CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
May 13, 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
MAY 13, 2025 - 6:00 p.m.
AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

Special Recognition
Bob Hitchman - Blood Donor

Proclamation
National Public Works Week

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 May 13, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the May 13, 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.

CITY COUNCIL CONSENT CALENDAR

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

2. Minutes - April 8, 2025 Regular City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.

3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 777 for May 13, 2025, in the amount of $5,553,970.96 and Payroll of $336,945.48.

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

5. Claim Consideration - Moises Salvador Vasquez
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.

6. Claim Consideration - Mariah Scott
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.

7. Resolution No. 2025- , a Resolution of the City Council of the City of Highland, California Reaffirming and Extending Proclamation of a Local Emergency in the City of Highland as a Result of the Line Fire
RECOMMENDATION: That the City Council adopt Resolution No. 2025-___, continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

8. Declare Two (2) Seats Vacant on the Planning Commission
RECOMMENDATION: That the City Council:
1) Declare two (2) seats vacant on the Planning Commission; and
2) Direct the City Clerk to advertise the vacancy on the Planning Commission.

9. Contract Extension with San Bernardino County for Animal Care and Control Services for FY 2025/2026 (San Bernardino County Contract No. 24-444 A-1), With Option to Extend One (1) Additional Year
RECOMMENDATION: That the City Council approve a contract extension with San Bernardino County Animal Care and Control Services for FY 2025/2026 in the amount of $520,404 and authorize the City Manager to execute the related contract extension, as well as the subsequent extension for FY 2026/2027.

10. Sheriff's Department Schedule A Amendment for FY 2025/2026 and Amendment No. 4 to the Reimbursement Agreement Between the City of Highland and East Valley Water District for Law Enforcement Services for FY 2025/2026

RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council:

1) Authorize the Mayor to execute the amended Schedule A contract (FY 2025/2026) for Law Enforcement Services with the San Bernardino County Sheriff's Department which includes the addition of one Office Specialist position; and
2) Approve Amendment No. 4 to the Reimbursement Agreement between the City of Highland and East Valley Water District for Law Enforcement Services (FY 2025/2026).

11. Easement Acceptance for Lakeview Plumbing Corporation (Juan Cortes) - Single Family Residential Project (San Francisco Street)

RECOMMENDATION: That the City Council:

1) Accept Grant of Easement for San Francisco Street and Fresno Street Rights-of-Way Dedication from Lakeview Plumbing Corporation (Juan Cortes); and
2) Direct the City Clerk to record the Grant of Easement.

12. Storm Drain Easement Acceptance for Quick Quack Car Wash Commercial Project at 28343 Greenspot Road, west of Boulder Avenue (DRA 023-008)

RECOMMENDATION: That the City Council:

1) Accept the Grant of Easement for drainage purposes from Boulder Holdings, LLC; and
2) Direct the City Clerk to record the Grant of Easement.

13. Authorization and Agreements for Emergency Generator System Installation for Highland Fire Station 541 and 542

RECOMMENDATION: That the City Council:

1) Waive formal contract procedures per Municipal Code Section 2.40.100 for which the City's best interests are served;
2) Approve the proposal from GORDIAN for the engineering and installation of the City's 35KW Generac Emergency Generators at the Highland Fire Station 541 in the amount of $114,710.31 and Highland Fire Station 542 in the amount of $115,697.05, through the City's Sourcewell cooperative purchasing program contract #CA-R8-HVAC-101723-ABL;
3) Authorize the City Manager to sign both purchase agreements with GORDIAN to install the City's new Emergency Generator systems at Highland Fire Station 541 and Fire Station 542; and
4) Approve the following budget adjustment: Transfer from Account 029-2511 (to be expended from 029-2100-6040 Equipment) $114,710.31 for Fire Station 541 and $115,697.05 for Fire Station 542.

14. Street and Drainage Maintenance District 96-1 Annual Report (Fiscal Year 2025/2026)

RECOMMENDATION: That the City Council:

1) Adopt Resolution No. 2025-___, giving preliminary approval of the Annual Report; and
2) Adopt Resolution No. 2025-___, setting June 10, 2025 as the date of the protest hearing.

15. Consolidated Landscape and Lighting District 96-1 Annual Report (Fiscal Year 2025/2026)
RECOMMENDATION: That the City Council:
1) Adopt Resolution No. 2025-___, giving preliminary approval of the Annual Report; and
2) Adopt Resolution No. 2025-___, setting June 10, 2025 as the date of the protest hearing.

16. Second Reading of Ordinance No. 468 Amending Chapter 1.20, Arrest and Citation, Chapter 2.56, Administrative Citation Process, and Chapter 8.58 of the Highland Municipal Code to Increase the Administrative Fine as Allowable Under the State Fireworks Law for Use of Illegal Fireworks, and Other Amendments to Authorize Enhanced Code Enforcement Efforts
RECOMMENDATION: That the City Council conduct a second reading, read by title only, and waive further reading of Ordinance No. 468, amending Chapter 1.20, Arrest and Citation, Chapter 2.56, Administrative Citation Process, and Chapter 8.58 of the Highland Municipal Code to increase the administrative fine as allowable under the State Fireworks Law for use of illegal fireworks, and amendments to authorize enhanced code enforcement efforts.

17. A Special Event Permit (SEP 25-001) by Immanuel Baptist Church for a 4th of July Community Event, Fireworks Display and Request for Co-sponsorship
RECOMMENDATION: That the City Council:
1) Approve the Special Event Permit (SEP 25-001) subject to the conditions of approval; and
2) Approve a request by Immanuel Baptist Church for co-sponsorship and waiving of police, fire permit fees, and Public Works traffic control fees in the amount of approximately $15,402.62.

CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

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

Once the Public Hearing is closed, no further testimony is taken.

18. Public Hearing on Vacancies to Comply with Assembly Bill 2561
RECOMMENDATION: That the City Council receive and file this report.

19. Resolution No. 2025-___, Fixing the Highland Paramedic Special Tax Rate for Fiscal Year 2025/2026
RECOMMENDATION: That the City Council adopt Resolution No. 2025-___, fixing the Highland Paramedic Special Tax rate for Fiscal Year 2025/2026.

20. Ordinance Designating Fire Hazard Severity Zones as Recommended by the California Department of Forestry and Fire Protection, State Fire Marshal
RECOMMENDATION: That the City Council:
1) Introduce and conduct first reading of Ordinance No. ___, an Ordinance of the City of Highland designating Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection, State Fire Marshal pursuant to Government Code Section 51179(a), and making the findings of exemption under Section 15061(B)(3) of the California Environmental Quality Act Guidelines;
2) Direct the City Clerk to transmit a copy of the Ordinance to the State Board of Forestry and Fire Protection within 30 days of adoption, and post a notice at the office of the County recorder, assessor, and planning agency identifying the location of the "City of Highland Fire Hazard Severity Zones Map"; and
3) Direct staff to file a Notice of Exemption with the County Clerk of the Board.

21. Municipal Code Amendment (MCA-24-001): Housing Element Implementation Ordinance of the City of Highland Amending Portions of Title 5 (Business License and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development Code) of the Highland Municipal Code
RECOMMENDATION: The Planning Commission recommends the City Council:
1) Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the County Clerk of the Board;
2) Introduce and conduct first reading of Ordinance No. ___ to amend Chapter 5.34 (Multiple-Family and other Rental Units) of Title 5, and amend various Chapters of Title 16 (Land Use and Development Code) of the Highland Municipal Code (HMC) for the implementation of the 6th Housing Element Programs, mandatory State Legislation updates, and to correct Municipal Code ambiguities and inconsistencies; and
3) Introduce and conduct first reading of Ordinance No. ___ to amend Section 16.44.180 (Accessory Dwelling Unites) of Title 16 (Land Use and Development Code) of the Highland Municipal Code to implement Program 12 of the 6th Cycle Housing Element and ensure consistency with recent State housing legislation, including AB 671, AB 1332, AB 976, and AB 1033. The proposed amendment promotes the development of ADUs as a means to increase affordable housing opportunities and ensures the City's regulations remain compliant with State law.

CITY COUNCIL LEGISLATIVE

22. First Amendment to the City Manager Employment Agreement between Carlos Zamano and the City of Highland
RECOMMENDATION: That the City Council authorize the Mayor to execute the First Amendment to the City Manager Employment Agreement between Carlos Zamano and the City of Highland.

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

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

ANNOUNCEMENTS

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: 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 May 8, 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: May 8, 2025

Alondra Muñoz
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 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. 1

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

SUBJECT: Minutes - April 8, 2025 Regular Meeting

RECOMMENDATION: Approve the Minutes as submitted.

Approved _____ Motion _____ Second _____ Agenda Item No. 2

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

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 Tracy Johnson, Immanuel Baptist Church, and the Pledge of Allegiance was led by Councilmember Saldana.

ROLL CALL

Present: Hogan, Lilburn, McCallon, Saldana, Timmer
Absent: None

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

Mayor Lilburn presented a Proclamation proclaiming the month of April as Child Abuse Prevention Month.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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

Mickey Alexandra spoke regarding concerns about Mello-Roos and Redlands School District taxes.

CITY COUNCIL BUSINESS

1. Designation of an Alternate Representative for the Southern California Association of Governments (SCAG) 2025 Regional Conference and General Assembly

A MOTION was made by Mayor Pro Tem McCallon, Seconded by Councilmember Saldana, to appoint Mayor Lilburn as an Alternate Representative for the Southern California Association of Governments (SCAG) 2025 Regional Conference and General Assembly. Motion carried, 5-0.

CITY COUNCIL CONSENT CALENDAR

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

2. Waive the Reading of All Ordinances

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

3. Minutes - March 11, 2025 Regular City Council Meeting

Approved the Minutes as submitted.

4. Minutes - March 11, 2025 Special City Council Meeting

Approved the Minutes as submitted.

5. Minutes - March 27, 2025 Special City Council Meeting

Approved the Minutes as submitted.

6. Warrant Register

Approved Warrant Register No. 776 for April 8, 2025, in the amount of $2,807,119.37 and Payroll of $237,482.36.

7. Treasurer's Report for February 2025

Received and filed Treasurer's Report for February 2025.

8. Claim Consideration - Steven Olson

Rejected claim.

9. Claim Consideration - Erick Smart

Rejected claim.

10. Authorization and Purchase Agreements for Heating, Ventilation, and Air Conditioning (HVAC) System Repairs for the Highland Library Building

1) Waived formal contract procedures per Municipal Code Section 2.40.100 for which the City's best interest are served;
2) Approved the proposal from TRANE in the amount of $52,698 to replace the HVAC control system at the Highland Library through the City's Omnia Partners cooperative purchasing program contract No. RACINE-3341; and
3) Authorized the City Manager to sign purchase agreements with TRANE to replace the HVAC control system at the Highland Library.

11. Construction and Construction Management Services Contract Award - 9th Street Transit Stops, Sidewalk, and Bikeway Improvements (Project No. swk19001)

1) Awarded the construction contract for Bid No. 2025-07 9th Street Transit Stops, Sidewalk, and Bikeway Improvements Project to the responsible low bidder, GJ Gentry General Engineering Inc., in the amount of $744,131.00;
2) Approved the proposal from TKE Engineering, Inc. (TKE) to provide construction management and inspection services (CM Services) in the amount of $94,703;

3) Approved a budget adjustment to use up to $567,000 from the Measure I fund balance (Account # 017-2100) to be expended from the Traffic Improvements Account (Account # 017-8350-6550); and
4) Approved a budget adjustment to the TDA Article III expenditure Account # 005-8320-6545 and to the revenue Account # 008-8320-7205 to include $430,700.

CITY COUNCIL LEGISLATIVE

12. Appoint One (1) Member of the Public to the Community Trails Committee

Mayor Lilburn opened the floor to nominations.

Mayor Pro Tem McCallon nominated Luis Gardea, as there was only one applicant; no additional nominations were made and Mayor Lilburn closed the floor for nominations.

City Council unanimously appointed Luis Gardea to the Community Trails Committee.

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

City Manager Zamano stated the Highland Sheriff's Department for the month of March received 3,138 calls for service, made 330 reports, 143 arrests, issued 190 citations, conducted 255 traffic enforcement stops, responded to 60 traffic collisions, 20 transient calls, and 22 towed vehicles.

The Highland Fire Department for the month of March received 575 calls for service, some of which included: 461 medical aids, 36 traffic collisions, 9 structure fires, 10 vegetation fires, and 3 vehicle fires.

The Administrative Services/Finance Department for the month of March issued 15 business licenses, renewed 235 business licenses, issued 87 dog licenses, 128 yard sale permits, and 175 account payable checks.

The City of Highland would like to welcome new staff members:

- Julian Vargas, Maintenance Worker I
- Chastity Scott, Engineering Technician I
- Manuel Tapia Vera, IT Technician
- Marisa Beltran - Quiroz, Permit Technician (former Intern for Administrative Services)
- Veronica Navarro, Temporary Accounting Assistant I (AR)
- Annastasia Barrera, Temporary Accounting Assistant I (AP)

Human Resources is currently recruiting for an Assistant Public Works Director for the Public Works Department. Anyone interested can apply on our city website. Job flyers for this position have been mailed out to registered civil engineers throughout San Bernardino and Riverside Counties.

The Highland Regional Connector and the Community Development Block Grant (CDBG) 2023/2025 Pavement Rehabilitation Projects are nearing completion. Staff collaborated with contractors to schedule the majority of the paving work during spring break for both school districts, thereby minimizing disruptions.

The city has one final day of slurry seal on Love Street, west of Church Street, and on Streater Drive between Sycamore Drive and Base Line, which is set for April 9, 2025. Both streets will remain open to traffic and residents during this process. Following the slurry seal application, striping work will commence and is expected to be completed by the end of next week. Both projects are on schedule and within budget.

Saturday, April 19, from 8:00 a.m. to 12:00 p.m., the Highland Improvement Team (HIT) will conduct a cleanup event.

Thursday, April 24, at 9:00 a.m. the Arbor Day tree planting ceremony will be held at Cunningham Neighborhood Park located at 7400 Cunningham Street.

Saturday, April 26, from 8:00 a.m. to 12:00 p.m., the city will host a Compost Giveaway at the City Hall parking lot located at 27215 Base Line.

For the month of March, Burrtec completed 148 illegal dumping work orders.

The Citrus Harvest Festival was a remarkable success, attracting approximately 6,000 local residents. The event featured over 200 vendors, showcased 76 antique and classic cars, highlighted performances by local school talents, and offered numerous enjoyable family activities. Thank you to Assistant Community Development Director Stater, Associate Planner Tafolla, and all city staff members who contributed to making this event possible. A special thank you to Mayor Lilburn and Councilmember Saldana for attending and supporting the festivities.

On April 1, a hearing was held by the Planning Commission to address an appeal concerning a citation issued for land use violations, specifically related to the unpermitted parking and storage of trucks and tractor-trailers at 27356 5th Street, located just east of Palm Avenue. The Planning Commission reached a deadlock, with two members in favor and two against the motion to uphold the citation. The Planning Commission did not act to overturn the staff's issuance of the citation, resulting in the citation being in effect. The property owner submitted an appeal regarding the Planning Commission's decision, which will be presented to the City Council during the meeting scheduled for June 10, 2025.

The Planning Commission has approved a request from Levitt Industries to extend their approved entitlement for an additional 12 months. This extension pertains to the construction of a 285,000 square foot warehouse logistics building located at the northwest corner of Palm Avenue and Meines Street.

The Planning Commission adopted resolutions recommending that City Council approve several ordinances to amend various sections of the Municipal Code pertaining to the implementation of the City's 6th Cycle Certified Housing Element. These amendments address recent state housing legislation concerning Accessory Dwelling Units (ADUs). Additionally, the Planning Commission conducted a workshop to gather input on an

upcoming zoning initiative related to multi-family housing in the eastern portions of the city, as mandated by the certified housing element. Based on the insights gathered during the workshop and public feedback, the Planning Commission has selected a preferred location for rezoning and has directed staff to initiate the rezoning process. The formal rezoning proposal will be reviewed by the City Council this summer and forwarded for consideration in the fall.

The Housing Authority and Wakeland Housing Development Corporation (Wakeland) continue to seek funding for the construction of a 90-unit, $37 million affordable senior housing complex on Central Avenue, located south of Jeffrey Court Apartments. The City Council, in conjunction with the San Bernardino County Board of Supervisors, awarded Wakeland $5,850,000 on February 25, 2025 to support this initiative. This funding includes $3.8 million from the county's permanent Local Housing Allocation Fund and approximately $2 million from the county's Home Investment Partnership Program. Despite this support, there remains an estimated funding gap of $11 million after accounting for tax credits. To address this shortfall, Wakeland plans to submit a funding application to the State Department of Housing and Community Development (HCD) on April 15, 2025 requesting assistance through the Multi-family Housing Program (MHP). This will mark the third attempt to secure MHP funding, and the City of Highland will be informed of Wakeland's success by August 2025.

Corky's Kitchen and Bakery will officially open its doors for business on Wednesday, April 19, 2025. They are currently collaborating with the Chamber of Commerce to arrange an official ribbon-cutting ceremony scheduled for May 14, 2025.

Pat's Place, a newly established soul food restaurant located at the southeast corner of Base Line and McKinley Street, is set to open following a comprehensive revitalization of the property. The exterior renovations are nearing completion, and various city departments are in the process of conducting their final inspections. While the owner has been tentative in announcing a specific opening date, there is a growing optimism regarding a forthcoming launch. Staff will promptly notify the City Council and the Chamber of Commerce as soon as the opening date is officially confirmed.

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

Mayor Pro Tem McCallon stated he was unable to attend the Citrus Harvest Festival this year but is looking forward to next year's event.

Councilmember Saldana thanked city staff for participating in the Citrus Harvest Festival.

Mayor Lilburn thanked city staff for all their hard work at the Citrus Harvest Festival. She thanked East Valley Water District (EVWD) for the Women of Improvement event that will be held on April 9.

ANNOUNCEMENTS

None

CLOSED SESSION

City Attorney Marroquin read the City Council into closed session regarding the following:

CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION
The City Council will meet in closed session with the City Attorney pursuant to Government Code Section 54956.9(d)(2) with respect to one matter of potential litigation. A point has been reached where, in the opinion of the City Attorney, based on existing facts and circumstances, there is a significant exposure to litigation involving the City with respect to the properties located at 8046 Central Avenue (APN: 1192-561-08) and 26855 4th Place (APN: 1192-561-10) and based on a letter dated March 31, 2025, from Claudia Orian. The letter is available for public inspection at the Office of the City Clerk.

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

Mayor Lilburn adjourned the meeting into closed session at 6:31 p.m.

Submitted By:

Alondra Muñoz
City Clerk

Approved By:

Penny Lilburn
Mayor

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Warrant Register #777

RECOMMENDATION: City Council to approve Warrant Register #777; Warrants in the amount of $5,553,970.96 and Payroll in the amount of $336,945.48

FISCAL IMPACT: The total of Cash and Expenditures is $5,890,916.44

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. 3

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

CITY OF HIGHLAND

WARRANT REGISTER #777

May 13, 2025

Warrants:

4/1/2025	Ck#91241-91270 & Wire#1002870066		305,794.31
4/4/2025	Payroll Wire #1018-1021 & Ck #91271		66,856.97
4/8/2025	Ck#91272-91298		162,702.63
4/15/2025	Ck#91299-91348		1,529,940.35
4/18/2025	Payroll Wire #1022-1025 & Ck #91349		69,051.77
4/22/2025	Ck#91350-91401		3,275,387.43
4/29/2025	Ck#91402-91429		75,041.46
5/2/2025	Payroll Wire #1026-1029 & Ck #91430		69,196.04
		Total Warrants	$5,553,970.96

Payroll:

4/4/2025	Direct Deposits #14980-15020		108,928.48
4/4/2025	Ck #746		279.98
4/18/2025	Direct Deposits #15021-15064		113,293.55
4/18/2025	Ck #747		279.98
5/2/2025	Direct Deposits #15065-15108		113,685.42
5/2/2025	Ck #748-749		478.07
		Total Payroll	$ 336,945.48
	Total Warrants & Payroll		**$5,890,916.44**

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
91241	4/1/2025	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SVC-3/2-3/15/25		
			CROSSING GUARD SVC-3/2-3/15/25		
			002.8200.4530		3,987.77
				Total :	**3,987.77**
91242	4/1/2025	001271 ALLSTAR FIRE EQUIPMENT INC	FS#2:EQUIP		
			FS#2:EQUIP		
			029.2100.4204		118.55
				Total :	**118.55**
91243	4/1/2025	005771 AMAZON CAPITAL SERVICES	FS#2: STATION SUPPLIES		
			FS#2: STATION SUPPLIES		
			029.2100.4203		117.79
			FS#2: STATION SUPPLIES		
			028.2050.4203		117.79
			OFFICE SUPPLIES		
			100% RECYCLED POST IT NOTES		
			001.4600.4200		22.50
			100% RECYCLED SMALL POST IT NOTES		
			001.4600.4200		18.21
			100% FILE FOLDERS		
			001.4600.4200		140.78
			OFFICE SUPPLIES		
			001.4600.4200		172.79
				Total :	**589.86**
91244	4/1/2025	003599 BAB STEERING HYDRAULICS INC,	ME541: REPAIR SUPPLIES		
			ME541: REPAIR SUPPLIES		
			029.2100.4540		1,620.51
			ME541: REPAIR SUPPLIES		
			028.2050.4240		1,620.50
			ME541: BRAKE REPAIR		
			ME541: BRAKE REPAIR		
			029.2100.4240		2,143.76
			ME541: BRAKE REPAIR		
			028.2050.4240		2,143.76

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91244	4/1/2025	003599	003599 BAB STEERING HYDRAULICS INC, (Continued)	Total :	7,528.53
91245	4/1/2025	002960	BURRTEC WASTE INDUSTRIES INC		
			SOLID WASTE PROG 2/22/25-3/21/25		
			SOLID WASTE PROG 2/22/25-3/21/25		
			051.1496		165,313.59
				Total :	165,313.59
91246	4/1/2025	006175	CALIFORNIA PPE		
			FS#2: PPE TURNOUT ADVANCED CLEANING		
			FS#2: PPE TURNOUT ADVANCED CLEANING		
			029.2100.4204		2,811.50
				Total :	2,811.50
91247	4/1/2025	005324	CHARLES ABBOTT ASSOCIATES, INC		
			FIRE MARSHALL-FEB		
			FIRE MARSHALL-FEB		
			029.2100.4540		12,080.00
				Total :	12,080.00
91248	4/1/2025	005859	COUNTY OF SAN BERNARDINO DEPT		
			RADIO ACCESS-JAN		
			RADIO ACCESS-JAN		
			028.2050.4209		529.72
			RADIO ACCESS-JAN		
			029.2100.4209		529.72
			RADIO ACCESS-FEB		
			RADIO ACCESS-FEB		
			028.2050.4209		529.72
			RADIO ACCESS-FEB		
			029.2100.4209		529.72
				Total :	2,118.88
91249	4/1/2025	000085	EAST VALLEY WATER DISTRICT		
			BOULDER MEDIAN-MAR		
			BOULDER MEDIAN-MAR		
			004.8310.4030		82.57
			BOULDER MEDIAN-MAR		
			BOULDER MEDIAN-MAR		
			004.8310.4030		82.57
			BEATTIE-IRRIGATION-MAR		
			BEATTIE- IRRIGATION-MAR		
			001.6000.4030		385.18
			LMD 48B-MAR		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91249	4/1/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 48B-MAR	
			012.8500.4030	335.15
			LMD 48C-MAR	
			LMD 48C-MAR	
			012.8500.4030	129.47
			LMD 48C-MAR	
			LMD 48C-MAR	
			012.8500.4030	86.85
			LMD 31-MAR	
			LMD 31-MAR	
			012.8500.4030	162.08
			LMD 00-BASELINE-MAR	
			LMD 00-BASELINE-MAR	
			012.8500.4030	159.24
			LMD 22-MAR	
			LMD 22-MAR	
			012.8500.4030	124.82
			LMD 03- YARNELL-MAR	
			LMD 03- YARNELL-MAR	
			012.8500.4030	71.20
			LMD 03- BASELINE-MAR	
			LMD 03- BASELINE-MAR	
			012.8500.4030	74.05
			LMD 20- BASELINE-MAR	
			LMD 20- BASELINE-MAR	
			012.8500.4030	156.09
			LMD 01- A-MAR	
			LMD 01- A-MAR	
			012.8500.4030	65.53
			LMD 35-MAR	
			LMD 35-MAR	
			012.8500.4030	161.41
			LMD 06-MAR	
			LMD 06-MAR	
			012.8500.4030	51.33
			LMD 01- B-MAR	
			LMD 01- B-MAR	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91249	4/1/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			012.8500.4030 LMD 48-MAR LMD 48-MAR		71.21
			012.8500.4030 LMD 30-MAR LMD 30-MAR		314.59
			012.8500.4030 LMD 68/69-MAR LMD 68/69-MAR		328.89
			012.8500.4030 LMD 39-MAR LMD 39-MAR		515.71
			012.8500.4030 CANYON OAKS PARK-MAR CANYON OAKS PK-MAR		235.09
			016.8540.4030 LMD 08-MAR LMD 08-MAR		262.93
			012.8500.4030 LMD 20- STREATER-MAR LMD 20- STREATER-MAR		149.33
			012.8500.4030 LMD 79-MAR LMD 79-MAR		74.04
			012.8500.4030		112.83
				Total :	**4,192.16**
91250	4/1/2025	004956 FIDELITY SECURITY	VISION-APR VISION-APR		
			001.1160 VISION-APR		207.23
			004.1160 VISION-APR		33.71
			010.1160 VISION-APR		10.91
			012.1160 VISION-APR		5.18

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91250	4/1/2025	004956 FIDELITY SECURITY	(Continued)		
			016.1160		5.18
			VISION-APR		
			023.1160		2.67
			VISION-APR		
			024.1160		0.41
			VISION-APR		
			041.1160		9.12
			VISION-APR		
			042.1160		10.36
			VISION-APR		
			070.1160		6.08
				Total :	**290.85**
91251	4/1/2025	005567 FIRE APPARATUS SOLUTIONS	ME543A: REPAIRS SUPPLIES		
			ME543A: REPAIRS SUPPLIES		
			029.2100.4240		2,960.02
			ME543A: REPAIRS SUPPLIES		
			028.2050.4240		2,960.01
				Total :	**5,920.03**
91252	4/1/2025	005018 FLYERS ENERGY, LLC	FUEL-MAR		
			FUEL-MAR		
			001.2000.4220		3,390.24
			FUEL-MAR		
			001.4200.4220		55.59
			FUEL-MAR		
			001.4600.4220		135.20
			FUEL-MAR		
			001.6000.4220		114.39
			FUEL-MAR		
			004.8310.4220		428.95
			FUEL-MAR		
			028.2050.4220		625.19
			FUEL-MAR		
			029.2100.4220		625.19
			FUEL-MAR		
			042.9510.4220		28.60

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
91252	4/1/2025	005018	005018 FLYERS ENERGY, LLC	(Continued)	Total :	5,403.35
91253	4/1/2025	004939	GUARDIAN	DENTAL-APR		
				DENTAL-APR		
				001.1160		1,466.40
				DENTAL-APR		
				004.1160		57.70
				DENTAL-APR		
				010.1160		36.22
				DENTAL-APR		
				012.1160		10.61
				DENTAL-APR		
				016.1160		10.61
				DENTAL-APR		
				023.1160		15.22
				DENTAL-APR		
				041.1160		29.64
				DENTAL-APR		
				070.1160		17.79
					Total :	1,644.19
91254	4/1/2025	002710	HERNANDEZ, KROONE & ASSOCIATES	BRG07001 NP RDA-DEC		
				BRG07001 NP RDA-DEC		
				010.3830.6813		6,672.00
				BRG12001 NP GCF-DEC		
				BRG12001 NP GCF-DEC		
				023.3890.6813		960.00
				ICH17006 PM SMBMI-IGG-DEC		
				ICH17006 PM SMBMI-IGG-DEC		
				027.8490.6813		432.00
				ICH17004 NP GCF-DEC		
				ICH17004 NP GCF-DEC		
				023.3890.6813		1,968.00
				STR17002 PE CCF (2017)-DEC		
				STR17002 PE CCF (2017)-DEC		
				027.8490.6550		1,152.00
					Total :	11,184.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91255	4/1/2025	002710 HERNANDEZ, KROONE & ASSOCIATES	SIG21001 CE HSIP CYCLE 10-JAN		
			SIG21001 CE HSIP CYCLE 10-JAN		
			030.8495.6550		4,119.00
				Total :	**4,119.00**
91256	4/1/2025	001996 HINDERLITER DE LLAMAS & ASSOC	SALES TAX AUDIT 2024/2025		
			SALES TAX AUDIT-JAN-MAR		
			001.1450.4505		450.00
				Total :	**450.00**
91257	4/1/2025	000127 K & L HARDWARE	FS#3:MISC SUPPLIES		
			FS#3:MISC SUPPLIES		
			028.2050.4206		17.23
			FS#3:MISC SUPPLIES		
			029.2100.4206		17.23
			FS#2:MISC SUPPLIES		
			FS#2:MISC SUPPLIES		
			028.2050.4206		33.77
			FS#2:MISC SUPPLIES		
			029.2100.4206		33.76
			FS#3:SMALL TOOLS		
			FS#3:SMALL TOOLS		
			028.2050.4206		4.31
			FS#3:SMALL TOOLS		
			029.2100.4206		4.30
			BLANKET PURCHASE ORDER		
			FS#1:MISC SUPPLIES		
			028.2050.4206		31.01
			FS#1:MISC SUPPLIES		
			029.2100.4206		31.01
			FS#3:BLDG MAINT		
			FS#3:BLDG MAINT		
			028.2050.4206		7.86
			FS#3:BLDG MAINT		
			029.2100.4206		7.85
			FS#1:MISC SUPPLIES		
			FS#1:MISC SUPPLIES		
			028.2050.4206		39.40

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91257	4/1/2025	000127 K & L HARDWARE	(Continued)		
			FS#1:MISC SUPPLIES		
			029.2100.4206		39.39
			FS#3:MAINT SUPPLIES		
			FS#3:MAINT SUPPLIES		
			028.2050.4206		5.92
			FS#3:MAINT SUPPLIES		
			029.2100.4206		5.92
				Total :	**278.96**
91258	4/1/2025	000207 KONICA MINOLTA	COPIER LEASE-MAR		
			COPIER LEASE-MAR		
			001.2000.4205		603.40
			COPIER LEASE-MAR		
			042.9510.4205		1,698.14
				Total :	**2,301.54**
91259	4/1/2025	000207 KONICA MINOLTA	FIREWALL-FORTIGATE		
			FIREWALL-FORTIGATE		
			042.9510.4533		5.62
				Total :	**5.62**
91260	4/1/2025	005285 LA VERNE POWER EQUIPMENT INC	ME543:SAW REPAIR		
			ME543:SAW REPAIR		
			028.2050.4245		114.72
			ME543:SAW REPAIR		
			029.2100.4245		114.72
				Total :	**229.44**
91261	4/1/2025	002266 LARRY JACINTO CONSTRUCTION INC	EMERGENCY DEBRIS REMOVAL AT ELDER GULCH		
			ELDER GULCH:EMERG DEBRIS REMOVAL		
			001.1450.4260		25,057.50
				Total :	**25,057.50**
91262	4/1/2025	001193 LIFE ASSIST, INC.	FS#1:GLOVES		
			FS#1:GLOVES		
			028.2050.4207		149.34
			FS#1-3:PARAMEDIC SUPPLIES		
			FS#1-3:PARAMEDIC SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91262	4/1/2025	001193 LIFE ASSIST, INC.	(Continued)		
			028.2050.4207		250.50
			FS#1:PARAMEDIC SUPPLIES		
			FS#1:PARAMEDIC SUPPLIES		
			028.2050.4207		953.01
				Total :	**1,352.85**
91263	4/1/2025	001679 MC CRAY'S ENTERPRISES	E542A: REPAIRS FOR 2005 ENFFORCER		
			E542A: REPAIRS FOR 2005 ENFFORCER		
			029.2100.4240		5,945.97
			E542A: REPAIRS FOR 2005 ENFFORCER		
			028.2050.4240		5,945.97
			ME543: COOLANT LEAK REPAIR		
			ME543: COOLANT LEAK REPAIR		
			029.2100.4240		1,317.78
			ME543: COOLANT LEAK REPAIR		
			028.2050.4240		1,317.78
			ME541:AIR LEAK REPLACED		
			ME541:AIR LEAK REPLACED		
			028.2050.4240		97.50
			ME541:AIR LEAK REPLACED		
			029.2100.4240		97.50
				Total :	**14,722.50**
91264	4/1/2025	005164 MIKE ROQUET CONSTRUCTION INC.	MAIN ST SINK HOLE REPAIR		
			MAIN ST SINK HOLE REPAIR		
			004.8310.4570		4,245.00
				Total :	**4,245.00**
91265	4/1/2025	000176 PRINCIPAL LIFE INSURANCE CO	PRINCIPAL-APR		
			PRINCIPAL-APR		
			001.1200.3590		30.02
			PRINCIPAL-APR		
			001.1450.3590		70.59
			PRINCIPAL-APR		
			001.1600.3590		7.18
			PRINCIPAL-APR		
			001.1700.3590		107.04

