back of the site to avoid garage dominated streetscapes.		KZ Holdings on Church Ave, north of Base Line.
		8) Maintain, improve and/or develop parkways with canopy street trees, providing shade, beauty and a unifying element to residential streets.		On-going in all new development projects.
		9) Encourage maximum landscape coverage of the front yard area as defined by the front setback.		On-going.
		10) Where desirable, encourage traffic-calming measures such as the actual or visual narrowing of streets through widened parkways, canopy trees and neck-down curbs at intersections.		Mediterra Planned Development, Diversified tract along Aplin Street and Kiel/Beazer tract along Cabo Del Oeste.
		11) Design front-yard fencing that is low-scale, partially transparent and of compatible color, style and materials as the primary residence. Long and solid fences and walls are discouraged unless placed along the side or rear yards.		On-going. 2023 Examples would include San Carlo I and Mastercraft Highland Park.
		12) In areas of small lot development, incorporate design features that connect it with adjoining areas such as consistent setbacks, building height and pedestrian connections.		Richmond American "Serrano"/Glenrose Ranch & Mastercraft Highland Park.
		13) Establish design and development standards for entire single family developments from the start—remain consistent with enforcing requirements and standards.		On-going.
Community Design	Goal 10.7 Improve the visual quality of Base Line with mid-block corridor residential developments that are compatible with adjoining residential uses.			
		1) Buffer mid-block residential development from arterials through minimum setback requirements, landscaped parkways and semitransparent fencing.		Mastercraft's Highland Park project which began construction in 2023.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		2) Design the street-facing façades of corridor development to include extensive architectural detailing, varied surface treatment and interesting rooflines to convey an attractive domestic character.		KZ Devco and Woodcrest Companies projects .
		3) Provide highly visible and well-lit connections to adjacent residential and commercial development.		TREH, San Carlo I and II, and Alliance Residential projects within the GVMP.
		4) Encourage visual continuity along mid-block residential development through landscaped parkways, regularly spaced street trees and rhythmic variations of residential façades, styles and colors.		Mastercraft 42
		5) Reduce the visual impact of parking through consolidated parking arrangements, shared driveway access, alley-accessed designs, landscape buffers and recessed, covered parking structures.		Implemented in Richmond American's "Serrano" / Glenrose Ranch project, as well as San Carlo I and II.
		6) Encourage visual breaks in appropriately scaled walls and fencing along the corridor to balance privacy needs with aesthetic impacts. Long continuous blank walls are highly discouraged.		Implemented in Richmond American's "Serrano" / Glenrose Ranch project as well as San Carlo I and II.
		7) With multiple-family development, require that each unit have garage parking and a reasonable amount of usable private space including elevated decks, terraces, porches or rear yards.		Implemented through the City's multi-family development standards. San Carlo I and II both include garage parking as well as the approved TREH and Alliance products.
		8) On large project sites, encourage design flexibility by using maximum dwelling units per acre as a parcel average to allow for greater provision of on-site open space and project amenities.		Implemented in Richmond American's "Serrano" / Glenrose Ranch project.
		9) Require lot consolidation for lots under same ownership, wherever practical, to encourage more flexible design solutions and viable parcel sizes.		On-going.
		10) Provide pedestrian access and connections to nearby retail, transportation, recreation and educational centers, where practical.		Mediterra Planned Development.
		11) Require new and infill development to be of compatible scale, materials and massing relative to existing development.		Mastercraft 13 at Greenspot Road, Mastercraft 42 on Base Line, and Kiel 54 on Santa Ana Canyon Road.
Community Design	Goal 10.8 Ensure that industrial and business park development is professional and attractive in appearance through coordinated site planning, signage and architectural design guidelines.			
		1) Strengthen the image of industrial and business park areas through entry monument signage, distinctive landscaping and complementary architectural design elements.		~~2014/2015 Work Program Item - "High Tech Highland" initiative.~~ Ongoing with each Industrial and Business Park development this policy is implemented (Patriot Partners, Crow Holdings, etc.)
		2) Encourage contemporary, clean and distinctive industrial buildings with clearly visible entrances.		~~2014/2015 Work Program Item - "High Tech Highland" initiative.~~ Ongoing with each Industrial and Business Park development this policy is implemented (Patriot Partners, Crow Holdings, etc.)
		3) Avoid long, blank building walls by incorporating vertical and/or horizontal façade articulation and modulation and varying use of color, materials and landscaping.		~~2014/2015 Work Program Item - "High Tech Highland" initiative.~~ Ongoing with each Industrial and Business Park development this policy is implemented (Patriot Partners, Crow Holdings, etc.)
		4) Promote the use of 5th Street as a gateway to San Bernardino International Airport through improved signage, gateway monumentation and skyway landscaping.		Greenspot Road Beautification Project entry sign. City to participate with surrounding jurisdictions to draft the Inland Valley Infrastructure Corridor (IVIC) Program beginning in 2023.
		5) Capitalize on the access to industrial areas created by nearby State Route 30 through improved signage and gateway monumentation.		~~2014/2015 Work Program Item to develop gateway signage for Greenspot Village & Mraketplace~~.
		6) Provide incentives for consolidating smaller industrial lots into larger parcels.		Ongoing with individual projects such as Patriot, Crow Holdings and Lovett in 2023.
		7) Screen parking, storage and service areas from public view with landscaped walls, berms and appropriate landscaping treatments.		Required for all new industrial development.
		8) Where practical, underground or screen utilities and utility equipment or locate and size them to be as inconspicuous as possible.		New development condition of approval. Implemented through the City's commercial and residential design guidelines.
		9) Reduce the impact of industrial uses on adjacent neighborhoods and commercial areas by buffering them with walls and		Patriot Partners, Crow Holdings and Lovett warehouse/distribution projects.

General Plan Element:	Goals:	Policies:	Actions:	**Implementation & Progress:**
	space.			
		1) Design plazas with: • Ample seating space; • A central focal point or amenity of interest such as public art or fountain; • Proximity to and visibility to and from the street; • Combinations of sun and shade; • All age groups in mind; and • Public space framed by surrounding buildings.		Greenspot Village & Marketplace Specific Plan between Pads 4 and 5.
		2) Locate plazas in areas of high visibility such as near streets or along sidewalks or pedestrian paths.		Greenspot Village & Marketplace between Pads 4 and 5.
		3) In areas of heavy pedestrian use, provide wide sidewalks that allow room for window shopping, pedestrian passage, outdoor dining and landscape buffers.		Greenspot Village & Marketplace Specific Plan.
		4) Incorporate civic, regional or vernacular design elements such as historical markers and educational exhibits, where appropriate.		New Police Station Memorial Park at the s/e corner of Central Avenue and Base Line.
		5) Incorporate pedestrian scaled, distinctive lighting fixtures in community facilities and other public places with occasional or frequent evening use.		5th Street and Base Line.
		6) Design recreational amenities and parks with all age groups in mind and incorporate architectural and landscape elements consistent with City or regional design themes.		Ongoing – Mediterra
		7) Incorporate small sitting areas and/or shaded courtyards close to shopping areas but buffered from parking and traffic impacts.		All projects within the Town Center Policy Area.
		8) Adopt standards for civic and mini-plazas containing seating, tree and amenity requirements.		Ongoing – Mediterra
Community Design	Goal 10.11 Promote attractive, appropriately scaled and well-coordinated signs.			
		1) Continue to develop and enhance the City's graphics and sign program for street signs, parks, public facilities and other civic areas.		New signage found on Jack in the Box and Panda restaurants and the Marinita project at Base Line & the 210 Freeway
		2) For commercial centers along arterial corridors, encourage monument signs that are clearly visible, identify key uses and reflect the design theme of the development.		Found at the intersections of the 210 Freeway with Greensnpot Road and Base Line.
		3) Within commercial centers, use complementary, yet distinctive, sign styles.		On-going. Recent examples include the GVMP Sign Program.
		4) Within commercial centers, encourage high quality signage, including wall signs, raised letter signs, projecting double-faced signs and customized logos, which complement the architecture of the building or center of which it is a part.		On-going. Recent examples include the GVMP Sign Program.
		5) Discourage signs that incorporate blinking or flashing elements, pole structures, roof signs or the use of temporary lettering or structures.		On-going. Implemented through City's Sign Code.
		6) Encourage and develop smaller-scale, customized, pedestrian oriented signs within the Town Center.		Sign Code update completed.
			1) Develop a sign guidelines manual with examples of appropriate signs of various scales for arterials, commercial centers and the Town Center. Maximum height limits would need to be defined.	Sign Code update completed.
Community Design	Goal 10.12 Encourage development that is energy efficient and environmentally sustainable.			
		1) Encourage landscaping practices that increase energy efficiency and conserve natural resources such as:		On-going. Implemented through the City's Water Efficiency Ordinance.
		2) Planting trees and incorporating landscaped berms to provide shade and wind buffering		On-going along Base Line and 5th Street/Greenspot Road.
		3) Using native and drought-tolerant landscaping ("xeriscaping") and drip irrigation to conserve water resources.		On-going. City facilities and LMD were converted.
		4) Encourage designs that channel runoff to permeable surfaces.		On-going for each entitlement project as their WQMP plans are approved
		5) Encourage transit-oriented, infill development to make efficient use of existing land.		Projects along Base Line and 5th Street are poised to take advantage of the Omnitrans bus system.

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
		6) Encourage site planning and building orientation that maximizes solar and wind resources for cooling and heating.		
		7) Encourage the use of ecologically sound building materials such as those made of recycled content and contain low amounts of volatile organic compounds (VOCs).		Adopted most recent Cal Green Building Standard Code.
		8) During construction, require developers and builders to protect topsoil in order to reduce dust and runoff impacts.		On-going. Enforcement of NPDES and BMPs
		9) Encourage local recycling and composting initiatives at the neighborhood level.		City offers bi-annual composting give-away days. Recycling is encouraged through social media and direct contact to residents and businesses.
			1) Participate in the CEEP (Community Energy Efficiency Program) Certificate and Recognition Program.	City Council Work Program Item (2009/2010) – "Establish a Green Building Site Design Incentive Program (LEED & CEED)"
			2) Adopt LEED (Leadership in Energy and Environmental Design) design standards for public buildings.	City Council Work Program Item (2009/2010) – "Establish a Green Building Site Design Incentive Program (LEED & CEED)"
			3) Provide "green planning" site design incentives, such as density or height bonuses, reduced parking requirements, reduced processing fees and expedited plan checks.	City Council Work Program Item (2009/2010) – "Establish a Green Building Site Design Incentive Program (LEED & CEED)"
			4) Continue to use water and energy conservation practices in all public buildings and on City property.	Ongoing.
			5) Sponsor community outreach and educational programs that encourage local schools to study and participate in green building design practices.	Public outreach during local events such as the Citrus Harvest Festival and Discover Highland Night.
Community Design	Goal 10.13 Appropriately buffer the boundaries between differing land uses and provide transitions where necessary.			
		1) Encourage the use of landscaped walls or fences that buffer residential areas from commercial uses to allow privacy and noise absorption.		2023 Examples – Patriot/Crow Holdings/Lovett warehousing/distribution projects utilized these measures, as well as retail and residential projects such as Costco Warehouse store, Kevin Kent Tow Yards and San Carlo Townhomes II.
		2) Reduce the visual impact of freestanding walls by varying their alignment, adding landscaping and/or berms, incorporating decorative surface detailing and choosing materials similar to adjacent residential uses.		On-going.
		3) Locate service lanes, storage and noise-generating uses away from adjoining residential or commercial areas to buffer light industrial and business park areas.		On-going
		4) Link newly developed commercial centers, where practical, to adjoining residential uses.		2023 Examples include residential and commercial projects approved within the GVMP Specific Plan including Costco and San Carlo II Townhomes.
		5) Encourage transitions that define boundaries but that also preserve a sense of openness and connectivity. For example, perimeter subdivision walls can contain occasional breaks to provide access to open space and adjoining areas.		2023 – San Carlo II Townhomes approved, and San Carlo I built both of which provide this type of fencing.
		6) Reconsider subdivision design to reduce or eliminate perimeter block walls to allow more houses and structures to face the street.		KZ Holdings
		7) Encourage use of landscaped trellises and accent landscaping at development entries rather than walls or structures.		San Carlo I and II.
		8) Develop visual and functional transitions to the Town Center and Historic District through entry signs, specialized street lights, widened sidewalks and differentiated paving.		City Council Work Program – "Palm Ave Streetscape Design Guidelines"
Chapter 11 – Airport Element				
Airport	Goal 11.1 Reduce exposure of people to aircraft noise and overflights, and ensure adequate public notification through buyer awareness			