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91265	4/1/2025	000176 PRINCIPAL LIFE INSURANCE CO	(Continued)	
			PRINCIPAL-APR	
			001.3200.3590	46.12
			PRINCIPAL-APR	
			001.4100.3590	160.02
			PRINCIPAL-APR	
			001.4200.3590	55.31
			PRINCIPAL-APR	
			001.4500.3590	63.82
			PRINCIPAL-APR	
			001.4600.3590	75.24
			PRINCIPAL-APR	
			001.6000.3590	23.96
			PRINCIPAL-APR	
			001.6010.3590	27.20
			PRINCIPAL-APR	
			001.6020.3590	14.37
			PRINCIPAL-APR	
			004.8310.3590	138.50
			PRINCIPAL-APR	
			010.3830.3590	34.91
			PRINCIPAL-APR	
			012.8500.3590	11.82
			PRINCIPAL-APR	
			016.8540.3590	11.82
			PRINCIPAL-APR	
			023.3890.3590	10.49
			PRINCIPAL-APR	
			024.8470.3590	1.29
			PRINCIPAL-APR	
			041.9500.3590	13.86
			PRINCIPAL-APR	
			042.9510.3590	25.49
			PRINCIPAL-APR	
			070.7000.3590	33.56
			Total :	**962.61**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91266	4/1/2025	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISIONS-MAR		
			PARCEL MAP REVISIONS-MAR		
			001.4100.4310		2.00
				Total :	**2.00**
91267	4/1/2025	000204 SOCALGAS	CITY HALL-MAR		
			CITY HALL-MAR		
			042.9510.4020		278.65
			POLICE-MAR		
			POLICE-MAR		
			001.2000.4020		2,562.00
			FS#3-MAR		
			FS#3-MAR		
			028.2050.4020		113.22
			FS#3-MAR		
			029.2100.4020		113.18
			FS#1-MAR		
			FS#1-MAR		
			029.2100.4020		50.13
			FS#1-MAR		
			028.2050.4020		50.13
				Total :	**3,167.31**
91268	4/1/2025	000203 SOUTHERN CALIFORNIA EDISON	FS#1-3-MAR		
			FS#3-MAR		
			028.2050.4010		681.39
			FS#3-MAR		
			029.2100.4010		681.37
			FS#1-MAR		
			028.2050.4010		343.83
			FS#1-MAR		
			029.2100.4010		343.82
			FS#2-MAR		
			028.2050.4010		248.56
			FS#2-MAR		
			029.2100.4010		248.55
				Total :	**2,547.52**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91269	4/1/2025	006127 STAPLES BUSINESS CREDIT	OFFICE CHAIR:WILSON		
			OFFICE CHAIR:WILSON		
			001.4200.4203		199.21
				Total :	**199.21**
91270	4/1/2025	000226 UNUM LIFE INSURANCE	LONG TERM DISABILITY-APR		
			LONG TERM DISABILITY-APR		
			001.1180		602.28
			LONG TERM DISABILITY-APR		
			004.1180		71.49
			LONG TERM DISABILITY-APR		
			010.1180		37.00
			LONG TERM DISABILITY-APR		
			023.1180		2.67
			LONG TERM DISABILITY-APR		
			041.1180		11.10
			LONG TERM DISABILITY-APR		
			070.1180		48.10
				Total :	**772.64**
1002876066	4/1/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	PERS HEALTH-APR		
			PERS HEALTH-APR		
			001.1150		14,600.43
			PERS HEALTH-APR		
			004.1150		2,683.74
			PERS HEALTH-APR		
			010.1150		1,640.04
			PERS HEALTH-APR		
			012.1150		216.60
			PERS HEALTH-APR		
			016.1150		216.60
			PERS HEALTH-APR		
			023.1150		182.30
			PERS HEALTH-APR		
			041.1150		403.91
			PERS HEALTH-APR		
			070.1150		390.78
			PERS HEALTH-APR		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1002876066	4/1/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			001.1450.3511 PERS HEALTH-APR	62.95
			041.9500.3515	1,800.00
			Total :	**22,197.35**
31	**Vouchers for bank code :**	wfb	**Bank total :**	**305,794.31**
31	**Vouchers in this report**		**Total vouchers :**	**305,794.31**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
1018	4/4/2025	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT		
			ICMA DEFERRED COMP 457: Payment 001.1170		9,778.76
			ICMA DEFERRED COMP 457: Payment 041.1170		185.35
			ICMA DEFERRED COMP 457: Payment 042.1170		202.50
			ICMA DEFERRED COMP 457: Payment 070.1170		215.09
			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
			ICMA DEFERRED COMP 457: Payment 024.1170		12.00
				Total :	**12,460.58**
1019	4/4/2025	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT		
			FEDERAL TAXES: Payment 001.1120		13,851.34
			FEDERAL TAXES: Payment 004.1120		1,421.14
			FEDERAL TAXES: Payment 008.1120		9.96
			FEDERAL TAXES: Payment 010.1120		350.94
			FEDERAL TAXES: Payment 012.1120		157.71
			FEDERAL TAXES: Payment 016.1120		157.72

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
1019	4/4/2025	000119 INTERNAL REVENUE SERVICE	(Continued) MEDICARE: Payment 070.1140		155.16
				Total :	**23,270.34**
1020	4/4/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT EPMC: Payment 001.1145		487.56
			EPMC: Payment 004.1145		83.00
			EPMC: Payment 023.1145		8.38
			EPMC: Payment 024.1145		0.71
			EPMC: Payment 041.1145		19.35
			EPMC: Payment 042.1145		7.08
			EPMC: Payment 070.1145		59.99
			PERS: Payment 001.1145		16,832.28
			PERS: Payment 004.1145		2,505.23
			PERS: Payment 010.1145		614.63
			PERS: Payment 012.1145		204.85
			PERS: Payment 016.1145		204.82
			PERS: Payment 023.1145		235.52
			PERS: Payment 024.1145		25.18
			PERS: Payment 041.1145		457.87
			PERS: Payment		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1021	4/4/2025	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			023.1130	55.49
			STATE TAXES: Payment	
			024.1130	4.06
			STATE TAXES: Payment	
			041.1130	188.63
			STATE TAXES: Payment	
			042.1130	130.06
			STATE TAXES: Payment	
			070.1130	300.94
			Total :	**7,240.40**
91271	4/4/2025	003804 AFLAC	AFLAC ACCIDENT INSURANCE: PAYMENT	
			AFLAC HOSPITAL INSURANCE: Payment	
			070.1181	1.65
			AFLAC SPECIFIED HEALTH INS: Payment	
			001.1181	12.40
			AFLAC SPECIFIED HEALTH INS: Payment	
			004.1181	2.97
			AFLAC SPECIFIED HEALTH INS: Payment	
			010.1181	2.97
			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
			AFLAC ACCIDENT INSURANCE: Payment	
			001.1181	132.65
			AFLAC ACCIDENT INSURANCE: Payment	
			004.1181	9.69
			AFLAC ACCIDENT INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
5	Vouchers for bank code :	wfb	Bank total :	66,856.97
5	Vouchers in this report		Total vouchers :	66,856.97

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91272	4/8/2025	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			042.9510.4203		166.94
			EXEMPT LEGAL PADS		
			042.9510.4200		32.60
			OFFICE SUPPLIES		
			042.9510.4200		49.91
			EXEMPT MANILLA FILE FOLDERS		
			001.1700.4200		10.76
			EXEMPT EXPANDING HANGING FILE		
			001.1700.4200		53.70
			OFFICE SUPPLIES		
			001.1700.4200		14.50
			OFFICE SUPPLIES		
			DAILY PLANNER 2025-2026		
			001.1200.4200		9.68
			OFFICE SUPPLIES		
			001.1200.4200		3.64
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.1700.4200		25.50
			EXEMPT PASSWORD KEEPER BOOK		
			EXEMPT PASSWORD KEEPER BOOK		
			001.1700.4200		10.76
				Total :	**377.99**
91273	4/8/2025	000085 EAST VALLEY WATER DISTRICT	LMD 02-E-MAR		
			LMD 02-E-MAR		
			012.8500.4030		347.11
			LMD 02- A-MAR		
			LMD 02- A-MAR		
			012.8500.4030		59.85
			LMD 70-MAR		
			LMD 70-MAR		
			012.8500.4030		76.89
			LMD 02- B-MAR		
			LMD 02- B-MAR		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91273	4/8/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			012.8500.4030		155.01
			LMD 13-MAR		
			LMD 13-MAR		
			012.8500.4030		149.33
			LMD 02- D-MAR		
			LMD 02- D-MAR		
			012.8500.4030		109.57
			LMD 02- C-MAR		
			LMD 02- C-MAR		
			012.8500.4030		160.05
			LMD 70 IRRIGATION-MAR		
			LMD 70 IRRIGATION-MAR		
			012.8500.4030		242.65
				Total :	**1,300.46**
91274	4/8/2025	001122 GALLS, LLC	UNIFORMS: RAMIREZ		
			UNIFORMS: RAMIREZ		
			001.4600.4249		205.65
				Total :	**205.65**
91275	4/8/2025	000105 HIGHLAND CHAMBER OF COMMERCE	CHAMBER LUNCHEON:GOMEZ/NAVA-CRUZ		
			CHAMBER LUNCHEON:GOMEZ/NAVA-CRUZ		
			001.1700.4330		50.00
			CHAMBER LUNCHEON:WILSON/RAMOS		
			CHAMBER LUNCHEON:WILSON/RAMOS		
			001.4200.4330		50.00
			CHAMBER LUNCHEON:MORENO		
			CHAMBER LUNCHEON:MORENO		
			001.6020.4330		25.00
			EVENING UNDER THE STARS:CITY TABLE		
			EVENING UNDER THE STARS:CITY TABLE		
			001.1000.4336		500.00
				Total :	**625.00**
91276	4/8/2025	006343 INTERMEDIA.NET INC.	VOIP-APR		
			VOIP-APR		
			042.9510.4533		2,341.28

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
91276	4/8/2025	006343	006343 INTERMEDIA.NET INC.	(Continued)	Total :	2,341.28
91277	4/8/2025	000127	K & L HARDWARE	PD:BATTERY		
				PD:BATTERY		
				001.2000.4206		5.38
					Total :	5.38
91278	4/8/2025	000207	KONICA MINOLTA	IT STAFFING-FEB-MAR		
				IT STAFFING-FEB-MAR		
				042.9510.4627		5,120.00
				IT MONTHLY CONTRACT-FEB-MAR		
				042.9510.4627		5,037.00
					Total :	10,157.00
91279	4/8/2025	000168	MICHELLE GOMEZ, PETTY CASH	PETTY CASH-APR		
				PETTY CASH-APR		
				001.0020		304.72
					Total :	304.72
91280	4/8/2025	006372	PATRIOT USICVI DEL ROSA, LLC	EOT 25.002 REFUND		
				EOT 25.002 REFUND		
				001.1320		4,800.00
					Total :	4,800.00
91281	4/8/2025	006371	PEREZ SAMAYOA, ROMULO	250104		
				LDR24-006 REFUND		
				001.1320		2,615.00
					Total :	2,615.00
91282	4/8/2025	000598	PR PRINTING	BUS CARDS: SALDANA & LETTERHEAD		
				30% RECYCLED BUS CARDS: SALDANA		
				001.1000.4200		51.65
				30% RECYCLED COH LETTERHEAD		
				001.1000.4200		262.09
					Total :	313.74
91283	4/8/2025	002511	RECORDER-CLERK CO OF SB	DOCUMENT RECORDING-MAR		
				DOCUMENT RECORDING-MAR		
				001.1200.4506		91.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91283	4/8/2025	002511 RECORDER-CLERK CO OF SB	(Continued)	
			DOCUMENT RECORDING-MAR	
			DOCUMENT RECORDING-MAR	
			001.1200.4506	94.00
			DOCUMENT RECORDING-MAR	
			DOCUMENT RECORDING-MAR	
			001.1200.4506	94.00
			DOCUMENT RECORDING-MAR	
			DOCUMENT RECORDING-MAR	
			001.1200.4506	20.00
			Total :	**299.00**
91284	4/8/2025	001414 RICHARDS, WATSON & GERSHON	GENERAL-JAN	
			GENERAL-JAN	
			001.1450.4520	8,110.81
			CODE ENFORCEMENT 27356 5TH ST-JAN	
			CODE ENFORCEMENT 27356 5TH ST-JAN	
			001.4600.4520	1,260.00
			CODE ENFORCEMENT CASE#9971-JAN	
			CODE ENFORCEMENT CASE#9971-JAN	
			001.4600.4520	320.00
			HOUSING AUTHORITY-JAN	
			HOUSING AUTHORITY-JAN	
			070.7000.4520	320.00
			CODE ENFORCEMENT GENERAL-JAN	
			CODE ENFORCEMENT GENERAL-JAN	
			001.4600.4520	1,403.10
			PERSONNEL & LABOR RELATIONS-JAN	
			PERSONNEL & LABOR RELATIONS-JAN	
			001.1450.4520	770.00
			SWK19001 RW MSRI-JAN	
			SWK19001 RW MSRI-JAN	
			017.8350.6545	3,489.06
			SWK19001 RW ART3-JAN	
			SWK19001 RW ART3-JAN	
			005.8320.6545	3,489.06
			CODE ENFORCEMENT CODE CASE #9085-JAN	
			CODE ENFORCEMENT CODE CASE #9085-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91284	4/8/2025	001414 RICHARDS, WATSON & GERSHON	(Continued)		
			001.4600.4520		580.50
				Total :	**19,742.53**
91285	4/8/2025	003713 SATCOM GLOBAL LTD.	SATTELITE PHONES-MAR		
			SATTELITE PHONES-MAR		
			028.2050.4061		28.61
			SATTELITE PHONES-MAR		
			029.2100.4061		28.60
			SATTELITE PHONES-MAR		
			001.2000.4061		57.21
			SATTELITE PHONES-MAR		
			042.9510.4061		57.21
				Total :	**171.63**
91286	4/8/2025	000487 SMART & FINAL	PUBLIC SAFETY APPRECIATION LUNCH		
			PUBLIC SAFETY APPRECIATION LUNCH		
			001.6020.4336		113.04
			CITY HALL:BREAKROOM SUPPLIES		
			CITY HALL:BREAKROOM SUPPLIES		
			042.9510.4200		36.54
			CHF:BOOTH		
			CHF:BOOTH		
			001.6020.4336		31.98
				Total :	**181.56**
91287	4/8/2025	000204 SOCALGAS	FS#2-MAR		
			FS#2-MAR		
			028.2050.4020		41.79
			FS#2-MAR		
			029.2100.4020		41.77
				Total :	**83.56**
91288	4/8/2025	000203 SOUTHERN CALIFORNIA EDISON	PD-MAR		
			PD-MAR		
			001.2000.4010		6,536.14
			EVC STATIONS-MAR		
			EVC STATIONS-MAR		

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
91288	4/8/2025	000203	SOUTHERN CALIFORNIA EDISON	(Continued)		
				042.9510.4012		8,085.47
				CITY HALL-MAR		
				CITY HALL-MAR		
				042.9510.4010		1,190.62
				COPR YARD-MAR		
				COPR YARD-MAR		
				004.8310.4010		1,118.80
				LIBRARY/ELC-MAR		
				LIBRARY/ELC-MAR		
				001.6000.4010		6,928.92
					Total :	**23,859.95**
91289	4/8/2025	000203	SOUTHERN CALIFORNIA EDISON	LS3: VARIOUS-MAR		
				LS3: VARIOUS-MAR		
				013.8510.4011		685.65
					Total :	**685.65**
91290	4/8/2025	000203	SOUTHERN CALIFORNIA EDISON	SIGNALS: VARIOUS-MAR		
				SIGNALS: VARIOUS-MAR		
				004.8310.4580		562.49
					Total :	**562.49**
91291	4/8/2025	000203	SOUTHERN CALIFORNIA EDISON	BASELINE MEDIAN-MAR		
				BASELINE MEDIAN-MAR		
				004.8310.4010		530.93
					Total :	**530.93**
91292	4/8/2025	000203	SOUTHERN CALIFORNIA EDISON	OAK CREEK PARK-MAR		
				OAK CREEK PARK-MAR		
				016.8540.4010		16.26
				SEELEY PARK-MAR		
				SEELEY PARK-MAR		
				016.8540.4010		22.99
				LS3-MAR		
				LS3-MAR		
				013.8510.4011		14.51
					Total :	**53.76**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91293	4/8/2025	001527 STERICYCLE INC.	SHREDDING SVC-FEB		
			SHREDDING SVC-FEB		
			001.1200.4626		293.64
				Total :	**293.64**
91294	4/8/2025	003689 TPX COMMUNICATIONS	POLICE ELEVATOR PHONE-APR		
			POLICE ELEVATOR PHONE-APR		
			001.2000.4060		223.41
				Total :	**223.41**
91295	4/8/2025	000233 WAXIE SANITARY SUPPLY	PD: JANITORIAL SUPPLIES		
			100% RECYCLED MULTIFOLD TOWELS		
			029.2100.4055		112.14
			100% RECYCLED MULTIFOLD TOWELS		
			028.2050.4055		112.11
			50% RECYCLED 2 PLY TOILET TISSUE		
			029.2100.4055		70.80
			50% RECYCLED 2 PLY TOILET TISSUE		
			028.2050.4055		70.79
			50% RECYCLED BROWN DISPENSER NAPKINS		
			029.2100.4055		40.24
			50% RECYCLED BROWN DISPENSER NAPKINS		
			028.2050.4055		40.22
				Total :	**446.30**
91296	4/8/2025	003535 WEST COAST ARBORISTS, INC.	ELDER GULCH:TREE CLEARED STORM DEBRIS		
			ELDER GULCH:TREE CLEARED STORM DEBRIS		
			001.1450.4260		7,539.00
				Total :	**7,539.00**
91297	4/8/2025	004357 WESTERN ANTIQUE POWER ASSOC	CHF:HISTORIC DEMO FEE 2025		
			CHF:HISTORIC DEMO FEE 2025		
			051.1471		250.00
				Total :	**250.00**
91298	4/8/2025	001677 YMCA OF THE EAST VALLEY	MONTHLY REIMB-FEB		
			MONTHLY REIMB-FEB		
			001.6000.4526		44,375.00
			MONTHLY REIMB-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91298	4/8/2025	001677 YMCA OF THE EAST VALLEY	(Continued) MONTHLY REIMB-JAN 001.6000.4526		40,358.00
				Total :	**84,733.00**
	27 Vouchers for bank code :	**wfb**		**Bank total :**	**162,702.63**
	27 Vouchers in this report			**Total vouchers :**	**162,702.63**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91299	4/15/2025	005737 AGA ENGINEERS, INC.	TS MONITORING-JAN		
			TS MONITORING-JAN		
			020.8440.4550		3,200.00
				Total :	**3,200.00**
91300	4/15/2025	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SVC - 3/16-3/29/25		
			CROSSING GUARD SVC - 3/16-3/29/25		
			002.8200.4530		1,999.73
				Total :	**1,999.73**
91301	4/15/2025	005771 AMAZON CAPITAL SERVICES	PUBLIC WORKS:SHARPS CONTAINERS		
			PUBLIC WORKS:SHARPS CONTAINERS		
			001.4200.4596		387.07
			UNIFORMS:WILSON		
			UNIFORMS:WILSON		
			001.4200.4249		35.31
			CHF: SUPPLIES		
			EXEMPT COLORING BOOKS		
			051.1471		10.76
			EXEMPT GIFT BAGS		
			051.1471		23.59
			CHF: SUPPLIES		
			051.1471		623.11
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			042.9510.4200		67.33
				Total :	**1,147.17**
91302	4/15/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	CHF: HONOREE AWARD		
			CHF: HONOREE AWARD		
			051.1471		117.82
			CHF: CAR SHOW AWARDS		
			CHF: CAR SHOW AWARDS		
			051.1471		515.91
			PSA: FOOD PURCHASE		
			PSA: FOOD PURCHASE		
			001.6020.4336		67.24

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91302	4/15/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)	
			PSA: FOOD PURCHASE	
			PSA: FOOD PURCHASE	
			001.6020.4336	92.49
			PSA: FOOD PURCHASE	
			PSA: FOOD PURCHASE	
			001.6020.4336	55.39
			NAME BADGE: SALDANA	
			NAME BADGE: SALDANA	
			042.9510.4200	28.66
			PSA: FOOD PURCHASE	
			PSA: FOOD PURCHASE	
			001.6020.4336	62.47
			COC NETWORKING: SALDANA	
			COC NETWORKING: SALDANA	
			001.1000.4330	30.00
			CHF: ADVERTISING 89.7 KSGN	
			CHF: ADVERTISING 89.7 KSGN	
			051.1471	1,250.00
			CALREC24 CRRA CONF: RAMOS	
			CALREC24 CRRA CONF: RAMOS	
			027.8490.4349	775.00
			CALREC24 CRRA CONF AIRLINE & CAR RENTAL:	
			CRRA CONF CAR RENTAL:MORGAN/RAMOS	
			027.8490.4349	418.02
			CESSWI RENEWAL: MORGAN	
			CESSWI RENEWAL: MORGAN	
			001.4200.4330	165.60
			CALREC24 CRRA CONF AIRLINE & CAR RENTAL:	
			CRRA CONF AIRLINE:MORGAN & RAMOS	
			027.8490.4349	288.97
			CALREC24 CRRA CONF AIRLINE & CAR RENTAL:	
			CRRA CONF AIRLINE:MORGAN & RAMOS	
			027.8490.4349	288.97
			COUNCILMEMBER FRAMES	
			COUNCILMEMBER FRAMES	
			001.1200.4200	80.76
			NAME BADGE: MCCALLON	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91302	4/15/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)	
			NAME BADGE: MCCALLON	
			042.9510.4200	30.66
			RETIREMENT PLAQUE: HALLOWAY	
			RETIREMENT PLAQUE: HALLOWAY	
			001.1000.4200	80.27
			NAME PLATES: HOGAN & SALDANA	
			NAME PLATES: HOGAN & SALDANA	
			001.1000.4200	42.97
			ZOOM MEETINGS-MAR	
			ZOOM MEETINGS-MAR	
			042.9510.4533	110.00
			CHF: BALLON ARTIST	
			CHF: BALLON ARTIST	
			051.1471	350.00
			CHF: PLAQUES	
			CHF: PLAQUES	
			051.1471	171.97
			CHF: SPECIAL EVENT INSURANCE	
			CHF: SPECIAL EVENT INSURANCE	
			051.1471	1,717.00
			Total :	**6,740.17**
91303	4/15/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	IED MARCH 2025: ZAMANO	
			IED MARCH 2025: ZAMANO	
			001.1450.4320	25.00
			EMPLOYEE SPECIAL EVENT	
			EMPLOYEE SPECIAL EVENT	
			001.1600.4337	50.00
			CHF: BALLOON COLUMNS	
			CHF: BALLOON COLUMNS	
			051.1471	1,207.12
			CHF: TABLES, UMBRELLAS & CHAIRS RENTAL	
			CHF: TABLES, UMBRELLAS & CHAIRS RENTAL	
			051.1471	740.43
			CHF: STAGE RENTAL	
			CHF: STAGE RENTAL	
			051.1471	1,143.45

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91303	4/15/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	(Continued)		
			COSTCO MEMEMBERSHIP & ADD ON		
			COSTCO MEMEMBERSHIP & ADD ON		
			042.9510.4310		65.00
			COSTCO MEMEMBERSHIP & ADD ON		
			COSTCO MEMEMBERSHIP & ADD ON		
			042.9510.4310		130.00
				Total :	**3,361.00**
91304	4/15/2025	000774 ARROWHEAD CREDIT UNION-DEPT 91	PSA: FOOD PURCHASE		
			PSA: FOOD PURCHASE		
			001.6020.4336		40.93
			PSA: FOOD PURCHASE		
			PSA: FOOD PURCHASE		
			001.6020.4336		154.96
			PSA: FOOD PURCHASE		
			PSA: FOOD PURCHASE		
			001.6020.4336		365.98
			DRI CRASH PLAN-MAR		
			DRI CRASH PLAN-MAR		
			042.9510.4533		19.98
			COMM PARK: RE-KEY		
			COMM PARK: RE-KEY		
			001.6000.4206		126.48
			5 YR AWARD: NOCK		
			5 YR AWARD: NOCK		
			001.1000.4200		34.26
				Total :	**742.59**
91305	4/15/2025	001072 AUTO ZONE	ME543:VEH MAINT		
			ME543:VEH MAINT		
			028.2050.4240		46.55
			ME543:VEH MAINT		
			029.2100.4240		46.55
			ME543:VEH MAINT		
			ME543:VEH MAINT		
			028.2050.4240		30.75
			ME543:VEH MAINT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91305	4/15/2025	001072 AUTO ZONE	(Continued)	
			029.2100.4240	30.75
			VEH#128:MAINT	
			VEH#128:MAINT	
			042.9510.4240	24.11
			VEH#130:MAINT	
			VEH#130:MAINT	
			004.8310.4240	59.09
			VEH#120:BATTERY REPLACEMENT	
			VEH#120:BATTERY REPLACEMENT	
			004.8310.4245	53.71
			Total :	**291.51**
91306	4/15/2025	000043 BALLARD PLUMBING HEATING & AIR	CITY HALL:HVAC QTRLY SVC	
			CITY HALL:HVAC QTRLY SVC	
			042.9510.4070	725.00
			FS#2:HVAC MAINT	
			FS#2:HVAC MAINT	
			028.2050.4588	112.50
			FS#2:HVAC MAINT	
			029.2100.4588	112.50
			FS#3:HVAC QTRLY SVC	
			FS#3:HVAC QTRLY SVC	
			028.2050.4588	112.50
			FS#3:HVAC QTRLY SVC	
			029.2100.4588	112.50
			CORP YARD:HVAC QTRLY SVC	
			CORP YARD:HVAC QTRLY SVC	
			004.8310.4588	550.00
			FS#1:HVAC QTRLY SVC	
			FS#1:HVAC QTRLY SVC	
			028.2050.4588	112.50
			FS#1:HVAC QTRLY SVC	
			029.2100.4588	112.50
			LIBRARY:REPLACE BROKEN TOILET & VALVE	
			LIBRARY:REPLACE BROKEN TOILET & VALVE	
			001.6000.4070	1,800.00

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
91306	4/15/2025	000043	000043 BALLARD PLUMBING HEATING & AI (Continued)		Total :	3,750.00
91307	4/15/2025	005516	BASE HILL, INC.	JANITORIAL SVC- CITY HALL-MAR 042.9510.4504 CC-MAR 042.9510.4504 AURANTIA PARK-MAR 001.6000.4504 COMMUNITY PARK-MAR 001.6000.4504 POLICE DEPT-MAR 001.2000.4504	 Total :	 1,808.80 360.14 1,683.73 2,258.10 1,250.64 7,361.41
91308	4/15/2025	006375	BERNABE, SAMUEL	REFUND:BL#15132 PRORATED REFUND:BL#15132 PRORATED 001.1450.7450	 Total :	 77.50 77.50
91309	4/15/2025	006099	CHARTER COMMUNICATIONS	CITY HALL: TELE/INT-APR CITY HALL: TELE/INT-APR 042.9510.4065	 Total :	 1,747.46 1,747.46
91310	4/15/2025	006099	CHARTER COMMUNICATIONS	FS#3: TELE/INT-APR FS#3: TELE/INT-APR 028.2050.4065 FS#3: TELE/INT-APR 029.2100.4065	 Total :	 624.96 624.96 1,249.92
91311	4/15/2025	006099	CHARTER COMMUNICATIONS	PD: TELE/INT-APR PD: TELE/INT-APR 001.2000.4065	 Total :	 830.00 830.00
91312	4/15/2025	006099	CHARTER COMMUNICATIONS	CORP YARD: TELE/INT-APR CORP YARD: TELE/INT-APR		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91312	4/15/2025	006099 CHARTER COMMUNICATIONS	(Continued)		
			004.8310.4060		631.49
				Total :	**631.49**
91313	4/15/2025	006099 CHARTER COMMUNICATIONS	FS#1: TELE/INT-APR		
			FS#1: TELE/INT-APR		
			028.2050.4065		217.21
			FS#1: TELE/INT-APR		
			029.2100.4065		217.21
				Total :	**434.42**
91314	4/15/2025	006099 CHARTER COMMUNICATIONS	FS#2: TELE/INT-APR		
			FS#2: TELE/INT-APR		
			028.2050.4065		169.22
			FS#2: TELE/INT-APR		
			029.2100.4065		169.21
				Total :	**338.43**
91315	4/15/2025	000324 DIB'S SAFE & LOCK SERVICE	COMM PK:SNACK BAR KEYS(RE-KEY)		
			COMM PK:SNACK BAR KEYS(RE-KEY)		
			001.6000.4240		78.59
			COMM PK:FLAG POLE KEYS		
			COMM PK:FLAG POLE KEYS		
			001.6000.4070		45.68
				Total :	**124.27**
91316	4/15/2025	006374 DURAN, OCTAVIO	ORIENTATION LUNCH:MENDEZ/SCOTT		
			ORIENTATION LUNCH:MENDEZ/SCOTT		
			001.1600.4330		75.23
				Total :	**75.23**
91317	4/15/2025	000085 EAST VALLEY WATER DISTRICT	ATHLETIC CTR-MAR		
			ATHLETIC CTR-MAR		
			001.6000.4030		422.83
			COMMUNITY PARK-MAR		
			COMMUNITY PARK-MAR		
			001.6000.4030		2,290.82
			LMD 30-MAR		
			LMD 30-MAR		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91317	4/15/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			012.8500.4030 LMD 36-MAR LMD 36-MAR	368.48
			012.8500.4030 LMD 10-MAR LMD 10-MAR	110.97
			012.8500.4030 OAK CREEK PARK-MAR OAK CREEK PARK-MAR	718.05
			016.8540.4030 LMD 10-MAR LMD 10-MAR	688.95
			012.8500.4030 LMD 34-MAR LMD 34-MAR	197.63
			012.8500.4030 COMMUNITY PARK-MAR COMMUNITY PARK-MAR	93.93
			001.6000.4030 COMM CTR-MAR COMM CTR-MAR	22.51
			001.6000.4030 STR & STRM DRN #21-MAR STR & STRM DRN #21-MAR	22.51
			024.8470.4030 CORP YARD-MAR CORP YARD-MAR	59.84
			004.8310.4030 COMM CTR: IRRIGATION-MAR COMM CTR: IRRIGATION-MAR	219.69
			001.6000.4030 LIBRARY/ELC-MAR LIBRARY/ELC-MAR	227.46
			001.6000.4030 YMCA COMMUNITY PARK-MAR YMCA COMMUNITY PARK-MAR	444.71
			001.6000.4030	213.42