General Plan Element:	Goals:	Policies:	Actions:	Implementation & Progress:
	measures.			
		1) Limit the development of sensitive land uses located within the 65 decibel (dB) Community Noise Equivalent Level (CNEL) contour.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343
		2) Require acoustical analysis and noise mitigation measures for sensitive land uses, especially residential uses, in areas significantly impacted by noise.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343
		3) Ensure compliance of new development with noise standards in the Code of Federal Regulations and California Airport Noise Regulations.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343
		4) Ensure adherence to standards in the California Building Code (CBC) that govern acceptable interior noise levels associated with exterior airport noise sources.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343
		5) Participate in planning activities relative to the location and activity of airports and minimize negative impacts on economic development objectives and quality of life in the City.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343
			1) Disseminate the latest information on noise mitigation through site planning review and construction techniques.	Ongoing with each land use entitlement issued by the City that requires a discretionary permit.
			2) Review and respond aggressively to any proposals involving new flight patterns, more intense operations over the City, or relocation or extension of runways that would create the potential for noise impacts on sensitive land uses within the City.	2019- 2023 - Attend annual Airport Environmental Mitigation meeting. Ongoing.
			3) Work with the San Bernardino International Airport Authority to encourage restrictions on hours of operation to minimize noise impacts.	On-going as projects are proposed.
Airport	Goal 11.2 Reduce the risk to people and property by limiting the type and intensity of development in identified impact areas, ensuring adequate emergency response facilities within or adjacent to airport uses, and requiring adequate public notification of safety policies and procedures.			
		1) Evaluate land use compatibility and safety issues in designated Airport Influence Areas (AIAs) by: • Coordinated planning with regional planning authorities • Compliance with applicable Airport Master Plans, Federal Aviation Administration (FAA) requirements and the California Airport Land Use Planning Handbook.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343 All new development projects are reviewed in compliance with Influence Areas of the SBIA and Redlands Municipal Airport. Most recent concerns were addressed during the development of Mediterra, Beazer and.
		2) Limit the type and intensity of development in designated Airport Influence Areas (AIAs).		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343
		3) Avoid siting sensitive uses, especially residences, schools and hospitals, nearby airport runways or along approved flight paths.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343
		4) Encourage the development of open space areas in Highland adjacent to designated airport safety zones.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343
		5) Encourage notification requirements and establish a buyer awareness program for areas of Highland within established Areas of Special Compatibility Concern.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343 Ongoing – Condition of each development project within the affected area.
		6) Work with the San Bernardino International Airport Authority to ensure that Airport Plans enhance economic advantage, minimize negative impacts to land values and protect Highland's quality of life.		Continue to notify the SBIA on all new development projects in the City. Where applicable, the SBIA enforces land use restrictions and prohibitions.
			1) Establish occupancy requirements (i.e., noise mitigation and height restrictions) within established airport easement or overflight areas as a	On-going Adoption of SBIA & Highland Interagency Cooperative Agreement adopted on August 22, 2007. Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance

City of Highland General Plan (Comprehensively Updated in 2006 – CC Resolution No. 2006-015) **Implementation Plan - Annual Review**				**Implementation & Progress:**
General Plan Element:	Goals:	Policies:	Actions:	
			condition of approval for new development.	(2009) – Ord No. 342, and 343 Continue to notify the SBIA on all new development projects in the City. Where applicable, the SBIA requests Avigation Easements.
			2) Require letters of advisement incorporating information in Conditions, Covenants and Restrictions (CCRs) or Real Estate Disclosures, which report where projects occur within established 65 Community Noise Equivalent (CNEL) and an established Airport Influence Area (AIA).	Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343 Continue to notify the SBIA on all new development projects in the City. Where applicable, the SBIA requests Avigation Easements.
Airport	Goal 11.3 Promote the development of the 5th Street Corridor as an attractive employment center and gateway to the San Bernardino International Airport.			
		1) Coordinate proactive airport planning efforts with the City of San Bernardino and the San Bernardino International Airport Authority.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343 2023 – Coordinated with surrounding jurisdictions, lead by the San Bernardino International Airport, to begin draft of the "Inland Valley Infrastructure Corridor Plan". The draft EIR was started.
		2) Promote the 5th Street Corridor as a visually unified, business friendly employment center.		This Policy is being implemented with all new development in the Corridor including the Patriot Partners and Crow Holdings projects approved between 2021 and 2024, totaling more than 7 warehouse/distribution projects.
		3) Provide adequate transitions and/or buffers between existing residential neighborhoods and industrial and other incompatible land uses.		Residential buffers are considered during the land use planning and CEQA process with each project. Consideration given to "Warehouse Projects: Best Practices and Mitigation Measures to Comply with the California Environmental Quality Act issued by Attorney General Becerra's Bureau of Environmental Justice.
		4) Participate in Airport planning efforts to promote compatibility with the City's General Plan.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343 Assist in drafting the new "Inland Valley Infrastructure Corridor Plan" beginning in late 2023.
		5) Ensure consistency with appropriate Airport Land Use Compatibility Plans, once adopted.		Implemented by the adoption of the City's Airport Overlay Zone and Safety Compatibility Ordinance (2009) – Ord No. 342, and 343 Assist in drafting the new "Inland Valley Infrastructure Corridor Plan" beginning in late 2023.
		6) Encourage flexible development standards that account for changes in market demand related to airport cargo, storage and distribution.		Assist in drafting the new "Inland Valley Infrastructure Corridor Plan" beginning in late 2023.
			1) Develop a comprehensive gateway boulevard streetscape improvement plan for 5th Street.	CIP & IVDA. "Inland Valley Infrastructure Corridor Plan" draft beginning in late 2023.
			2) Develop comprehensive design guidelines for the landscaping, architecture and streetscapes within the 5th Street Corridor.	CIP & IVDA. Assist in drafting the new "Inland Valley Infrastructure Corridor Plan" (IVIC) beginning in late 2023.

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	Highland	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	24
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		50
Total Units		**74**

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	**Entitled**	**Permitted**	**Completed**
Single-family Attached	0	0	0
Single-family Detached	174	22	64
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	200
Accessory Dwelling Unit	48	23	16
Mobile/Manufactured Home	0	0	0
Total	**222**	**45**	**280**

Infill Housing Developments and Infill Units Permitted	**# of Projects**	**Units**
Indicated as Infill	74	45
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	61
Number of Proposed Units in All Applications Received:	854
Total Housing Units Approved:	225
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	**Rental**	**Ownership**	**Total**
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	**0**	**0**	**0**

Streamlining Provisions Used - Permitted Units	**# of Projects**	**Units**
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	**# of Applications**	**Units**
Ministerial	58	568
Discretionary	3	286

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	**Count**
Programs Implemented	97
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	Highland	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes
1					2	3	4	5							6	7	8	9	10		11	12	13
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes+
Summary Row: Start Data Entry Below								0	0	0	56	0	685	113	854	225	0						
															0								
	1210-351-25	30257 Fontera Del Sur	637 sf detached ADU	ADU 24-001	ADU	R	1/4/2024	0	0	0	1	0	0		1	1		NONE	No	No	Approved	Ministerial	
	273-251-36	25541 Amanda St	790 sf detached ADU	ADU 24-006	ADU	R	1/16/2024	0	0	0	1				1	1		NONE	No	No	Approved	Ministerial	
	278-093-04	7555 Del Rosa Ave	1200 sf detached ADU	ADU 24-007	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1192-031-33	7466 Guthrie	1000 sf detached ADU	ADU 24-008	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	273-162-01	6971 Osbun Rd	1200 sf detached ADU	ADU 24-009	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-295-18	7807 Golondrina	Detached 1200 sf	ADU 24-010	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1192-361-40	7481 Hillview	Detached 749 sf	ADU 24-011	ADU	R	1/17/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-093-06	7539 Del Rosa	1200 sf detached ADU	ADU 24-012	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1192-031-34	7476 Guthrie St	2 detached ADUs	ADU 24-013	ADU	R	1/11/2024				2				2	2		NONE	No	No	Approved	Ministerial	
	1192-011-47	7371 Rogers Ln	1200 sf detached ADU	ADU 24-014	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-296-01	7734 Golondrina Dr	1000 sf detached ADU	ADU 24-015	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1192-171-64	7725 Guthrie St	1000 sf detached ADU	ADU 24-016	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-296-02	7744 Golondrina	1200 sf detached ADU	ADU 24-017	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-283-10	7683 Golondrina	1200 sf detached ADU	ADU 24-018	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-287-07	7716 Golondrina	1000 sf detached ADU	ADU 24-033	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-291-07	7760 Bonnie	1200 sf detached ADU	ADU 24-019	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1192-041-59	25912 11th St	1200 sf detached ADU	ADU 24-020	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-081-16	25368 Paloma Rd	1200 sf detached ADU	ADU 24-021	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-273-17	25049 Base Line	1200 sf detached ADU	ADU 24-022	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-286-13	25522 Union	1200 sf detached ADU	ADU 24-023	ADU	R	1/11/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-295-17	7817 Golondrina Dr	1200 sf detached ADU	ADU 24-024	ADU	R	1/1/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-242-13	7823 Elmwood Rd	1000 sf detached ADU	ADU 24-025	ADU	R	1/1/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1192-011-25	7375 Guthrie st	1000 sf detached ADU	ADU 24-026	ADU	R	1/1/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1191-181-42	25757 Walker St	1200 sf detached ADU	ADU 24-027	ADU	R	1/1/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	273-161-15	25596 Byron St	1200 sf detached ADU	ADU 24-028	ADU	R	1/1/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-284-05	25383 Union St	1000 sf detached ADU	ADU 24-029	ADU	R	1/1/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-103-07	7365 Golondrina Dr	1000 sf detached ADU	ADU 24-030	ADU	R	1/1/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-085-04	25405 Paloma Rd	1200 sf detached ADU	ADU 24-031	ADU	R	1/1/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1200-551-15	28347 Saffron Ave	749 sf detached ADU	ADU 24-034	ADU	R	1/29/2024				1				1	1		NONE	No	No	Approved	Ministerial	