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91317	4/15/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			CORP YARD-MAR		
			CORP YARD-MAR		
			004.8310.4030		154.57
			LIBRARY/ELC-MAR		
			LIBRARY/ELC-MAR		
			001.6000.4030		272.27
			ATHLETIC CTR-MAR		
			ATHLETIC CTR-MAR		
			001.6000.4030		21.11
			CUNNINGHAM PARK-MAR		
			CUNNINGHAM PARK-MAR		
			016.8540.4030		541.25
			LIBRARY/ELC-MAR		
			LIBRARY/ELC-MAR		
			001.6000.4030		23.91
			CORP YARD-MAR		
			CORP YARD-MAR		
			004.8310.4030		23.91
				Total :	**7,138.82**
91318	4/15/2025	002190 ENGINEERING RESOURCES OF SO CA	STR07004A NP GCF-JAN		
			STR07004A NP GCF-JAN		
			023.3890.6600		4,283.95
			GENERAL ENG SVC-FEB		
			GENERAL ENG SVC-FEB		
			001.3200.4551		277.50
				Total :	**4,561.45**
91319	4/15/2025	003073 EWING IRRIGATION PRODUCTS INC	COMM PARK:IRRIGATION SUPPLIES		
			COMM PARK:IRRIGATION SUPPLIES		
			001.6000.4206		150.20
				Total :	**150.20**
91320	4/15/2025	006146 FM THOMAS AIR CONDITIONING	PD:QTRLY MAINT		
			PD:QTRLY MAINT		
			001.2000.4588		1,600.00
			LIBRARY:QTRLY MAINT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91320	4/15/2025	006146 FM THOMAS AIR CONDITIONING	(Continued)		
			LIBRARY:QTRLY MAINT		
			001.6000.4588		2,292.00
			LIBRARY:HVAC MAINT		
			LIBRARY:HVAC MAINT		
			001.6000.4588		7,283.88
			YMCA:HVAC MAINT		
			YMCA:HVAC MAINT		
			001.6000.4588		2,185.00
			YMCA:QTRLY PM		
			YMCA:QTRLY PM		
			001.6000.4588		1,876.00
				Total :	**15,236.88**
91321	4/15/2025	002845 GRAINGER INC	CORP YARD:MISC SUPPLIES		
			CORP YARD:MISC SUPPLIES		
			004.8310.4206		289.14
				Total :	**289.14**
91322	4/15/2025	006187 GREASE MONKEY #977	VEH#129:MAINT		
			VEH#129:MAINT		
			004.8310.4240		451.28
				Total :	**451.28**
91323	4/15/2025	005302 HARDY & HARPER, INC	STR23002 PPE#2-CON RDA07-MAR		
			STR23002 PPE#2-CON RDA07-MAR		
			010.3830.6550		277,758.74
			STR23002 PPE#2-CON RDA07-MAR		
			STR23002 PPE#2-CON RDA07-MAR		
			010.1350		-13,887.94
			STR23002 PPE#1-CON RDA07-JAN		
			STR23002 PPE#1-CON RDA07-JAN		
			010.3830.6550		-513,525.82
			STR23002 PPE#1-CON RDA07-JAN		
			STR23002 PPE#1-CON RDA07-JAN		
			010.3830.6550		540,553.50
			STR23002 PPE#1-CON RET RDA07-JAN		
			STR23002 PPE#1-CON RET RDA07-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91323	4/15/2025	005302 HARDY & HARPER, INC	(Continued)		
			010.1350		-27,027.68
				Total :	**263,870.80**
91324	4/15/2025	002710 HERNANDEZ, KROONE & ASSOCIATES	ICH17006 NP SMBMI-IGG-DEC		
			ICH17006 NP SMBMI-IGG-DEC		
			027.8490.6813		229.50
			ICH17006 PM SMBMI-IGG-JAN		
			ICH17006 PM SMBMI-IGG-JAN		
			027.8490.6813		2,139.00
				Total :	**2,368.50**
91325	4/15/2025	000662 HI WAY SAFETY INC	STREET SIGNS:MISC		
			STREET SIGNS:MISC		
			004.8310.4206		84.43
			VEH#130:LIGHT BAR REPAIR		
			VEH#130:LIGHT BAR REPAIR		
			004.8310.4240		129.98
				Total :	**214.41**
91326	4/15/2025	000108 HIGH TECH SECURITY	FS#1:SERVICE CALL		
			FS#1:SERVICE CALL		
			028.2050.4066		90.00
			FS#1:SERVICE CALL		
			029.2100.4066		90.00
			FS#2:SERVICE CALL		
			FS#2:SERVICE CALL		
			028.2050.4066		90.00
			FS#2:SERVICE CALL		
			029.2100.4066		90.00
			YMCA:SERVICE CALL		
			YMCA:SERVICE CALL		
			001.6000.4066		180.00
			CORP YARD BURG SYST & MONIT-MAY		
			CORP YARD BURG SYST & MONIT-MAY		
			004.8310.4066		55.00
			CITY HALL BURG SYST & MONIT-MAY		
			042.9510.4066		100.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91326	4/15/2025	000108 HIGH TECH SECURITY	(Continued)		
			COMM PK SYST & MONIT-MAY		
			001.6000.4066		55.00
			FIRE SYST & MONIT -		
			CORP YARD FIRE SYST & MONIT-MAY		
			004.8310.4066		85.00
			LIB/YMCA FIRE SYST & MONIT-MAY		
			001.6000.4066		135.00
			CITY HALL FIRE SYST & MONIT -MAY		
			042.9510.4066		50.00
			FS#3 FIRE SYST & MONIT-MAY		
			028.2050.4066		42.50
			FS#3 FIRE SYST & MONIT-MAY		
			029.2100.4066		42.50
			PD FIRE SYST & MONIT-MAY		
			001.2000.4066		85.00
			CCTV SYS & MAINT -		
			AURANTIA & COMM PK SYST & MONIT-MAY		
			001.6000.4066		75.00
			CANYON OAK PK CCTV SYST& MONIT-MAY		
			016.8540.4066		25.00
			CITY HALL CCTV SYST & MONIT-MAY		
			042.9510.4066		25.00
			CORP YARD CCTV SYST & MONIT-MAY		
			004.8310.4066		25.00
			FS#3:SERVICE CALL		
			FS#3:SERVICE CALL		
			028.2050.4066		90.00
			FS#3:SERVICE CALL		
			029.2100.4066		90.00
				Total :	**1,520.00**
91327	4/15/2025	001618 INNOVATIVE FEDERAL STRATEGIES	PROFESSIONAL SVC- MAR		
			PROFESSIONAL SVC- MAR		
			023.3890.4554		4,000.00
				Total :	**4,000.00**
91328	4/15/2025	000127 K & L HARDWARE	PD:BATTERY		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91328	4/15/2025	000127 K & L HARDWARE	(Continued)		
			PD:BATTERY		
			001.2000.4206		7.10
			CODE ENFORCEMENT:KEY		
			CODE ENFORCEMENT:KEY		
			001.4600.4240		215.48
				Total :	**222.58**
91329	4/15/2025	002439 MORGAN, MELISSA	MILEAGE REIMB-MAR		
			MILEAGE REIMB-MAR		
			001.4200.4332		149.81
				Total :	**149.81**
91330	4/15/2025	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES		
			30% RECYCLED COPY PAPER		
			042.9510.4200		555.38
			30% RECYCLED COLORED COPY PAPER		
			042.9510.4200		33.53
				Total :	**588.91**
91331	4/15/2025	006223 PITNEY BOWES BANK INC RESERVE	POSTAGE METER REFILL		
			POSTAGE METER REFILL		
			001.0400		10,000.00
				Total :	**10,000.00**
91332	4/15/2025	000169 PITNEY BOWES GLOBAL FINANCIAL	POSTAGE SUPPLIES-INK		
			POSTAGE SUPPLIES-INK		
			042.9510.4248		286.16
				Total :	**286.16**
91333	4/15/2025	005326 RP LANDSCAPE & IRRIGATION	LMD LANDSCAPING-MAR		
			LMD 00 BASELINE LANDSCAPING MAINT-MAR		
			012.8500.4585		320.35
			LMD 00 YARNELL LANDSCAPING MAINT-MAR		
			012.8500.4585		195.84
			LMD 01 LANDSCAPING MAINT-MAR		
			012.8500.4585		167.54
			LMD 01B LANDSCAPING MAINT-MAR		
			012.8500.4585		167.54

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91333	4/15/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 02 LANDSCAPING MAINT-MAR	
			012.8500.4585	773.16
			LMD 03A-MAR	
			012.8500.4585	150.55
			LMD 03B-MAR	
			012.8500.4585	150.55
			LMD 04-MAR	
			012.8500.4585	45.28
			LMD 05-MAR	
			012.8500.4585	94.32
			LMD 07-MAR	
			012.8500.4585	82.63
			LMD 08-MAR	
			012.8500.4585	186.78
			LMD 09-MAR	
			012.8500.4585	1,137.66
			LMD 10-MAR	
			012.8500.4585	2,217.58
			LMD 11-MAR	
			012.8500.4585	530.90
			LMD 13-MAR	
			012.8500.4585	139.23
			LMD 15-MAR	
			012.8500.4585	512.79
			LMD 16-MAR	
			012.8500.4585	54.33
			LMD 17-MAR	
			012.8500.4585	689.38
			LMD 20 BASELINE-MAR	
			012.8500.4585	213.94
			LMD 20 STREATER-MAR	
			012.8500.4585	166.40
			LMD 21-MAR	
			012.8500.4585	164.40
			LMD 70-MAR	
			012.8500.4585	648.63

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91333	4/15/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 68-MAR	
			012.8500.4585	580.71
			LMD 69-MAR	
			012.8500.4585	133.57
			LMD 73-MAR	
			012.8500.4585	303.37
			LMD 22-MAR	
			012.8500.4585	195.83
			LMD 24-MAR	
			012.8500.4585	73.58
			LMD 25-MAR	
			012.8500.4585	207.15
			LMD 29-MAR	
			012.8500.4585	207.15
			LMD 30-MAR	
			012.8500.4585	841.07
			LMD 31-MAR	
			012.8500.4585	558.07
			LMD 34-MAR	
			012.8500.4585	320.35
			LMD 35-MAR	
			012.8500.4585	232.06
			LMD 36-MAR	
			012.8500.4585	342.99
			LMD 37-MAR	
			012.8500.4585	422.23
			LMD 39-MAR	
			012.8500.4585	541.09
			LMD 43-MAR	
			012.8500.4585	195.83
			LMD 44-MAR	
			012.8500.4585	2,903.58
			LMD 47-MAR	
			012.8500.4585	225.26
			LMD 48-MAR	
			012.8500.4585	2,369.27

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91333	4/15/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)	
			LMD 54-MAR	
			012.8500.4585	605.62
			LMD 55-MAR	
			012.8500.4585	535.43
			LMD 59-MAR	
			012.8500.4585	66.78
			LMD 61-MAR	
			012.8500.4585	376.95
			LMD 63-MAR	
			012.8500.4585	139.23
			LMD 76-MAR	
			012.8500.4585	195.83
			PARKS LANDSCAPE MAINT-MAR	
			POLICE STATION LANDSCAPE MAINT-MAR	
			001.2000.4585	579.00
			CITY HALL LANDSCAPING MAINT-MAR	
			042.9510.4585	579.00
			LIBRARY LANDSCAPING MAINT-MAR	
			001.6000.4585	694.80
			YMCA LANDSCAPING MAINT-MAR	
			001.6000.4585	694.80
			CORP YARD LANDSCAPING MAINT-MAR	
			004.8310.4585	463.20
			AURANTIA PARK LANDSCAPING MAINT-MAR	
			001.6000.4585	1,080.41
			COMMUNITY PARK LANDSCAPING MAINT-MAR	
			001.6000.4585	4,274.18
			CANYON OAK PARK LANDSCAPING MAINT-MAR	
			016.8540.4585	412.25
			CUNNINGHAM PARK LANDSCAPING MAINT-MAR	
			016.8540.4585	524.57
			SEELEY PARK LANDSCAPING MAINT-MAR	
			016.8540.4585	346.24
			OAK CREEK PARK LANDSCAPING MAINT-MAR	
			016.8540.4585	643.84
			MEMORIAL PARK LANDSCAPING MAINT-MAR	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91333	4/15/2025	005326 RP LANDSCAPE & IRRIGATION	(Continued)		
			001.6000.4585		463.20
			BOULDER MEDIAN LANDSCAPING MAINT-MAR		
			004.8310.4585		2,867.21
				Total :	**35,005.48**
91334	4/15/2025	000192 SAM'S CLUB/SYNCHRONY BANK	HIT SUPPLIES		
			HIT SUPPLIES		
			001.6020.4336		38.85
				Total :	**38.85**
91335	4/15/2025	000030 SAN BERNARDINO COUNTY SHERIFFS	POLICE SVC-FEB		
			POLICE SVC-FEB		
			001.2000.4560		1,086,688.00
				Total :	**1,086,688.00**
91336	4/15/2025	000203 SOUTHERN CALIFORNIA EDISON	CANYON OAK-MAR		
			CANYON OAK-MAR		
			016.8540.4010		27.82
			STREET LIGHT ACQUISITION-SALES-MAR		
			STREET LIGHT ACQUISITION-SALES-MAR		
			013.8510.4011		16,340.15
			LMD 48-MAR		
			LMD 48-MAR		
			012.8500.4010		2.86
			UPLIGHTING-MAR		
			013.8510.4011		12.21
			CITY HALL-MAR		
			CITY HALL-MAR		
			042.9510.4010		529.75
			SIGNALS: VARIOUS-MAR		
			SIGNALS: VARIOUS-MAR		
			004.8310.4580		4,069.19
			COMM PK-MAR		
			COMM PK-MAR		
			001.6000.4010		1,765.27
			CUNNINGHAM PK-MAR		
			CUNNINGHAM PK-MAR		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91336	4/15/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)		
			016.8540.4010 LS1:VARIOUS-MAR LS1:VARIOUS-MAR		15.07
			013.8510.4011 AURANTIA PK-MAR AURANTIA PK-MAR		9,612.66
			001.6000.4010 LS2:VARIOUS LOCATIONS-MAR LS2:VARIOUS LOCATIONS-MAR		72.21
			013.8510.4011		1,265.81
				Total :	**33,713.00**
91337	4/15/2025	000203 SOUTHERN CALIFORNIA EDISON	LS3: VARIOUS-APR LS3: VARIOUS-APR		
			013.8510.4011		704.67
				Total :	**704.67**
91338	4/15/2025	005698 SOUTHERN CALIFORNIA NEWS GROUP	CHF:EVENT ADVERTISING CHF:EVENT ADVERTISING		
			051.1478		1,250.00
				Total :	**1,250.00**
91339	4/15/2025	004863 THE EARPHONE GUY, LLC	PD: HAWK LAPEL MICROPHONE PD: HAWK LAPEL MICROPHONE		
			001.2000.4250		506.43
				Total :	**506.43**
91340	4/15/2025	003044 THOMSON REUTERS WEST	CODE BOOKS-APR CODE BOOKS-APR		
			001.1200.4626		1,719.66
				Total :	**1,719.66**
91341	4/15/2025	004920 TKE ENGINEERING	GEN ENG SVC-DEC GEN ENG SVC-DEC		
			023.3890.4550 STR22002 NP MSRI-DEC STR22002 NP MSRI-DEC		137.50
			017.8350.6530		3,185.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91341	4/15/2025	004920 TKE ENGINEERING	(Continued)		
			SDR06002 NP RDA07-DEC		
			SDR06002 NP RDA07-DEC		
			010.3830.6600		345.00
			STR17002 PM CCF2017-DEC		
			STR17002 PM CCF2017-DEC		
			027.8490.6550		195.00
			STR07004A NP GCF-DEC		
			STR07004A NP GCF-DEC		
			023.3890.6600		230.00
			OLA24001 NP MSRI-DEC		
			OLA24001 NP MSRI-DEC		
			017.8350.6550		230.00
			STR23002 CE RDA07-DEC		
			STR23002 CE RDA07-DEC		
			010.3830.6550		13,522.50
			GEN ENG SVC-DEC		
			GEN ENG SVC-DEC		
			001.3200.4551		370.00
				Total :	**18,215.00**
91342	4/15/2025	000465 TOM DODSON & ASSOCIATES	STR17002 PE CCF(2017)-JAN		
			STR17002 PE CCF(2017)-JAN		
			027.8490.6550		330.00
				Total :	**330.00**
91343	4/15/2025	005839 TRUSTED TECH TEAM	MICROSOFT 365-APR		
			MICROSOFT 365-APR		
			042.9510.4533		1,974.50
				Total :	**1,974.50**
91344	4/15/2025	000979 VERIZON WIRELESS	CELL PHONES/AIR CARDS-MAR		
			CELL PHONES-MAR		
			001.2000.4061		169.86
			AIR CARDS-MAR		
			001.2000.4062		1,104.30
			CELL PHONES-MAR		
			001.6000.4061		64.20

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91344	4/15/2025	000979 VERIZON WIRELESS	(Continued)		
			CELL PHONES-MAR		
			001.6010.4061		30.39
			CELL PHONES-MAR		
			004.8310.4061		143.88
			AIR CARDS-MAR		
			004.8310.4062		38.01
			CELL PHONES-MAR		
			028.2050.4061		146.41
			AIR CARDS-MAR		
			028.2050.4062		304.08
			AIR CARDS-MAR		
			042.9510.4062		80.02
			CELL PHONES-MAR		
			042.9510.4061		907.47
			AIR CARDS-MAR		
			042.9510.4062		194.05
				Total :	**3,182.67**
91345	4/15/2025	000979 VERIZON WIRELESS	AIR CARDS:MAR		
			AIR CARDS:MAR		
			001.2000.4062		20.02
				Total :	**20.02**
91346	4/15/2025	004709 VORTEX INDUSTRIES, INC.	PD:GATE REPAIR		
			PD:GATE REPAIR		
			001.2000.4224		928.75
				Total :	**928.75**
91347	4/15/2025	004543 WEX BANK	POOL CAR FUEL-FEB		
			POOL CAR FUEL-FEB		
			042.9510.4220		-1.15
			POOL CAR FUEL-MAR		
			POOL CAR FUEL-MAR		
			042.9510.4220		67.23
				Total :	**66.08**
91348	4/15/2025	000237 WILLDAN ASSOCIATES	STR23002 DES RDA07-JAN		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91348	4/15/2025	000237 WILLDAN ASSOCIATES	(Continued)	
			STR23002 DES RDA07-JAN	
			010.3830.6550	446.00
			Total :	**446.00**

50 Vouchers for bank code : wfb **Bank total : 1,529,940.35**

50 Vouchers in this report **Total vouchers : 1,529,940.35**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1022	4/18/2025	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	185.35
			ICMA DEFERRED COMP 457: Payment 042.1170	252.50
			ICMA DEFERRED COMP 457: Payment 070.1170	215.09
			ICMA DEFERRED COMP 457: Payment 001.1170	9,828.74
			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	12.51
			ICMA DEFERRED COMP 457: Payment 016.1170	12.51
			ICMA DEFERRED COMP 457: Payment 023.1170	21.25
			Total :	**12,560.58**
1023	4/18/2025	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment 008.1140	21.54
			MEDICARE: Payment 010.1140	116.98
			MEDICARE: Payment 012.1140	53.20
			MEDICARE: Payment 016.1140	53.14
			MEDICARE: Payment 023.1140	44.30
			MEDICARE: Payment 024.1140	5.54

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1023	4/18/2025	000119 INTERNAL REVENUE SERVICE	(Continued)	
			MEDICARE: Payment	
			041.1140	84.38
			MEDICARE: Payment	
			042.1140	151.99
			MEDICARE: Payment	
			070.1140	174.80
			FEDERAL TAXES: Payment	
			001.1120	14,230.20
			FEDERAL TAXES: Payment	
			004.1120	1,443.98
			FEDERAL TAXES: Payment	
			008.1120	16.56
			FEDERAL TAXES: Payment	
			010.1120	353.38
			FEDERAL TAXES: Payment	
			012.1120	163.15
			FEDERAL TAXES: Payment	
			016.1120	163.15
			FEDERAL TAXES: Payment	
			023.1120	167.73
			FEDERAL TAXES: Payment	
			024.1120	14.01
			FEDERAL TAXES: Payment	
			041.1120	482.74
			FEDERAL TAXES: Payment	
			042.1120	415.48
			FEDERAL TAXES: Payment	
			070.1120	1,024.51
			SOCIAL SECURITY: Payment	
			001.1140	701.48
			SOCIAL SECURITY: Payment	
			008.1140	92.08
			SOCIAL SECURITY: Payment	
			042.1140	118.06
			MEDICARE: Payment	
			001.1140	3,481.16

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1023	4/18/2025	000119 INTERNAL REVENUE SERVICE	(Continued)	
			MEDICARE: Payment	
			004.1140	506.95
			Total :	**24,080.49**
1024	4/18/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS SURVIVOR: Payment	
			042.1145	1.79
			PERS SURVIVOR: Payment	
			070.1145	0.69
			PERS: Payment	
			010.1145	668.90
			PERS: Payment	
			012.1145	224.11
			PERS: Payment	
			016.1145	224.10
			PERS: Payment	
			023.1145	235.52
			PERS: Payment	
			024.1145	25.21
			PERS: Payment	
			041.1145	467.86
			PERS: Payment	
			042.1145	668.00
			PERS: Payment	
			070.1145	943.92
			PERS SURVIVOR: Payment	
			001.1145	24.90
			PERS SURVIVOR: Payment	
			004.1145	4.27
			PERS SURVIVOR: Payment	
			010.1145	0.85
			PERS SURVIVOR: Payment	
			012.1145	0.57
			PERS SURVIVOR: Payment	
			016.1145	0.56
			PERS SURVIVOR: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1024	4/18/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			023.1145 PERS SURVIVOR: Payment	0.42
			024.1145 PERS SURVIVOR: Payment	0.04
			041.1145 EPMC: Payment	0.32
			001.1145 EPMC: Payment	488.89
			004.1145 EPMC: Payment	89.06
			012.1145 EPMC: Payment	1.34
			016.1145 EPMC: Payment	1.34
			023.1145 EPMC: Payment	8.37
			024.1145 EPMC: Payment	0.72
			041.1145 EPMC: Payment	19.34
			042.1145 EPMC: Payment	10.49
			070.1145 PERS: Payment	60.01
			001.1145 PERS: Payment	17,364.12
			004.1145	2,701.26
			Total :	**24,236.97**
1025	4/18/2025	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130	5,937.68
			STATE TAXES: Payment 004.1130	530.43
			STATE TAXES: Payment 008.1130	7.10

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1025	4/18/2025	000001 CALIF STATE EMPLOYMENT	(Continued)	
			STATE TAXES: Payment	
			010.1130	166.40
			STATE TAXES: Payment	
			012.1130	43.88
			STATE TAXES: Payment	
			016.1130	43.87
			STATE TAXES: Payment	
			023.1130	55.48
			STATE TAXES: Payment	
			024.1130	3.86
			STATE TAXES: Payment	
			041.1130	188.64
			STATE TAXES: Payment	
			042.1130	128.97
			STATE TAXES: Payment	
			070.1130	370.28
			Total :	**7,476.59**
91349	4/18/2025	003804 AFLAC	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	7.15
			AFLAC ACCIDENT INSURANCE: Payment	
			012.1181	3.56
			AFLAC ACCIDENT INSURANCE: Payment	
			016.1181	3.57
			AFLAC ACCIDENT INSURANCE: Payment	
			023.1181	5.80
			AFLAC ACCIDENT INSURANCE: Payment	
			041.1181	4.19
			AFLAC ACCIDENT INSURANCE: Payment	
			070.1181	1.38
			AFLAC DISABILITY INSURANCE: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91349	4/18/2025	003804 AFLAC	(Continued)	
			001.1181 AFLAC DISABILITY INSURANCE: Payment	162.88
			004.1181 AFLAC DISABILITY INSURANCE: Payment	49.19
			010.1181 AFLAC DISABILITY INSURANCE: Payment	34.50
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.29
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.29
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	2.45
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	173.46
			004.1181 AFLAC HOSPITAL INSURANCE: Payment	11.91
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	14.02
			041.1181 AFLAC HOSPITAL INSURANCE: Payment	4.97
			070.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.65
			001.1181 AFLAC SPECIFIED HEALTH INS: Payment	12.38
			004.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.97
			010.1181 AFLAC SPECIFIED HEALTH INS: Payment	2.97
			012.1181 AFLAC SPECIFIED HEALTH INS: Payment	1.49
			016.1181 AFLAC AFTER TAX HOSP INSURANCE: Payment	1.49

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91349	4/18/2025	003804 AFLAC	(Continued)	
			001.1181 AFLAC AFTER TAX HOSP INSURANCE: Payment	13.38
			012.1181 AFLAC AFTER TAX HOSP INSURANCE: Payment	6.72
			016.1181	6.72
			Total :	697.14
5 Vouchers for bank code : wfb			Bank total :	69,051.77
5 Vouchers in this report			Total vouchers :	69,051.77

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91350	4/22/2025	001271 ALLSTAR FIRE EQUIPMENT INC	FS#1-3:SAFETY GOGGLES		
			FS#1-3:SAFETY GOGGLES		
			029.2100.4204		474.21
				Total :	**474.21**
91351	4/22/2025	005771 AMAZON CAPITAL SERVICES	100% RECYCLED PRINTING PAPER		
			100% RECYCLED PRINTING PAPER		
			029.2100.4055		20.99
			100% RECYCLED PRINTING PAPER		
			028.2050.4055		20.99
			40% RECYCLED MANILLA ENVELOPES		
			029.2100.4055		8.47
			40% RECYCLED MANILLA ENVELOPES		
			028.2050.4055		8.47
			FS#2: SUPPLIES		
			029.2100.4055		185.34
			FS#2: SUPPLIES		
			028.2050.4055		185.33
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			042.9510.4200		75.53
			OFFICE SUPPLIES		
			001.0500		25.42
			AURANTIA PARK: DRINKING FOUNTAIN VALVE		
			AURANTIA PARK: DRINKING FOUNTAIN VALVE		
			001.6000.4206		118.10
			IPHONE CASES		
			IPHONE CASES		
			042.9510.4200		21.52
				Total :	**670.16**
91352	4/22/2025	000043 BALLARD PLUMBING HEATING & AIR	PD:PLUMBING REPAIR		
			PD:PLUMBING REPAIR		
			001.2000.4070		49.00
				Total :	**49.00**
91353	4/22/2025	006228 BIG BRAND TIRE & SERVICE CO	VEH#120:EQUIP MAINT		

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
91353	4/22/2025	006228	BIG BRAND TIRE & SERVICE CO	(Continued)		
				VEH#120:EQUIP MAINT		
				004.8310.4245		314.62
					Total :	**314.62**
91354	4/22/2025	002960	BURRTEC WASTE INDUSTRIES INC	SOLID WASTE PROG 3/22/25-4/14/25		
				SOLID WASTE PROG 3/22/25-4/14/25		
				051.1496		2,111,943.72
					Total :	**2,111,943.72**
91355	4/22/2025	002921	C&M WEED ABATEMENT	CITY LOTS:WEED ABATEMENT		
				CITY LOTS:WEED ABATEMENT		
				001.4600.4545		5,150.00
					Total :	**5,150.00**
91356	4/22/2025	005324	CHARLES ABBOTT ASSOCIATES, INC	FIRE MARSHALL-MAR		
				FIRE MARSHALL-MAR		
				029.2100.4540		11,491.25
					Total :	**11,491.25**
91357	4/22/2025	005313	COUNTY OF SAN BERNARDINO, HUMAN	PRE EMPLOYMENT TESTING:TAPIA		
				PRE EMPLOYMENT TESTING:TAPIA		
				001.1600.4235		307.14
				PRE EMPLOYMENT TESTING:NAVARRO		
				PRE EMPLOYMENT TESTING:NAVARRO		
				001.1600.4235		293.57
				PRE EMPLOYMENT TESTING:BARRERA		
				PRE EMPLOYMENT TESTING:BARRERA		
				001.1600.4235		293.57
				PRE EMPLOYMENT TESTING:SCOTT		
				PRE EMPLOYMENT TESTING:SCOTT		
				001.1600.4235		307.14
					Total :	**1,201.42**
91358	4/22/2025	005394	DATA TICKET, INC.	PARKING CITATIONS-MAR		
				PARKING CITATIONS-MAR		
				001.1700.4516		149.42
					Total :	**149.42**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91359	4/22/2025	001035 DEPARTMENT OF JUSTICE	FINGER PRINTING APPS:AKITA		
			FINGER PRINTING APPS:AKITA		
			001.1700.4236		32.00
			FINGER PRINTING APPS:BARRERA		
			FINGER PRINTING APPS:BARRERA		
			001.1600.4236		32.00
			FINGER PRINTING APPS:NAVARRO		
			FINGER PRINTING APPS:NAVARRO		
			001.1600.4236		32.00
			FINGER PRINTING APPS:SCOTT		
			FINGER PRINTING APPS:SCOTT		
			001.1600.4236		32.00
			FINGER PRINTING APPS:TAPIA-VERA		
			FINGER PRINTING APPS:TAPIA-VERA		
			001.1600.4236		32.00
				Total :	**160.00**
91360	4/22/2025	006259 DEPENDABLE BREAK ROOM SOLUTION	COUNCIL:COOLER RENTAL		
			COUNCIL:COOLER RENTAL		
			042.9510.4200		16.16
			CITY HALL:COFFEE & COOLER RENTAL		
			CITY HALL:COFFEE & COOLER RENTAL		
			042.9510.4200		77.04
				Total :	**93.20**
91361	4/22/2025	000324 DIB'S SAFE & LOCK SERVICE	CORP YARD:KEYS		
			CORP YARD:KEYS		
			004.8310.4206		100.34
				Total :	**100.34**
91362	4/22/2025	003360 DIRECTV	PD: SATTELITE CABLE-APR		
			PD:SATTELITE CABLE-APR		
			001.2000.4065		120.00
				Total :	**120.00**
91363	4/22/2025	005869 DOPP PROPERTY SERVICES	7712 VICTORIA AVE:SECURE PROP		
			7712 VICTORIA AVE:SECURE PROP		
			001.4600.4557		220.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91363	4/22/2025	005869 005869 DOPP PROPERTY SERVICES	(Continued)	Total :	220.00
91364	4/22/2025	000085 EAST VALLEY WATER DISTRICT	LMD 17B-APR		
			LMD 17B-APR		
			012.8500.4030		128.95
			LMD 11-APR		
			LMD 11-APR		
			012.8500.4030		230.11
			LMD 17D-APR		
			LMD 17D-APR		
			012.8500.4030		71.21
			LMD 25-APR		
			LMD 25-APR		
			012.8500.4030		167.77
			LMD 17C-APR		
			LMD 17C-APR		
			012.8500.4030		91.09
			LMD 76-APR		
			LMD 76-APR		
			012.8500.4030		77.51
			LMD 17A-APR		
			LMD 17A-APR		
			012.8500.4030		37.12
			LMD 43-APR		
			LMD 43-APR		
			012.8500.4030		122.31
			LMD 55-APR		
			LMD 55-APR		
			012.8500.4030		401.67
			LMD 47-APR		
			LMD 47-APR		
			012.8500.4030		108.43
			SEELEY PK-APR		
			SEELEY PK-APR		
			016.8540.4030		102.45
			LMD 16-APR		
			LMD 16-APR		
			012.8500.4030		42.80

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
91364	4/22/2025	000085	000085 EAST VALLEY WATER DISTRICT	(Continued)	Total :	1,581.42
91365	4/22/2025	005567	FIRE APPARATUS SOLUTIONS	ME541:VEH MAINT ME541:VEH MAINT 028.2050.4240 ME541:VEH MAINT 029.2100.4240 ME541:VEH MAINT ME541:VEH MAINT 028.2050.4240 ME541:VEH MAINT 029.2100.4240 ME541:VEH MAINT ME541:VEH MAINT 028.2050.4240 ME541:VEH MAINT 029.2100.4240	 Total :	 168.80 168.79 692.40 692.39 634.54 634.54 2,991.46
91366	4/22/2025	006146	FM THOMAS AIR CONDITIONING	PD:HVAC REPAIRS PD:HVAC REPAIRS 001.2000.4588 YMCA:HVAC REPAIR YMCA:HVAC REPAIR 001.6000.4588	 Total :	 4,158.74 3,233.74 7,392.48
91367	4/22/2025	001122	GALLS, LLC	UNIFORMS: OWENS UNIFORMS: OWENS 001.4600.4249 EMERGENCY IDENTIFICATION SHIRTS EMERGENCY IDENTIFICATION SHIRTS 041.9500.4349	 Total :	 57.37 122.85 180.22
91368	4/22/2025	002845	GRAINGER INC	GRAFFITI MATERIALS GRAFFITI MATERIALS 001.6010.4206 GRAFFITI MATERIALS	 	 129.59