	1192-581-01	27195 Cypress St	729 sf detached ADU	ADU 24-035	ADU	R	2/28/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1192-341-11	7394 Central Av	Anacapa PD	DRA 24-003	SFD	O	3/18/2024						79		79	79		NONE	No	No	Approved	Discretionary	Required a General Plan Amendment & Zone Change from R-1 to PD to permit a greater density.
	1191-421-19	7247 Olive St	538 sf detached ADU	ADU 24-036	ADU	R	3/18/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	278-121-14	25597 Base Line / 7321 Elm	2 SFRs	TPM 24-002	SFD	O	3/19/2024						2		2	2		SB 9 (2021) - Residential Lot Split	No	No	Approved	Ministerial	
	1191-441-10	26971 Stratford St	448 sf ADU garage conversion	ADU 24-037	ADU	R	3/27/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1201-031-06	27355 Norwood	1200 sf detached ADU	ADU 24-038	ADU	R	4/2/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1201-341-30	Greenspot/210	Elssmann PA 2 GVMP	DRA 24-005	SFA	O	5/3/2024						508		508	0		NONE	No	No	Withdrawn	Ministerial	Withdrawn and reverted to prior approval w 546 multifamily units
	297-051-27	E. Greenspot	Arnott/Bahri: PA4 Mediterra	DRA 24-006	SFD	O	5/31/2024						94		94	94		NONE	No	No	Approved	Discretionary	Planned Development community
	1192-371-19	26674 Sparks	742 sf detached ADU	ADU 24-040	ADU	R	6/4/2024				1				1	1		NONE	No	No	Approved	Ministerial	
															0								
	1191-361-13	7076 Alice	434 sf detached ADU	ADU 24-041	ADU	R	6/13/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1192-441-48	27175 Crest	ADU 1200 sf detached	ADU 24-043	ADU	R	6/25/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1192-141-74	7558 Los Feliz Dr	720 sf detaached ADU	ADU 24-044	ADU	R	7/8/2024				1				1	0		NONE	No	No	Pending	Ministerial	Awaiting revised plans shc
	1192-331-17	7396 San Francisco St	1050 sf detached ADU	ADU 24-045	ADU	R	7/9/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1191-381-16	7246 Olive St	ADU	ADU 24-046	ADU	R	7/18/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1210-371-16	Greenspot/Alta Vista	TT 20721 Diversified	DRA 24-009	SFD	O	8/8/2024						113		113	0		NONE	No	No	Pending	Discretionary	SB 330 filing. Requires General Plan Amendment and Zone Change. Currently in CEQA preparation with sensitive cultural findings.
	1192-121-60	7472 Los Feliz	749 detached ADU	ADU 24-049	ADU	R	9/20/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	273-161-25	25514 Byron	420 sf detached ADU	ADU 24-048	ADU	R	9/24/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1191-181-43	25767 Walker St	747 sf detached ADU	ADU 24-050	ADU	R	10/1/2024				1				1	0		NONE	No	No	Pending	Ministerial	Approved in 2025
	278-243-04	Del Rosa	3152 sf SFR	DRA 24-012	ADU	R	12/2/2024						1		1	0		NONE	No	No	Pending	Ministerial	
	1191-421-15	7207 Olive St	748 sf detached ADU	ADU 24-052	ADU	R	12/2/2024				1				1	0		NONE	No	No	Pending	Ministerial	Approved in 2025
	1192-261-07	Grape St	1,948 sf SFR	DRA 24-013	SFD	O	12/4/2024						1		1	0		NONE	No	No	Pending	Ministerial	
	1192-011-24	7387 Guthrie	747 sf detached ADU	ADU 24-054	ADU	R	12/16/2024				1				1	0		NONE	No	No	Pending	Ministerial	Approved in 2025
	1192-021-31	7369 McKinley	250 sf JADU	ADU 24-055	ADU	R	12/16/2024				1				1	0		NONE	No	No	Pending	Ministerial	Approved in 2025
1201-171-06	1201-171-26	28246 Eucalyptus, Lot 1	1192 sf detached ADU	ADU 24-002	ADU	R	1/2/2024				1				1	1		NONE	No	No	Approved	Ministerial	
1201-171-06	1201-171-27	28273 Eucalyptus, Lot 2	1192 sf detached ADU	ADU 24-003	ADU	R	1/2/2024				1				1	1		NONE	No	No	Approved	Ministerial	
1201-171-06	1201-171-28	28274 Eucalyptus, Lot 3	1200 sf detached ADU	ADU 24-004	ADU	R	1/2/2024				1				1	1		NONE	No	No	Approved	Ministerial	
1201-171-06	1201-171-29	28275 Eucalyptus, Lot 4	1191 detached ADU	ADU 24-005	ADU	R	1/2/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1192-041-35	7461 McKinley St	2 detached ADUs	ADU 24-039	ADU	R	4/11/2024				2				2	2		NONE	No	No	Approved	Ministerial	
	0278-262-12	7793 Elm St	748 sf detached ADU	ADU 24-042	ADU	R	5/23/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1192-451-09	26912 10th St	748 sf detached ADU	ADU 24-047	ADU	R	9/19/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	1201-011-13	7378 Bonita Dr	400 sf Attached ADU	ADU 24-051	ADU	R	9/17/2024				1				1	1		NONE	No	No	Approved	Ministerial	
	0273-163-32	7085 Osbun Rd	360 sf Detached ADU	ADU 24-053	ADU	R	12/4/2024				1				1	0		NONE	No	No	Pending	Ministerial	
															0								

Jurisdiction	Highland
Reporting Year	2024 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A2
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier				Unit Types		Affordability by Household Incomes - Completed Entitlement							Affordability by Household Incomes - Building Permits							Affordability by Household Incomes - Certificates of Occupancy							Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units		Density Bonus				Notes
1				2	3	4						5	6	7						8	9	10						11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD, 2 to 4, 5+, ADU, MH)	Tenure (R=Rental, O=Owner)	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units issued Building Permits	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?	Please select the alternative streamlining provision the project was APPROVED pursuant to: (may select multiple)	Infill Units? Y/N/	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (if affordable in perpetuity, enter 1000)	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase to Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Modifications)	List the incentives, concessions, waivers, and modifications. (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*	
Summary Row: Start Data Entry Below						0	0	0	48	0	174	0		222	0	0	0	24	0	0	50		81	0	0	0	217	0	0	3	81		280	8						6							
273-154-02	7056 Oahu Rd	Detached ADU 648 sf	20200836	ADU	R									0									0							1	8/19/2024	1	1	0	NONE	Y			The valuation of the structure provided by the owner is $80,234							
266-582-19	7140 Paul Green Dr	New SFR, TR 19815, Lot 19	20240866	SFD	O																	1	8/4/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $330,663							
266-582-16	7141 Paul Green Dr	New SFR, TR 19815, Lot 8	20240547	SFD	O																	1	8/4/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $279,288							
266-582-14	7171 Paul Green Dr	New SFR, TR 19815, Lot 10	20240542	SFD	O																	1	8/4/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $330,863							
266-582-15	7187 Paul Green Dr	New SFR, TR 19815, Lot 11	20240541	SFD	O																	1	8/4/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $340,540							
266-582-18	7183 Paul Green Dr	New SFR, TR 19815, Lot 12	20240540	SFD	O																	1	8/4/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $279,288							
266-582-17	7117 Paul Green Dr	New SFR, TR 19815, Lot 13	20240539	SFD	O																	1	8/3/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $340,540							
266-582-20	7150 Paul Green Dr	New SFR, TR 19815, Lot 21	20240407	SFD	O																	1	8/2/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $362,840							
266-582-26	7196 Paul Green Dr	New SFR, TR 19815, Lot 22	20240409	SFD	O																	1	8/3/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $279,288							
266-582-25	7202 Paul Green Dr	New SFR, TR 19815, Lot 24	20240411	SFD	O																	1	8/4/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $362,840							
266-582-13	7177 Paul Green Dr	New SFR, TR 19815, Lot 9	20240543	SFD	O																	1	8/5/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $336,773							
266-582-12	7161 Paul Green Dr	New SFR, TR 19815, Lot 8	20240539	SFD	O																	1	8/5/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $336,863							
266-582-11	7168 Paul Green Dr	New SFR, TR 19815, Lot 7	20240419	SFD	O																	1	8/5/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $362,840							
266-582-09	7196 Paul Green Dr	New SFR, TR 19815, Lot 5	20240418	SFD	O																	1	8/5/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $334,715							
266-582-08	7201 Paul Green Dr	New SFR, TR 19815, Lot 4	20240431	SFD	O																	1	8/3/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $336,863							
266-582-07	7205 Paul Green Dr	New SFR, TR 19815, Lot 3	20240414	SFD	O																	1	8/3/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $279,288							
266-582-06	7209 Paul Green Dr	New SFR, TR 19815, Lot 2	20240413	SFD	O																	1	8/3/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $336,863							
266-582-05	7213 Paul Green Dr	New SFR, TR 19815, Lot 1	20240412	SFD	O																	1	8/3/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $340,415							
266-582-27	7196 Paul Green Dr	New SFR, TR 19815, Lot 23	20240410	SFD	O																	1	8/3/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $334,753							
266-582-24	7180 Paul Green Dr	New SFR, TR 19815, Lot 20	20240406	SFD	O																	1	8/3/2024	1							1	12/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $334,753							
266-582-23	7218 Paul Green Dr	New SFR, TR 19815, Lot 19	20240390	SFD	O																	1	8/3/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $336,863							
266-582-36	7199 Veranda Ln	New SFR, TR 19813, Lot 32	20241211	SFD	O																	1	10/17/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $334,753							
266-582-34	7179 Veranda Ln	New SFR, TR 19813, Lot 30	20241209	SFD	O																	1	10/17/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $362,840							
266-582-33	7174 Veranda Ln	New SFR, TR 19813, Lot 31	20241207	SFD	O																	1	10/17/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $279,288							
266-582-32	7194 Veranda Ln	New SFR, TR 19813, Lot 33	20241206	SFD	O																	1	7/15/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $336,773							
266-582-22	7154 Paul Green Dr	New SFR, TR 19815, Lot 17	20240859	SFD	O																	1	7/24/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $279,288							
266-582-21	7140 Paul Green Dr	New SFR, TR 19815, Lot 18	20240857	SFD	O																	1	7/24/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $334,715							
266-582-10	7143 Paul Green Dr	New SFR, TR 19815, Lot 14	20240855	SFD	O			1														1	7/15/2024	1							1	12/23/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $150,204							
1192-361-40	7483 Mirlee	Detached ADU 749 sf	20241829	ADU	R			1														1	9/4/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $65,198							
0278-261-13	7792 Elm St	Convert attached garage to 479 sf ADU	20240429	ADU	R			1						0										0																				
1192-361-02	7405 Cunningham St	Detached 595 sf ADU	20231248	ADU	R				1													1	11/29/2024	1									0	NONE	Y			The valuation of the structure provided by the owner is $78,863							
														0										0																				
0273-183-04	25231 Fisher St	1035 sf Detached ADU	20231353	ADU	R									0								1		1							1	8/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $192,780							
278-121-14	7327 Elm St	New SFR, 1,293 sf	20180702	SFD	O									0								1		1							1	8/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $136,574							
278-121-14	7321 Elm St	New SFR, 1,293 sf	7180701	SFD	O									0								1		1							1	8/30/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $136,179							
1192-471-34	7669 Cole	Detached ADU 748 sf	20230570	ADU	R									0								1		1							1	4/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $80,515							
1191-473-20	27134 Clifton St	Attached ADU 480 sf	20230834	ADU	R									0								1		1							1	8/4/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $72,905							
1192-463-18	27514 16th St	Detached ADU 596 sf	20230774	ADU	R									0								1		1							1	8/25/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $90,340							
1192-153-12	30222 Dolores St	Detached ADU 744 sf	20230980	ADU	R									0										0							1	1/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $314,830							
297-331-11	8002 Sorrento Way	New SFR 2,230 sf, TR 18903, Lot 66	20221626	SFD	O									0										0							1	1/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $348,360							
297-331-10	8011 Sorrento Way	New SFR 2,436 sf, TR 18903, Lot 66	20221625	SFD	O									0										0							1	1/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $317,653							
297-331-09	8015 Sorrento Way	New SFR 2,230 sf, TR 18903, Lot 67	20221624	SFD	O									0										0							1	1/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $348,360							
297-331-08	8014 Sorrento Way	New SFR 2,436 sf, TR 18903, Lot 66	20221623	SFD	O									0										0							1	1/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $317,776							
297-331-07	8012 Sorrento Way	New SFR 2,230 sf, TR 18903, Lot 65	20221622	SFD	O									0										0							1	1/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $348,360							
297-331-06	8010 Sorrento Way	New SFR 2,436 sf, TR 18903, Lot 64	20221620	SFD	O									0										0							1	8/15/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $366,287							
297-331-05	31006 Avenida Ramblas	New SFR 2,537 sf, TR 18903, Lot 4	20221601	SFD	O									0										0							1	9/9/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $448,799							
297-321-41	30991 Campanita Rd	New SFR 3,172 sf, TR 18905, Lot 81	20240977	SFD	O									0										0							1	6/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $416,774							
297-321-41	30995 Campanita Rd	New SFR 2,628 sf, TR 18903, Lot 67	20240978	SFD	O									0								1	2/7/2024	1							1	6/19/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $432,506							
297-321-43	7999 Campanita Rd	New SFR 3,014 sf, TR 18905, Lot 84	20240980	SFD	O									0								1	2/7/2024	1							1	6/19/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $431,467							
297-321-44	7997 Campanita Rd	New SFR 3,015 sf, TR 18905, Lot 85	20240981	SFD	O									0								1	2/7/2024	1							1	6/18/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $326,226							
297-321-26	7995 Campanita	New SFR, 2,319 sf, TR 18905, Lot 87	20240982	SFD	O									0										0							1	5/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $328,281							
297-321-23	7990 Campanita Rd	New SFR 2,319 sf, TR 18903, Lot 63	20230186	SFD	O									0										0							1	5/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $362,452							
297-321-21	31011 Avenida Ramblas	New SFR 3,015 sf, TR 18903, Lot 64	20230187	SFD	O									0										0							1	5/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $408,196							
297-321-20	31007 Avenida Ramblas	New SFR 2,628 sf, TR 18903, Lot 61	20230186	SFD	O									0										0							1	5/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $368,880							
297-321-02	31014 Avenida Ramblas	New SFR 2,722 sf, TR 18905, Lot 2	20230185	SFD	O									0										0							1	5/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $408,196							
297-321-01	31018 Avenida Ramblas	New SFR 2,628 sf, TR 18903, Lot 1	20230184	SFD	O									0										0							1	5/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $408,866							
297-321-22	7990 Campanita Rd	New SFR 2,319 sf, TR 18903, Lot 65	20230188	SFD	O									0										0							1	5/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $408,950							
297-321-23	7992 Campanita Rd	New SFR 2,628 sf, TR 18903, Lot 64	20231623	SFD	O									0										0							1	5/2/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $432,506							
297-321-24	7994 Campanita Rd	New SFR 3,015 sf, TR 18903, Lot 63	20231624	SFD	O									0										0							1	5/21/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $431,467							
297-321-25	7996 Campanita Rd	New SFR 3,015 sf, TR 18903, Lot 62	20231625	SFD	O									0										0							1	5/21/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $408,950							
297-321-45	7998 Campanita Rd	New SFR 2,628 sf, TR 18903, Lot 60	20231626	SFD	O									0										0							1	5/21/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $431,327							
297-321-46	7993 Campanita Rd	New SFR 3,015 sf, TR 18903, Lot 87	20231627	SFD	O									0										0							1	5/21/2024	1	0	NONE	Y			The valuation of thes structure provided by the owner is $431,327							
297-321-47	7991 Campanita Rd	New SFR, 2,319 sf, TR 18903, Lot 88	20231628	SFD	O									0										0							1	4/5/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $326,321							
297-321-36	30981 Campanita Rd	New SFR 3,172 sf, TR 18905, Lot 77	20231536	SFD	O									0										0							1	9/9/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $347,525							
1210-321-42	7983 Sienna Springs Loop	New SFR, TR 20142	20240022	SFD	O									0								1	2/12/2024	1							1	9/13/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $418,246							
1210-321-43	7973 Sienna Springs Loop	New SFR, TR 20142, Lot 30	20240023	SFD	O									0								1	2/12/2024	1							1	9/9/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $432,804							
1210-321-44	7963 Sienna Springs Loop	New SFR, TR 20142, Lot 31	20240024	SFD	O									0								1	2/12/2024	1							1	9/9/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $347,525							
1210-321-45	7953 Sienna Springs Loop	New SFR, TR 20142, Lot 32	20240025	SFD	O									0								1	2/12/2024	1							1	9/9/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $433,219							
1210-321-06	7862 Sienna Springs Loop	New SFR, TR 20142, Lot 43	20240026	SFD	O									0								1	2/12/2024	1							1	9/9/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $344,615							
1210-321-06	7862 Sienna Springs Loop	New SFR, TR 20142, Lot 44	20240027	SFD	O									0								1	2/12/2024	1							1	9/13/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $373,536							
1210-321-06	7872 Sienna Springs Loop	New SFR, TR 20142, Lot 46	20240028	SFD	O									0								1	2/12/2024	1							1	9/9/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $432,804							
1210-321-06	7882 Sienna Springs Loop	New SFR, TR 20142, Lot 45	20240077	SFD	O									0								1	2/12/2024	1							1	11/5/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $432,804							
1210-371-11	7705 Sienna Springs Loop	New SFR, TR 20142, Lot 33	20240060	SFD	O									0								1	5/2/2024	1							1	11/5/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $371,290							
1210-371-08	7715 Sienna Springs Loop	New SFR, TR 20142, Lot 34	20240063	SFD	O									0								1	5/2/2024	1							1	11/5/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $433,219							
1210-371-11	7720 Sienna Springs Loop	New SFR, TR 20142, Lot 35	20240064	SFD	O									0								1	5/2/2024	1							1	11/5/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $340,415							
1210-331-43	7714 Sienna Springs Loop	New SFR, TR 20142, Lot 41	20240066	SFD	O									0								1	5/2/2024	1							1	12/12/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $432,804							
1210-371-11	7704 Sienna Springs Loop	New SFR, TR 20142, Lot 42	20240068	SFD	O									0								1	7/16/2024	1							1	12/12/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $347,525							
1210-371-11	7730 Massina Heights Lane	New SFR, TR 20142, Lot 1	20240267	SFD	O									0								1	7/16/2024	1							1	12/12/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $373,536							
1210-371-11	7722 Massina Heights Lane	New SFR, TR 20142, Lot 2	20240268	SFD	O									0								1	7/16/2024	1							1	12/12/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $432,804							
1210-371-11	7731 Sienna Springs Loop	New SFR, TR 20142, Lot 36	20240269	SFD	O									0								1	7/16/2024	1							1	12/12/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $340,415							
1210-371-11	7747 Sienna Springs Loop	New SFR, TR 20142, Lot 40	20240390	SFD	O									0								1	7/16/2024	1							1	7/25/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $340,415							
1210-321-52	7852 Sienna Springs Loop	New SFR, TR 20142, Lot 47	20231442	SFD	O									0										0							1	7/25/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $370,530							
1210-321-41	7863 Sienna Springs Loop	New SFR, TR 20142, Lot 28	20231446	SFD	O									0										0							1	7/25/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $448,147							
1210-321-40	7841 Sienna Springs Loop	New SFR, TR 20142, Lot 27	20231447	SFD	O									0										0							1	7/29/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $344,615							
1210-321-39	7831 Sienna Springs Loop	New SFR, TR 20142, Lot 26	20231445	SFD	O									0										0							1	8/14/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $433,219							
1210-321-38	7857 Sienna Springs Loop	New SFR, TR 20142, Lot 25	20231445	SFD	O									0										0							1	7/27/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $376,083							
1210-321-37	7821 Sienna Springs Loop	New SFR, TR 20142, Lot 24	20231442	SFD	O									0										0							1	7/29/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $432,804							
1210-321-36	7817 Sienna Springs Loop	New SFR, TR 20142, Lot 23	20231441	SFD	O									0										0							1	7/29/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $347,525							
1210-321-35	7811 Sienna Springs Loop	New SFR, TR 20142, Lot 22	20231440	SFD	O									0										0							1	7/25/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $340,482							
1210-331-44	7713 Massina Heights Lane	New SFR, TR 20142, Lot 54	20231446	SFD	O									0										0							1	4/15/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $436,737							
1210-321-56	7703 Massina Heights Lane	New SFR, TR 20142, Lot 53	20231547	SFD	O									0										0							1	4/15/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $377,663							
1210-321-57	7801 Massina Heights Lane	New SFR, TR 20142, Lot 52	20231345	SFD	O									0										0							1	4/8/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $347,015							
1210-321-27	7595 Massina Heights Lane	New SFR, TR 20142, Lot 5	20231344	SFD	O									0										0							1	4/8/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $340,550							
1210-321-26	7702 Massina Heights Lane	New SFR, TR 20142, Lot 4	20231343	SFD	O									0										0							1	4/8/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $434,740							
1210-321-36	7712 Massina Heights Lane	New SFR, TR 20142, Lot 3	20231342	SFD	O									0										0							1	3/28/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $432,804							
1210-321-58	7651 Massina Heights Lane	New SFR, TR 20142, Lot 51	20231180	SFD	O									0										0							1	2/29/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $433,219							
1210-321-55	7671 Massina Heights Lane	New SFR, TR 20142, Lot 50	20231184	SFD	O									0										0							1	5/13/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $83,940							
278-340-13	7730/7736 Elm St	Detached ADU 856 sf	20227180	ADU	R									0										0							1	10/8/2024	1	0	NONE	Y			The valuation of the structure provided by the owner was $86,010							
1191-372-26	7104 Alice St	Detached 749 sf ADU	20231558	ADU	R									0										0							1	7/12/2024	1	0	NONE	Y			The valuation of the structure provided by the owner is $80,147							
278-060-26	7122 / 7124 Del Rosa Av	Detached

Jurisdiction	Highland
Reporting Year	2024 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 10/15/2021 – 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

| | | |

Jurisdiction	Highland	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Income Level		1 RHNA Allocation by Income Level	Projection Period - 06/30/2021-10/14/2021	2 2021	2022	2023	2024	2025	2026	2027	2028	2029	3 Total Units to Date (all years)	4 Total Remaining RHNA by Income Level
Very Low	Deed Restricted	619	-	-	-	-	-	-	-	-	-	-	27	592
	Non-Deed Restricted		9	8	7	3	-	-	-	-	-	-		
Low	Deed Restricted	409	-	-	-	-	-	-	-	-	-	-	253	156
	Non-Deed Restricted		201	-	4	24	24	-	-	-	-	-		
Moderate	Deed Restricted	471	-	-	-	-	-	-	-	-	-	-	22	449
	Non-Deed Restricted		2	2	14	4	-	-	-	-	-	-		
Above Moderate		1,014	-	17	46	68	50	-	-	-	-	-	181	833
Total RHNA		**2,513**												
Total Units			**212**	**27**	**71**	**99**	**74**	**-**	**-**	**-**	**-**	**-**	**483**	**2,030**

Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).

	5 Extremely low-Income Need		2021	2022	2023	2024	2025	2026	2027	2028	2029	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Units*	310		-	-	-	-	-	-	-	-	-	-	310

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

VLI Deed Restricted
VLI Non Deed Restricted
LI Deed Restricted
LI Non Deed Restricted
MI Deed Restricted
MI Non Deed Restricted
Above Mod Income

Jurisdiction	Highland	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction	Highland	
Reporting Year	2024	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1 Name of Program	2 Objective	3 Timeframe in H.E	4 Status of Program Implementation
Program 1a: Homeowner Rehabilitation Program	Establish a working relationship with NPHS through annual meetings to increase the number of loans provided to City residents. Provide technical support for grant pursuits such as letters of support.	Set up annual meetings with NPHS to identify and implement partnership opportunities by fall 2023	Partially achieved. Meetings have been held remotely. Staff will continue to refine this relationship and hopefully conduct in-person meetings in the future.
Program 1b: Homeowner Rehabilitation Program	Engage in regularly scheduled meetings with County staff to discuss homeowner rehabilitation resources.	Set up meetings with County staff by winter 2023 and continue ongoing engagement and coordination, including annual meetings to identify and allocate funds for rehabilitation through HUD grant opportunities.	Achieved and ongoing. City staff continues to meet regularly with the San Bernardino County Department of Community Development and Housing and Econonmic Development Agency. Discussion of various grant programs such as Community Development Block Grant Funding, Veterans Administration funding and Homeless Program funding.
Program 1c: Homeowner Rehabilitation Program	Partner with County and establish annual meetings to identify funds for rehabilitation efforts through HUD grant opportunities and to seek and apply for funding through the annual pursuit of Permanent Local Housing Allocation (PLHA) Funds and through technical support with other grant pursuits where opportunities arise.	Maintain resources on website ongoing throughout the planning period.	No activity regarding PLHA funding opportunities.
Program 2a: Residential Rental Program	Amend the Municipal Code to eliminate the provisions of the Crime Free Multiple-Family Rental-Housing Program ordinance in compliance with fair housing requirements and the federal Fair Housing Act.	Amend Zoning Code to eliminate Crime Free Multiple-Family Rental-Housing Program by December 2023.	Partially achieved. A draft ordinance has been prepared and is currently under review with the City Attorney's office. Adoption is anticipated in early 2025.
Program 3a: Code Enforcement	Assist with bringing properties into compliance with the Zoning Code through targeted outreach to households in low opportunity/lower resource areas[1], including extremely low-income households. Targeted outreach should include annual multilingual mailers to lower-income properties in need of repair, with information on available resources on how issues can be resolved, including improvements through the use of grant funds such as CDBG and PLHA funds.	Ongoing assistance to properties with code compliance issues.	Partially achieved. Additional efforts to create mailers requires additional work.
Program 3b: Code Enforcement	Post resources for code compliance on the City's website and connect residents to such resources when the property is at risk of being noncompliant with the Zoning Code.	Update City website by winter 2023.	Completed. Resources are listed on City's website under the "Housing Programs", "Planning" and "Code Enforcement" pages.
Program 3c: Code Enforcement	Track 100 percent of residential properties inspected by Code Enforcement and report on the number of residential properties that received assistance for opportunities to proactively assist property owners.	Ongoing.	Achieved and conttinuing. Tracking of residential properties is underway. Reporting of properties is underway within the Community Development Block Grant target area.
Program 4a: Inclusionary Housing	Ongoing implementation of Inclusionary Housing Ordinance, which requires that 15 percent of all newly constructed dwelling units in residential developments projects be offered to and sold or rented to extremely low-, very low-, low- and moderate-income households, or payment of in-lieu fees where applicable.	Ongoing implementation of ordinance and allocation of funding, when available.	Ongoing. Approximately $176,000 collected in 2023 and approximately $1,050,000 in 2024.
Program 4b: Inclusionary Housing	Allocate funding to the preservation, rehabilitation, and construction of affordable housing, with a priority for projects that have at least 20 percent of housing set-aside for extremely low-income households in higher resource areas with access to amenities such as recreation, services, education, and other needs.	Ongoing	Ongoing. The City/Housing Autority allocated 3.75 acres and more than $4M to facilitate the development of a 90-unit multi-family affordable project at 7433 Central Avenue. Work continues to acquire all of the funding necessary to construct the project. Also, in 2024 the City participated in the refinancing of Jeffrey Court Senior Apartments, a 184-unit affordable community, which will allow significant interior and exterior remodeling efforts and extend the lifespan of the structures.
Program 4c: Inclusionary Housing	Dedicate 100 percent of in-lieu housing fees collected for affordable housing development and programs.	Ongoing	Achieved and ongoing.
Program 4d: Inclusionary Housing	Prioritize funding for projects that have at least 20 percent of housing set-aside for extremely low-income households in in higher resource areas with access to amenities such as recreation, services, education, and other needs.	Ongoing	Ongoing. Specific projects include the City's Senior Housing Project at 7433 Central Avenue that will house 90 seniors. Also, staff has been active in 2024, identifying sites and meeting with property owners in high resources areas that would be willing to upzone their property and participate in this effort. Action by the City Council is anticipated in 2025.
Program 5a: Impact Fees	Annually, review fees after the budget cycle.	Bi-annually	Achieved. New fees adopted by the City Council in 2023 went into effect on April 1, 2024.