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91368	4/22/2025	002845 GRAINGER INC	(Continued)		
			GRAFFITI MATERIALS		
			001.6010.4206		49.07
				Total :	**178.66**
91369	4/22/2025	005302 HARDY & HARPER, INC	OLA24001 PP#2 CON CDBG-APR		
			OLA24001 PP#2 CON CDBG-APR		
			006.8400.6550		418,333.36
			OLA24001 PP#2 CON CDBG RET-APR		
			OLA24001 PP#2 CON CDBG RET-APR		
			017.1350		-20,916.67
				Total :	**397,416.69**
91370	4/22/2025	000108 HIGH TECH SECURITY	CITY HALL:ANNUAL FIRE ALARM		
			CITY HALL:ANNUAL FIRE ALARM		
			042.9510.4066		180.00
			LIBRARY: ANNUAL FIRE ALARM		
			LIBRARY: ANNUAL FIRE ALARM		
			001.6000.4066		180.00
			PD:ANNUAL FIRE ALARM		
			PD:ANNUAL FIRE ALARM		
			001.2000.4066		180.00
				Total :	**540.00**
91371	4/22/2025	005290 HIGHLAND MUSIC COMPANY	CHF ENTERTAINMENT:ADD'L PLAYING TIME		
			CHF ENTERTAINMENT:ADD'L PLAYING TIME		
			051.1471		250.00
				Total :	**250.00**
91372	4/22/2025	001320 HIGHLAND SENIOR CENTER	CDBG CV COVID19 MEALS-MAR		
			CDBG CV COVID19 MEALS-MAR		
			006.8400.4353		4,120.00
			CDBG REIMB-MAR		
			CDBG REIMB-MAR		
			006.8400.4348		1,900.00
				Total :	**6,020.00**
91373	4/22/2025	005873 INTERSTATE STRIPING INC	TRAFFIC STRIPING MAINT		
			TRAFFIC STRIPING MAINT		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91373	4/22/2025	005873 INTERSTATE STRIPING INC	(Continued)	
			004.8310.4578	6,035.00
			Total :	6,035.00
91374	4/22/2025	000127 K & L HARDWARE	COMM PARK:MISC SUPPLIES	
			COMM PARK:MISC SUPPLIES	
			001.6000.4206	27.12
			CITY HALL:KEYS	
			CITY HALL:KEYS	
			042.9510.4070	78.23
			CORP YARD:MISC SUPPLIES	
			CORP YARD:MISC SUPPLIES	
			004.8310.4206	85.66
			FS#3:MISC SUPPLIES	
			FS#3:MISC SUPPLIES	
			028.2050.4206	34.23
			FS#3:MISC SUPPLIES	
			029.2100.4206	34.22
			FS#3:MISC SUPPLIES	
			FS#3:MISC SUPPLIES	
			028.2050.4070	50.62
			FS#3:MISC SUPPLIES	
			029.2100.4070	50.62
			FS#3:MISC SUPPLIES	
			FS#3:MISC SUPPLIES	
			028.2050.4206	25.31
			FS#3:MISC SUPPLIES	
			029.2100.4206	25.31
			FS#3:MISC SUPPLIES	
			FS#3:MISC SUPPLIES	
			028.2050.4070	49.54
			FS#3:MISC SUPPLIES	
			029.2100.4070	49.54
			AURANTIA PK:REPAIR SUPPLIES	
			AURANTIA PK:REPAIR SUPPLIES	
			001.6000.4206	58.99
			FS#2:MISC SUPPLIES	
			FS#2:MISC SUPPLIES	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91374	4/22/2025	000127 K & L HARDWARE	(Continued)		
			028.2050.4206		49.01
			FS#2:MISC SUPPLIES		
			029.2100.4206		49.00
			CORP YARD:MISC SUPPLIES		
			CORP YARD:MISC SUPPLIES		
			004.8310.4206		203.11
			CORP YARD:KEYS		
			CORP YARD:KEYS		
			004.8310.4206		5.38
				Total :	**875.89**
91375	4/22/2025	000207 KONICA MINOLTA	AXCIENT BACKUP		
			AXCIENT BACKUP		
			042.9510.4627		11,913.63
				Total :	**11,913.63**
91376	4/22/2025	000207 KONICA MINOLTA	DESKTOP COMPUTERS		
			DESKTOP COMPUTERS		
			042.9510.4203		5,189.35
				Total :	**5,189.35**
91377	4/22/2025	000207 KONICA MINOLTA	PRINTER CONTRACT-MAR		
			PRINTER CONTRACT-MAR		
			042.9510.4631		755.02
				Total :	**755.02**
91378	4/22/2025	000207 KONICA MINOLTA	PD:PRINTER/COPIER/FAX-APR		
			PD:PRINTER/COPIER/FAX-APR		
			001.2000.4203		111.76
				Total :	**111.76**
91379	4/22/2025	001193 LIFE ASSIST, INC.	FS#1:GLOVES		
			FS#1:GLOVES		
			028.2050.4207		149.34
			FS#1:RESPONSE BAG		
			FS#1:RESPONSE BAG		
			028.2050.4207		120.24
			FS#1:GLOVES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91379	4/22/2025	001193 LIFE ASSIST, INC.	(Continued)		
			FS#1:GLOVES		
			028.2050.4207		149.34
				Total :	**418.92**
91380	4/22/2025	001404 LOWE'S	CITY HALL:IT TOOLS		
			CITY HALL:IT TOOLS		
			042.9510.4200		79.69
			CITY HALL:NETWORK SUPPLIES		
			CITY HALL:NETWORK SUPPLIES		
			042.9510.4200		7.05
			ILLEGAL DUMPING SUPPLIES		
			ILLEGAL DUMPING SUPPLIES		
			001.4200.4596		63.44
				Total :	**150.18**
91381	4/22/2025	000145 MATICH CORPORATION	STR22002 CON MSRI-MAR		
			STR22002 CON MSRI-MAR		
			017.8350.6550		68,973.51
			STR22002 CON RET MSRI-MAR		
			STR22002 CON RET MSRI-MAR		
			017.1350		-3,448.68
			STR22002 CRG-MAR		
			STR22002 CRG-MAR		
			030.8495.6550		532,364.85
			STR22002 CON RET CRG-MAR		
			STR22002 CON RET CRG-MAR		
			030.1350		-26,618.24
				Total :	**571,271.44**
91382	4/22/2025	004110 MONTGOMERY HARDWARE CO.	CITY HALL:ENTRY DOOR REPAIR(LOCK)		
			CITY HALL:ENTRY DOOR REPAIR(LOCK)		
			042.9510.4070		1,921.22
				Total :	**1,921.22**
91383	4/22/2025	001954 PACIFIC PRODUCTS & SERVICE LLC	SIGN REPLACEMENT PARTS		
			SIGN REPLACEMENT PARTS		
			004.8310.4206		2,155.00
			SMALL TOOL EQUIP		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91383	4/22/2025	001954 PACIFIC PRODUCTS & SERVICE LLC	(Continued)		
			SMALL TOOL EQUIP		
			004.8310.4203		1,802.66
				Total :	**3,957.66**
91384	4/22/2025	002408 PEOPLEREADY	COMM PK:PRESSURE WASHING		
			COMM PK:PRESSURE WASHING		
			001.6000.4585		496.00
			COMM PK:PRESSURE WASHING		
			COMM PK:PRESSURE WASHING		
			001.6000.4585		496.00
				Total :	**992.00**
91385	4/22/2025	005326 RP LANDSCAPE & IRRIGATION	CORP YARD:PESTICIDE TRAINING 2025		
			CORP YARD:PESTICIDE TRAINING 2025		
			004.8310.4330		585.00
				Total :	**585.00**
91386	4/22/2025	000030 SAN BERNARDINO COUNTY SHERIFFS	PERSONNEL 10/2024-12/2024		
			PERSONNEL 10/2024-12/2024		
			001.2000.4560		90,943.60
			VEHICLE MAINT 10/2024-12/2024		
			VEHICLE MAINT 10/2024-12/2024		
			001.2000.4240		50,425.81
			CELL PHONES 10/2024-12/2024		
			CELL PHONES 10/2024-12/2024		
			001.2000.4061		2,832.53
			OFFICE EXPENDITURES 10/2024-12/2024		
			OFFICE EXPENDITURES 10/2024-12/2024		
			001.2000.4200		9,130.57
			TRANSCRIPTIONS 10/2024-12/2024		
			TRANSCRIPTIONS 10/2024-12/2024		
			001.2000.4560		2,244.12
			O/T PD 10/2024-12/2024		
			O/T PD 10/2024-12/2024		
			001.2000.4560		20,006.33
			O/T HARVEST FESTIVAL 10/2024-12/2024		
			O/T HARVEST FESTIVAL 10/2024-12/2024		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91386	4/22/2025	000030 SAN BERNARDINO COUNTY SHERIFFS	(Continued)		
			001.2000.4560		6,736.41
			O/T CFS TRUNK OR TREAT 10/2024-12/2024		
			O/T CFS TRUNK OR TREAT 10/2024-12/2024		
			001.2000.4560		889.65
			O/T HIGHLAND RUN 10/2024-12/2024		
			O/T HIGHLAND RUN 10/2024-12/2024		
			001.2000.4560		4,053.35
			O/T ST ADELAIDE FSTVL 10/2024-12/2024		
			O/T ST ADELAIDE FSTVL 10/2024-12/2024		
			001.2000.4560		4,349.40
			PERSONNEL CREDITS 10/2024-12/2024		
			PERSONNEL CREDITS 10/2024-12/2024		
			001.2000.4560		-168,965.60
				Total :	**22,646.17**
91387	4/22/2025	001848 SB CO ASSESSORS OFFICE	PARCEL MAP REVISIONS-APR		
			PARCEL MAP REVISIONS-APR		
			001.4100.4310		2.00
				Total :	**2.00**
91388	4/22/2025	005731 SITEONE LANDSCAPE SUPPLY, LLC	COMM PK:IRR REPAIR		
			COMM PK:IRR REPAIR		
			001.6000.4206		284.54
				Total :	**284.54**
91389	4/22/2025	004662 SKYLINE SAFETY AND SUPPLY	PARKS:SUPPLIES		
			PARKS:SUPPLIES		
			001.6000.4206		56.64
			GRAFFITI REMOVAL:SUPPLIES		
			GRAFFITI REMOVAL:SUPPLIES		
			001.6010.4206		56.65
				Total :	**113.29**
91390	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	LS3:VARIOUS-APR		
			LS3:VARIOUS-APR		
			013.8510.4011		1,872.28
				Total :	**1,872.28**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91391	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	LMDS-JAN	
			LMD 10-JAN	
			012.8500.4010	16.61
			LMD 22-JAN	
			012.8500.4010	14.61
			LMD 03-JAN	
			012.8500.4010	14.16
			LMD 16-JAN	
			012.8500.4010	14.16
			LMD 20-JAN	
			012.8500.4010	14.61
			LMD 02-JAN	
			012.8500.4010	14.61
			LMD 35-JAN	
			012.8500.4010	14.35
			LMD 31-JAN	
			012.8500.4010	14.61
			LMD 21-JAN	
			012.8500.4010	14.61
			LMD 00-JAN	
			012.8500.4010	14.61
			LMD 15-JAN	
			012.8500.4010	14.61
			LMD 08-JAN	
			012.8500.4010	14.35
			LMD 09-JAN	
			012.8500.4010	13.91
			LMD 68/69-JAN	
			012.8500.4010	16.95
			LMD 20-JAN	
			012.8500.4010	14.61
			LMD 76-JAN	
			012.8500.4010	16.02
			LMD 10-JAN	
			012.8500.4010	23.99
			LMD 30-JAN	
			012.8500.4010	14.86

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91391	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 37-JAN	
			012.8500.4010	14.61
			LMD 73-JAN	
			012.8500.4010	15.29
			LMD 48B-JAN	
			012.8500.4010	14.61
			LMD 48C-JAN	
			012.8500.4010	14.86
			LMD 70-JAN	
			012.8500.4010	16.50
			LMD 13-JAN	
			012.8500.4010	14.61
			LMD 55-JAN	
			012.8500.4010	14.61
			LMD 15-JAN	
			012.8500.4010	14.61
			LMD 02-JAN	
			012.8500.4010	28.96
			LMD 04-JAN	
			012.8500.4010	14.61
			LMD 07-JAN	
			012.8500.4010	13.91
			LMD 06-JAN	
			012.8500.4010	13.54
			LMD 05-JAN	
			012.8500.4010	14.16
			LMD 11-JAN	
			012.8500.4010	14.61
			LMD 02-JAN	
			012.8500.4010	14.61
			LMD 34-JAN	
			012.8500.4010	14.61
			LMD 36-JAN	
			012.8500.4010	30.03
			LMD 44-JAN	
			012.8500.4010	14.86

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91391	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 17-JAN	
			012.8500.4010	52.07
			LMD 47-JAN	
			012.8500.4010	14.61
			LMD 29-JAN	
			012.8500.4010	14.61
			LMDS-FEB	
			LMD 02-FEB	
			012.8500.4010	16.49
			LMD 10-FEB	
			012.8500.4010	18.49
			LMD 22-FEB	
			012.8500.4010	16.49
			LMD 03-FEB	
			012.8500.4010	16.04
			LMD 16-FEB	
			012.8500.4010	16.23
			LMD 20-FEB	
			012.8500.4010	16.49
			LMD 35-FEB	
			012.8500.4010	16.49
			LMD 31-FEB	
			012.8500.4010	16.49
			LMD 21-FEB	
			012.8500.4010	16.49
			LMD 00-FEB	
			012.8500.4010	16.49
			LMD 15-FEB	
			012.8500.4010	32.98
			LMD 02-FEB	
			012.8500.4010	32.98
			LMD 04-FEB	
			012.8500.4010	16.86
			LMD 07-FEB	
			012.8500.4010	16.04
			LMD 06-FEB	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91391	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010 LMD 05-FEB	15.79
			012.8500.4010 LMD 11-FEB	16.23
			012.8500.4010 LMD 02-FEB	16.49
			012.8500.4010 LMD 34-FEB	16.49
			012.8500.4010 LMD 36-FEB	16.49
			012.8500.4010 LMD 44-FEB	33.79
			012.8500.4010 LMD 17-FEB	16.49
			012.8500.4010 LMD 47-FEB	41.96
			012.8500.4010 LMD 29-FEB	16.49
			012.8500.4010 LMD 08-FEB	16.49
			012.8500.4010 LMD 09-FEB	16.49
			012.8500.4010 LMD 68/69-FEB	16.49
			012.8500.4010 LMD 20-FEB	15.07
			012.8500.4010 LMD 76-FEB	16.49
			012.8500.4010 LMD 10-FEB	15.53
			012.8500.4010 LMD 30-FEB	27.62
			012.8500.4010 LMD 37-FEB	17.12
			012.8500.4010 LMD 73-FEB	16.49

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91391	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010 LMD 48B-FEB	15.95
			012.8500.4010 LMD 48C-FEB	16.49
			012.8500.4010 LMD 70-FEB	16.49
			012.8500.4010 LMD 13-FEB	14.63
			012.8500.4010 LMD 55-FEB	16.49
			012.8500.4010 LMDS-OCT	16.49
			LMD 10-OCT	
			012.8500.4010 LMD 22-OCT	-68.91
			012.8500.4010 LMD 03-OCT	-70.95
			012.8500.4010 LMD 16-OCT	-71.38
			012.8500.4010 LMD 20-OCT	-71.38
			012.8500.4010 LMD 02-OCT	-70.95
			012.8500.4010 LMD 35-OCT	-70.95
			012.8500.4010 LMD 01-OCT	-70.95
			012.8500.4010 LMD 31-OCT	-70.95
			012.8500.4010 LMD 21-OCT	-70.95
			012.8500.4010 LMD 00-OCT	-70.95
			012.8500.4010 LMD 15-OCT	-70.95
			012.8500.4010	-141.90

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91391	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 02-OCT	
			012.8500.4010	-142.15
			LMD 04-OCT	
			012.8500.4010	-70.95
			LMD 07-OCT	
			012.8500.4010	-71.63
			LMD 06-OCT	
			012.8500.4010	-72.01
			LMD 05-OCT	
			012.8500.4010	-71.38
			LMD 11-OCT	
			012.8500.4010	-70.95
			LMD 02-OCT	
			012.8500.4010	-70.95
			LMD 34-OCT	
			012.8500.4010	-70.95
			LMD 36-OCT	
			012.8500.4010	-55.90
			LMD 44-OCT	
			012.8500.4010	-70.70
			LMD 17-OCT	
			012.8500.4010	-26.77
			LMD 47-OCT	
			012.8500.4010	-70.95
			LMD 29-OCT	
			012.8500.4010	-70.95
			LMD 08-OCT	
			012.8500.4010	-70.95
			LMD 09-OCT	
			012.8500.4010	-70.70
			LMD 68/69-OCT	
			012.8500.4010	16.71
			LMD 20-OCT	
			012.8500.4010	-70.95
			LMD 76-OCT	
			012.8500.4010	15.05

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91391	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 10-OCT	
			012.8500.4010	-60.36
			LMD 30-OCT	
			012.8500.4010	-70.46
			LMD 37-OCT	
			012.8500.4010	-70.95
			LMD 73-OCT	
			012.8500.4010	14.80
			LMD 48B-OCT	
			012.8500.4010	-70.95
			LMD 48C-OCT	
			012.8500.4010	-70.70
			LMD 70-OCT	
			012.8500.4010	17.52
			LMD 13-OCT	
			012.8500.4010	-70.95
			LMD 55-OCT	
			012.8500.4010	-70.70
			LMDS-NOV	
			LMD 10-NOV	
			012.8500.4010	19.07
			LMD 22-NOV	
			012.8500.4010	16.92
			LMD 03-NOV	
			012.8500.4010	16.49
			LMD 16-NOV	
			012.8500.4010	16.67
			LMD 20-NOV	
			012.8500.4010	16.92
			LMD 02-NOV	
			012.8500.4010	16.92
			LMD 35-NOV	
			012.8500.4010	16.92
			LMD 01-NOV	
			012.8500.4010	16.92
			LMD 31-NOV	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91391	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010 LMD 21-NOV	16.92
			012.8500.4010 LMD 00-NOV	16.92
			012.8500.4010 LMD 15-NOV	16.92
			012.8500.4010 LMD 02-NOV	34.46
			012.8500.4010 LMD 04-NOV	33.84
			012.8500.4010 LMD 07-NOV	17.73
			012.8500.4010 LMD 06-NOV	16.49
			012.8500.4010 LMD 05-NOV	16.24
			012.8500.4010 LMD 11-NOV	16.67
			012.8500.4010 LMD 02-NOV	17.17
			012.8500.4010 LMD 34-NOV	16.92
			012.8500.4010 LMD 36-NOV	17.30
			012.8500.4010 LMD 44-NOV	16.92
			012.8500.4010 LMD 17-NOV	17.41
			012.8500.4010 LMD 47-NOV	70.12
			012.8500.4010 LMD 29-NOV	16.92
			012.8500.4010 LMD 08-NOV	16.92
			012.8500.4010 LMD 09-NOV	16.92

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91391	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			012.8500.4010 LMD 68/69-NOV	17.17
			012.8500.4010 LMD 20-NOV	15.05
			012.8500.4010 LMD 76-NOV	16.92
			012.8500.4010 LMD 10-NOV	16.46
			012.8500.4010 LMD 30-NOV	28.15
			012.8500.4010 LMD 37-NOV	17.98
			012.8500.4010 LMD 73-NOV	16.92
			012.8500.4010 LMD 48B-NOV	16.85
			012.8500.4010 LMD 48C-NOV	17.17
			012.8500.4010 LMD 70-NOV	17.41
			012.8500.4010 LMD 13-NOV	15.86
			012.8500.4010 LMD 55-NOV	16.92
			012.8500.4010 LMD 36-NOV	17.54
			012.8500.4010 LMDS-DEC LMD 10-DEC	16.92
			012.8500.4010 LMD 36-DEC	17.96
			012.8500.4010 LMD 44-DEC	15.99
			012.8500.4010 LMD 17-DEC	16.48
			012.8500.4010	63.46

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91391	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 47-DEC	
			012.8500.4010	15.99
			LMD 29-DEC	
			012.8500.4010	15.99
			LMD 08-DEC	
			012.8500.4010	15.99
			LMD 09-DEC	
			012.8500.4010	15.82
			LMD 68/69-DEC	
			012.8500.4010	15.53
			LMD 20-DEC	
			012.8500.4010	15.99
			LMD 76-DEC	
			012.8500.4010	16.00
			LMD 10-DEC	
			012.8500.4010	26.26
			LMD 30-DEC	
			012.8500.4010	16.24
			LMD 37-DEC	
			012.8500.4010	15.99
			LMD 73-DEC	
			012.8500.4010	15.29
			LMD 48B-DEC	
			012.8500.4010	15.99
			LMD 48C-DEC	
			012.8500.4010	16.24
			LMD 70-DEC	
			012.8500.4010	15.08
			LMD 13-DEC	
			012.8500.4010	15.99
			LMD 55-DEC	
			012.8500.4010	15.99
			LMD 22-DEC	
			012.8500.4010	15.99
			LMD 03-DEC	
			012.8500.4010	15.56

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91391	4/22/2025	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	
			LMD 16-DEC	
			012.8500.4010	15.74
			LMD 20-DEC	
			012.8500.4010	15.99
			LMD 02-DEC	
			012.8500.4010	15.99
			LMD 35-DEC	
			012.8500.4010	15.99
			LMD 01-DEC	
			012.8500.4010	15.99
			LMD 31-DEC	
			012.8500.4010	15.99
			LMD 21-DEC	
			012.8500.4010	15.99
			LMD 00-DEC	
			012.8500.4010	15.99
			LMD 15-DEC	
			012.8500.4010	31.98
			LMD 02-DEC	
			012.8500.4010	31.98
			LMD 04-DEC	
			012.8500.4010	15.99
			LMD 07-DEC	
			012.8500.4010	15.56
			LMD 06-DEC	
			012.8500.4010	15.31
			LMD 05-DEC	
			012.8500.4010	15.74
			LMD 11-DEC	
			012.8500.4010	15.99
			LMD 02-DEC	
			012.8500.4010	15.99
			LMD 34-DEC	
			012.8500.4010	15.99
			LMD 36-DEC	
			012.8500.4010	15.99

Bank code : wfb

Voucher	Date	Vendor		Description/Account		Amount
91391	4/22/2025	000203	000203 SOUTHERN CALIFORNIA EDISON	(Continued)	**Total :**	**374.68**
91392	4/22/2025	000203	SOUTHERN CALIFORNIA EDISON	LMD 01-APR		
				LMD 01-APR		
				012.8500.4010		30.84
					Total :	**30.84**
91393	4/22/2025	000203	SOUTHERN CALIFORNIA EDISON	LS3 8017 1/2 DEL ROSA-APR		
				LS3 8017 1/2 DEL ROSA-APR		
				013.8510.4011		23.05
					Total :	**23.05**
91394	4/22/2025	004920	TKE ENGINEERING	SWK19001 DES MSRI-NOV		
				SWK19001 DES MSRI-NOV		
				017.8350.6545		1,950.00
				STI21002 MISC PERMITS/INSP-DEC		
				STI21002 MISC PERMITS/INSP-DEC		
				001.3200.4551		163.50
				FIN24005 MISC PERMITS/INSP-DEC		
				FIN24005 MISC PERMITS/INSP-DEC		
				001.3200.4551		147.50
				STI24006 MISC PERMITS/INSP-JAN		
				STI24006 MISC PERMITS/INSP-JAN		
				001.3200.4551		3,106.50
				FIN24004 MISC PERMITS/INSP-JAN		
				FIN24004 MISC PERMITS/INSP-JAN		
				001.3200.4551		225.00
				PGI24008 MISC PERMITS/INSP-JAN		
				PGI24008 MISC PERMITS/INSP-JAN		
				001.3200.4551		4,905.00
					Total :	**10,497.50**
91395	4/22/2025	000222	UNDERGROUND SERVICE ALERT	MONTHLY DIG FEE-MAR		
				MONTHLY DIG FEE-MAR		
				004.8310.4553		509.50
					Total :	**509.50**
91396	4/22/2025	000222	UNDERGROUND SERVICE ALERT	REGULATORY FEE-MAR		
				REGULATORY FEE-MAR		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91396	4/22/2025	000222 UNDERGROUND SERVICE ALERT	(Continued)		
			004.8310.4553		348.82
				Total :	348.82
91397	4/22/2025	000228 URBAN FUTURES INC	CFD2001-1 CONT DIS FY 2024		
			CFD2001-1 CONT DIS FY 2024		
			014.8520.4554		250.00
			2015A/2017 CONT DIS FY 2024		
			2015A/2017 CONT DIS FY 2024		
			089.8090.4554		5,000.00
				Total :	5,250.00
91398	4/22/2025	000231 VISTA PAINT CORP	GRAFFITI REMOVAL		
			GRAFFITI REMOVAL		
			001.6010.4206		753.51
				Total :	753.51
91399	4/22/2025	005824 WESTERN EXTRICATION SPECIALIST	FS#1:TOOLS		
			FS#1:TOOLS		
			028.2050.4245		269.50
			FS#1:TOOLS		
			029.2100.4245		269.50
				Total :	539.00
91400	4/22/2025	000237 WILLDAN ASSOCIATES	BLDG & SAFETY PLAN CHECK-MAR		
			BLDG & SAFETY PLAN CHECK-MAR		
			001.4500.4540		5,531.25
			BLDG & SAFETY INSP-MAR		
			BLDG & SAFETY INSP-MAR		
			001.4500.4540		27,835.00
			BLDG & SAFETY PERMIT TECH-MAR		
			BLDG & SAFETY PERMIT TECH-MAR		
			001.4500.4540		6,370.00
			STR23002 DES RDA07-FEB		
			STR23002 DES RDA07-FEB		
			010.3830.6550		4,975.00
				Total :	44,711.25
91401	4/22/2025	006001 YUNEX LLC	DEL ROSA & 5TH:SIGNAL CABINET		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91401	4/22/2025	006001 YUNEX LLC	(Continued)	
			DEL ROSA & 5TH:SIGNAL CABINET	
			004.8310.4580	17,134.86
			TS RESPONSE CALL OUTS-FEB	
			TS RESPONSE CALL OUTS-FEB	
			004.8310.4580	6,430.02
			BASELINE & SEELEY #10103H:STL POLE INST	
			BASELINE & SEELEY #10103H:STL POLE INST	
			013.8510.4664	4,600.00
			TRAFFIC SIGNAL MAINT-FEB	
			TRAFFIC SIGNAL MAINT-FEB	
			004.8310.4580	3,872.28
			STL MAINT-FEB	
			STL MAINT-FEB	
			013.8510.4664	2,528.50
			Total :	**34,565.66**

52 Vouchers for bank code : wfb **Bank total : 3,275,387.43**

52 Vouchers in this report **Total vouchers : 3,275,387.43**

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91402	4/29/2025	004206 #1 SON PLUMBING INC	LMD#13:WATER BF LEAK/REPLACE		
			LMD#13:WATER BF LEAK/REPLACE		
			012.8500.4030		2,778.98
				Total :	**2,778.98**
91403	4/29/2025	004945 ABOVE ALL NAMES CONSTRUCTION	SB1#4 SIDEWALK-CONCRETE REPAIR		
			SB1#4 SIDEWALK-CONCRETE REPAIR		
			004.8310.4591		26,247.24
				Total :	**26,247.24**
91404	4/29/2025	000014 ALL CITY MANAGEMENT SERVICES	CROSSING GUARD SVC 3/30-4/12/25		
			CROSSING GUARD SVC 3/30-4/12/25		
			002.8200.4530		2,003.40
				Total :	**2,003.40**
91405	4/29/2025	005771 AMAZON CAPITAL SERVICES	OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			042.9510.4200		4.25
			OFFICE SUPPLIES		
			001.0500		4.25
			100% RECYCLED POP-UP NOTES		
			100% RECYCLED POP-UP NOTES		
			001.1200.4200		13.64
			OFFICE SUPPLIES		
			001.1200.4200		11.15
			OFFICE SUPPLIES		
			OFFICE SUPPLIES		
			001.1200.4200		17.15
				Total :	**50.44**
91406	4/29/2025	006377 BYTON POWER LLC	BP#20241288 REFUND		
			BP#20241288 REFUND		
			001.1450.7600		400.00
				Total :	**400.00**
91407	4/29/2025	005345 CALIFORNIA ASSOCIATION OF CODE	WEBINAR CUSTOMER SERVICE-CHAMBERS		
			WEBINAR CUSTOMER SERVICE-CHAMBERS		
			001.4600.4330		60.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91407	4/29/2025	005345	005345 CALIFORNIA ASSOCIATION OF COD (Continued)	Total :	60.00
91408	4/29/2025	003836	CALIFORNIA BUILDING		
			BSAR 01/2025-03/2025		
			BSAR 01/2025-03/2025		
			001.4500.4543		597.00
			BSAR 01/2025-03/2025		
			051.1480		-59.70
				Total :	537.30
91409	4/29/2025	006175	CALIFORNIA PPE		
			FS#3: PPE CLEANING INSPECTION & REPAIRS		
			FS#3: PPE CLEANING INSPECTION & REPAIRS		
			029.2100.4204		3,879.48
				Total :	3,879.48
91410	4/29/2025	006373	COMPUTERIZED EMBROIDERY INC.		
			LOGO HAT-HEAT PREVENTION		
			LOGO HAT-HEAT PREVENTION		
			041.9500.4349		265.31
				Total :	265.31
91411	4/29/2025	000213	DAILY JOURNAL CORPORATION		
			FIRM - NEWSPAPER PUB		
			FIRM - NEWSPAPER PUB		
			001.1200.4300		81.28
				Total :	81.28
91412	4/29/2025	000056	DEPARTMENT OF CONSERVATION		
			SMIP 01/2025-03/2025		
			SMIP 01/2025-03/2025		
			001.4500.4542		1,197.60
			SMIP 01/2025-03/2025		
			051.1479		-59.88
				Total :	1,137.72
91413	4/29/2025	004879	DIV OF THE STATE ARCHITECT		
			AB1379 01/2025-03/2025		
			AB1379 01/2025-03/2025		
			051.1493		310.00
				Total :	310.00
91414	4/29/2025	000085	EAST VALLEY WATER DISTRICT		
			LMD 04-APR		
			LMD 04-APR		
			012.8500.4030		65.53

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91414	4/29/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			POLICE STATION-APR	
			POLICE STATION-APR	
			001.2000.4030	213.42
			POLICE STATION-APR	
			POLICE STATION-APR	
			001.2000.4030	1,454.80
			LMD 29-APR	
			LMD 29-APR	
			012.8500.4030	150.72
			CITY HALL-APR	
			CITY HALL-APR	
			042.9510.4030	163.87
			LMD 15A-APR	
			LMD 15A-APR	
			012.8500.4030	207.53
			LMD 07-APR	
			LMD 07-APR	
			012.8500.4030	75.31
			BASELINE MEDIAN-APR	
			BASELINE MEDIAN-APR	
			004.8310.4030	123.57
			FS#1-APR	
			FS#1-APR	
			029.2100.4030	134.52
			FS#1-APR	
			028.2050.4030	134.51
			LMD 21B-APR	
			LMD 21B-APR	
			012.8500.4030	176.28
			FS#2-APR	
			FS#2-APR	
			029.2100.4030	128.11
			FS#2-APR	
			028.2050.4030	128.11
			AURANTIA PK-APR	
			AURANTIA PK-APR	
			001.6000.4030	1,035.43

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91414	4/29/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 44-APR	
			LMD 44-APR	
			012.8500.4030	967.83
			LMD 15B-APR	
			LMD 15B-APR	
			012.8500.4030	429.49
			FS#3 FS-APR	
			FS#3 FS-APR	
			029.2100.4030	11.26
			FS#3 FS-APR	
			028.2050.4030	11.25
			FS#2 FS-APR	
			FS#2 FS-APR	
			029.2100.4030	13.84
			FS#2 FS-APR	
			028.2050.4030	13.84
			BASELINE MEDIAN-APR	
			BASELINE MEDIAN-APR	
			004.8310.4030	108.13
			LMD 73-APR	
			LMD 73-APR	
			012.8500.4030	68.37
			LMD 37-APR	
			LMD 37-APR	
			012.8500.4030	51.33
			FS#3 DOM-APR	
			FS#3 DOM-APR	
			029.2100.4030	332.47
			FS#3 DOM-APR	
			028.2050.4030	332.46
			LMD 21A-APR	
			LMD 21A-APR	
			012.8500.4030	66.46
			POLICE STATION-APR	
			POLICE STATION-APR	
			001.2000.4030	22.51
			FS#3 IRR-APR	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91414	4/29/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			FS#3 IRR-APR	
			029.2100.4030	37.03
			FS#3 IRR-APR	
			028.2050.4030	37.02
			BOULDER MEDIAN-APR	
			BOULDER MEDIAN-APR	
			004.8310.4030	390.73
			POLICE STATION-APR	
			POLICE STATION-APR	
			001.2000.4030	22.51
			CITY HALL FS-APR	
			CITY HALL FS-APR	
			042.9510.4030	21.11
			Total :	**7,129.35**
91415	4/29/2025	000085 EAST VALLEY WATER DISTRICT	BEATTIE-IRRIGATION-APR	
			BEATTIE- IRRIGATION-APR	
			001.6000.4030	393.70
			LMD 48B-APR	
			LMD 48B-APR	
			012.8500.4030	630.39
			LMD 02-E-APR	
			LMD 02-E-APR	
			012.8500.4030	862.19
			LMD 48C-APR	
			LMD 48C-APR	
			012.8500.4030	129.47
			LMD 48C-APR	
			LMD 48C-APR	
			012.8500.4030	304.83
			LMD 31-APR	
			LMD 31-APR	
			012.8500.4030	315.44
			LMD 00-BASELINE-APR	
			LMD 00-BASELINE-APR	
			012.8500.4030	453.56
			LMD 22-APR	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91415	4/29/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)	
			LMD 22-APR	
			012.8500.4030	262.66
			LMD 03- YARNELL-APR	
			LMD 03- YARNELL-APR	
			012.8500.4030	88.24
			LMD 02- A-APR	
			LMD 02- A-APR	
			012.8500.4030	69.63
			LMD 03- BASELINE-APR	
			LMD 03- BASELINE-APR	
			012.8500.4030	99.61
			LMD 20- BASELINE-APR	
			LMD 20- BASELINE-APR	
			012.8500.4030	338.11
			LMD 01- A-APR	
			LMD 01- A-APR	
			012.8500.4030	82.57
			LMD 36-APR	
			LMD 36-APR	
			012.8500.4030	215.71
			LMD 35-APR	
			LMD 35-APR	
			012.8500.4030	105.91
			LMD 06-APR	
			LMD 06-APR	
			012.8500.4030	51.33
			LMD 01-B-APR	
			LMD 01- B-APR	
			012.8500.4030	96.77
			LMD 48-APR	
			LMD 48-APR	
			012.8500.4030	636.31
			LMD 30-APR	
			LMD 30-APR	
			012.8500.4030	816.87
			LMD 39-APR	
			LMD 39-APR	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91415	4/29/2025	000085 EAST VALLEY WATER DISTRICT	(Continued)		
			012.8500.4030		585.49
			CANYON OAKS PARK-APR		
			CANYON OAKS PK-APR		
			016.8540.4030		541.25
			LMD 02-B-APR		
			LMD 02-B-APR		
			012.8500.4030		327.25
			LMD 13-APR		
			LMD 13-APR		
			012.8500.4030		197.61
			LMD 02- D-APR		
			LMD 02- D-APR		
			012.8500.4030		149.33
			LMD 02- C-APR		
			LMD 02-C-APR		
			012.8500.4030		340.79
			LMD 08-APR		
			LMD 08-APR		
			012.8500.4030		234.53
			LMD 20- STREATER-APR		
			LMD 20- STREATER-APR		
			012.8500.4030		116.64
				Total :	**8,446.19**
91416	4/29/2025	006376 HISCOCK, CAM	BP#20241564 REFUND		
			BP#20241564 REFUND		
			001.1450.7600		75.00
				Total :	**75.00**
91417	4/29/2025	002221 HUMANE SOCIETY OF	VOUCHER 25-0016 DL#17577		
			VOUCHER 25-0016 DL#17577		
			001.2200.4344		50.00
			VOUCHER 25-0017 DL#17578		
			VOUCHER 25-0017 DL#17578		
			001.2200.4344		50.00
			VOUCHER 25-0018 DL#17579		
			VOUCHER 25-0018 DL#17579		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91417	4/29/2025	002221 HUMANE SOCIETY OF	(Continued)		
			001.2200.4344		50.00
				Total :	150.00
91418	4/29/2025	001345 INLAND COUNTIES EMERGENCY	FS#1-3: ANNUAL MEDICAL CONTROLS & COMPLI		
			FS#1-3: ICEMA INSPECTIONS		
			028.2050.4223		3,200.00
				Total :	3,200.00
91419	4/29/2025	000127 K & L HARDWARE	BLANKET PURCHASE ORDER		
			FS#2:MISC SUPPLIES		
			028.2050.4206		6.55
			FS#2:MISC SUPPLIES		
			029.2100.4206		6.55
			BLANKET PURCHASE ORDER		
			PD:KEYS		
			001.2000.4206		25.80
				Total :	38.90
91420	4/29/2025	005310 KOA CORPORATION	STR17001 ENV DES GCF-SEP-DEC		
			STR17001 ENV DES GCF-SEP-DEC		
			023.3890.6530		933.90
				Total :	933.90
91421	4/29/2025	000168 MICHELLE GOMEZ, PETTY CASH	PETTY CASH - APR		
			PETTY CASH - APR		
			001.0020		96.97
			NOE:SDR06002		
			001.4100.4345		-5.00
			POSTAGE		
			001.4600.4210		5.58
			POSTAGE		
			001.4100.4210		18.46
			POSTAGE		
			001.1200.4210		8.35
			POSTAGE		
			001.4600.4210		22.32
			HIT FOOD		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91421	4/29/2025	000168 MICHELLE GOMEZ, PETTY CASH	(Continued)		
			001.6020.4336		18.98
			UNIFORMS OWENS		
			001.4600.4249		28.28
			PETTY CASH - APR		
			001.0020		-96.97
				Total :	**96.97**
91422	4/29/2025	001439 OFFICE SOLUTIONS	OFFICE SUPPLIES		
			30% RECYCLED 11 X17 COPY PAPER		
			042.9510.4200		36.80
			30% RECYCLED 8.5 X 11 COPY PAPER		
			042.9510.4200		238.95
			30% RECYCLED COLORED PAPER		
			042.9510.4200		32.84
				Total :	**308.59**
91423	4/29/2025	002408 PEOPLEREADY	COMM PK & CORP YD:PRESSURE WASHING		
			COMM PK & CORP YD:PRESSURE WASHING		
			001.6000.4585		496.00
			COMM PK & CORP YD:PRESSURE WASHING		
			004.8310.4570		496.00
				Total :	**992.00**
91424	4/29/2025	005731 SITEONE LANDSCAPE SUPPLY, LLC	LMD35:IRRIG SUPPLIES		
			LMD35:IRRIG SUPPLIES		
			012.8500.4206		145.12
				Total :	**145.12**
91425	4/29/2025	000204 SOCALGAS	FS#2-APR		
			FS#2-APR		
			028.2050.4020		40.58
			FS#2-APR		
			029.2100.4020		40.56
			CITY HALL-APR		
			CITY HALL-APR		
			042.9510.4020		79.75
			POLICE-APR		

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91425	4/29/2025	000204 SOCALGAS	(Continued)		
			POLICE-APR		
			001.2000.4020		2,006.04
			FS#3-APR		
			FS#3-APR		
			028.2050.4020		44.23
			FS#3-APR		
			029.2100.4020		44.23
			FS#1-APR		
			FS#1-APR		
			028.2050.4020		38.57
			FS#1-APR		
			029.2100.4020		38.56
				Total :	**2,332.52**
91426	4/29/2025	000970 SOUTH COAST AQMD	ANNUAL OPERATING FEES: FUEL		
			ANNUAL OPERATING FEES: FUEL		
			001.2000.4222		700.96
			PD: AQMD 24/25		
			PD: AQMD 24/25		
			001.2000.4222		165.96
				Total :	**866.92**
91427	4/29/2025	004920 TKE ENGINEERING	STI22008 MISC PERMITS/INSP-JAN		
			STI22008 MISC PERMITS/INSP-JAN		
			001.3200.4551		654.00
			STI22009 MISC PERMITS/INSP-JAN		
			STI22009 MISC PERMITS/INSP-JAN		
			001.3200.4551		218.00
			RGI22003 MISC PERMITS/INSP-JAN		
			RGI22003 MISC PERMITS/INSP-JAN		
			001.3200.4551		163.50
			PGI24009 MISC PERMITS/INSP-JAN		
			PGI24009 MISC PERMITS/INSP-JAN		
			001.3200.4551		109.00
			PGI23003 MISC PERMITS/INSP-DEC-JAN		
			PGI23003 MISC PERMITS/INSP-DEC-JAN		
			001.3200.4551		218.00

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91427	4/29/2025	004920 TKE ENGINEERING	(Continued)	
			PGC24007 MISC PERMITS/INSP-DEC-JAN	
			PGC24007 MISC PERMITS/INSP-DEC-JAN	
			001.3200.4551	977.50
			PGI24005 MISC PERMITS/INSP-DEC-JAN	
			PGI24005 MISC PERMITS/INSP-DEC-JAN	
			001.3200.4551	327.00
			STI24004 MISC PERMITS/INSP-JAN	
			STI24004 MISC PERMITS/INSP-JAN	
			001.3200.4551	490.50
			PGI24003 MISC PERMITS/INSP-JAN	
			PGI24003 MISC PERMITS/INSP-JAN	
			001.3200.4551	1,035.50
			SLC24001 MISC PERMITS/INSP-JAN	
			SLC24001 MISC PERMITS/INSP-JAN	
			001.3200.4551	887.50
			PGI24010 MISC PERMITS/INSP-JAN	
			PGI24010 MISC PERMITS/INSP-JAN	
			001.3200.4551	1,362.50
			STC24004 MISC PERMITS/INSP-JAN	
			STC24004 MISC PERMITS/INSP-JAN	
			001.3200.4551	745.00
			RGC24003 MISC PERMITS/INSP-DEC-JAN	
			RGC24003 MISC PERMITS/INSP-DEC-JAN	
			001.3200.4551	602.50
			LDR24009 MISC PERMTIS/INSP-DEC-JAN	
			LDR24009 MISC PERMTIS/INSP-DEC-JAN	
			001.3200.4551	220.00
			34224003 PERMITS/INSP-JAN	
			34224003 PERMITS/INSP-JAN	
			001.3200.4551	490.50
			34224005 PERMITS/INSP-JAN	
			34224005 PERMITS/INSP-JAN	
			001.3200.4551	272.50
			ATT PERMITS/INSP-JAN	
			ATT PERMITS/INSP-JAN	
			001.3200.4551	109.00
			FIN24005 MISC PERMITS/INSP-JAN	

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
91427	4/29/2025	004920 TKE ENGINEERING	(Continued)		
			FIN24005 MISC PERMITS/INSP-JAN		
			001.3200.4551		180.00
			SLC24002 MISC PERMITS/INSP-JAN		
			SLC24002 MISC PERMITS/INSP-JAN		
			001.3200.4551		1,315.00
			WIN23001 MISC PERMITS/INSP-JAN		
			WIN23001 MISC PERMITS/INSP-JAN		
			001.3200.4551		327.00
			LDR24008 MISC PERMITS/INSP-DEC-JAN		
			LDR24008 MISC PERMITS/INSP-DEC-JAN		
			001.3200.4551		345.00
			LDR24008 MISC PERMITS/INSP-DEC-JAN		
			LDR24008 MISC PERMITS/INSP-DEC-JAN		
			001.3200.4551		172.50
				Total :	**11,222.00**
91428	4/29/2025	004920 TKE ENGINEERING	SCE PERMIT/INSP FIXED FEE-JAN		
			SCE PERMIT/INSP FIXED FEE-JAN		
			001.3200.4551		1,035.50
				Total :	**1,035.50**
91429	4/29/2025	000233 WAXIE SANITARY SUPPLY	CITY HALL:MISC SUPPLIES RETURN		
			CITY HALL:MISC SUPPLIES RETURN		
			042.9510.4055		-148.37
			CITY HALL:MISC SUPPLIES RETURN		
			CITY HALL:MISC SUPPLIES RETURN		
			042.9510.4055		-367.64
			CITY HALL:MISC SUPPLIES RETURN		
			CITY HALL:MISC SUPPLIES RETURN		
			042.9510.4055		-116.69
			CITY HALL:KITCHEN SUPPLIES		
			CITY HALL:KITCHEN SUPPLIES		
			042.9510.4055		644.71
			CITY HALL:MISC SUPPLIES		
			CITY HALL:MISC SUPPLIES		
			042.9510.4055		254.45
			CITY HALL:MISC SUPPLIES		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91429	4/29/2025	000233 WAXIE SANITARY SUPPLY	(Continued)	
			CITY HALL:MISC SUPPLIES	
			042.9510.4055	50.89
			Total :	**317.35**
28	**Vouchers for bank code :**	wfb	**Bank total :**	**75,041.46**
28	**Vouchers in this report**		**Total vouchers :**	**75,041.46**

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1026	5/2/2025	000003 ICMA RETIREMENT TRUST-457	ICMA DEFERRED COMP 457: PAYMENT	
			ICMA DEFERRED COMP 457: Payment 001.1170	9,828.75
			ICMA DEFERRED COMP 457: Payment 041.1170	185.36
			ICMA DEFERRED COMP 457: Payment 042.1170	252.50
			ICMA DEFERRED COMP 457: Payment 070.1170	215.10
			ICMA DEFERRED COMP 457: Payment 004.1170	1,570.62
			ICMA DEFERRED COMP 457: Payment 010.1170	450.00
			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
			ICMA DEFERRED COMP 457: Payment 024.1170	12.00
			Total :	**12,560.58**
1027	5/2/2025	000119 INTERNAL REVENUE SERVICE	FEDERAL TAXES: PAYMENT	
			MEDICARE: Payment 010.1140	128.74
			MEDICARE: Payment 012.1140	54.48
			MEDICARE: Payment 016.1140	54.42
			MEDICARE: Payment 023.1140	44.30
			MEDICARE: Payment 024.1140	5.02
			MEDICARE: Payment 041.1140	84.82

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1027	5/2/2025	000119 INTERNAL REVENUE SERVICE	(Continued)	
			MEDICARE: Payment	
			042.1140	221.96
			MEDICARE: Payment	
			070.1140	152.70
			FEDERAL TAXES: Payment	
			001.1120	13,795.40
			FEDERAL TAXES: Payment	
			004.1120	1,521.49
			FEDERAL TAXES: Payment	
			008.1120	12.43
			FEDERAL TAXES: Payment	
			010.1120	399.06
			FEDERAL TAXES: Payment	
			012.1120	159.59
			FEDERAL TAXES: Payment	
			016.1120	159.60
			FEDERAL TAXES: Payment	
			023.1120	167.73
			FEDERAL TAXES: Payment	
			024.1120	12.10
			FEDERAL TAXES: Payment	
			041.1120	485.36
			FEDERAL TAXES: Payment	
			042.1120	620.94
			FEDERAL TAXES: Payment	
			070.1120	856.89
			SOCIAL SECURITY: Payment	
			001.1140	701.48
			SOCIAL SECURITY: Payment	
			008.1140	113.56
			SOCIAL SECURITY: Payment	
			042.1140	233.48
			MEDICARE: Payment	
			001.1140	3,425.26
			MEDICARE: Payment	
			004.1140	523.42

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1027	5/2/2025	000119 INTERNAL REVENUE SERVICE	(Continued)	
			MEDICARE: Payment	
			008.1140	26.56
			Total :	**23,960.79**
1028	5/2/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	EPMC: PAYMENT	
			PERS SURVIVOR: Payment	
			070.1145	0.68
			PERS: Payment	
			012.1145	247.65
			PERS: Payment	
			016.1145	247.66
			PERS: Payment	
			023.1145	235.47
			PERS: Payment	
			024.1145	23.15
			PERS: Payment	
			041.1145	467.87
			PERS: Payment	
			042.1145	925.42
			PERS: Payment	
			070.1145	943.90
			PERS SURVIVOR: Payment	
			001.1145	24.91
			PERS SURVIVOR: Payment	
			004.1145	4.32
			PERS SURVIVOR: Payment	
			010.1145	0.82
			PERS SURVIVOR: Payment	
			012.1145	0.54
			PERS SURVIVOR: Payment	
			016.1145	0.54
			PERS SURVIVOR: Payment	
			023.1145	0.40
			PERS SURVIVOR: Payment	
			024.1145	0.05
			PERS SURVIVOR: Payment	

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
1028	5/2/2025	000004 PUBLIC EMPLOYEE RETIREMENT SYS	(Continued)	
			041.1145 PERS SURVIVOR: Payment	0.33
			042.1145 EPMC: Payment	1.82
			001.1145 EPMC: Payment	490.55
			004.1145 EPMC: Payment	96.47
			012.1145 EPMC: Payment	2.99
			016.1145 EPMC: Payment	2.99
			023.1145 EPMC: Payment	8.38
			024.1145 EPMC: Payment	0.72
			041.1145 EPMC: Payment	19.35
			042.1145 EPMC: Payment	14.61
			070.1145 PERS: Payment	59.98
			001.1145 PERS: Payment	17,244.22
			004.1145 PERS: Payment	2,840.81
			010.1145	735.26
			Total :	**24,641.86**
1029	5/2/2025	000001 CALIF STATE EMPLOYMENT	STATE TAXES: PAYMENT	
			STATE TAXES: Payment 001.1130	5,746.16
			STATE TAXES: Payment 004.1130	566.79
			STATE TAXES: Payment 010.1130	176.95

Bank code : wfb

Voucher	Date	Vendor	Description/Account		Amount
1029	5/2/2025	000001 CALIF STATE EMPLOYMENT	(Continued)		
			STATE TAXES: Payment 012.1130		49.88
			STATE TAXES: Payment 016.1130		49.87
			STATE TAXES: Payment 023.1130		55.49
			STATE TAXES: Payment 024.1130		3.17
			STATE TAXES: Payment 041.1130		190.16
			STATE TAXES: Payment 042.1130		204.72
			STATE TAXES: Payment 070.1130		292.48
				Total :	**7,335.67**
91430	5/2/2025	003804 AFLAC	AFLAC ACCIDENT INSURANCE: PAYMENT		
			AFLAC HOSPITAL INSURANCE: Payment 070.1181		1.65
			AFLAC SPECIFIED HEALTH INS: Payment 001.1181		12.38
			AFLAC SPECIFIED HEALTH INS: Payment 004.1181		2.97
			AFLAC SPECIFIED HEALTH INS: Payment 010.1181		2.97
			AFLAC SPECIFIED HEALTH INS: Payment 012.1181		1.49
			AFLAC SPECIFIED HEALTH INS: Payment 016.1181		1.49
			AFLAC AFTER TAX HOSP INSURANCE: Payment 001.1181		13.40
			AFLAC AFTER TAX HOSP INSURANCE: Payment 012.1181		6.71
			AFLAC AFTER TAX HOSP INSURANCE: Payment 016.1181		6.71
			AFLAC ACCIDENT INSURANCE: Payment		

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91430	5/2/2025	003804 AFLAC	(Continued)	
			001.1181 AFLAC ACCIDENT INSURANCE: Payment	132.65
			004.1181 AFLAC ACCIDENT INSURANCE: Payment	9.72
			010.1181 AFLAC ACCIDENT INSURANCE: Payment	7.13
			012.1181 AFLAC ACCIDENT INSURANCE: Payment	3.56
			016.1181 AFLAC ACCIDENT INSURANCE: Payment	3.57
			023.1181 AFLAC ACCIDENT INSURANCE: Payment	5.80
			041.1181 AFLAC ACCIDENT INSURANCE: Payment	4.19
			070.1181 AFLAC DISABILITY INSURANCE: Payment	1.38
			001.1181 AFLAC DISABILITY INSURANCE: Payment	162.86
			004.1181 AFLAC DISABILITY INSURANCE: Payment	49.18
			010.1181 AFLAC DISABILITY INSURANCE: Payment	34.51
			012.1181 AFLAC DISABILITY INSURANCE: Payment	6.31
			016.1181 AFLAC DISABILITY INSURANCE: Payment	6.30
			023.1181 AFLAC HOSPITAL INSURANCE: Payment	2.44
			001.1181 AFLAC HOSPITAL INSURANCE: Payment	173.46
			004.1181 AFLAC HOSPITAL INSURANCE: Payment	11.90
			012.1181 AFLAC HOSPITAL INSURANCE: Payment	6.71
			016.1181 AFLAC HOSPITAL INSURANCE: Payment	6.70

Bank code : wfb

Voucher	Date	Vendor	Description/Account	Amount
91430	5/2/2025	003804 AFLAC	(Continued)	
			023.1181	14.03
			AFLAC HOSPITAL INSURANCE: Payment	
			041.1181	4.97
			Total :	**697.14**

5 Vouchers for bank code : wfb **Bank total : 69,196.04**

5 Vouchers in this report **Total vouchers : 69,196.04**

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Treasurer's Report for March 2025

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

FISCAL IMPACT: Cash and Investments:

General Fund	$17,197,758.99
Special Revenue Funds	$40,703,460.51
Internal Service Funds	$ 5,807,789.57
Capital Projects Funds	$38,100,515.71
Agency Funds	$ 2,394,651.15
Housing Authority Fund	$ 3,823,995.47
SARDA Funds	$ 2,061,006.04

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

BACKGROUND: 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. 4

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

CITY OF HIGHLAND
Treasurer's Report
as of March 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)	18,849,820.28

DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: LOCAL GOVERNMENT INVESTMENT POOLS				
California Treasurer's Local Agency Investment Fund (LAIF)	n/a	4.313%		
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 March 31, 2025 applicable percentage of 1.000849191				
3) Market Value is $77,357,461.33 ($77,291,825.81 x 1.000849191).				
California Asset Management Program (CAMP)	n/a	4.470%		
General Fund			3,466,257.67	
Special Revenue Funds			1,943,389.00	
Capital Projects Funds			6,509,320.00	
Total CAMP Funds				11,918,966.67
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	3.99%	113,923.73	113,923.73
Fire Protection Expense Fund #128262-012				
US Bank Money Market Account CUSIP #60934N872	n/a	3.77%	313,211.75	313,211.75
Police Protection Expense Fund #128262-013				
US Bank Money Market Account CUSIP #60934N872	n/a	3.77%	115,845.75	115,845.75
Community Facilities District (CFD) 2001-1				
Special Tax Fund #217795000				
US Bank Money Market Account CUSIP #60934N872	n/a	3.80%	196,171.96	196,171.96
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	3.99%	16,819.26	16,819.26
Surplus Fund #217795004				
US Bank Money Market Account CUSIP #60934N872	n/a	3.99%	31,086.72	31,086.72
Community Facilities District (CFD) 2007-1				
Administrative Expense Fund #260722000				
US Bank Money Market Account CUSIP #60934N872	n/a	3.99%	7,341.71	7,341.71
Fire Expense Fund #260722001				
US Bank Money Market Account CUSIP #60934N872	n/a	3.84%	15,166.10	15,166.10
Police Expense Fund #260722002				
US Bank Money Market Account CUSIP #60934N872	n/a	3.84%	5,609.26	5,609.26
TOTAL INVESTMENTS US BANK (COMMUNITY FACILITIES DISTRICTS)				815,176.24

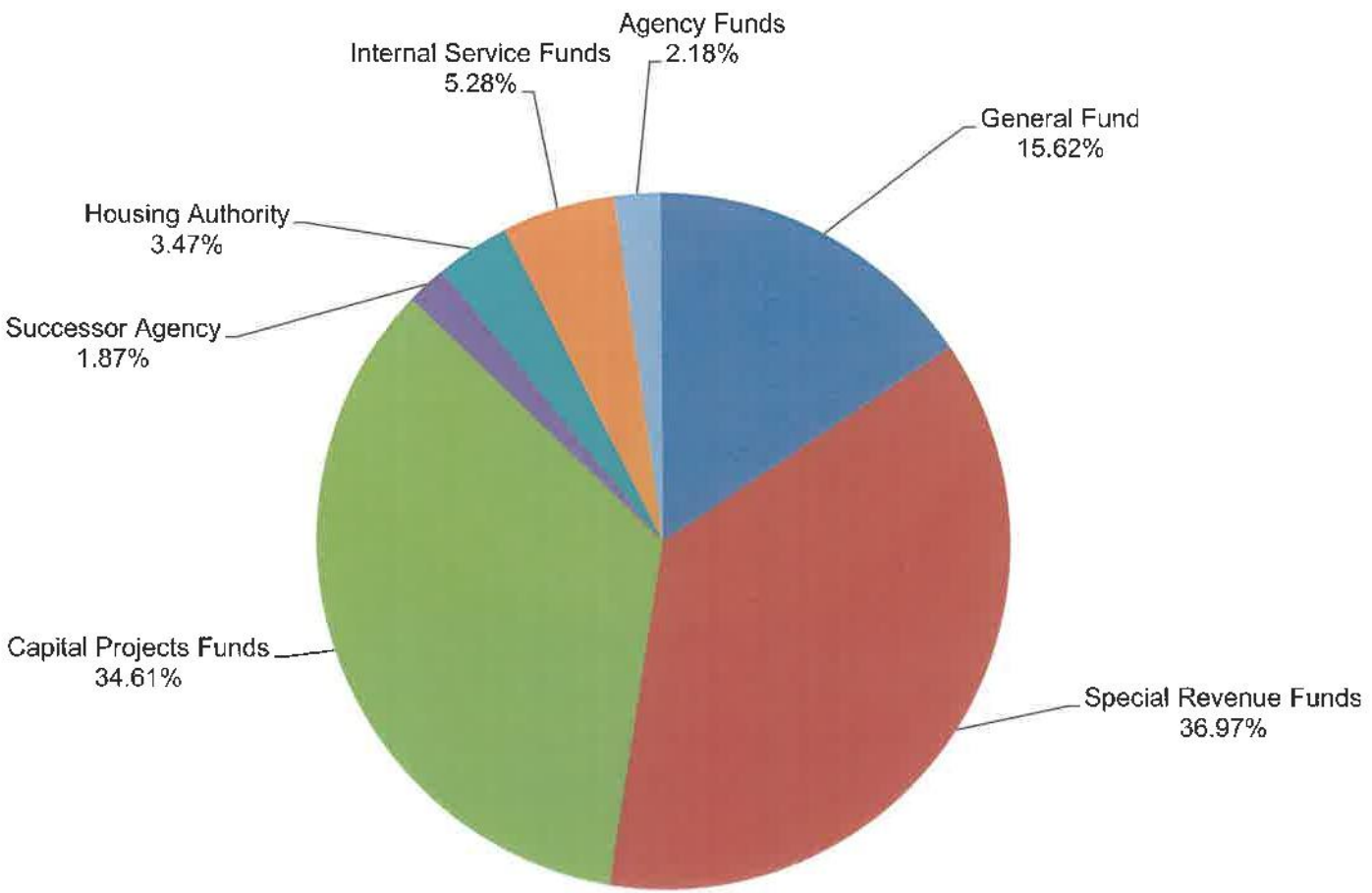
DESCRIPTION	MATURITY PERIOD	YIELD	PAR VALUE	ORIGINAL COST
INVESTMENTS: FISCAL AGENT ACCOUNTS (continued)				
US Bank Corporate Trust Services (SARDA)				
2004B Tax Allocation Refunding Bonds				
Special Fund 786709001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.99%	2,422.60	2,422.60
Interest Fund 786709002				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.99%	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	3.99%	173,205.96	173,205.96
2015A Tax Allocation Refunding Bonds				
Special Fund 268777000				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.99%	798.45	798.45
Interest Fund 268777001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.99%	663.72	663.72
Principal Fund 268777002				
Federated Treasury Obligations CUSIP #60934N872	n/a	0.00%	-	-
Reserve Fund 268777004				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.99%	1,000,483.22	1,000,483.22
Expense Account 268777006				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.99%	15,137.74	15,137.74
2017 Tax Allocation Refunding Bonds				
Debt Service Fund 259928000				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.99%	17,723.42	17,723.42
Interest Fund 259928001				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.98%	127.28	127.28
Principal Fund 259928002				
Federated Treasury Obligations CUSIP #60934N872	n/a	3.99%	1,119.04	1,119.04
Reserve Fund 259928004				
Assured Guaranty Municipal Bond Insurance	n/a	0.00%	-	-
TOTAL INVESTMENTS US BANK (SARDA)				1,212,238.34
TOTAL CASH AND INVESTMENTS				**110,089,177.34**

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.

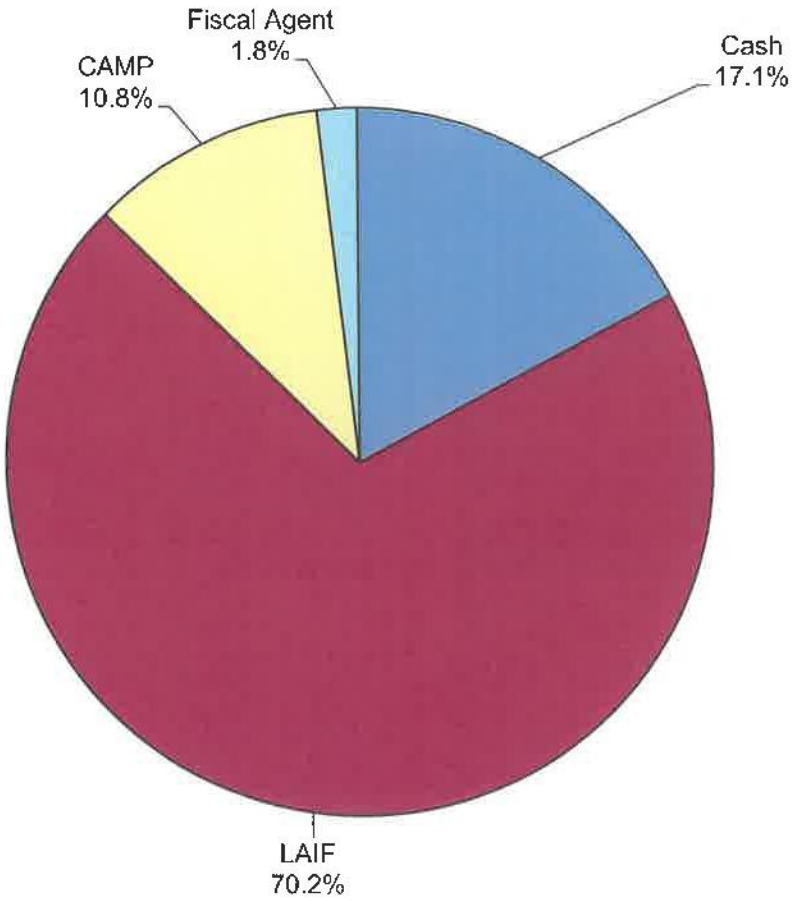
SIGNED:_____
Carlos Zamano
CITY MANAGER

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

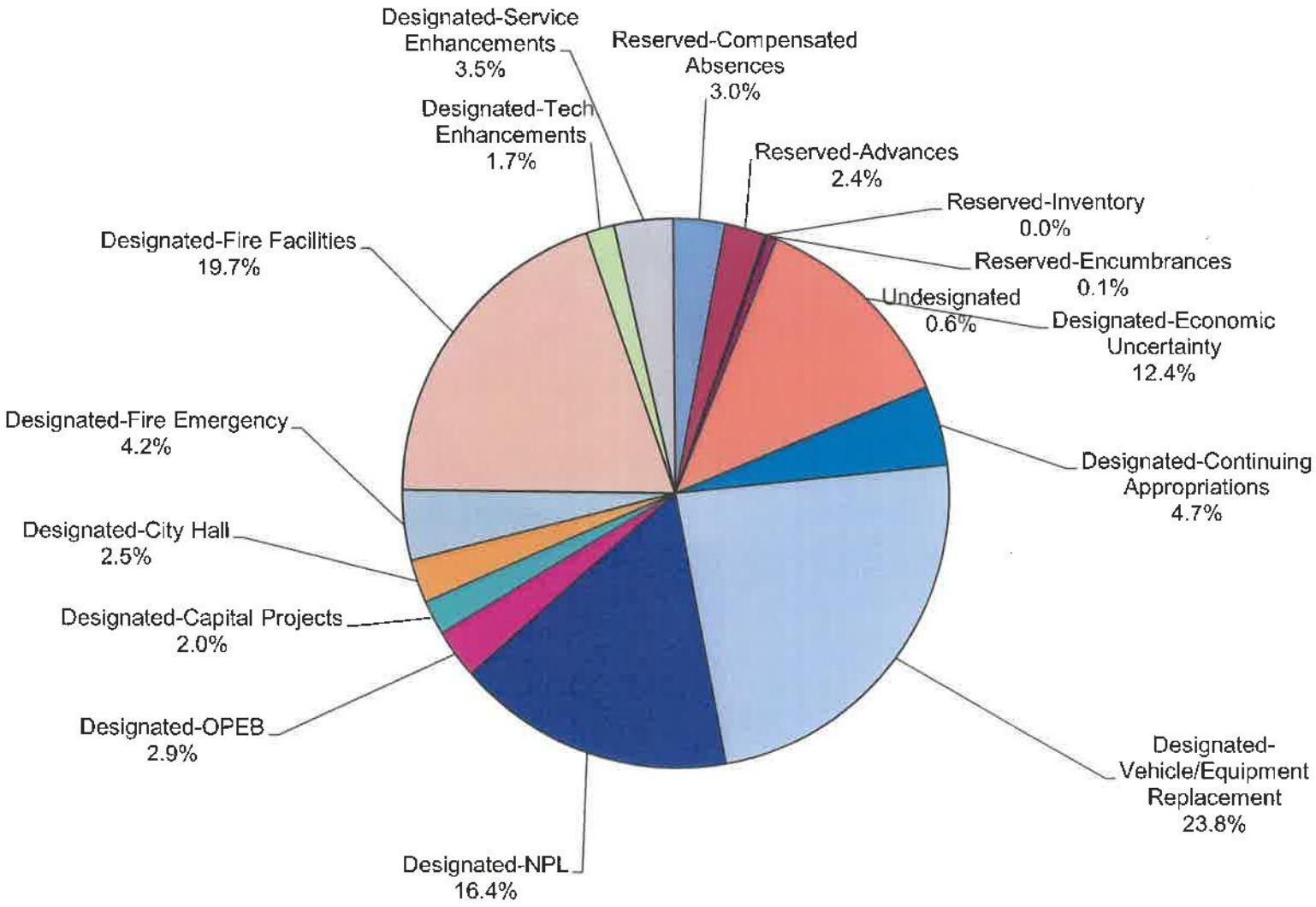
Cash & Investments



Treasurer's Report



General Fund Reserves



STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

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

SUBJECT: Claim Consideration - Moises Salvador Vasquez

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

BACKGROUND: The Claim was received in the City Clerk's Office on April 17, 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. 5
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

GEORGE HILLS
Our minds over your matters.

May 7, 2025

Alondra Munoz
City of Highland

RE:		
	Client:	City of Highland
	Claim Number:	GHC0083455
	Date of Loss:	05/25/2024
	Claimant:	Moises Vasquez

Dear Ms. Munoz:

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

- **Please issue a Denial of Timely Application to Present Late Claim.**

Please provide us with a copy of the notice once 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

City of
HIGHLAND
Inc. 1987

April 17, 2025

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

Re: Claimant(s): Moises Salvador Vasquez
Incident Date: May 25, 2024

Dear Patti:

Enclosed is a copy of a Claim received via mail at the Office of the City Clerk on April 17, 2025, by the above referenced claimant(s). Note: Attached is a location map for reference. The incident location is outside of our city limits, it is within the City of San Bernardino.