Program 5b: Impact Fees	Analyze fees for affordable housing, and reduce fees where feasible.	Ongoing prioritization of projects throughout the planning period.	Ongoing.
Program 5c: Impact Fees	Prioritize at least 30 percent of capital improvement projects funded by development impact fees in low opportunity/lower resource areas.	Ongoing	Achieved through the adoption and prioritization of goals and projects in the the 2024/2025 Work Program and Capital Imporovement Program. Implementation is ongoing.
Program 6: Density Bonus	Update Density Bonus Ordinance, consistent with State law.	By winter 2023.	Ordinance partially drafted and adoption anticipated in early 2025.
Program 7a: Housing Choice Voucher Referrals	Maintain relevant resources on the City website.	Ongoing through planning period.	Completed and ongoing.
Program 7b: Housing Choice Voucher Referrals	Increased coordination with the Housing Authority of the County of San Bernardino through annual meetings	Ongoing	Completed and ongoing. Last met on February 6, 2024.
Program 7c: Housing Choice Voucher Referrals	Refer interested residents and support the provision of 394 vouchers annually throughout the city and facilitate rent subsidies in high opportunity/ higher resource areas.	Ongoing	Ongoing discussions with the Housing Authority regarding the availability of this program and how it can be affected with City input. Staff is currently researching an opportunity to receive subsidies that may be available due to a reallocation regionally.
Program 7d: Housing Choice Voucher Referrals	Housing Mobility Strategies Support the provision of 394 vouchers annually to facilitate rent subsidies for low-income, very low-income, and extremely low-income residents in high opportunity/ higher resource areas and increased access to amenities, such as recreation, services, education, and other needs.	Ongoing	Ongoing discussions with the Housing Authority regarding the availability of this program and how it can be affected with City input. High opportunity resources areas are currently under consideration by staff and will be elevated to the Planning Commission and City Council in early 2025.
Program 8a: By-Right Development on Previously Identified Housing Sites	Permit qualifying developments by-right in accordance with State requirements.	Ongoing through planning period.	In place and ongoing. One example is the approval of the Halcyon Apartment project on Sterling Avenue approved with Density Bonus provisions.
Program 8b: By-Right Development on Previously Identified Housing Sites	Create the opportunity for by-right redevelopment of up to 1,511 residential units* of which a minimum of 20 percent must be affordable to lower-income households, including very low- and extremely low-income households.	Ongoing	Ongoing.
Program 9: Developer Outreach and Transparency	Maintain the City's website with the most current information, including the promotion of pre-application conference opportunities to make developers aware of available technical assistance and streamline the permit application process.	Ongoing.	Achieved and ongoing. The website was just recently updated to include a drop down menu on all Planning applications regarding this topic. Eleven pre-application conferences were held in 2024. They are offered every Thursday with 2-weeks notice.
Program 10: Innovative and Efficient Housing	Update the City's website.	By winter 2023.	Achieved and ongoing.
Program 11a: Town Center, Base Line Corridor, and Victoria Avenue Corridor Policy Areas	Coordinate quarterly meetings with appropriate agencies to coordinate land use and transportation planning and to advocate for the prioritization of projects that align with Highland's vision.	Establish quarterly meetings by July 2023.	Achieved and ongiong. Coordinate with San Bernardino County Transportation Authority (SBCTA) and participate in monthly planning meetings.
Program 11b: Town Center, Base Line Corridor, and Victoria Avenue Corridor Policy Areas	Prioritize capital improvements in lower and moderate resource areas and oversee the completion of the ongoing and planned projects within the planning period.	Ongoing.	Achieved and ongoing. Recent examples include the CDBG pavement rehabilitation programs, CIP and Work Program Goals.
Program 12: Accessory Dwelling Units	Develop an affordable ADU incentive program.	Develop affordable ADU incentive program by spring 2024.	Discussion at staff level as to how best achieve this goal. Staff met ithroughout the year to review several other jurisdictions' programs to identify the best model. Recommendations will be made to the City Council in early 2025.
Program 13a: Homeowner Assistance Programs	Establish a working relationship with NPHS through annual meetings to develop resources for residents on options for creative ownership housing models or homeowner assistance programs. Offer technical support for grant pursuits such as letters of support.	Meet with NPHS, or other nonprofits and community housing advocacy groups, on an annual basis.	Partially achieved. Contacted NPHS with regard to specific loans, but have not yet established annual meeting dates.
Program 13b: Homeowner Assistance Programs	Maintain resources on City website with annual updates.	Ongoing through planning period.	Achieved and ongoing.
Program 14: Priority Services	Maintain a database of existing and proposed affordable housing developments.	Ongoing.	Achieved and ongoing.
Program 14: Priority Services	Engage in the Water and Sewer System Master Plan updates.	Submit the Housing Element to the East Valley Water District within 1 month of Housing Element adoption.	Achieved.
Program 15a: Fair Housing Mediation	Continue to maintain information on the City's website and send updates to residents through annual e-news blasts to the City's listserv. Ensure that content is culturally appropriate, and offered in multiple languages.	Ongoing through planning period.	Achieved and ongoing through the website and with the Weekly Newsletter.
Program 15b: Fair Housing Mediation	Continue to partner with IFHMB and coordinate annually to gather and analyze local data to inform fair housing priorities and opportunities.	Ongoing	Paritally achieved with information available on website. Annual meetings not yet set.
Program 15: Fair Housing Mediation	Provide annual staff trainings on how to refer complaints and inquiries to IFHMB.	Annualy	Achieved and ongoing.

Program 16a: Affordable Housing Preservation Program	Continue to maintain up-to-date information on the City's website.	Ongoing through planning period.	Achieved and ongoing.
Program 16b: Affordable Housing Preservation Program	Maintain and monitor a list of affordable housing developments and year of possible expiration of deed-restriction or other assistance for 100 percent of lower-income units, including extremely low-income units in the City.	Ongoing	Achieved.
Program 16c: Affordable Housing Preservation Program	Establish a working relationship with NPHS through annual meetings to ensure the continued preservation of affordable housing.	Ongoing	Partially achieved.
Program 17a: Housing for Persons with Disabilities	Update the City's website to provide accessibility resources.	Update website with accessibility resources by winter 2023.	No activity.
Program 17b: Housing for Persons with Disabilities	Amend the City's reasonable accommodations procedure and Zoning Code's definition of "Family" to ensure consistency with fair housing requirements and the federal Fair Housing Act.	Amend reasonable accommodations procedure and Zoning Code definition of "Family" by summer 2024	Ordinance drafted. Adoption anticipated in early 2025.
Program 18a: Group Homes and Residential Care Facilities	The City will update the Zoning Code to create separate definitions and permitting processes for Residential Care Facilities (licensed group homes) serving six or fewer residents and those serving seven or more residents, and permit those serving six or fewer persons in all single-family zones subject only to the generally applicable laws that apply to all single-family residences and permit those serving seven or more in at least one zone without discretion.	By winter 2023.	Ordinance drafted. Adoption anticipated early 2025.
Program 18b: Group Homes and Residential Care Facilities	The City will update the Zoning Code to permit unlicensed group homes in single-family zones, subject only to the generally applicable health, safety, and zoning laws that apply to all single-family residences in accordance with state housing law.	Winter 2023	Ordinance drafted. Adoption anticipated in early 2025.
Program 19a: Emergency Shelters, Transitional Housing, Permanent Supportive Housing, and Single Room Occupancy	Permit supportive housing by-right in residential zones that permit multifamily uses and mixed-uses zones that allow residential uses in accordance with AB 2162 (2018).	By winter 2023.	Ordinance drafted. Adoption anticipated in early 2025.
Program 19b: Emergency Shelters, Transitional Housing, Permanent Supportive Housing, and Single Room Occupancy	Permit emergency shelters by-right in at least one zone and ensure that parking requirements accommodate the staff working in the shelter and do not require more parking than other residential or commercial uses within the same zone in accordance with AB 139 (2019).	Winter 2023	Ordinance drafted. Adoption anticipated in early 2025.
Program 19c: Emergency Shelters, Transitional Housing, Permanent Supportive Housing, and Single Room Occupancy	Permit transitional and supportive housing as a residential use in the same manner as other residential uses in the same zone subject only to those restrictions that apply to other residential dwellings of the same type in the same zone pursuant to Government Code section 65583(c)(3).	Winter 2023	Ordinance drafted. Adoption anticipated in early 2025.
Program 20a: Mobile Home Preservation	Require a report for each proposed conversion or closure.	Ongoing through planning period.	No conversions to date.
Program 20b: Mobile Home Preservation	Consider the findings of the report, as well as the impact on the existing housing supply, lower-income households, and displaced persons.	Ongoing	N/A
Program 21a: Collaborative Partnerships	Continue outreach to local affordable housing service providers to identify partnership opportunities, and offer funding application assistance.	Ongoing outreach throughout the planning period.	Partially completed.
Program 21b: Collaborative Partnerships	Support the development of 89 new affordable rental units through a Housing Authority grant and long-term ground lease.	Commit to providing a Housing Authority grant and long-term ground lease by spring 2024 that will facilitate the development of 89 new affordable rental units to be completed in the planning period	Partially completed. Negotiation Agreement in place with Wakeland housing. Multiple applications made to the state and local housing agencies to assist with financing. Application was made to San Bernardino County in 2024 for HOME Investment Partnership funds in the amount of $5.85 M. This was granted in 2025.
Program 22a: Lot Consolidation Incentive	The City will amend the code to incentivize lot consolidation on specified sites, providing expedited development permit review through priority processing for projects utilizing lot consolidation.	By winter 2023.	Only achieved at staff level. Code amendments still need to be completed.
Program 23a: Annual Progress Reports	Tract housing production, remaining capacity, and program progress.	Ongoing through planning period with annual reports.	Achieved and ongoing.
Program 23a: Annual Progress Reports	Submit adopted Annual Progress Reports (APR) annually by April 1st.	Ongoing through planning period with annual reports.	Achieved and ongoing.
Program 24a: No Net Loss	Amend staff procedures to ensure all development proposals and rezone proposals are reviewed against the capacity identified for sites in the Sites Inventory (Appendix E).	Tracking is ongoing and amendments to procedures will be implemented by winter 2023.	Achieved and ongoing.