This item will be tentatively scheduled for the City Council regular meeting on Tuesday, May 13, 2025, pending your recommendation. All correspondence will be required from George Hills no later than **May 2, 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,

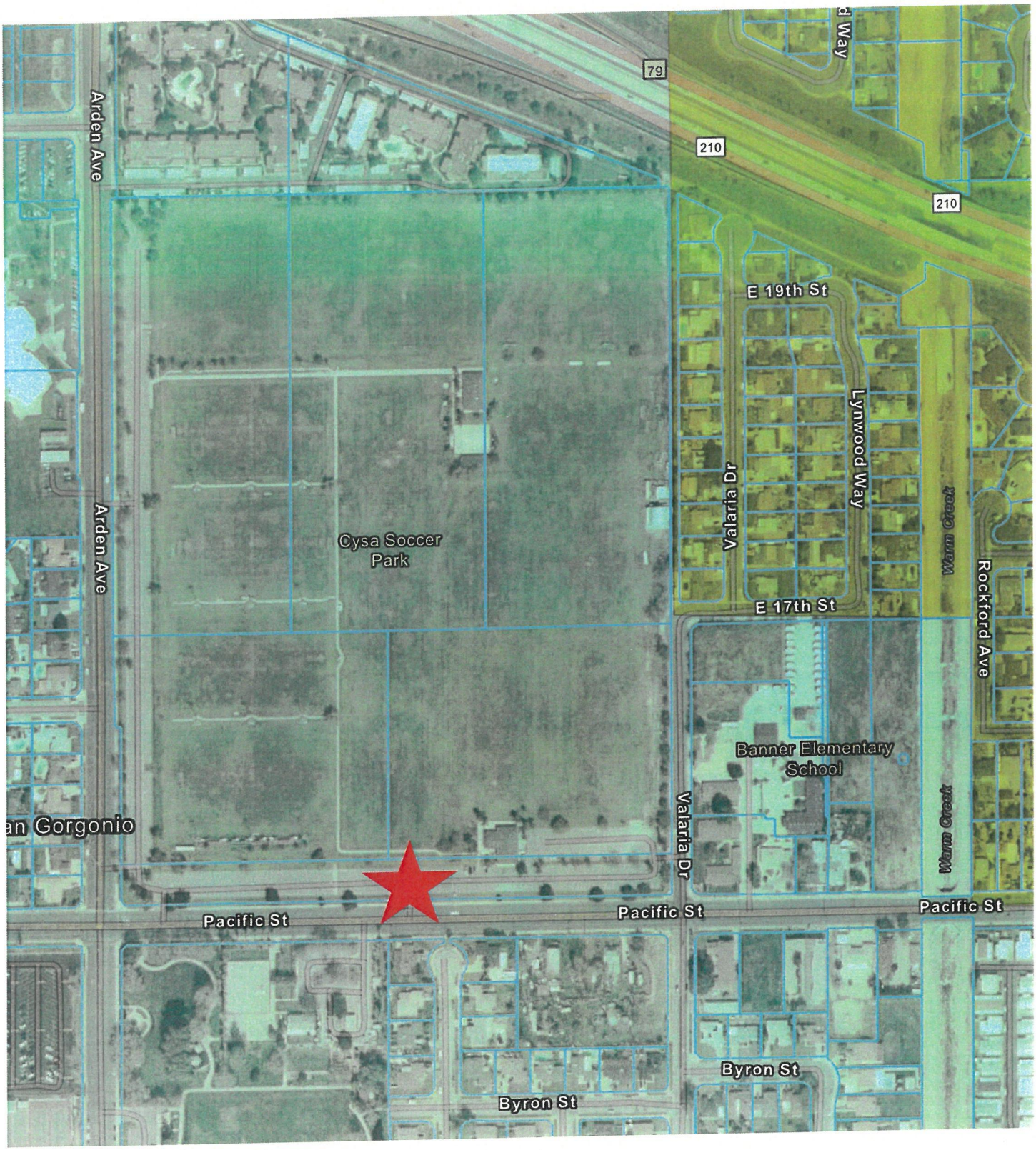
Alondra Muñoz
City Clerk

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** Jimmy Saldana | **City Council** John P. Timmer | **City Manager** Carlos Zamano

VICINITY MAP

Blue shading is within the City of San Bernardino. Green shading is the City of Highland.



Samuel Dordulian, Esq. (SBN 174717)
Alex M. Valenzuela, Esq. (SBN 233783)
Liana Ohanian, Esq. (SBN 351377)
DORDULIAN LAW GROUP, APC
550 N. Brand Boulevard., Suite 1990
Glendale, California 91203
Telephone: (818) 788-4919
Facsimile: (818) 484-2011

Attorneys for Claimant,
Moises Salvador Vasquez

SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF SAN BERNARDINO

In the Matter of Claim of MOISES SALVADOR VASQUEZ against the CITY OF HIGHLAND	**APPLICATION FOR LEAVE TO PRESENT LATE CLAIM** **(Govt. Code §911.4)**

To the Board of Supervisors (or the governing body) of the CITY OF HIGHLAND:

1. Application is hereby made for leave to present a late claim under Section 911.4 of the Government Code. For additional circumstances relating to the cause of action, reference is made to the proposed claim attached hereto as Exhibit A and made part hereof.

2. The cause of action accrued on or about May 25, 2024, a period of within one year from the filing of this application.

3. On or around May 25, 2024 Claimant MOISES SALVADOR VASQUEZ ("Claimant") was riding his electric scooter on Pacific Street heading east on the sidewalk.

4. While riding his electric scooter on this side walk, Claimant encountered a small access panel on the sidewalk that was unsecured and noted to be extended upward approximately 1 ½ inches and was 8 inches wide.

5. This unsecured access panel caused Claimant to trip over the panel with his electric scooter and fall. This fall caused Claimant to sustain a broken left forearm, broken wrist, broken facial bone, injury in right eye, blood in right eye, injury to head, laceration to right eyebrow area, and loss of consciousness / concussion diagnosed.

6. On October 29, 2024, Claimant, by and through his previous counsel, submitted Claims Forms to the City of San Bernardino and County of San Bernardino.

7. On February 18, 2025, Claimant, through his current counsel, filed a Complaint against the City of San Bernardino, County of San Bernardino, and Does 1-100, inclusive.

8. On April 9, 2025, Claimant's current counsel became aware that the City of Highland may have some ownership, maintenance, and control over the subject area where the incident occurred. This is based on reference to the City of Highland at the incident location on Google Maps.

9. Due to mistake, inadvertence, or excusable neglect, Claimant's attorney failed to timely submit a claim form to the City of Highland, based on the belief that the location of the incident was under the ownership and control of the City of San Bernardino.

10. Therefore, Claimant promptly prepared the Claim Against the City of Highland and the instant Application for Leave to Present Late Claim.

11. Claimant now files this Application for Leave to Present Law Claim, pursuant to California Government Code, section 911.4.

12. This application is presented within a reasonable time after the accrual of the cause of action. Claimant has provided sufficient notice of his injury to the City of Highland.

13. All notices and communications concerning this claim should be sent to the above referenced representative.

///

///

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///

///

WHEREFORE, Claimant asks that you grant this application, deem the attached claim to have been presented on your receipt of this application, and act on the claim as required by Government Code Section 911.6.

DATE: April 14, 2025

DORDULIAN LAW GROUP

By: _____
Samuel Dordulian, Esq.
Alex M. Valenzuela, Esq.
Liana Ohanian, Esq.
Attorneys for Claimant,
MOISES SALVADOR VASQUEZ

EXHIBIT A

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

Received:_____

By:_____
☐ 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 Moises Salvador Vasquez

   a. Complete Address of Claimant, including City, State and Zip Code:

   6969 San Francisco St., Highland, CA 92346

   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:

Dordulian Law Group; (818) 788-4919;

550 N Brand Blvd., Ste. 1990, Glendale, CA 91203

3. Occurrence or event from which the claim arises:

a. Date of occurrence 05/25/2024

b. Time of occurrence At or about 5:00PM

c. Place of occurrence (Exact and specific location)

The sidewalk south of the San Bernardino Soccer Complex located at 2500 Pacific St, Highland, CA 92346. The involved area of the sidewalk is located approximately 138 feet east of the center portion of the entry driveway.

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).

Claimant was riding his electric scooter on Pacific Street heading east on the sidewalk. A small access panel on the sidewalk was unsecured and noted to be extended upward approximately 1 1/2 inches and was 8 inches wide. This caused claimant to trip over the opened panel with his electric scooter.

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

The City of Highland is responsible for providing and maintaining a hazardous free sidewalk for public use

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".

Claimant sustained the following injuries: broken left forearm, broken wrist, broken facial bone, injury in right eye, blood in right eye, injury to head, laceration to right eyebrow area, and loss of consciousness/concussion diagnosed.

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

Unknown to Claimant at this time.

6. Name and address of any other person injured:

N/A

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

N/A

8. Damages Claimed:

a. Amount claimed as of this date: $ PENDING

b. Estimate amount of future costs: $ 5,000,000

c. Total amount claimed: $ PENDING

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

PENDING

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

a. Dignity Health - St. Bernardine Medical Center, 2101 N Waterman Ave, San Bernardino, CA 92404

b. Arrowhead Regional Medical Center, 400 N Pepper Ave, Colton, CA 92324

c. PENDING

d. _____

e. _____

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

N/A

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: Glendale, California
City and State

Date: April 14, 2025

Liana Ohanian
Signature of Claimant

Liana Ohanian, Esq., Attorney for Claimant, Moises Salvador Vasquez
Printed name of person signing above

PROOF OF SERVICE

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

I am employed in the County of Los Angeles, State of California. I am over the age of eighteen and not a party to the within entitled action. My business address is 550 N. Brand Boulevard, Suite 1990 Glendale, CA 91203.

On **April 14, 2025**, I served the foregoing document(s) described as **APPLICATION FOR LEAVE TO PRESENT LATE CLAIM** on the interested parties in this action by placing an [ ] original or [X] true copies thereof in a sealed envelope and addressed as follows:

PLEASE SEE ATTACHED SERVICE LIST

[X] **(BY MAIL)** I caused such envelope to be deposited in the mail at Glendale, California. The envelope was mailed with postage thereon fully paid. As follows: I am "readily familiar" with the firm's practice of collection and processing correspondence from mailing. Under that practice it would be deposited with the U.S. postal service on that same day with postage thereon fully prepaid at Glendale, California, in the ordinary course of business. I am aware that on motion of the party served, service is presumed invalid if postal cancellation date or postage meter date is more than one day after the date of deposit for mailing in affidavit.

[ ] **(BY OVERNIGHT DELIVERY)** I caused such envelope to be delivered via overnight delivery to the addressee listed above.

[ ] **(BY FACSIMILE TRANSMISSION)** I caused a true and complete copy of the document described above to be transmitted via facsimile transmission to the telephone number(s) set forth opposite the name(s) of the person(s) set forth above.

[ ] **(BY ELECTRONIC TRANSMISSION)** I caused such document to be delivered via electronic transmission to the addressee listed above.

[X] **(STATE)** I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

I served the documents by the means described above on **April 14, 2025.**

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

Sharon Claros

Sharon Claros

SERVICE LIST

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

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A PROFESSIONAL CORPORATION

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VIA CERTIFIED MAIL
CITY CLERK, CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346

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STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Alondra Muñoz, City Clerk

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

SUBJECT: Claim Consideration - Mariah Scott

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

BACKGROUND: The Claim was received in the City Clerk's Office on April 21, 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. 6

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

GEORGE HILLS
Our minds over your matters.

April 30, 2025

Alondra Muñoz
City of Highland

RE:		
	Client:	City of Highland
	Claim Number:	GHC0083549
	Date of Loss:	12/5/2024
	Claimant:	Mariah Scott, a minor

Dear Ms. Muñoz:

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

City of
HIGHLAND
Inc. 1987

April 22, 2025

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

Re: Claimant(s): Mariah Scott
Incident Date: December 5, 2024

Dear Patti:

Enclosed is a copy of a Claim received via mail at the Office of the City Clerk on April 21, 2025, by the above referenced claimant(s). Note: The incident location occurred within Cole Elementary School overseen by the San Bernardino City Unified School District.

This item will be tentatively scheduled for the City Council regular meeting on Tuesday, May 13, 2025, pending your recommendation. All correspondence will be required from George Hills no later than **May 2, 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** Jimmy Saldana | **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

RECEIVED

APR 21 2025

CITY OF HIGHLAND
CITY CLERK

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

Received: April 21, 2025

By: Ajandra Muñoz

☐ 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 **Mariah Scott**

   a. Complete Address of Claimant, including City, State and Zip Code:

   7083 Olivee Street, Highland, CA 92346

   b. Phone Number (_____)

   c. Date of Birth_____

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

N/A

Issued by which State: N/A

N/A Driver's License N/A Identification Card

Expiration Date: N/A

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

APEX INJURY ATTORNEYS - 101 N BRAND BLVD. STE 602, GLENDALE, CA 91203

3. Occurrence or event from which the claim arises:

a. Date of occurrence 12/05/2024

b. Time of occurrence 12:20 PM

c. Place of occurrence (Exact and specific location)

Cole Elementary 1331 Cole Ave Highland, CA 92346

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

Claimant was playing in the playground when she fell from the monkey bars and fell onto the floor.

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

The staff at Coleman Elementary failed to add protective equipment to the students' play area.

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".

Left forearm fracture

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

Coleman Elementary School

6. Name and address of any other person injured:

Mariah Scott

7083 Olivee St. Highland CA 92346

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

N/A

8. Damages Claimed:

a. Amount claimed as of this date: $ 1,000,000.00

b. Estimate amount of future costs: $ Unknown

c. Total amount claimed: $ 1,000,000.00

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

Pending medical records and bills

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

a. N/A

b. N/A

c. N/A

d. N/A

e. N/A

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

Claimant was playing in the monkey bars unsupervised and had to recieve assistance from another student because there was no staff around to help her.

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: Glendale, CA
City and State

Date: 03/27/2025

Signature of Claimant

David Yeremian, Esq.
C/O Mariah Scott, Claimant
Printed name of person signing above

APEX INJURY ATTORNEY
101 N Brand Blvd Ste 602
Glendale CA 91203-2615

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CITY CLERK, CITY OF HIGHLAND
27215 Baseline St
HIGHLAND CA 92346-3113

RECEIVED
APR 21 2025
CITY OF HIGHLAND

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Maricela Marroquin, City Attorney

PREPARED BY: Carlos Zamano, City Manager
Maricela Marroquin, City Attorney

SUBJECT: Resolution No. 2025-XX, a Resolution of the City Council of the City of Highland, California Reaffirming and Extending Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire

RECOMMENDATION: That the City Council adopt Resolution No. 2025-XX, continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

FISCAL IMPACT: There is no immediate financial impact or budget action necessary as a result of the recommended action. The issuance of a local emergency proclamation allows the City to pursue State and Federal grant assistance to recover the City's portion of the costs associated with battling and recovering from the Line Fire.

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 & DISCUSSION: Chapter 2.44 of Title 2 of the Highland Municipal Code ("HMC") contains the City's laws relating to emergency procedures. HMC Section 2.44.060 designates the City Manager as the Director of Emergency Services ("Director"), and HMC Section 2.44.060(A) empowers the Director to issue a proclamation of a local emergency if the City Council is not in session.

On the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. The Line Fire created conditions of extreme peril to the safety of people and property within the City of Highland and resulted in evacuation warnings for parts of the City.

Approved _____	Motion _____	Second _____	Agenda Item No. 7
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

On September 11, 2024, the City Manager, as the Director of Emergency Services, issued a proclamation entitled "Proclamation of a Local Emergency by the Director of Emergency Services of the City of Highland," as the City Council was not in session. (Attachment 1) This action authorized the City Manager to take certain necessary actions to address the emergency.

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. Furthermore, it allows the City to enjoy certain immunities from liability as a result of taking actions to abate the emergency.

Pursuant to California Government Code Section 8630 and HMC Section 2.44.060(A), the Director of Emergency Services' Proclamation expires within seven days unless ratified by the City Council. On September 12, 2024, the City Council adopted a resolution ratifying the Director of Emergency Services' Proclamation of a local emergency (Attachment 2). On October 8, 2024, the City Council adopted a resolution to extend the emergency proclamation of the Line Fire (Attachment 3). On November 12, 2024, the City Council adopted a 2nd extension resolution of the emergency proclamation of the Line Fire (Attachment 3). On December 10, 2024, the City Council adopted a 3rd extension resolution of the emergency proclamation of the Line Fire (Attachment 3). On January 28, 2025, the City Council adopted a 4th extension resolution of the emergency proclamation of the Line Fire (Attachment 3). On March 27, 2025, the City Council adopted a 5th extension resolution of the emergency proclamation of the Line Fire (Attachment 3).

Pursuant to Government Code Section 8630 (California Emergency Services Act), the City Council is required to review the local emergency within sixty (60) days of ratification to determine whether the conditions surrounding the local emergency still exist. The San Bernardino County Director of Emergency Management has informed city staff that the County Department of Public Works will continue the local emergency through June of 2025 for the Line Fire. Staff is requesting that the Council adopt a proposed resolution, Resolution No. 2025-XX to continue to extend the local emergency (Attachment 4).

The Line Fire burned 43,978 acres in San Bernardino County. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow. The health, safety, and well-being of people within the territorial limits of the City of Highland is of the highest priority. It is important to keep the existing proclamation and the powers that flow from it in place until the emergency conditions are fully abated, which includes the recovery stage as well.

The local emergency will remain in effect until its termination is proclaimed by the City Council.

ATTACHMENTS:

1) Director of Emergency Services' Proclamation of Local Emergency
2) Resolution Ratifying Director of Emergency Services' Proclamation of Local Emergency
3) Resolutions Extending Proclamation of Local Emergency on October 8, 2024, November 12, 2024, December 10, 2024, January 28, 2025, and March 27,2025, respectively
4) Proposed 6th Resolution Extending Proclamation of Local Emergency

ATTACHMENT 1

PROCLAMATION OF A LOCAL EMERGENCY
BY THE
DIRECTOR OF EMERGENCY SERVICES OF THE CITY OF HIGHLAND

WHEREAS, Section 8630 of the Government Code authorizes the designation of a City official to proclaim a local emergency; and

WHEREAS, Highland Municipal Code Section 2.44.060 designates the Director of Emergency Services to proclaim the existence of a local emergency if the City Council is not in session; and

WHEREAS, the Line Fire is currently causing conditions of extreme peril to the safety of persons and property within the City of Highland; and

WHEREAS, the City Council is not in session and cannot immediately be called into session.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Highland.

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this Proclamation shall be forwarded to the Director of the Governor's Office of Emergency Services requesting that:

1. This Proclamation be found acceptable in accordance with state law; and

2. The Governor waive regulations that may hinder response and recovery efforts; and

3. Recovery assistance be made available under the California Disaster Assistance Act; and

4. The State of California expedite access to state and federal resources and any other appropriate federal disaster relief programs.

IT IS FURTHER PROCLAIMED AND ORDERED that, during the existence of this local emergency the powers, functions, and duties of the emergency organization of the City of Highland shall be those prescribed by applicable statutes, ordinances, and resolutions, and by the City's Emergency Operations Plan. This Proclamation shall have no further force or effect seven days from the date of its adoption unless the City Council shall take action to ratify this Proclamation.

DATED this 11th day of September, 2024

Carlos Zamano
Director of Emergency Services/City Manager
City of Highland

ATTACHMENT 2

RESOLUTION NO. 2024-044

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, RATIFYING A PROCLAMATION OF A LOCAL EMERGENCY IN THE CITY OF HIGHLAND ISSUED BY THE CITY'S DIRECTOR OF EMERGENCY SERVICES ON SEPTEMBER 11, 2024, AS A RESULT OF THE LINE FIRE

WHEREAS, Section 2.44.060 of the Highland Municipal Code ("HMC") authorizes the City Council to proclaim the existence of a "Local Emergency" and delegates such authority to the City's Director of Emergency Services if the City Council is not in session; and

WHEREAS, on the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. Over the weekend, the fire intensified and is currently over 34,600 acres in size and is only 14% contained; and

WHEREAS, the Line Fire is currently causing conditions of extreme peril to the safety of persons and property within the City of Highland and has resulted in the evacuation warnings for parts of the City; and

WHEREAS, on September 7, 2024, the County of San Bernardino proclaimed a local emergency as a result of the Line Fire; and

WHEREAS, on September 7, 2024, Governor Newsom proclaimed a State of Emergency in San Bernardino County as a result of the Line Fire 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; and

WHEREAS, HMC Section 2.44.060 designates the City Manager, as Director of Emergency Services, to proclaim the existence or threatened existence of a local emergency when the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, September 11, 2024, the City Manager, in his capacity as Director of Emergency Services, duly and reasonably proclaimed the existence of a local emergency in the City of Highland on that date due to the Line Fire; and

WHEREAS, CMC Section 2.44.060(A) states that the City Council shall take action to ratify the proclamation of the Director of Emergency Services within seven (7) days thereafter or the proclamation shall have no further force and effect.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AS FOLLOWS:

Section 1. The City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency by the Director of Emergency Services on September 11, 2024, due to the Line Fire.

Section 2. The local emergency shall be in effect from and including September 11, 2024, until such time that the City Council determines that the emergency conditions have been abated.

Section 3. The City Council shall review this proclamation of local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

Section 4. During the existence of this local emergency the powers, functions, and duties of the emergency organization of the City of Highland shall be those prescribed by applicable statutes, ordinances, and resolutions, and by the City's Emergency Operations Plan.

PASSED, APPROVED AND ADOPTED on the 12th day of September 2024.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2024-044 was duly and regularly adopted by the City Council of the City of Highland, California, at a special meeting thereof held on the 12th day of September, 2024, by the following vote:

AYES:	Chavez-Cordova, Lilburn, McCallon, Solano, Timmer
NOES:	None
ABSTAIN:	None
ABSENT:	None

Dated this 12th day of September, 2024.

ALONDRA MUÑOZ
CITY CLERK

ATTACHMENT 3

RESOLUTION NO. 2024-045

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY AS A RESULT OF THE LINE FIRE

WHEREAS, Section 2.44.060 of the Highland Municipal Code ("HMC") authorizes the City Council to proclaim the existence of a "Local Emergency" and delegates such authority to the City's Director of Emergency Services if the City Council is not in session; and

WHEREAS, on the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. The Line Fire caused conditions of extreme peril to the safety of persons and property within the City of Highland and resulted in fire damage and evacuation warnings for parts of the City; and

WHEREAS, on September 11, 2024, the City Manager, in his capacity as Director of Emergency Services, duly and reasonably proclaimed the existence of a local emergency in the City of Highland on that date due to the Line Fire; and

WHEREAS, HMC Section 2.44.060(A) states that the City Council shall take action to ratify the proclamation of the Director of Emergency Services within seven days thereafter or the proclamation shall have no further force and effect.

WHEREAS, on September 12, 2024, the City Council adopted Resolution 2024-44 ratifying the Director of Emergency Service's proclamation of a local emergency.

WHEREAS, the Line Fire has burned 39,232 acres in San Bernardino County and is approximately 83% contained. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow and possible landslides.

WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and recover from the damage is ongoing and the City continues to pursue reimbursement from emergency state and federal funds for its costs of responding to these emergencies.

NOW, THEREFORE BE IT PROCLAIMED AND ORDERED, by the City Council that the state of Local Emergency, as previously declared by the Director of Emergency Services and ratified by the City Council, is hereby further reviewed and confirmed.

IT IS FURTHER PROCLAIMED AND ORDERED that the City Council shall review this proclamation of local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Highland, State of California.

PASSED, APPROVED AND ADOPTED on the 8th day of October 2024.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2024-045 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 8th day of October, 2024, by the following vote:

AYES: Lilburn, McCallon, Solano, Timmer

NOES: None

ABSTAIN: None

ABSENT: Chavez-Cordova

Dated this 9th day of October, 2024.

ALONDRA MUÑOZ
CITY CLERK

RESOLUTION NO. 2024-051

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY AS A RESULT OF THE LINE FIRE

WHEREAS, Section 2.44.060 of the Highland Municipal Code ("HMC") authorizes the City Council to proclaim the existence of a "Local Emergency" and delegates such authority to the City's Director of Emergency Services if the City Council is not in session; and

WHEREAS, on the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. The Line Fire caused conditions of extreme peril to the safety of persons and property within the City of Highland and resulted in fire damage and evacuation warnings for parts of the City; and

WHEREAS, on September 11, 2024, the City Manager, in his capacity as Director of Emergency Services, duly and reasonably proclaimed the existence of a local emergency in the City of Highland on that date due to the Line Fire; and

WHEREAS, HMC Section 2.44.060(A) states that the City Council shall take action to ratify the proclamation of the Director of Emergency Services within seven days thereafter or the proclamation shall have no further force and effect.

WHEREAS, on September 12, 2024, the City Council adopted Resolution 2024-44 ratifying the Director of Emergency Service's proclamation of a local emergency.

WHEREAS, on October 8, 2024, the City Council adopted Resolution 2024-45 to extend the proclamation of a local emergency.

WHEREAS, the Line Fire has burned 43,978 acres in San Bernardino County and is approximately 98% contained. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow and possible landslides.

WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and recover from the damage is ongoing and the City continues to pursue reimbursement from emergency state and federal funds for its costs of responding to these emergencies.

NOW, THEREFORE BE IT PROCLAIMED AND ORDERED, by the City Council that state of Local Emergency, as previously declared by the Director of Emergency Services and ratified by the City Council, is hereby further reviewed and confirmed.

IT IS FURTHER PROCLAIMED AND ORDERED that the City Council shall review this proclamation of local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Highland, State of California.

PASSED, APPROVED AND ADOPTED on the 12th day of November 2024.

Larry McCallon
Mayor Pro Tem

ATTEST:

Alondra Muñoz
City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2024-051 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 12th day of November, 2024, by the following vote:

AYES:	Chavez-Cordova, McCallon, Solano, Timmer
NOES:	None
ABSTAIN:	None
ABSENT:	Lilburn

Dated this 13th day of November, 2024.

ALONDRA MUÑOZ
CITY CLERK

RESOLUTION NO. 2024-055

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY AS A RESULT OF THE LINE FIRE

WHEREAS, Section 2.44.060 of the Highland Municipal Code ("HMC") authorizes the City Council to proclaim the existence of a "Local Emergency" and delegates such authority to the City's Director of Emergency Services if the City Council is not in session; and

WHEREAS, on the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. The Line Fire caused conditions of extreme peril to the safety of persons and property within the City of Highland and resulted in fire damage and evacuation warnings for parts of the City; and

WHEREAS, on September 11, 2024, the City Manager, in his capacity as Director of Emergency Services, duly and reasonably proclaimed the existence of a local emergency in the City of Highland on that date due to the Line Fire; and

WHEREAS, HMC Section 2.44.060(A) states that the City Council shall take action to ratify the proclamation of the Director of Emergency Services within seven days thereafter or the proclamation shall have no further force and effect.

WHEREAS, on September 12, 2024, the City Council adopted Resolution 2024-44 ratifying the Director of Emergency Service's proclamation of a local emergency.

WHEREAS, on October 8, 2024, the City Council adopted Resolution 2024-45 to extend the proclamation of a local emergency.

WHEREAS, on November 12, 2024, the City Council adopted Resolution 2024-51 to further extend the proclamation of a local emergency.

WHEREAS, the Line Fire has burned 43,978 acres in San Bernardino County and is approximately 98% contained. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow and possible landslides.

WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and recover from the damage is ongoing and the City continues to pursue reimbursement from emergency state and federal funds for its costs of responding to these emergencies.

NOW, THEREFORE BE IT PROCLAIMED AND ORDERED, by the City Council that state of Local Emergency, as previously declared by the Director of Emergency Services and ratified by the City Council, is hereby further reviewed and confirmed.

IT IS FURTHER PROCLAIMED AND ORDERED that the City Council shall review this proclamation of local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Highland, State of California.

PASSED, APPROVED AND ADOPTED on the 10th day of December, 2024.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2024-055 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 10th day of December, 2024, by the following vote:

AYES:	Hogan, Lilburn, McCallon, Solano, Timmer
NOES:	None
ABSTAIN:	None
ABSENT:	None

Dated this 11th day of December, 2024.

ALONDRA MUÑOZ
CITY CLERK

RESOLUTION NO. 2025-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY AS A RESULT OF THE LINE FIRE

WHEREAS, Section 2.44.060 of the Highland Municipal Code ("HMC") authorizes the City Council to proclaim the existence of a "Local Emergency" and delegates such authority to the City's Director of Emergency Services if the City Council is not in session; and

WHEREAS, on the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. The Line Fire caused conditions of extreme peril to the safety of persons and property within the City of Highland and resulted in fire damage and evacuation warnings for parts of the City; and

WHEREAS, on September 11, 2024, the City Manager, in his capacity as Director of Emergency Services, duly and reasonably proclaimed the existence of a local emergency in the City of Highland on that date due to the Line Fire; and

WHEREAS, HMC Section 2.44.060(A) states that the City Council shall take action to ratify the proclamation of the Director of Emergency Services within seven days thereafter or the proclamation shall have no further force and effect.

WHEREAS, on September 12, 2024, the City Council adopted Resolution 2024-44 ratifying the Director of Emergency Service's proclamation of a local emergency.

WHEREAS, on October 8, 2024, the City Council adopted Resolution 2024-45 to extend the proclamation of a local emergency.

WHEREAS, on November 12, 2024, the City Council adopted Resolution 2024-51 to further extend the proclamation of a local emergency.

WHEREAS, on December 10, 2024, the City Council adopted Resolution 2024-55 to further extend the proclamation of a local emergency.

WHEREAS, the Line Fire burned 43,978 acres in San Bernardino County. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow and possible landslides.

WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and recover from the damage is ongoing and the City continues to pursue reimbursement from emergency state and federal funds for its costs of responding to these emergencies.

NOW, THEREFORE BE IT PROCLAIMED AND ORDERED, by the City Council that state of Local Emergency, as previously declared by the Director of Emergency Services and ratified by the City Council, is hereby further reviewed and confirmed.

IT IS FURTHER PROCLAIMED AND ORDERED that the City Council shall review this proclamation of local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Highland, State of California.

PASSED, APPROVED AND ADOPTED on the 28th day of January, 2025.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2025-001 was duly and regularly adopted by the City Council of the City of Highland, California, at a special meeting thereof held on the 28th day of January, 2025, by the following vote:

AYES:	Hogan, Lilburn, McCallon
NOES:	None
ABSTAIN:	None
ABSENT:	Timmer
VACANCY:	District 2 Seat

Dated this 29th day of January, 2025.

ALONDRA MUÑOZ
CITY CLERK

RESOLUTION NO. 2025-008

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY AS A RESULT OF THE LINE FIRE

WHEREAS, Section 2.44.060 of the Highland Municipal Code ("HMC") authorizes the City Council to proclaim the existence of a "Local Emergency" and delegates such authority to the City's Director of Emergency Services if the City Council is not in session; and

WHEREAS, on the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. The Line Fire caused conditions of extreme peril to the safety of persons and property within the City of Highland and resulted in fire damage and evacuation warnings for parts of the City; and

WHEREAS, on September 11, 2024, the City Manager, in his capacity as Director of Emergency Services, duly and reasonably proclaimed the existence of a local emergency in the City of Highland on that date due to the Line Fire; and

WHEREAS, HMC Section 2.44.060(A) states that the City Council shall take action to ratify the proclamation of the Director of Emergency Services within seven days thereafter or the proclamation shall have no further force and effect.

WHEREAS, on September 12, 2024, the City Council adopted Resolution 2024-44 ratifying the Director of Emergency Service's proclamation of a local emergency.

WHEREAS, on October 8, 2024, the City Council adopted Resolution 2024-45 to extend the proclamation of a local emergency.

WHEREAS, on November 12, 2024, the City Council adopted Resolution 2024-51 to further extend the proclamation of a local emergency.

WHEREAS, on December 10, 2024, the City Council adopted Resolution 2024-55 to further extend the proclamation of a local emergency.

WHEREAS, on January 28, 2025, the City Council adopted Resolution 2025-01 to further extend the proclamation of a local emergency.

WHEREAS, the Line Fire burned 43,978 acres in San Bernardino County. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow and possible landslides.

WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and recover from the damage is ongoing and the

City continues to pursue reimbursement from emergency state and federal funds for its costs of responding to these emergencies.

NOW, THEREFORE BE IT PROCLAIMED AND ORDERED, by the City Council that state of Local Emergency, as previously declared by the Director of Emergency Services and ratified by the City Council, is hereby further reviewed and confirmed.

IT IS FURTHER PROCLAIMED AND ORDERED that the City Council shall review this proclamation of local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Highland, State of California.

PASSED, APPROVED AND ADOPTED on the 27th day of March 2025.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, ALONDRA MUÑOZ, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2025-008 was duly and regularly adopted by the City Council of the City of Highland, California, at a special meeting thereof held on the 27th day of March, 2025, by the following vote:

AYES:	Hogan, Lilburn, Saldana, Timmer
NOES:	None
ABSTAIN:	None
ABSENT:	McCallon

Dated this 31st day of March, 2025.

ALONDRA MUÑOZ
CITY CLERK

ATTACHMENT 4

RESOLUTION NO. 2025-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY AS A RESULT OF THE LINE FIRE

WHEREAS, Section 2.44.060 of the Highland Municipal Code ("HMC") authorizes the City Council to proclaim the existence of a "Local Emergency" and delegates such authority to the City's Director of Emergency Services if the City Council is not in session; and

WHEREAS, on the evening of Thursday, September 5, 2024, the Line Fire broke out in Highland. The Line Fire caused conditions of extreme peril to the safety of persons and property within the City of Highland and resulted in fire damage and evacuation warnings for parts of the City; and

WHEREAS, on September 11, 2024, the City Manager, in his capacity as Director of Emergency Services, duly and reasonably proclaimed the existence of a local emergency in the City of Highland on that date due to the Line Fire; and

WHEREAS, HMC Section 2.44.060(A) states that the City Council shall take action to ratify the proclamation of the Director of Emergency Services within seven days thereafter or the proclamation shall have no further force and effect.