Program 24b: No Net Loss	Develop a methodology for tracking remaining capacity.	Ongoing but established by 2023.	Partially completed.
Program 25a: Fair Housing Outreach	Coordinate annual meetings with County of San Bernardino and fair housing agencies.	By winter 2023.	Completed and ongoing. Last met on February 6, 2024.
Program 25b: Fair Housing Outreach	Continue to participate in the Analysis of Impediments to Fair Housing Choice.	Update to the City's Analysis of Impediments every 3 to 5 years.	Ongoing
Program 25c: Fair Housing Outreach	Evaluate the need for an Ad Hoc Fair Housing Committee when updating the Analysis of Impediments.	Winter 2023	Partially completed.
Program 25d: Fair Housing Outreach	Implement a procedure that prompts fair housing administration for all housing and community development decisions, including capital investments.	Winter 2023	Partially completed.
Program 26a: Replacement Requirements	Amend staff procedures related to the review and issuance of demolition and development permits.	Amend staff procedures by winter 2023, continue ongoing replacement requirements throughout the planning period.	Ongoing
Program 26b: Replacement Requirements	Enforce replacement requirements in accordance with Government Code Section 66300.	Ongoing.	Ongoing, partially complete
Program 27: Low-Barrier Navigation Centers	Amend the Zoning Code, consistent with State requirements.	By winter 2023.	Ordinance drafted. Adoption anticipated in early 2025.
Program 28: Affordable Housing Streamlining	Amend the Zoning Code and staff procedures, consistent with State requirements.	Amendment to take place by winter 2023, and streamlining availability to be ongoing through planning period.	Ordinance drafted. Adoption anticipated in early 2025.
Program 29: Objective Design Standards	Monitor Zoning Code amendments to ensure any new design standards are objective.	Ongoing through planning period.	Ongoing at staff level. Amendments to the Code, should the be necessary, will occur in early 2025.
	Amend Zoning Code to remove subjective design review criteria and ensure an objective design review process for residential projects requiring minor or major design review.	Amend existing design review process by December 2023.	Ongoing at staff level. Amendments to the Code, should the be necessary, will occur in early 2025.
Program 30a: Surplus Lands	Identify and track surplus City-owned sites.	· Annually, throughout the planning period.	Completed
Program 30b: Surplus Lands	Report on surplus lands annually through Housing Element APRs.	· Facilitate the development of 89 new affordable senior rental units on a surplus site to be completed within the planning period.	Completed and ongoing
Program 30c: Surplus Lands	Facilitate the development of 89 new affordable senior rental units on a surplus site, including 49 units affordable to extremely low- or low-income households, through a land donation/ long-term ground lease with a below fair market value rent.	Ongoing, throughout the planning period.	Partially completed. Negotiation Agreement in place with Wakeland Housing. Multiple state and local grants being applied for to assist with financing. Application was made to San Bernardino County in 2024 for HOME Investment Partnership funds in the amount of $5.85 M. This was granted in 2025.
Program 30d: Surplus Lands	Identify opportunities to facilitate the development of affordable homes on surplus local public land utilizing mechanisms such as land donations, land sales with significant write-downs, or below-market land leases with a priority on surplus land in high opportunity/ higher resource areas	Ongoing.	Ongoing. TREH Partners project was approved in 2023 and anticipated to start construction of 200 high density units upon environmental clearance of the property. This site was surplus public land owned by the San Bernardino County Flood Control District. It was facilitated by the City's former Redevelopment Agency.
Program 31a: Increased Transparency	Ensure all relevant information is provided on the City's website.	Ongoing, throughout the planning period.	Achieved and ongoing.
Program 31b: Increased Transparency	Continue to update information as changes are made and as it becomes available.	Ongoing, throughout the planning period.	Ongoing
Program 32: Reduced Parking Requirements	Amend the Zoning Code to identify a process by which parking requirements can be reduced for religious institutions in exchange for housing development.	By winter 2023.	Anticipated in early 2025.

Jurisdiction	Highland	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table E

Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Highland	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only				Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1+. For detailed reporting requirements, see the chcklist here:
	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Highland	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2

Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2

For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Moderate Income RHNA		Notes
1					2	3	4							5		6
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	Date Converted	Notes
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0		

Jurisdiction	Highland	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table G
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

Project Identifier						
1				2	3	4
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Realistic Capacity Identified in the Housing Element**	**Entity to whom the site transferred**	**Intended Use for Site**
Summary Row: Start Data Entry Below						

Jurisdiction	Highland	
Reporting Period	2024	(Jan. 1 - Dec. 31)

NOTE: This table must contain an invenory of ALL surplus/excess lands the reporting jurisdiction owns

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

For San Bernardino County jurisdictions, please format the APN's as follows:9999-999-99-9999

Table H
Locally Owned Surplus Sites

Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	**Street Address/Intersection**	**Existing Use**	**Number of Units**	**Surplus Designation**	**Parcel Size (in acres)**	**Notes**
Summary Row: Start Data Entry Below						

Jurisdiction	Highland	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915

Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity) Granted Density Bonus	Notes
1				2	3	4							5	6
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Unit Category** (SH - Student Housing)	**Date**	**Very Low- Income Deed Restricted**	**Very Low- Income Non Deed Restricted**	**Low- Income Deed Restricted**	**Low- Income Non Deed Restricted**	**Moderate- Income Deed Restricted**	**Moderate- Income Non Deed Restricted**	**Above Moderate-Income**	**Total Additional Beds Created Due to Density Bonus**	**Notes**
Summary Row: Start Data Entry Below														

Jurisdiction	Highland	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenent Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.	
Notes	

Jurisdiction	Highland	
Reporting Year	2024	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	$ -

Total award amount is auto-populated based on amounts entered in rows 15-26.

Task	$ Amount Awarded	$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	48
Moderate	Deed Restricted	0
	Non-Deed Restricted	174
Above Moderate		0
Total Units		**222**

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	24
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		50
Total Units		**74**

Certificate of Occupancy Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	217
Moderate	Deed Restricted	0
	Non-Deed Restricted	2
Above Moderate		81
Total Units		**300**

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

SUBJECT: 2025/2026 Work Program

RECOMMENDATION: That the City Council Adopt the 2025/2026 Work Program

FISCAL IMPACT: Varied depending upon which programs are ultimately implemented.

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

BACKGROUND:

Since shortly after incorporation, the City Council has been very consistent in providing clear policy direction to the staff and volunteers of the community. That policy direction has been provided through the regular adoption of the Work Program.

The first Work Program was approved in April 1988 and covered a period of six months. In January 1989, the City Council adopted its first one-year Work Program. One-year Work Programs were adopted annually until the City Council in February 1993 adopted a Work Program that covered a time period of two years. Since that time the Work Program has been adopted under a two-year time format to coincide with the City Council elections and the two-year budget.

The Work Program directs staff and volunteers to focus their efforts on the issues that are most important as determined by the City Council. The process takes a tremendous amount of effort, but the result is invaluable. Once adopted, it becomes the road map for all City operations. It sets the two-year agenda for the City Council, Planning Commission, boards, staff and volunteers.

This year 35 Work Items are being considered for adoption by the City Council. Of the 35 Work Items, 30 (86%) were considered Urgent or High Priority by the City Council and were given specific time frames to be completed. The remaining Work Items will be completed if and when time permits or to meet legal requirements.

Approved _____	Motion _____	Second _____	Agenda Item No. 15
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

This process is possibly the most important undertaking the City Council participates in. The document that is created from this process will direct the efforts of the City for the next two-years. It will drive the budget and will determine when projects will be brought to the Council via the agenda.

Attachments:

- Rating System
- Goals and Objectives Ranking
- Goals and Objectives Time Table (Urgent and High Priority Items)
- 2025/2026 Proposed Work Items
- Hours for On-Going Activities

WORK PROGRAM
2025/2026

RATING SYSTEM

URGENT PRIORITY (8 Points) -	Critically important that this item be completed during the two-year period. (So important that it would be all right if it were the only item accomplished - although there maybe more than one)
HIGH PRIORITY (6 Points) -	Very important that this item be completed during the two-year period.
PRIORITY (4 Points) -	This item may be accomplished during the two-year period if urgent and high priorities are completed.
LOW PRIORITY (2 Points) -	If the urgent, high and priority items are accomplished, or time permits then this item should be accomplished.
DELETE (0 Points) -	This item should be removed from the Work Program.

Ranges

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

CITY OF HIGHLAND
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	P	HP	P	HP		HP-
Infrastructure Improvements Related to Information Technology (IT)	HP	UP	HP	HP		HP+
Remodel/Refresh Inside City Hall	P	HP	HP	HP		HP-
Records Retention Software Upgrade	HP	HP	HP	HP		HP
Video System for City Council Meetings & Agenda Management Software	LP	HP	HP	HP		HP-
Purchase and Implement an Updated Version of Financial Management Software	P	HP	HP	UP		HP

PUBLIC SAFETY - FIRE/POLICE

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

PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES

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

COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT

GOAL/OBJECTIVE	GH	PL	LM	JT	Vacant	AVERAGE
Electronic Changeable Freeway Sign Panel (Greenspot Village & Marketplace)	HP	D	D	D		LP
Online Inspection Requests (Digital Calendar & Form Online)	P	HP	HP	HP		HP-
Portable Stage for Citrus Harvest Festival & Special Events	HP	HP	LP	D		P-
Secure Wakeland Financing (Affordable Senior Housing on Central Avenue)	HP	HP	HP	HP		HP
Annexation 0.5 Acres - S/E Corner of Victoria Ave. & 5th St.	HP	UP	HP	UP		HP+

COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT continued...						
GOAL/OBJECTIVE	**GH**	**PL**	**LM**	**JT**	**Vacant**	**AVERAGE**
Inland Valley Infrastructure Corridor Plan (IVIC) (Modified from the "Airport Gateway Specific Plan")	HP	HP	HP	P		HP-
Community Trails Signage (Trail Identification & Way Finding Signs)	HP	HP	P	HP		HP-
Adoption of Vehicle Miles Traveled (VMT) Guidelines	P	HP	UP	P		HP-
ITEMS ADDED BY COUNCIL MEMBERS						
GOAL/OBJECTIVE	**GH**	**PL**	**LM**	**JT**	**Vacant**	**AVERAGE**
Special Parcel Tax/Fee for Public Safety (Police & Fire)	UP	UP	HP	UP		UP-

CITY OF HIGHLAND
25/26 & 26/27
GOALS AND OBJECTIVES TIME TABLE

ADMINISTRATION - CITY CLERK/PERSONNEL/CITY ATTORNEY

GOAL/OBJECTIVE	2025/2026				2026/2027			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Passport Photo Services	X							
Infrastructure Improvements Related to Information Technology (IT)		X						
Remodel/Refresh Inside City Hall				X				
Records Retention Software Upgrade		X						
Agenda Management Software				X				
Purchase and Implement an Updated Version of Financial Management Software	X							

PUBLIC SAFETY - FIRE/POLICE

GOAL/OBJECTIVE	2025/2026				2026/2027			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Retail Corridor Police Staffing - 1 or 2 Deputies as Activity & Traffic Increases					X			
Additional Clerical Staff Position	X							
Automated License Plate Reader Cameras			X					
Replacement of Supervisor Vehicle		X						
Apparatus Bay Lighting at Fire Station No. 1	X							
Purchase of Backup Power Supply Industrial Generators for Fire Stations No. 1 & No. 2	X							

PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES

GOAL/OBJECTIVE	2025/2026				2026/2027			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Security Fencing at City Hall Parking Lot			X					
Create or Update Public Works GIS		X						
Evaluate City Fleet and Purchase Replacement Service Vehicles					X			
Complete Right-of-Way and Obligate Federal Funds for Construction of the Base Line Bridge over City Creek								X
Complete Environmental and Initiate Design of Orange Street Bridge over Plunge Creek Overflow								X
Implement Project Approval & Environmental Documents Phase of the Victoria Ave. Interchange Project								X
Implement Project Approval & Environmental Documents Phase of the 5th St. Interchange Project								X
Seek Grant Funding to Complete Right-of-Way & Construction of the Highland/Redlands Regional Connector Project								X
Initiate Assessments Increase for Underfunded Landscape Maintenance Districts						X		
Replacement Fuel Dispensing System at Police Station				X				
Trash and Recycle Enclosures at Aurantia Park & City Hall		X						

COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT

GOAL/OBJECTIVE	2025/2026				2026/2027			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Online Inspection Requests (Digital Calendar & Form Online)	X							
Secure Wakeland Financing (Affordable Senior Housing on Central Avenue)		X						
Annexation 0.5 Acres - S/E Corner of Victoria Ave. & 5th St.		X						

COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT continued...									
GOAL/OBJECTIVE	**2025/2026**					**2026/2027**			
	1ST	**2ND**	**3RD**	**4TH**		**1ST**	**2ND**	**3RD**	**4TH**
Inland Valley Infrastructure Corridor Plan (IVIC) (Modified from the "Airport Gateway Specific Plan")						X			
Community Trails Signage (Trail Identification & Way Finding Signs)		X							
Adoption of Vehicle Miles Traveled (VMT) Guidelines		X							

ITEMS ADDED BY COUNCIL MEMBERS									
GOAL/OBJECTIVE	**2025/2026**					**2026/2027**			
	1ST	**2ND**	**3RD**	**4TH**		**1ST**	**2ND**	**3RD**	**4TH**
Special Parcel Tax/Fee for Public Safety (Police & Fire)		X							

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 [X] NO
If yes, what type? N/A

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

City Manager

1/6/2025
Date

PROPOSED BY:

Leticia Nava-Cruz
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? [X] YES [ ] NO
If yes, what type?

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

City Manager

1/6/2025
Date

PROPOSED BY:

Leticia Nava-Cruz
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? [X] YES [ ] NO

If yes, what type? General Contractor: Paint, Flooring, Cubicle Design Contractor

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

City Manager

1/6/2025

Date

PROPOSED BY:

Leticia Nava-Cruz

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? [X] YES [ ] NO
If yes, what type? Records Management Software Company

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

City Manager

1/6/2025
Date

PROPOSED BY:

Leticia Nava-Cruz
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? [X] YES [ ] NO

If yes, what type? Media Streaming Services and Agenda Management Software company

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

City Manager

1/6/2025

Date

PROPOSED BY:

Leticia Nava-Cruz

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 [X] NO
If yes, what type? N/A

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

City Manager

1/6/2025
Date

PROPOSED BY:

Leticia Nava-Cruz
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 be 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

REVIEWED BY:

City Manager

1/6/2025

Date

PROPOSED BY:

Leticia Nava-Cruz

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 pubic 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? [X] YES [ ] NO
If yes, what type? Sheriff's Contract

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

City Manager

1/6/2025
Date

PROPOSED BY:

Leticia Nava-Cruz
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? [X] YES [ ] NO
If yes, what type? Sheriff's Contract

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

Carlos J

City Manager

1/6/2025

Date

PROPOSED BY:

Leticia Nava-Cruz

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 [X] NO
If yes, what type? N/A

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

City Manager

1/6/2025
Date

PROPOSED BY:

Leticia Nava-Cruz
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? [X] YES [ ] NO

If yes, what type? Flock Camera Systems Contract

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

City Manager

1/6/2025

Date

PROPOSED BY:

Leticia Nava-Cruz

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? [X] YES [ ] NO
If yes, what type? N/A

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] YES [ ] NO

REVIEWED BY:

City Manager

1/6/2025
Date

PROPOSED BY:

Leticia Nava-Cruz
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: 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? [X] YES [ ] NO

If yes, what type? Yes, a contractor to replace all new ballasts, approx. 50 need replacement

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

City Manager

1/6/2025

Date

PROPOSED BY:

Leticia Nava-Cruz

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? [X] YES [ ] NO If yes, what type? General Construction/Electrical Contractor

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] YES [ ] NO

REVIEWED BY:

City Manager

1/6/2025

Date

PROPOSED BY:

Leticia Nava-Cruz

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 transfered 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? [x] YES [ ] NO

If yes, what type? Contractor

ORIGIN OF ISSUE: [ ] Council [x] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [x] 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? [x] YES [ ] NO

If yes, what type? Consultant and Staff Time

ORIGIN OF ISSUE: [ ] Council [x] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [x] 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 [x] NO

If yes, what type? N/A

ORIGIN OF ISSUE: [ ] Council [x] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [x] 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 [X] NO

If yes, what type? N/A

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] 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? [X] YES [ ] NO

If yes, what type? Engineering services and construction contractor

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] 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? [x] YES [ ] NO
If yes, what type? Engineering services and construction contractor

ORIGIN OF ISSUE: [ ] Council [x] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [x] 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 & 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? [X] YES [ ] NO

If yes, what type? Engineering services and construction contractor

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] 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? [X] YES [ ] NO
If yes, what type? Engineering services

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] 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 Contract Services Required? [X] YES [ ] NO
If yes, what type?

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] 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? [X] YES [ ] NO
If yes, what type? Assessment Engineering Services and Legal Services

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] 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? [X] YES [ ] NO

If yes, what type? Fuel Equipment Contractor

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] 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? [X] YES [ ] NO

If yes, what type? Masonry, Steel, Sheet Metal, Paint, and Concrete.

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] 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 [X] NO If yes, what type?

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] 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? [X] YES [ ] NO If yes, what type? Existing iWorQ permitting service.

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] 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 [X] NO If yes, what type?

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] 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 [X] NO If yes, what type?

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] 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: 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? [X] YES [ ] NO If yes, what type?

ORIGIN OF ISSUE: [ ] Council [ ] Staff [ ] General Plan [ ] Board/Commission [X] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] 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 [X] NO If yes, what type?

ORIGIN OF ISSUE: [ ] Council [ ] Staff [ ] General Plan [ ] Board/Commission [X] Outside Request [ ] Legal Obligation

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

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

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? [X] YES [ ] NO If yes, what type? Street Sign Manufacturing Company

ORIGIN OF ISSUE: [ ] Council [ ] Staff [ ] General Plan [X] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] 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? [X] YES [ ] NO
If yes, what type?

ORIGIN OF ISSUE: [ ] Council [X] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [X] 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 to cover analysis or public safety Funds

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

6 months for council approval

RESOURCE REQUIREMENTS-Estimated Work Hours: UNK Contract Services Required? [X] maybe YES [ ] NO
If yes, what type? Nexus study by ~~staff~~ or consultant

ORIGIN OF ISSUE: [X] Council [ ] Staff [ ] General Plan [ ] Board/Commission [ ] Outside Request [ ] Legal Obligation

CARRY-OVER ITEM: [ ] YES [X] NO

REVIEWED BY:

_____
City Manager

_____
Date

PROPOSED BY:

_____
City Manager

_____
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
HOURS FOR ON-GOING ACTIVITIES
2025/2026

ADMINISTRATION

STAFF MEMBERS:

Leticia Nava_Cruz, Director of Administrative Services
Michelle Gomez, Asst. Director of Administrative Services
Debbie Ludolph, Accountant
Lia Dominguez, Accounting Assistant II
Bianey Fleming, Accounting Assistant II
Alondra Munoz, City Clerk
Lissette Nock, Deputy City Clerk
Jacqueline Avila, Administrative Assistant III
Eileen Prado, Administrative Assistant I
Vacant, Administrative Services Manager

ACTIVITY	LN-C	MG	DL	LD	BF	AM	LN	JA	EP	V	Total Hours	Legal Req.
Daily												
General Clerical	155	180	50	50	50	110	300	500	150		1545	
Deposits & Deposits Review	75	60	200	60	10						405	
Dog Licensing (New)		10	10	250	30						300	yes
Cash Register		10	10	350	122						492	
Cash Log	20	10	5						100		135	
Postage/Mail											0	
Administration	75	30									105	
Petty Cash		20									20	
Computer/Equipment/Network										803	803	
Council Mail						50					50	
Mail								150	50		200	
Receptionists Duties							95	400	800		1295	
Records Management						100	40				140	
Scanning/Archiving Permanent Records						100	200	335	380		1015	
Weekly												
Accounts Payable/Warrants	13	24	30	20	720						807	yes
Accounts Receivable	3	10	20	140							173	
Purchase Orders	13	25		100	30						168	yes
Purchasing	2			40							42	
Business Licenses (New)		5	5	20	360						390	yes
Parking Cite Administration		5		40							45	yes
Project Accounting	10	145	700								855	
Bi-Weekly												

ACTIVITY	LN-C	MG	DL	LD	BF	AM	LN	JA	EP	V	Total Hours	Legal Req.
Payroll	13	52	75	10							150	yes
Training	24	24	24	24	24						120	yes
Warrant Registers	13	15									28	yes
Treasurer's Report	12										12	yes
Council/Subcommittee Meetings (During the day)	30	30				10	30				100	
Department Staff Meetings	24	24	24	24	24	25	25	25	25		220	
Management Staff Meetings	35	35				35				35	140	
Newsletter						150	150	200	200			
Monthly												
Month-End Journal Entries	24	36	24								84	
Bank Statement Reconciliation	3	5	24								32	
Dog License (Renewals)			5	154	80						239	yes
Business License (Renewals)			5	350	180						535	yes
Grants		65	100								165	yes
Inventory Distribution				50							50	
Expenditure/Revenue Account Audits & Reports	12	40	10								62	
Assessment District Admin.		5	50								55	yes
Developer in lieu Fees	6	6		10							22	yes
Mello-Roos (CFD) & SA Spreadsheets	25										25	
Stop Payments/Returned Checks/Void Checks	3	5	30		15						53	
Utilities										10	10	
Advertising						60					60	yes
Agendas						100	250				350	yes
Minutes						100	250				350	yes
Quarterly												
Grants	10	150	50								210	yes
Payroll Tax Reports	1	20	20								41	yes
Interest Distribution	3	10									13	yes
Diesel Fuel Reports					10						10	yes
SMIP/BSASR/SB 1186 Reports					15						15	yes
Annually												
Year-End Journal Entries	50	35	20								105	
City Audit	100	100	20								220	yes
Special Purpose Audits	10	30	20								60	yes

ACTIVITY	LN-C	MG	DL	LD	BF	AM	LN	JA	EP	V	Total Hours	Legal Req.
Budget	250	150	60			20				5	485	yes
Fee Study	20	20	5								45	yes
Grants	5	75	50								130	yes
W-2's and 1099's			10		10						20	yes
Award Applications	2										2	
State Controller's Reports		20									20	yes
AB 1600 DIF/Dev Fees annual reports	2	2									4	yes
AB 2766 AQMD annual report		5									5	
ROPS & SA Debt	5										5	yes
Work Program	10	3									13	
Fixed Asset Inventory		15									15	yes
Annual Payroll Tax Reports		6	4								10	yes
Investment Policy/Reports	5										5	yes
CFD Tax Levy/Admin	130										130	yes
FPPC Filings (campiagn/ethics)						80	25				105	yes
Goals & Objectives	20		15	14	20	10					79	
IT Contract Maintenance										10	10	
Miscellaneous												
Personnel	125	20						20			165	yes
IT	30										30	
Disaster Prepardness		5									5	
Benefits	26	40									66	yes
Staff Reports	35	12				40	10				97	
Worker's Compensation Claims	10	5									15	yes
Seminars/Conferences/ Meetings	15	15	15	5	5	15					70	
Personnel/Benefits Requests	5	26	10								41	
Investments/Wires	15	10									25	
Financial Software Maintenance	3	20									23	
General Ledger Maintenance	3	15									18	
Refuse Liens		10	10								20	yes
Bids						30	10				40	yes
Bond Releases						20	10				30	yes
General Elections						80	40				120	yes
Special Projects		20	15	14	20	20	10	30			129	