WHEREAS, on September 12, 2024, the City Council adopted Resolution 2024-44 ratifying the Director of Emergency Service's proclamation of a local emergency.

WHEREAS, on October 8, 2024, the City Council adopted Resolution 2024-45 to extend the proclamation of a local emergency.

WHEREAS, on November 12, 2024, the City Council adopted Resolution 2024-51 to further extend the proclamation of a local emergency.

WHEREAS, on December 10, 2024, the City Council adopted Resolution 2024-55 to further extend the proclamation of a local emergency.

WHEREAS, on January 28, 2025, the City Council adopted Resolution 2025-01 to further extend the proclamation of a local emergency.

WHEREAS, on March 27, 2025, the City Council adopted Resolution 2025-08 to further extend the proclamation of a local emergency.

WHEREAS, the Line Fire burned 43,978 acres in San Bernardino County. The fire originated in Highland and burned areas in Highland that are now susceptible to mud and debris flow and possible landslides.

WHEREAS, the City Council hereby finds that the above described conditions of extreme peril warranted and necessitated the proclamation of the existence of a local emergency, and that such conditions continue, in substantial part, in that the work necessary to protect, repair and clean up damage and recover from the damage is ongoing and the City continues to pursue reimbursement from emergency state and federal funds for its costs of responding to these emergencies.

NOW, THEREFORE BE IT PROCLAIMED AND ORDERED, by the City Council that state of Local Emergency, as previously declared by the Director of Emergency Services and ratified by the City Council, is hereby further reviewed and confirmed.

IT IS FURTHER PROCLAIMED AND ORDERED that the City Council shall review this proclamation of local emergency at least once every sixty (60) days until the City Council terminates the local emergency.

IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Highland, State of California.

PASSED, APPROVED AND ADOPTED on the 13th day of May 2025.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Alondra Muñoz
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director
Alondra Munoz, City Clerk

PREPARED BY: Camille Duarte, Administrative Assistant III

SUBJECT: Declare Two (2) Seats Vacant on the Planning Commission

RECOMMENDATION: Staff recommends the City Council:

1. Declare two (2) seats vacant on the Planning Commission; and
2. Direct the City Clerk to advertise the vacancy on the Planning Commission.

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: Pursuant to Chapter 2.16.020 of the Highland Municipal Code, the Planning Commission shall consist of five members who shall be appointed by the City Council. Each member of the Planning Commission shall serve a four-year term of office.

Commissioner Craig Graves resigned, and Commissioner Randall Hamerly term expires in May 2025. Therefore, it would be appropriate for the City Council to declare two (2) seats vacant on the Planning Commission and direct the City Clerk to advertise and post this vacancy.

Attachment: 1. Chapter 2.16.020 of Title 2 of the Highland Municipal Code

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

City Clerk

City Manager

ATTACHMENT 1

Chapter 2.16.020 of Title 2 of the Highland Municipal Code

2.16.020 Membership and term of office.

A. The planning commission shall consist of five members who shall be appointed by the city council. Each member of the planning commission shall serve a four-year term of office, except for the initial appointment in which two members shall hold a term of office expiring on May 1, 2017 (a two-year term), and three members shall hold a term of office expiring on May 1, 2019 (a four-year term). Initial terms of office shall be determined by lot by the city council upon determination of the planning commission appointment.

B. Except as otherwise set forth herein, the terms and conditions of membership, appointment and removal from the planning commission are set forth in Chapter 2.15 HMC. (Ord. 400 § 2, 2015; Ord. 341 § 2, 2009; Ord. 290 § 2, 2004; Ord. 63 § 2, 1989)

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Lawrence A. Mainez, Community Development Director LAM

SUBJECT: **Contract extension with San Bernardino County for Animal Care and Control Services for FY 2025/2026 (San Barnardino County Contract No. 24-444 A-1), with option to extend one (1) additional year.**

RECOMMENDATION: Staff recommends the City Council approve a contract extension with San Bernardino County for Animal Care and Control Services for FY 2025/2026 in the amount of $520,404.00 and authorize the City Manager to execute the related contract extension, as well as the subsequent extension for FY 2026/2027.

FISCAL IMPACT: This contract amendment (extension) will expend $520,404.00 of General Fund dollars in FY 2025/2026 for Animal Care and Control Services, which is an increase of three percent (3%) from the current contract award or an increase of $15,157.00 from the current contract. The contract amount was anticipated during the drafting of the FY 2025/2026 and FY 2026/2027 Budgets, therefore adequate funds will be available in the FY 2025/2026 Budget for this service contract.

PUBLIC NOTICE: No Public Notice is required prior to the City Council acting on this item. However, the Agenda has been posted in the three (3) locations and online in accordance with City Council policy.

BACKGROUND/PROPOSAL: On May 14, 2024, the City Council approved a new San Bernardino County Animal Care and Control Contract which included an option to extend the contact two (2) additional years. The two (2) optional contract extensions would also include a three (3) percent annual increase.

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

City Clerk

City Manager

The annual increases are contributable to the County's salary and benefit increases, including equity adjustments that were recently approved by the Board of Supervisors, as well as the increased cost of supplies.

As noted above in the Fiscal Impact section and included in Section C (C.1) of the initial contract approved in 2024, the "not-to-exceed" amount of payment is $505,247 for a one-year term. The term of the existing contract will expire on June 30, 2025 (per Section F of the initial contract). Should the City wish to extend the Contract two (2) additional years, the service payments by fiscal year shall apply as follows (per Section C of the initial contract).

Fiscal Year:	**Shelter and Field Services Total Amount per FY:**
FY 25/26	**$520,404.00**
FY 26/27	**$536,016.00**

The payment schedule follows a three (3) percent adjustment per year. The total contract amount will be $1,561,667.00 if extended up to the full three (3) years.

The City is only billed for the actual hours utilized for field service operations and admissions received at the County animal shelter.

The County will not be asking Highland (and other cities who elect to contract with the County) to pay a proportional cost share to construct the new Animal Shelter in Bloomington. Instead, the County's expectation is for the City of Highland to only pay a proportional cost share related to the operational expenses – similar to the manner in which the City currently pays for animal shelter services. The proposed Animal Care and Control contract will provide the same level of service as the current year and the proposed contract amount is accounted for in the City's forthcoming FY 2025-2026 and FY 2026/2027 Budgets.

Mr. George Harding IV, San Bernardino County Chief of Animal Care will be available during the meeting to answer any questions the City Council may have. The proposed contract amendment was reviewed by the City Attorney and is attached for City Council review and consideration.

Attachments:

A. Proposed San Bernardino County Animal Care and Control Contract Amendment for FY 2025/2026 (San Bernardino County Contract No. 24-444 A-1).

B. Existing San Bernardino County Animal Care and Control Contract approved on May 14, 2024 (San Bernardino County Contract No. 24-444).

ATTACHMENT – A

Proposed San Bernardino County Animal Care and Control Contract Amendment for FY 2025/2026 (San Bernardino County Contract No. 24-444 A-1).

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

SAN BERNARDINO COUNTY

Contract Number
24-444 A-1

SAP Number

Department of Public Health

Department Contract Representative	Tarah Cendejas
Telephone Number	909-832-0807
Contractor	City of Highland
Contractor Representative	Lawerance Mainez, Community Development Director
Telephone Number	909-864-6861 ext. 215
Contract Term	7/01/2024 through 6/30/26
Original Contract Amount	$505,247
Amendment Amount	$520,404
Total Contract Amount	$1,025,651
Cost Center	930026100
Grant Number (if applicable)	Not Applicable

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO 1

It is hereby agreed to amend Contract No. 24-444 effective July 1, 2025, as follows:

C. FISCAL PROVISIONS

Paragraph C.1 is amended to read as follows:

C.1 The maximum amount of payment under this Contract shall not exceed $1,025,651 for the period of Fiscal Year 24/25 through Fiscal Year 25/26 with the option to extend the contract one (1) additional year at the indicated amounts below. The consideration to be paid to the County, as provided herein, shall be in full payment for all services and expenses incurred in the performance hereof, including travel and per diem.

The maximum amount payable by City to County is broken down as follows:

Fiscal Year (FY)	Shelter and Field Services Total Amount Per Year
FY 24/25	$505,247
FY 25/26	$520,404
Optional Additional Fiscal Year (FY)	Shelter and Field Services Total Amount Per Year
FY 26/27	$536,016

The payment schedule follows a 3% annual adjustment per year. Total Contract amount is not to exceed $1,025,651 during the second year of the contract and $1,561,667 if extended for a third year.

F. TERM OF CONTRACT

Paragraph F.1 is amended to read as follows:

F.1. This Contract is effective as of July 1, 2024 and is extended from its original expiration date of June 30, 2025, to expire on June 30, 2026, but may be terminated earlier in accordance with provision Section G of the Contract. The Contract term may be extended an additional one-year by mutual agreement of the parties.

All other terms and conditions of Contract No. 24-444 remain in full force and effect.

This Amendment 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 Amendment. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (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 Amendment upon request.

IN WITNESS WHEREOF, the San Bernardino County and the Contractor have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

►

Dawn Rowe, Chair, Board of Supervisors

Dated:

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

Lynna Monell
Clerk of the Board of Supervisors
of the San Bernardino County

By

Deputy

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

By ►

(Authorized signature - sign in blue ink)

Name Carlos Zamano
(Print or type name of person signing contract)

Title

(Print or Type)

Dated: City Manager

Address 27215 Base Line
Highland, CA 92346

FOR COUNTY USE ONLY

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
►	►	►
Daniel Pasek, Deputy County Counsel		Joshua Dugas, Director of Public Health
Date	Date	Date

ATTACHMENT – B

Existing San Bernardino County Animal Care and Control Contract approved on May 14, 2024 (San Bernardino County Contract No. 24-444).

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

SAN BERNARDINO COUNTY

Contract Number 24-444

SAP Number

Department of Public Health

Department Contract Representative	Michael Shin, DPH Contracts
Telephone Number	(909) 832-0807
City	City of Highland
City Representative	Lawrence Mainez, Community Development Director
Telephone Number	(909) 864-8732
Contract Term	7/01/2024 through 6/30/2025
Original Contract Amount	$505,247
Amendment Amount	
Total Contract Amount	$505,247
Cost Center	9300261000

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, The San Bernardino County Department of Public Health, Animal Care Division provides animal care services such as patrolling for loose dogs, picking up stray animals, attending to complaints and law violations, and sheltering of animals in San Bernardino County; and

WHEREAS, The City of Highland (City) desires to contract with San Bernardino County (County) to provide such services within their City limits; and

WHEREAS, Article I, Chapter 1, Part 2, Division 1, Title 5, of the Government Code authorizes the County to assume certain City functions; and

WHEREAS, Title 1, Division 1, Chapter 2, Section 11.0208 and Title 3, Division 2, Chapters 1, 2, 3, 14 and 15 of the County Code remain in full force and effect as a City ordinance: and

WHEREAS, City desires that such services be provided by County and County agrees to perform these services as set forth below.

NOW, THEREFORE, the County and City mutually agree to the following terms and conditions:

A. MUTUAL RESPONSIBILITIES

A.2 To facilitate the performance of functions as provided for in this Contract, it is hereby agreed that each party shall provide full cooperation and assistance to the other party.

A.3 Notwithstanding anything herein stated, it is agreed that in all instances wherein special supplies, stationery, notices, forms, and the like must be issued in the name of one of the parties, the same shall be supplied by said party at its own expense.

A.4 In the performance of this Contract, each party, its agents, and employees, shall act in an independent capacity and not as officers, employees, or agents of the other party.

A.5 Without the prior written consent of the other party, this Contract is not assignable by either party either in whole or part.

A.6 City agrees to provide or has already provided information on former San Bernardino County administrative officials (as defined below) who are employed or represent the City. The information provided includes a list of former County administrative officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of City. For purposes of this provision, "County Administrative Official" is defined as a member of the Board of Supervisors or such officer's staff, Chief Executive Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit. County will provide definitions of these categories to City.

A.7 Inaccuracies or Misrepresentations

If during the course of the administration of this Contract, either party determines that the other party has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to it, this Contract may be immediately terminated by the other party. If this Contract is terminated according to this provision, the other party is entitled to pursue any available legal remedies.

A.8 Both parties shall use recycled and recyclable products, whenever practicable, in fulfilling the terms of this Contract.

A.9 Each party shall notify the other party in writing of any change in mailing address within ten (10) days of address change.

A.10 If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorneys' fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorneys' fees directly arising from a third-party legal action against a party hereto and payable under Paragraph D.1 of this Section, "Indemnification."

B. COUNTY RESPONSIBILITIES

B.1 Through its Public Health Department, or other such agency as the Board of Supervisors may designate, County shall provide the City with animal control services normally provided by the County Public Health Department to the unincorporated area of the County. Such services shall include, but are not limited to, public education and those services and functions performed under Highland Municipal Code Title 6, Chapter, 6.04, as of the date of this Contract or as later amended. City recognizes and agrees that the County only has the authority under this Contract to enforce within the corporate limits of the City, state law and Highland Municipal Code Title 6, Chapter 6.04.

B.2 The County hereby agrees to provide the following specific functions:

B.2.1 Enforce Chapter 6.04 under Title 6 of the City's Municipal Code, including the issuance of citations as necessary for violations of said Chapter. If City considers adopting a new ordinance related to animals and requests its enforcement by County, County may provide enforcement services of the new ordinance if all of the following elements are met: (1) a written request (along with a copy of the ordinance) is received by County sixty (60) days prior to the requested implementation date of the ordinance; (2) the Public Health Director or appointed designee, in his/her sole discretion, approves the City's request for enforcement services; (3) the cost of such services will not exceed the total amount of the Contract or the Contract is amended to increase the total amount.

B.2.2 Impound all animals caught at-large, including cats, and provide for the return of all licensed dogs whenever possible. Should the City or its agent order or cause any animal to be sheltered more than ten (10) days, the City shall be charged the daily impound fee as described in County Fee Schedule (Attachment B). This charge shall be billed separately and is in addition to the usual quarterly billing.

B.2.3 Quarantine, as prescribed by law, all animals suspected to be rabid.

B.2.4 Investigate complaints of nuisance by animals upon request during routine patrol.

B.2.5 Remove dead animals on the public right-of-way.

B.2.6 Investigate reported dog bites.

B.2.7 Conduct clinics for the rabies vaccination of dogs.

B.2.8 Provide a night mechanism to answer the telephones from seventeen hundred hours (1700) to eight hundred (0800) hours Sunday through Saturday.

B.2.9 Enforce those sections of state law relating to damages to owners of livestock killed by dogs.

B.2.10 Accept and impound any and all un-owned animals that are brought to the County found stray in the City and any other such animals brought to the Shelter by City or citizens of the City.

B.2.12 Obtain approval from the City for any public education requested by a school, agency, or other entity in the City.

B.2.13 Under normal circumstances, as determined by County, respond to priority calls (which includes, but is not limited to, injured animals, vicious animals, and loose livestock) as soon as possible but no later than within the day the call is received, and make a good faith effort to respond to non-priority calls in a timely manner on the day the call is received; priority calls shall take precedence over non-priority calls. County shall ensure an adequate level of staffing is available for the purpose of responding to priority calls in the time frame specified and make a good faith effort to ensure an adequate level of staffing is available for the purpose of responding to non-priority calls the day they are received.

B.3 The County shall provide a report consisting of the statistical information of its services under this Contract with the quarterly billing invoice.

B.4 The County and City shall determine any other level of service provided within the City and may request any additional service to be provided by County by written amendment to this Contract, and approved by the governing bodies of both the County and City.

B.5 For routine services provided by County, the County shall charge the City's residents at the rates currently in effect under County Code Section 16.0213A (b). The current rates in effect under County Code Section 16.0213A (b) are described in "County Fee Schedule" (Attachment B).

B.6 All work performed by County shall be performed in County offices or at such locations as designated by the Public Health Director.

B.7 If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorneys' fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorneys' fees directly arising from a third-party legal action against a party hereto and payable under Section D, "Indemnification and Insurance Requirements."

B.8 The Chief of Animal Care, or appointed designee, shall be authorized to approve revisions to the monthly report.

C. FISCAL PROVISIONS

C.1 The maximum amount of payment under this Contract shall not exceed $505,247 for a one-year term with the option to extend the contract two (2) additional years at the indicated amounts below. The consideration to be paid to the County, as provided herein, shall be in full payment for all services and expenses incurred in the performance hereof, including travel and per diem.

The maximum amount payable by City to County is broken down as follows:

Fiscal Year (FY)	Shelter and Field Services Total Amount Per Year
FY 24/25	$505,247
Optional Additional Fiscal Year (FY)	Shelter and Field Services Total Amount Per Year
FY 25/26	$520,404
FY 26/27	$536,016

The payment schedule follows a 3% annual adjustment per year. Total Contract amount is not to exceed $505,247 for a one-year contract and $1,561,667 if extended up to the three (3) years.

C.2 Payment Method

C.2.1 County shall submit invoices to City no later than 90 days following the period end dates noted in the schedule below. In addition to the invoices listed below, a final invoice may be submitted to City no later than September 30 of the next fiscal year for any costs not billed in Invoice No. 4 but incurred on behalf of City through June 30 of the current fiscal year. Quarterly invoices will be based on actual costs minus the revenue collected for the quarter pursuant to Paragraph C.3.

Invoice Number	Period End Date of the Current Fiscal Year
1	September 30
2	December 31
3	March 31
4	June 30

C.2.2 City shall process County's claim for payment within thirty (30) days following receipt of County's complete and accurate invoice, including County's statistical information report and other backup documentation reasonably requested by City.

C.3 Determination of Actual Cost

C.3.1 Shelter and license revenues received by the County from residents of the City for animals of the City shall be applied to the quarterly invoices described above, which shall have the effect of reducing the amount of the quarterly invoice owed by the City to the County. Such shelter and license revenues shall not include citation revenues collected by the County from residents of the City for failure to comply with City and/or State regulations.

C.3.2 County agrees to collect and maintain expenditure and workload data to be used in determining the actual cost of animal care services provided to the City during the term of the Contract.

C.3.3 Animal care field services costs shall be determined by the actual time worked in the City based on the County's Labor Distribution report and the associated services and supplies during that quarter of service.

C.3.4 Animal care shelter services costs shall be determined by the percentage of animals placed into the shelter originating from the City. The percentage shall be applied to the operating cost of the Shelter.

C.4 County shall receive all cooperation possible from City to enable efficient enforcement of fee collection. County shall retain all fees and revenue derived from the enforcement of City Ordinances pertaining to the animal care services provided by County.

C.5 County is not liable for the payment of any taxes, other than applicable sales or use tax, resulting from this Contract, however designated, levied or imposed, unless County would otherwise be liable for the payment of such taxes in the course of its normal business operations.

C.6 The City agrees to reimburse the County for actual costs resulting from a disaster response. These costs will be over and above the contracted amount.

D. INDEMNIFICATION AND INSURANCE REQUIREMENTS

D.1 Indemnification

County agrees to indemnify, defend (with Counsel approved by City) and hold harmless the City, its officers, employees, agents, and volunteers, from any and all claims, actions or losses, damages, and/or liability resulting from the County's acts or omissions which arise from the County's performance of its obligations under this Contract.

City agrees to indemnify, defend (with Counsel approved by County) and hold harmless the County, its officers, employees, agents, and volunteers, from any and all claims, actions, losses, damages, and/or liability arising out of its obligations under this Contract.

In the event, the County and/or City is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under the agreement, the County and/or City shall indemnify the other to the extent of its comparative fault.

Furthermore, if the County or City attempts to seek recovery from the other for Workers' Compensation benefits paid to an employee, the County or City agree that any alleged negligence of the employee shall not be construed against the employer of that employee.

D.2 Insurance

The County and City are self-insured public entities for purposes of professional liability, general liability, and Workers' Compensation. County and City warrants that through its program of self-insurance, it has adequate professional liability, general liability, and Workers' Compensation to provide coverage for liabilities arising out of County's and City's performance of this Contract.

E. CORRECTION OF PERFORMANCE DEFICIENCIES

E.1 Failure by City or County to comply with any of the provisions, covenants, requirements or conditions of this Contract shall be a material breach of this Contract. The breaching party shall have thirty (30) days to cure its breach.

E.2 In the event of a non-cured breach after the thirty-day cure period, the non-defaulting party may, at its sole discretion and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract:

a. Afford the breaching party thereafter an additional time period within which to cure the breach, which period shall be established at the sole discretion of the non-breaching party; and/or
b. Terminate the Contract.

F. TERM OF CONTRACT

This Contract is effective as of July 1, 2024 and expires June 30, 2025 with the option to extend up to two (2) consecutive additional years and may be terminated earlier in accordance with provisions of this Contract.

G. EARLY TERMINATION

Either party may terminate this Contract under the provisions of Section E of this Contract. In addition, this Contract may be terminated without cause by the County or City by serving a written notice to the other party eight (8) months in advance of termination. The Chief of Animal Care or Director of Public Health is authorized to exercise the County's rights with respect to any termination of this Contract. The [City representative] is authorized to exercise the City's rights with respect to any termination of this Contract.

H. GENERAL PROVISIONS

H.1 All written notices provided for in this Contract or which either party desires to give to the other shall be deemed fully given, when made in writing and either served personally, or by facsimile, or deposited in the United States mail, postage prepaid, and addressed to the other party as follows:

San Bernardino County
Department of Public Health
Animal Care
Attn: Chief of Animal Care
658 E. Brier Dr., 1st Floor
San Bernardino, CA 92408

City of Highland
27215 Baseline St
Highland, CA 92346

Notice shall be deemed communicated two (2) County working days from the time of mailing if mailed as provided in this paragraph.

H.2 Nothing contained in this Contract shall be construed as creating a joint venture, partnership or employment arrangement between the parties hereto, nor shall either party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the other party hereto.

H.3 No waiver of any of the provisions of the Contract shall be effective unless it is made in writing which refers to provisions so waived and which is executed by the parties. No course of dealing and no delay or failure of a party in exercising any right under the Contract shall affect any other or future exercise of that right or any exercise of any other right. A party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.

H.4 Any alterations, variations, modifications, or waivers of provisions of the Contract, unless specifically allowed in the Contract, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this Contract. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.

H.5 If any provision of the Contract is held by a court of competent jurisdiction to be unenforceable or contrary to law, it shall be modified where practicable to the extent necessary so as to be enforceable (giving effect to the intention of the parties) and the remaining provisions of the Contract shall not be affected.

H.6 This Contract shall be governed by and construed in all aspects in accordance with the laws of the State of California without regard to principles of conflicts of laws. The parties agree to the exclusive jurisdiction of the federal court located in the County of Riverside and state courts located in the County San Bernardino, for any and all disputes arising under this Contract, to the exclusion of all other federal and state courts.

H.7 City shall not offer, either directly or through an intermediary, any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to this Contract. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been executed.

City shall immediately report any attempt by a County officer, employee or agent to solicit, either directly or through an intermediary, improper consideration from City. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

I. ENTIRE AGREEMENT

This Contract, including all Exhibits and other attachments, which are attached hereto and incorporated by reference, and other documents incorporated herein, represents the final, complete and exclusive agreement between the parties hereto. Any prior agreement, promises, negotiations or representations relating to the subject matter of this Contract not expressly set forth herein are of no force or effect. This Contract is executed without reliance upon any promise, warranty or representation by any party or any representative of any party other than those expressly contained herein. Each party has carefully read this Contract and signs the same of its own free will.

J. ELECTRONIC SIGNATURES

This Contract 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 Contract (whether by facsimile, PDF or other mail 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 Contract upon request.

IN WITNESS WHEREOF, San Bernardino County and the City of Highland have each caused this Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

► Dawn Rowe

Dawn Rowe, Chair, Board of Supervisors

Dated: MAY 21 2024

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

Lynna Monell
Clerk of the Board of Supervisors
of the San Bernardino County

By Jennifer Ramirez
Deputy

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

By ► Penny Lilburn
(Authorized signature - sign in blue ink)

Name Penny Lilburn
(Print or type name of person signing contract)

Title Mayor
(Print or Type)

Dated: 5/14/2024

Address 27215 Base Line

Highland, CA 92346

FOR COUNTY USE ONLY

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
► Daniel Pasek (May 16, 2024 11:21 PDT)	►	► Joshua Dugas (May 16, 2024 11:44 PDT)
Daniel Pasek, Deputy County Counsel		Joshua Dugas, Director
Date 05/16/2024	Date	Date 05/16/2024

SAN BERNARDINO COUNTY

ATTACHMENT A

San Bernardino County Animal Care Fee Schedule

Impound Fee Schedule Animal Sheltering		
Fiscal Year (FY)	Initial Impoundment	Daily (after initial impoundment)
FY 24/25	$50.00	$15.00
FY 25/26	$50.00	$15.00
FY 26/27	$50.00	$15.00

City invoices are calculated by adding time coded to the city's activity code, costs calculated from S&S charges and Animal Counts percentages. and then subtracting the City's Revenue.

ATTACHMENT B
COUNTY FEE SCHEDULE 2023

TITLE 1: Government and Administration
DIVISION 6: County Fees
CHAPTER 2: Schedule of Fees
SECTION: 16.0213A - Health Services

Department of Public Health
Animal Care Division
Fee Ordinance

SECTION 19. Effective July 1, 2023, Section 16.0213A of the San Bernardino County Code is amended, to read:

16.0213A Health Services.

(a) Administration:

(1) Vital statistics (per state law) ..... Per state law

(A) Children's Trust Fund Certified Birth Certificate Fee $4.00

(2) After hours death registration $50.00

(3) Letter of Non-Contagious Disease $10.00

(4) Refile permit for the disposition of human remains $2.00

(5) Research and analysis $77.00/hour

(6) Federally Qualified Health Center (FQHC) Medical office visit nominal fee $10.00

(7) Federally Qualified Health Center (FQHC) Dental office visit nominal fee $40.00

(b) Animals:

(1) Animal handling:

(A) Owner redemption fee for pick-up/handling of dog or cat (does not include shelter and license fees):

(I) During normal operating hours $40.00

(II) Picked up between 6:00 p.m. & 7:00 a.m. $85.00

(B) Pick-up, euthanasia, and disposal of owned dog or cat during normal operating hours: (owner requested) $85.00

(C) Apprehension Fine/Penalty (leash law areas only):

(I) Loose animal violation

(i) Fine/Penalty for first violation $50.00

(ii) Fine/Penalty for second violation $100.00

(iii) Fine/Penalty for third and each subsequent

violation $250.00

(D) Trap rentals, per day $4.00

(E) Animal pick-up: (See Section 32.0102)

(I) Animal pick-up during normal operating hours:

horses, cattle, goats, calves, sheep, and pigs:

(1 hour minimum) $100.00/hour

(II) Animal picked-up after hours, between 6:00 p.m. &

7:00 a.m.: (1 hour minimum) $125.00/hour

(F) Animal investigations:

(I) Investigation time $100.00/hour

(II) Vicious animal compliance inspection $100.00/inspection

(G) Quarantine of animals (other than at shelter):

(I) At owner's home $100.00

(II) Quarantine break $100.00

(H) Owner relinquishment of dog, cat, or other animal:

(I) Relinquish in field:

(i) With proof of ownership $95.00

(ii) Without proof of ownership $140.00

(II) Relinquish in shelter:

(i) With proof of ownership $60.00

(ii) Without proof of ownership $105.00

(I) Develop a customized record or report $90.00/hour

(J) Digital photographs on disc (CD):

(I) Digital images up to 10 images $25.00

(II) Each additional digital image over 10 ..... $5.00

(2) Animal licensing:

(A) Dog license fees:

(I) Unspayed/unneutered annual fee $120.00

(II) Spayed/neutered annual fee $36.00

(III) Spayed/neutered - owned by veterans or disabled persons or those 65 years of age or older (annual)... $24.00

(IV) Delinquent Fine/Penalty (waived if licensed within 30 days from time of notice) (does not include annual fee) $25.00

(V) Medically determined annual fee $30.00
(Animal is at high risk for spay/neuter surgery)

(B) New owner registration of currently licensed/registered animal $5.00

(C) Replacement dog tag $5.00

(D) Registration of dog currently licensed/registered in another jurisdiction and issuance of County tag $5.00

(3) Animal sheltering:

(A) Impound fee:

(I) Initial Impoundment $50.00

(II) Daily (after initial impoundment) $15.00

(B) State-mandated unaltered animal fine (Per California Food and Agriculture Code sections 30804.7 and 31751.7):

(I) First violation $35.00

(II) Second violation $50.00

(III) Third violation $100.00

(C) Euthanasia and disposal fee:

(I) Dogs $50.00

(II) Cats $45.00

(D) Dead animal disposal $15.00

(E) Spay/Neuter fee:

(I) Dog (over 2 months) $55.00

(II) Cat (over 2 months)..... $40.00

(F) Spay/Neuter deposit (refundable if animal is altered within 30 days of redemption):

(I) Dog (over 2 months)..... $55.00

(II) Cat (over 2 months)..... $40.00

(G) Adoption fee:

(I) Dog..... $20.00

(II) Cat..... $15.00

(III) Puppy (under 4 months)..... $20.00

(IV) Kitten (under 4 months)..... $15.00

NOTE: Pursuant to CA F&G Code Sections 30505 and 31751.4, persons with a current and valid driver's license or identification card with the word "Veteran" printed on its face will be exempt from paying one adoption fee every six months. Persons 65 or older are also exempt from paying one adoption fee a year, as set forth in subsections 16.0213A(b)(3)(G)(I-IV).

(H) Adoption fee (minimum bid) – horses..... $50.00

(I) Adoption fee (minimum bid) – donkeys..... $50.00

(J) Adoption fee (minimum bid) - pigs..... $20.00

(K) Adoption fee (minimum bid) – sheep..... $20.00

(L) Adoption fee (minimum bid) – goats..... $20.00

(M) Adoption fee – rabbits..... $5.00

(N) Adoption fee - chickens and other fowl..... $5.00

(O) Adoption fee – reptiles, exotic birds & other.....50% of retail price

(P) Microchip fee..... $20.00

(Q) Vaccination fees:

(I) Dogs – 5 in 1..... $10.00

(II) Cats – 4 in 1..... $10.00

(4) Kennel license:

(A) 5 - 30 dogs $260.00/year

(B) 31 - 60 dogs $315.00/year

(C) 61 - 100 dogs $370.00/year

(D) 101 - 150 dogs $425.00/year

(E) For each successive range of 50 dogs, add $60.00/year

(5) Cattery License:

(A) 5 - 30 cats $195.00/year

(B) 31 - 60 cats $315.00/year

(C) For each successive range of 10 cats, add $20.00/year

(6) Calf growers permit fees:

(A) 10 - 2,500 calves $190.00/year

(B) 2,501 - 5,000 calves $295.00/year

(C) 5,001 - 10,000 calves $505.00/year

(D) Over 10,000 calves $715.00/year

(7) Privately owned wild, exotic or non-domestic animals permit fee $260.00/year

(8) Game bird farm permit fee $115.00/year

(9) Pet grooming parlor permit fee $255.00/year

(10) Pet shop permit fee $240.00/year

(11) Petting zoo permit fee $265.00/year

(12) Public aquarium permit fee $115.00/year

(13) Animal menagerie permit fee $280.00/year

(14) Miscellaneous animal auction/swap meet permit fee $115.00/year

(15) Hog ranch permit fee:

(A) 10 to 2,500 hogs $280.00/year

(B) 2,501 to 5,000 hogs $485.00/year

(C) 5,001 to 10,000 hogs $860.00/year

(D) Over 10,000 hogs $970.00/year

(16) PVS Application fee $170.00

(c) Professional services: See Fee Schedule for the Department of Public Health which is maintained in the Office of the Clerk of the Board of Supervisors and reflects fees for professional services established by the Public Health Director in accordance with statutory requirements, actual costs of providing the services, and/or prevailing rates. The fees are periodically adjusted based on inflation and other criteria commonly used in standard accounting practices.

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Sheriff's Department Schedule A amendment for FY 2025-2026 & Amendment No. 4 to the Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services for FY 2025-2026.

RECOMMENDATION:

1. The Finance/Personnel Subcommittee recommends that the City Council authorize the Mayor to execute the amended Schedule A contract (FY 2025-2026) for Law Enforcement Services with the San Bernardino County Sheriff's Department which includes the addition of one Office Specialist position; &

2. Approve Amendment No. 4 to the Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services (FY 2025-2026)

FISCAL IMPACT: The fiscal impact of the amended Schedule A for FY 2025-2026 is $13,129,795 of which $310,625 will be reimbursed by EVWD. There are sufficient funds in the FY 2025-2026 budget.

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

BACKGROUND: The proposed FY 2025-2026 Schedule A reflects an overall increase of $89,533 ($13,129,795 - $13,040,261) from the 2024-2025 amended Schedule A. There are proposed increases to service levels in this proposed Schedule A with the addition of one Office Specialist position. The deputies are currently in negotiations with the County. As a result, this current proposed schedule A does not include any additional increases for salaries as a result of those negotiations-because they are not known at this time.

Approved _____ Motion_____ Second _____ Agenda Item No. 10

Denied _____ Ayes_____

Continued_____ Noes _____ File No. _____

Tabled_____ Abstain_____

Absent_____

City Clerk

City Manager

The reasons for the $89,533 increase (by line item) are included in Attachment 3. As approved in the Work Program, one Office Specialist position was added at a cost of approximately $99,068. The cost of the Deputy paid by EVWD is $310,625. EVWD has been made aware of this cost and will remit payment to the City on or around July 1, 2025. The costs include the position (salary & benefits), a marked unit, equipment, and all insurance such as personal liability and vehicle. EVWD has agreed to supply a workspace for the deputy and understands that ultimate command and control of the deputy will remain at the discretion of the Highland Police Department Command Staff.

The deputy will continue to be utilized to assist with security at all EVWD sites, conduct criminal investigations involving EVWD property, assist EVWD personnel with some customer conflicts and stand-by on some water shut offs.

These items were presented to the Finance/Personnel Subcommittee on April 21, 2025 and they have recommended approval.

Attachments:
1. FY 2025-2026 Schedule A (proposed) 42nd amendment.
2. FY 2024-2025 Schedule A (actual) 41st amendment.
3. Comparison of FY 2024-2025 Schedule A (actual) to FY 2025-2026 Schedule A (proposed).
4. FY 2025-2026 Amendment No. 4 to the Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services (proposed).

Attachment 1
FY 2025-2026 Schedule A (proposed) 42nd amendment.

Attachment 2
FY 2024-2025 Schedule A (actual) 41st amendment.

SCHEDULE A
Law Enforcement Services Contract
City of Highland
2024-25

CHANGE: Add 1 Deputy Sheriff and 2 MDCs

LEVEL OF SERVICE				FY 2024-25 COST	
1.00	-	Captain	$	568,555	[1]
1.00	-	Lieutenant		406,966	[1]
6.00	-	Sergeant		1,991,460	[1]
3.00	-	Detective/Corporal		847,152	[1]
25.00	-	Deputy Sheriff Tier 2		5,909,050	[1]
4.00	-	Sheriff's Service Specialist		365,456	[1]
1.00	-	Secretary		83,503	[1]
4.00	-	Office Specialist		354,364	[1]
14.00	-	Marked Unit		303,976	[2]
7.00	-	Unmarked Unit		79,758	[2]
1.00	-	Mini Van		10,428	[2]
2.00	-	Command Staff Vehicle		31,556	[2]
3.00	-	Pickup truck		33,509	[2]
2.00	-	Citizen Patrol Truck		16,830	[2]
1.00	-	Citizen Patrol Donated SUV (Equip & Comm Only)		2,480	[3]
		Dispatch Services		608,653	[1]
61.00	-	HTs (Amortization, Access & Maintenance)		93,574	
2.00	-	Additional MDCs		2,481	
34.00	-	Taser Replacement (Amortized over 5-years)		11,424	
		Administrative Support		61,748	
		Office Automation		148,951	
		Body Worn Cameras		46,235	
		Vehicle Insurance		57,374	
		Personnel Liability & Bonding		740,785	
		Workers' Comp Experience Modification		74,188	
		County Administrative Cost		185,312	
		Startup Cost		4,493	
		Cost for FY2024-25	**$**	**13,040,261**	[1]

Monthly Payment Schedule

1st payment due July 15, 2024:	$1,086,693
2nd through 12th payments due the 5th of each month:	$1,086,688

[1] Personnel costs include salary and benefits and are subject to change by Board of Supervisors' action. Changes in salary and benefit costs will be billed to the City on a quarterly invoice.

[2] Vehicle costs do not include fuel and maintenance. The City is responsible for fuel, repair and maintenance of all contract vehicles, including collision damage. All fuel, repair and maintenance costs incurred by the County will be billed to the City on a quarterly invoice.

[3] No replacement cost is included for grant funded or donated vehicles.

[4] Services and supplies will be billed to the City on a quarterly invoice.

[5] Grant funded, donated and non-replaceable vehicles will incur a vehicle insurance and equipment connection cost for the period the vehicle is in use.

SCHEDULE A
Law Enforcement Services Contract
City of Highland
2024-25

Additional Costs Billed Quarterly:

The City will be billed on a quarterly basis for the following items:

- Increase to salaries and benefits resulting from Board of Supervisors-approved changes to Memorandums of Understanding with the County's various employee organizations.
- Actual overtime cost.
- Actual on-call cost (on call pay for safety employees for 2024-25 is $195 per week)
- Actual cost of vehicle fuel, repair and maintenance, including the cost of collision repair.
- Actual services for services and supplies.

LEVEL OF SERVICE SUMMARY

SAFETY:		
Captain	-	1.00
Lieutenant	-	1.00
Sergeant	-	6.00
Detective/Corporal	-	3.00
Deputy Sheriff Tier 2	-	25.00
		36.00

GENERAL:		
Sheriff's Service Specialist	-	4.00
Secretary I	-	1.00
Office Specialist	-	4.00
Dispatchers	-	4.15
		13.00

VEHICLES:		
Marked Patrol Units	-	14.00
Safety Unmarked Units	-	7.00
Command Staff Units	-	2.00
Unmarked Units Non-code (Van)	-	1.00
Pickup Trucks	-	3.00
Citizen Patrol	-	2.00
Donated Vehicles-Ins Only	-	9.00 *
		38.00

DONATED VEHICLES LIST:		
Citizen Patrol SUV	-	1.00 *
Command Post	-	1.00 *
Light Tower Trailer	-	2.00 *
Utility Trailer-Smart	-	1.00 *
Utility Trailer-Zieman	-	1.00 *
Utility Trailer-Mighty Mover	-	1.00 *
Kawasaki UTV	-	1.00 *
Polaris Ranger	-	1.00 *
		9.00 *

* (Included for insurance costs only)

Attachment 3
Comparison of FY 2024-2025 Schedule A (actual) to FY 2025-2026 Schedule A (proposed).

Comparison of FY 2024/2025 & 2025-26 Schedule A

	Proposed 2025/2026	Actual 2024/2025	Increase/ (Decrease) $	Increase/ (Decrease) %
Captain	**577,765**	**568,555**	9,210	1.62%
Lieutenant	**396,969**	**406,966**	(9,997)	-2.46%
Sergeants	**1,949,112**	**1,991,460**	(42,348)	-2.13%
Detectives	**827,292**	**847,152**	(19,860)	-2.34%
Deputies	**5,741,175**	**5,909,050**	(167,875)	-2.84%
Sheriff Service Specialists	**382,172**	**365,456**	16,716	4.57%
Secretary	**96,898**	**83,503**	13,395	16.04%
Office Specialists	**495,340**	**354,364**	140,976	39.78%
Marked Units	317,220	303,976	13,244	4.36%
Unmarked Units	79,768	79,758	10	0.01%
Mini Van	10,478	10,428	50	0.48%
Command Staff Vehicles	32,814	31,556	1,258	3.99%
Pickup Truck	21,965	33,509	(11,544)	-34.45%
Marked 4x4 Chevy Silverado	25,846	-	25,846	100.00%
Citizen Patrol Vehicles	20,056	19,310	746	3.86%
Dispatch Services	**656,991**	**608,653**	48,338	7.94%
HTs	97,722	93,574	4,148	4.43%
Additional MDCs	2,349	2,481	(132)	-5.32%
Tasers	35,075	11,424	23,651	207.03%
Admin Support	**62,047**	**61,748**	299	0.48%
Office Automation	152,671	148,951	3,720	2.50%
Body Work Cameras	46,235	46,235	-	0.00%
Vehicle Insurance	96,779	57,374	39,405	68.68%
Personnel Liability & Bonding	857,740	740,785	116,955	15.79%
Workers Comp Exp Modification	(43,462)	74,188	(117,650)	-158.58%
Startup Cost	-	4,493	(4,493)	-100.00%
COWCAP	190,777	185,312	5,465	2.95%
	13,129,795	13,040,261	**89,533**	0.69%

Attachment 4

FY 2025-2026 Amendment No. 4 to the Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services (proposed).

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

SAN BERNARDINO COUNTY

Contract Number

94-522 A-41

SAP Number

N/A

Sheriff/Coroner/Public Administrator

Department Contract Representative	Kelly Welty, Chief Deputy Director of Sheriff's Administration
Telephone Number	(909) 387-0640
Contractor	City of Highland
Contractor Representative	Penny Lilburn, Mayor
Telephone Number	(909) 864-6861
Contract Term	07/01/2024 through 06/30/2025
Original Contract Amount	$13,040,261
Amendment Amount	----------
Total Contract Amount	$13,040,261
Cost Center	4413161000

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT No. 41

Effective July 1, 2024, Contract No. 94-522 to provide law enforcement service to the City of Highland is hereby amended by replacing Schedule A referred to in Section II. CONSIDERATION, with the Schedule A attached hereto and incorporated herein by this reference.

Except as amended, all other terms and conditions of this Contract remain as stated therein.

[With the exception of signatures, this page is intentionally left blank].

SAN BERNARDINO COUNTY

► Dawn Rowe

Dawn Rowe, Chair, Board of Supervisors

Dated: JUN 25 2024

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

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By Jenni Kuchiyama
Deputy

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

By ► Penny Lilburn
(Authorized signature - sign in blue ink)

Name Penny Lilburn
(Print or type name of person signing contract)

Title Mayor
(Print or Type)

Dated: 5/14/2024

Address 27215 Base Line
Highland, CA 92346

FOR COUNTY USE ONLY

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
► Grace B. Parsons	►	► Kelly Welty
Grace B Parsons, Deputy County Counsel		Kelly Welty, Chief Deputy Director of Sheriff's Administration
Date 06/05/24	Date	Date 6/6/24

SCHEDULE A
Law Enforcement Services Contract
City of Highland
2024-25

CHANGE: Add 1 Deputy Sheriff and 2 MDCs

LEVEL OF SERVICE				FY 2024-25 COST
1.00	-	Captain	$	568,555 [1]
1.00	-	Lieutenant		406,966 [1]
6.00	-	Sergeant		1,991,460 [1]
3.00	-	Detective/Corporal		847,152 [1]
25.00	-	Deputy Sheriff Tier 2		5,909,050 [1]
4.00	-	Sheriff's Service Specialist		365,456 [1]
1.00	-	Secretary		83,503 [1]
4.00	-	Office Specialist		354,364 [1]
14.00	-	Marked Unit		303,976 [2]
7.00	-	Unmarked Unit		79,758 [2]
1.00	-	Mini Van		10,428 [2]
2.00	-	Command Staff Vehicle		31,556 [2]
3.00	-	Pickup truck		33,509 [2]
2.00	-	Citizen Patrol Truck		16,830 [2]
1.00	-	Citizen Patrol Donated SUV (Equip & Comm Only)		2,480 [3]
		Dispatch Services		608,653 [1]
61.00	-	HTs (Amortization, Access & Maintenance)		93,574
2.00	-	Additional MDCs		2,481
34.00	-	Taser Replacement (Amortized over 5-years)		11,424
		Administrative Support		61,748
		Office Automation		148,951
		Body Worn Cameras		46,235
		Vehicle Insurance		57,374
		Personnel Liability & Bonding		740,785
		Workers' Comp Experience Modification		74,188
		County Administrative Cost		185,312
		Startup Cost		4,493
		Cost for FY2024-25	**$**	**13,040,261** [1]

Monthly Payment Schedule

1st payment due July 15, 2024:	$1,086,693
2nd through 12th payments due the 5th of each month:	$1,086,688

[1] Personnel costs include salary and benefits and are subject to change by Board of Supervisors' action. Changes in salary and benefit costs will be billed to the City on a quarterly invoice.

[2] Vehicle costs do not include fuel and maintenance. The City is responsible for fuel, repair and maintenance of all contract vehicles, including collision damage. All fuel, repair and maintenance costs incurred by the County will be billed to the City on a quarterly invoice.

[3] No replacement cost is included for grant funded or donated vehicles.

[4] Services and supplies will be billed to the City on a quarterly invoice.

[5] Grant funded, donated and non-replaceable vehicles will incur a vehicle insurance and equipment connection cost for the period the vehicle is in use.

SCHEDULE A
Law Enforcement Services Contract
City of Highland
2024-25

Additional Costs Billed Quarterly:

The City will be billed on a quarterly basis for the following items:

- Increase to salaries and benefits resulting from Board of Supervisors-approved changes to Memorandums of Understanding with the County's various employee organizations.
- Actual overtime cost.
- Actual on-call cost (on call pay for safety employees for 2024-25 is $195 per week)
- Actual cost of vehicle fuel, repair and maintenance, including the cost of collision repair.
- Actual services for services and supplies.

LEVEL OF SERVICE SUMMARY

SAFETY:		
Captain	-	1.00
Lieutenant	-	1.00
Sergeant	-	6.00
Detective/Corporal	-	3.00
Deputy Sheriff Tier 2	-	25.00
		36.00

GENERAL:		
Sheriff's Service Specialist	-	4.00
Secretary I	-	1.00
Office Specialist	-	4.00
Dispatchers	-	4.15
		•13.00

VEHICLES:		
Marked Patrol Units	-	14.00
Safety Unmarked Units	-	7.00
Command Staff Units	-	2.00
Unmarked Units Non-code (Van)	-	1.00
Pickup Trucks	-	3.00
Citizen Patrol	-	2.00
Donated Vehicles-Ins Only	-	9.00 *
		38.00

DONATED VEHICLES LIST:		
Citizen Patrol SUV	-	1.00 *
Command Post	-	1.00 *
Light Tower Trailer	-	2.00 *
Utility Trailer-Smart	-	1.00 *
Utility Trailer-Zieman	-	1.00 *
Utility Trailer-Mighty Mover	-	1.00 *
Kawasaki UTV	-	1.00 *
Polaris Ranger	-	1.00 *
		9.00 *

* (Included for insurance costs only)

Attachment 4
Comparison of FY 2024-2025 Schedule A (actual) to FY 2025-2026 Schedule A (proposed).

Comparison of FY 2024/2025 & 2025-26 Schedule A

	Proposed 2025/2026	Actual 2024/2025	Increase/ (Decrease) $	Increase/ (Decrease) %
Captain	**577,765**	**568,555**	9,210	1.62%
Lieutenant	**396,969**	**406,966**	(9,997)	-2.46%
Sergeants	**1,949,112**	**1,991,460**	(42,348)	-2.13%
Detectives	**827,292**	**847,152**	(19,860)	-2.34%
Deputies	**5,741,175**	**5,909,050**	(167,875)	-2.84%
Sheriff Service Specialists	**382,172**	**365,456**	16,716	4.57%
Secretary	**96,898**	**83,503**	13,395	16.04%
Office Specialists	**495,340**	**354,364**	140,976	39.78%
Marked Units	317,220	303,976	13,244	4.36%
Unmarked Units	79,768	79,758	10	0.01%
Mini Van	10,478	10,428	50	0.48%
Command Staff Vehicles	32,814	31,556	1,258	3.99%
Pickup Truck	21,965	22,339	(374)	-1.67%
Marked 4x4 Chevy Silverado	25,846	15,915	9,931	62.40%
Citizen Patrol Vehicles	20,056	19,310	746	3.86%
Dispatch Services	**656,991**	**608,653**	48,338	7.94%
HTs	97,722	93,574	4,148	4.43%
Additional MDCs	2,349	2,481	(132)	-5.32%
Tasers	35,075	11,424	23,651	207.03%
Admin Support	**62,047**	**61,748**	299	0.48%
Office Automation	152,671	148,951	3,720	2.50%
Body Work Cameras	46,235	46,235	-	0.00%
Vehicle Insurance	96,779	57,374	39,405	68.68%
Personnel Liability & Bonding	857,740	740,785	116,955	15.79%
Workers Comp Exp Modification	(43,462)	74,188	(117,650)	-158.58%
Startup Cost	-	4,493	(4,493)	-100.00%
COWCAP	190,777	185,312	5,465	2.95%
	13,129,795	13,045,006	**84,788**	0.65%

Attachment 5

FY 2025-2026 Amendment No. 4 to the Reimbursement Agreement Between the City of Highland & East Valley Water District for Law Enforcement Services (proposed).

AMENDMENT NO. 4
REIMBURSEMENT AGREEMENT
BETWEEN THE CITY OF HIGHLAND AND EAST VALLEY WATER DISTRICT FOR LAW ENFORCEMENT SERVICES

This Amendment No. 4 Reimbursement Agreement Between the City of Highland and East Valley Water District for Law Enforcement Services ("Amendment No. 3") is made and entered into this 13th day of May 2025 by and between the CITY OF HIGHLAND, a municipal corporation ("City") and EAST VALLEY WATER DISTRICT, a California special district ("EVWD"). The City and EVWD may be collectively referred to as "the Parties".

1. RECITALS

A. On September 28, 2021, the City and EVWD entered into a Reimbursement Agreement for law enforcement services ("Agreement"). Pursuant to the Agreement, beginning January 1, 2022, the City, through its Contract with the County, will provide one Sheriff's deputy to patrol EVWD's Sterling Natural Resource Center and provide law enforcement services to EVWD's 41 sites. EVWD would then be responsible for reimbursing the City for the full cost of the Sheriff's deputy.

B. On May 10, 2022, the Parties entered into Amendment No. 1 to the Agreement to provide that the payment under the Agreement would be $285,356.00. The cost subsequently increased by $5,408.00, and the increase was paid by EVWD to the City, for a total of $290,764.00 for Fiscal Year 2022-2023.

C. On May 9, 2023, the Parties entered into Amendment No. 2 to provide that payment under the Agreement for one (1) Deputy would be $304,254.00 for Fiscal Year 2023-2024.

D. On May 14, 2024, the Parties entered into Amendment No. 3 to provide that payment under the Agreement for one (1) Deputy would be $312,785.00 for Fiscal Year 2024-2025.

E. The Parties now seek to enter into this Amendment No. 4 to address the contract amount for Fiscal Year 2025-2026. According to the San Bernardino County Sheriff's Department, the full cost of one (1) Deputy for Fiscal Year 2025-2026 is $310,625.

2. FOURTH AMENDMENT

A. Section 3, Payment of the Agreement is hereby amended to read as follows:

3. Payment. On or before July 1, 2025, EVWD shall pay to the City Three Hundred Ten Thousand Six Hundred Twenty-Five Dollars ($310,625) for the full cost of the Sheriff's deputy. The cost breakdown is attached hereto as Exhibit "B".

Thereafter, on or before July 1st of each subsequent year, EVWD shall pay to the City the full cost of the Sheriff's deputy based on the revised schedule of payment. The parties acknowledge that the cost of the Sheriff's deputy may change each year and that the full cost that the City pays the County for the Sheriff's deputy shall be passed through to EVWD. Beginning in June 2022, no later than June 1st of each year, the City shall provide to EVWD a new schedule of payment for the Sheriff's deputy that will replace Exhibit "B" hereto. Beginning in June 2022, no later than July 1st of each year, EVWD shall pay to the City the amount set forth in Exhibit "B".

The City's Contract with the County provides that personnel costs include salary and benefits are subject to change by Board of Supervisor action. The Contract further provides that changes in salary and benefit costs will be billed to the City on a quarterly basis. If the cost for the Sheriff's deputy increases in any year after payment has been made by EVWD to the City, the City shall promptly notify EVWD of the additional cost and EVWD shall pay the City the additional cost within thirty days of receipt of the City's notice."

B. Exhibit "B" of "Amendment No. 4" shall replace Exhibit "B" of "Amendment No. 3" dated May 14, 2024.

C. All other Exhibits and provisions of the Agreement shall remain in full force and effect.

3. SEVERABILITY

If any provision of "Amendment No. 4" shall be adjudged to be invalid, void, or illegal, it shall in no way affect, impair or invalidate any other provision(s) hereof, the parties hereby agreeing that they would have entered into the remaining portion of "Amendment No. 4" notwithstanding the omission of the portion or portions adjudged invalid, void, or illegal.

4. COUNTERPARTS

"Amendment No. 4" may be executed in any number of counterparts, each of which, when executed and delivered, shall be deemed to be an original, and all of which, taken together, shall be deemed to be one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed "Amendment No. 4" on the date and year first above written.

CITY OF HIGHLAND

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz, City Clerk

APPROVED AS TO FORM:

Maricela Marroquin, City Attorney

EAST VALLEY WATER DISTRICT

Michael Moore, General Manager/CEO

Exhibit "B"
Payment Schedule
FY 2025-2026 (July 1, 2025 - June 30, 2026)

Deputy Sheriff: **$229,647**

Marked Patrol Unit: **$22,659**

Plus, other costs such as: HT radio and taser, Dispatch Services, Administrative support, Vehicle and Personnel Liability and Insurance is approximately **$58,319**.

Total Cost for the above deputy and equipment in FY 2025-2026 (July 1, 2025 - June 30, 2026) is **$310,625.**

SCHEDULE A
LAW ENFORCEMENT SERVICES CONTRACT
CITY OF HIGHLAND
FY 2025-26

Proposed - Not Final

Cost of 1-Deputy Sheriff for Water Company Assignment

LEVEL OF SERVICE		FY 2025-26 COST
1.00	Deputy Sheriff	229,647 [1]
1.00	Marked Unit	22,659 [2]
	Dispatch Services	22,561 [1]
1.00	HTs (Amortization, Access & Maintenance)	1,602
1.00	Taser Replacement (Amortized over 5-years)	1,032
	Administrative Support	1,379
	Body Worn Cameras	1,360
	Vehicle Insurance	3,472
	Personnel Liability & Bonding	23,650
	Workers' Comp Experience Modification	(963)
	County Administrative Cost	4,226
	Estimated Cost for FY2025-26	**$ 310,625** [1]

Monthly Payment Schedule

1st payment due July 15, 2025:	$25,890
2nd through 12th payments due the 5th of each month:	$25,885

[1] Personnel costs include salary and benefits and are subject to change by Board of Supervisors' action. Changes in salary and benefit costs will be billed to the City on a quarterly invoice.

[2] Vehicle costs do not include fuel and maintenance. The City is responsible for fuel, repair and maintenance of all contract vehicles, including collision damage. All fuel, repair and maintenance costs incurred by the County will be billed to the City on a quarterly invoice.

[3] No replacement cost is included for grant funded or donated vehicles.

[4] Services and supplies will be billed to the City on a quarterly invoice.

[5] Grant funded, donated and non-replaceable vehicles will incur a vehicle insurance and equipment connection cost for the period the vehicle is in use.

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 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/Lakeview Plumbing Corporation. (Juan Cortes) - Single Family Residential Project (7410 San Francisco Street)

RECOMMENDATION: That the City Council (1) accept Grant of Easement for San Francisco Street and Fresno Street Rights-of-Way Dedication from Lakeview Plumbing Corporation (Juan Cortes), 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 023-016/VAR 023-004), a single-family residential project located at 7410 San Francisco Street, requires a Road and Drainage easement for dedication of 10 feet of additional road right-of-way on the west side of San Francisco Street, and on the south side of Fresno Street, to accommodate future street improvements along the project's street frontages. The Grant of Easement from the owner, Lakeview Plumbing Corporation (Juan Cortes), 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\03017551 - DRA 23-016-VAR 23-004 - 7410 San Francisco St - Zapata\551 11 San Francisco-Fresno St ROW Dedication Staff Report.doc

Approved _____ Motion _____ Second _____ Agenda Item No. 11

Denied _____ Ayes _____

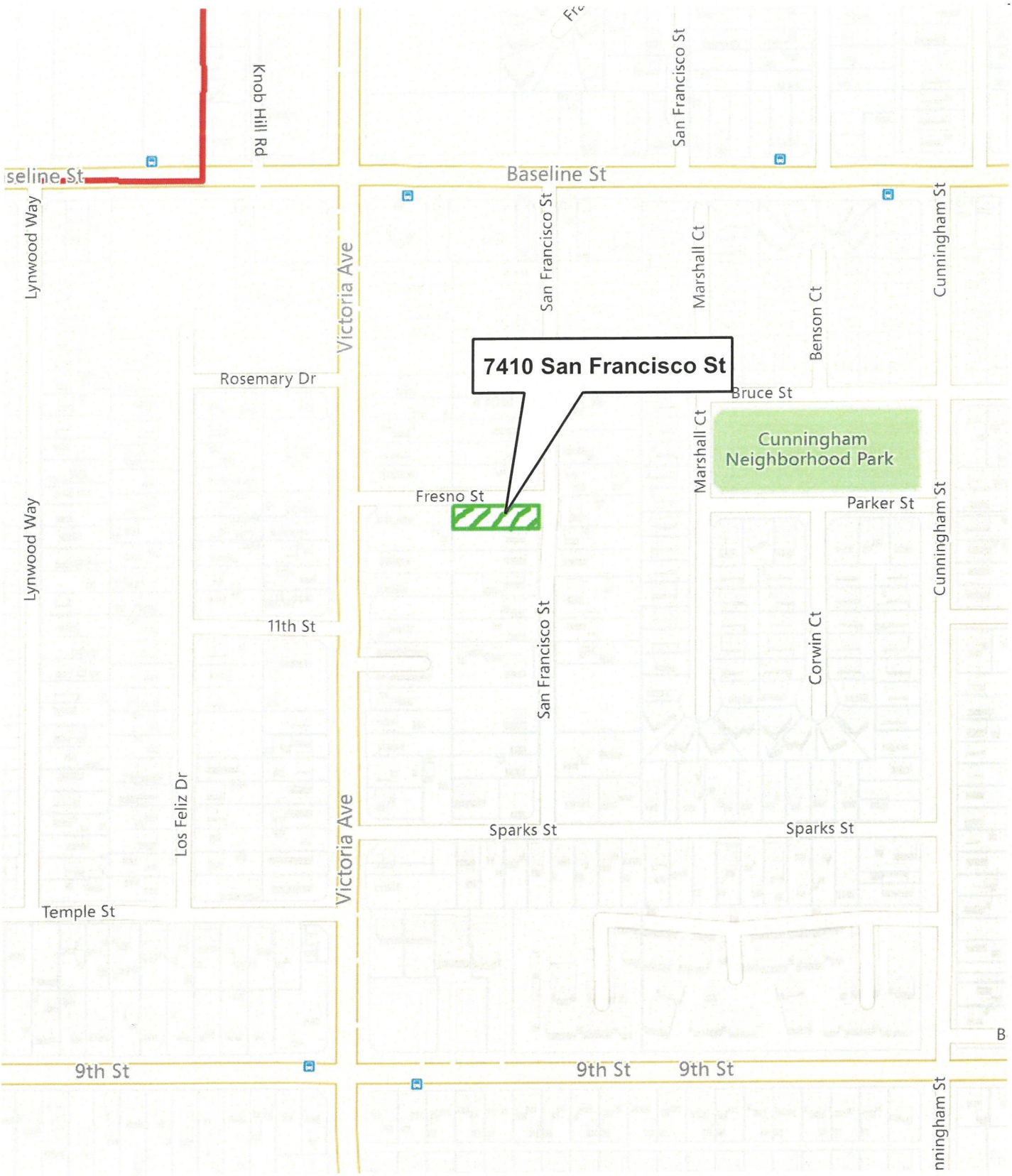
Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager



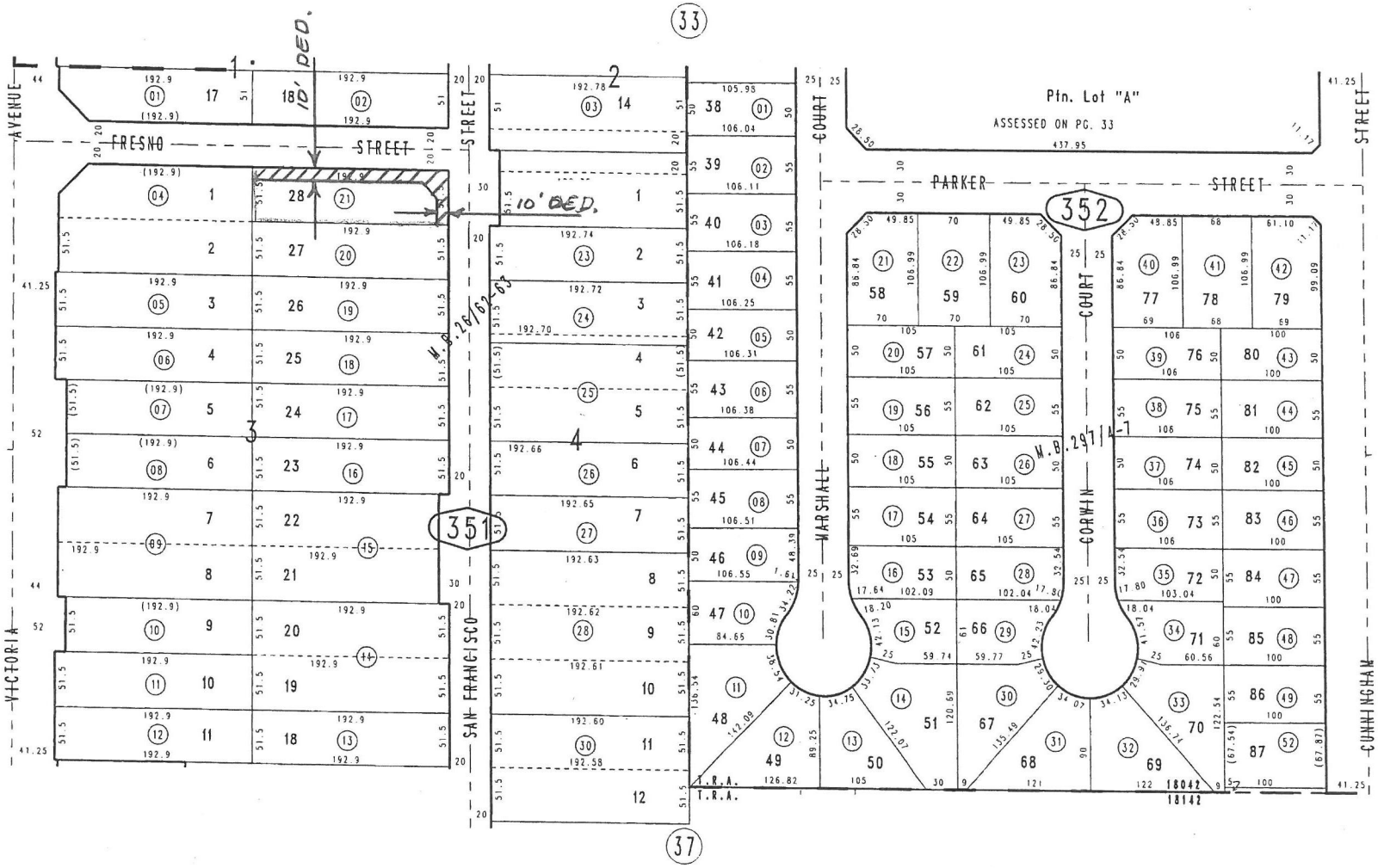
VICINITY MAP

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

Ptn. Rancho San Bernardino, M.B. 7/2

City of Highland
Tax Rate Area
18042,18142

1192 - 35



A.P. MAP

JULY 1997

Ptn. Tract No. 16404, M/B. 297/4-7
Ptn. Tract No. 1794, Cull Subdivision, M.B. 26/62-63

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

Assessor's Map
Book 1192 Page 35
San Bernardino County

REVISED
08/17/21 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: 1192-351-21

GRANT OF EASEMENT
(ROAD AND DRAINAGE)

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged **Lakeview Plumbing Corporation, 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: 4.9.25

Juan Cortes, 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 April 9, 2025, before me, Lissette Nock, Notary Public, personally appeared Juan Cortes, 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"
STREET RIGHT-OF-WAY
LEGAL DESCRIPTION

BEING A PORTION OF LOT 28, IN BLOCK 3 OF TRACT 1794 – CULL SUBDIVISION, IN THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 26, PAGES 62 AND 63, OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEASTERLY CORNER OF SAID LOT 28; THENCE SOUTH 00°00'00" EAST, A DISTANCE OF 51.50 FEET ALONG THE EASTERLY LINE OF SAID LOT 28 TO THE SOUTHEASTERLY CORNER OF SAID LOT 28;

THENCE NORTH 89°47'00" WEST, A DISTANCE OF 10.00 FEET ALONG THE SOUTHERLY LINE OF SAID LOT 28 TO A LINE THAT IS PARALLEL WITH AND 10,00 FEET WEST OF SAID EASTERLY LINE;

THENCE ALONG SAID PARALLEL LINE, NORTH 00°00'00" WEST, A DISTANCE OF 28.26 FEET;

THENCE NORTH 44°54'42" WEST, A DISTANCE OF 18.76 FEET TO A LINE PARALLEL WITH AND DISTANT 10.00 FEET SOUTHERLY OF, SAID NORTHERLY LINE OF SAID LOT 28;

THENCE ALONG SAID PARALLEL LINE, NORTH 89°47'00" WEST, A DISTANCE OF 169.66 FEET TO THE WESTERLY LINE OF SAID