ACTIVITY	LN-C	MG	DL	LD	BF	AM	LN	JA	EP	V	Total Hours	Legal Req.
Lien Releases/Recording						20	80				100	yes
Notary						40	20				60	yes.
Passports						30	80	65	20		195	
Public Record Requests	17	10				400	100				527	yes
Risk Management	228					80					308	yes
Total On-Going Activities	1725	1725	1725	1725	1725	1725	1725	1725	1725	863	16388	
Staff Time Available	1725	1725	1725	1725	1725	1725	1725	1725	1725	863	16388	
Time Available for Goals Per Year	0	0	0	0	0	0	0	0	0	0	0	
Total Hrs. Available for 2-Year Work Program	0	0	0	0	0	0	0	0	0	0	0	

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITES
2025 / 2026

COMMUNITY DEVELOPMENT DEPARTMENT

STAFF MEMBERS:

Lawrence Mainez, Com Dev Dir/HA Asst Exc Dir (LM)
Matt Wirz, Building Official (MW)
Kim Stater, Assistant Com Dev Dir (KS)
Angela Tafolla, Associate Planner (AT)
Travis Trejo, Assistant Planner (TT)
Tiffany Martinez, Assistant Planner (TM)
Camille Goritz, Admin. Assistant III (CG)
Justin Ramirez, Code Compliance Officer (JR)
Barrie Owens,Senior Code Compliance Officer (BO)
Gary Chambers, Code Compliance Officer (GC)
Pending, Administrative Assistant III/Permit Technician (AA/PT)
Cortney Croslin, Permit Technician (CC)
Craig Sanchez & Fred Dominquez, Fire Marshals (FM)
Scott Rice, Landscape Arch - CWDG (SR)

ACTIVITY	LM	KS	MW	AT	TT	TM	CG	SR	BO	AA/PT	JR	GC	CC	FM	Total Hours	Legal Req.
Entitlements	80	290	50	390	390	390	-	110	-	-		-	-	-	1,700	Yes
Ministerial Permits	10	50	10	90	90	220	25		-	-		-	-	-	495	Yes
Planning Permits	20	50	50	50	50	50	50	-	-	-		-	-	-	320	Yes
Env. Process	50	100	-	50	50	60	-		-	-		-	-	-	310	Yes
SMARA Process	20	-	-	20			5		-	-		-	-	-	45	Yes
AB 939 (HHW & CRV)	-	-	-	-	-		-		-	-		-	-	-	-	Yes
Residentail Rental Applications	35	-	-	-	-		-		20	20	60	20	-	-	155	Yes
Planning Mgmt.	100	300	-	20			-		-	-		-	-	-	420	Yes
NPDES	10	15	50	10	10	10	-	15	-	-		-	-	-	120	Yes
Com Trails Committee (CTC)	20	-	-	-	135	20	110		-	-		-	-	-	285	Yes
Hist. Cult. Pres. Brd (HCPB)	20	90	10	165	20	40	140		-	-		-	-	-	485	Yes
Planning Commission (PC)	100	125	20	160	120	120	290	20	-	-		-	-	-	955	Yes
Street Naming (PC)	5	-		5	5	5	15						-		35	Yes
Park/Trail Planning (CWDG)	20	10	-	-	20		-	20	-	-		-	-	-	70	Yes
CDBG	75	150	-	-			20		-	20	-	40	-	-	305	Yes
Single Family Rehab	20	-	20	-			-		-	-		-	20	-	60	Yes
Grants	40	-	-	-	40		20	60	-	-		-	-	-	160	No
Econ Development	20	20	-	15	10	10	40		-	-		-	-	-	115	No
Wash / HCP	20	4	-	25	10		-		-	-		-	-	-	59	Yes
Citrus Harvest Fest.	10	120	-	240	30	70	10		10	5		-	5	-	500	No
Chamber of Commerce Events	10			5	5	5				-			-		25	No
Trails Day Event	5	10	-	5	75	20	5		-	5		-	-	-	125	No
General Plan Implementation	24	60	-	80	80	80	-		-	-		-	-	-	324	Yes
Building Permits / Plan Ck.	-	10	200	30	50	50	-		-	445		-	700	105	1,590	Yes
Bldg. Inspections	10	20	225	60	60	60	-		-	-		-	-	315	750	Yes
Build. Safety Mgmt.	70	-	435	-			-		-	-		-	-	-	505	Yes
Building Safety Records	-	-	25	-			20		30	150	30	30	500	-	785	Yes
Building Code Appeals Brd (PC)	5		5				15						-		25	Yes
CASp AB1379 (DSA)(CWDG)	5		40					100							145	Yes
Grading Permits	5	10	20	10	15	15	-		-	-		-	25	-	100	Yes
Grading Inspections	5	10	20	10	20	20	-		-	-		-	-	-	85	Yes
Housing Auth /Suc Ag. /Housing.	140	110	-	15			-		-	-		-	-	-	265	Yes
Building Code Enf.	25	20	100	20	20	20	-		100	-	120	120	-	-	545	Yes
Code Enf/Quality of Life/Homeless	100	-	100	-			-		900	-	500	535	-	-	2,135	No
Code Enf.Mgmt.	280	-	-	-			-		-	-		-	-	-	280	No
Code Enf. Records	-	-	30	-			50		270	250	600	600	-	-	1,800	Yes
Appeals Brd (PC)	30		25				40		75	130	75	100	-		475	yes
Fire Marshal Mgmt.	75	-	100	-			-		-	-		-	-	-	175	Yes
Fire Case Management	-	-	-	-			-		-	30		-	-	160	190	Yes
City Council (CC)	140	45	25	60	20	40	50		10	-	10	10	-	-	410	Yes
COPS (Com Oriented Problem Solving)	30						30		30						90	No
Emergency Planning (EOP)	16	16	25	20	40		10		10	-		-	-	-	137	Yes
Weekly Rept	15	5	10	20	20	20	40		-	10		-	-	-	140	No
Bus. Licenses	10	5	10	-	-	60	-		20	40	80	20	45	-	290	Yes
Public Records Request	15	20	10	10	20	20	20		10	20	10	10	23	5	193	Yes
Gen. Clerical	20	20	10	80	80	80	640		120	200	120	120	100	85	1,675	Yes
Public Counter	15	40	100	60	240	240	80		120	400	120	120	307	40	1,882	Yes

Total On-Going Activities	1,725	1,725	1,725	1,725	1,725	1,725	1,725	325	1,725	1,725	1,725	1,725	1,725	710	21,735	
Staff Time Available	1,725	1,725	1,725	1,725	1,725	1,725	1,725	325	1,725	1,725	1,725	1,725	1,725	710	21,735	
Time Available for Goals Per Year	-	-	-	-			-		-	-		-		-	-	
Total Hrs. Avail. for 2-Year Prog.	-	-	-	-			-		-	-		-		-	-	

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITIES
2025/2026

PUBLIC WORKS DEPARTMENT

STAFF MEMBERS:

Octavio Duran, Public Works Director/City Engineer
Vacant, Assistant Public Works Director
Melissa Morgan, Public Services Manager
Jim Richardson, Public Works Manager
Lucia Mendez, Assistant Engineer
Ryan Ramos, Public Works Coordinator
Denise Moreno, Volunteer Services Coordinator
Salli Wilson, Code Compliance Officer
Vacant, Maintenance Superintendent
Brandon Coleman, Senior Maintenance Worker
Gerald Peck, Maintenance Worker II
Jack Avon, Maintenance Worker I
Kevin Layne, Senior Maintenance Worker
Vacant, Maintenance Worker II
Jay Tuttle, Assistant Engineer
Vacant, Engineering Technician II

ACTIVITY	OD	V	MM	JR	LM	RR	DM	SW	V	BC	GP	JA	KL	V	JT	V	Total Hours	Legal Req.
Development Projects:																		
Planning Process	55	320			240										104		719	
Engineering Process	55	240		10	700										800		1,805	
Non-Fee Generated Development	10	140			200										671	10	1,031	
Capital Projects:																		
Feasibility Study/CIP	120	20			20												160	
Grant Related Work	200	20		15	20											18	273	
Design	160	20			60											8	248	
Right-of-Way	20	20		15	10											30	95	
Construction	300	40		15	200											40	595	
Agency Coordination	80	40		5	40											5	170	
Chamber Quarterly Construction Updates	10	-															10	
Maintenance Assessment Districts:																		
Engineer's Reports	6	60	70														136	
General Administration	4	10	40	60													114	
Maintenance Activities:																		
Landscape	5	16		35						700	700		30				1,486	
Signal	10	30		20									25				85	
Street	10	30		200					150			520	300	650			1,860	
Storm Drain	10	20	10	80		50			40			100	70	150			530	
Signing/Striping	5	10		80					40				235	120			490	
Traffic Operations	20	30		20									15				85	
Clean-up/Weed Control		10		40						50	50		350	350			850	
Fleet Maintenance		4		30		10			50	50	50	60	50	50			354	
Graffiti Abatement		4		20					910				20	40		30	1,024	
Parks	2	4		80					320	650	650	300	20				2,026	
Trails	2	4		30					20				190				246	
Tree Trimming	2	4		60						100	100		20	20			306	
Street Lights	10	24		60													94	
Building & Grounds Maintenance:																		
City Hall	2	4		30						30	30	230	50	10			386	
Police Station	2	4		30						10	10	100					156	
Fire Stations	2	4		30								100					136	
Community Center	2	4		30						30	30	80	50				226	
Library	2	4		30						30	30	120					216	
Public Services:																		
Crossing Guard		10	10														20	
Citizen Complaints	10	80	50	150	40	200		300	160	40	40	80	265	300	52	345	2,112	
Public Inquiry	40	10	25	45	10	75		125							52	40	422	
Street Lights	2	8		20												20	50	
Street Sweeping		4	10			40		500									554	
Athletic Field Administration		4	40														44	
Grant Related Work		4		20		15											39	
Volunteer Services:																		
Safe Routes to School Programs		4					25										29	
Highland Improvement Team Activities		4					350										354	
Blood Drive Activities							150										150	
Special Events		2					650								6		658	
General Volunteer Administration		2					150										152	
Public Inquiries	10						300										310	

CITY OF HIGHLAND
HOURS FOR ON-GOING ACTIVITIES
2025/2026

PUBLIC WORKS DEPARTMENT

STAFF MEMBERS:

Octavio Duran, Public Works Director/City Engineer
Vacant, Assistant Public Works Director
Melissa Morgan, Public Services Manager
Jim Richardson, Public Works Manager
Lucia Mendez, Assistant Engineer
Ryan Ramos, Public Works Coordinator
Denise Moreno, Volunteer Services Coordinator
Salli Wilson, Code Compliance Officer
Vacant, Maintenance Superintendent
Brandon Coleman, Senior Maintenance Worker
Gerald Peck, Maintenance Worker II
Jack Avon, Maintenance Worker I
Kevin Layne, Senior Maintenance Worker
Vacant, Maintenance Worker II
Jay Tuttle, Assistant Engineer
Vacant, Engineering Technician II

ACTIVITY	OD	V	MM	JR	LM	RR	DM	SW	V	BC	GP	JA	KL	V	JT	V	Total Hours	Legal Req.
Administration:																		
Management Staff Meetings	40	40	40	40													160	
Department Meetings	25	35	35	55	35	25	25		35	35	35	35	35	35	20	35	500	
General Supervision/Coordination	100	100	150	150		75	15									15	590	
Goals/Budget Preparation	50	50	50	60		15	15								15	35	255	
City Stds./Dept. Policies/Staff Reports	80	60	40	20	20												150	
City Council Subcommittees	60	30	30	30													64	
SBCTA/Flood Control Meetings	60	4				100	15								5	1,042	1,162	
Administrative Support						20	30									52	187	
Weekly Newsletter/Construction Project Updates	40	10	20	5	10													
Energy Leadership Meetings				5														
Mandated Programs:																		
Solid Waste		4	350			300		800									1,454	YES
NPDES	10	20	700			800											1,530	YES
																-	-	
Total On-Going Activities	1,633	1,625	1,670	1,625	1,605	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	27,133	
Staff Time Available	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	27,600	
Time Available for Goals Per Year	92	100	55	100	120												467	
Total Hrs. Available for 2-Year Work Prog.	184	200	110	200	240												934	

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, 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. 16

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: March 11, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Council Member Comments
(Agency/Committee/AB1234 Reports, District Updates, etc.)

RECOMMENDATION: Discussion and possible action.

Approved _____	Motion _____	Second _____	Agenda Item No. 17
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager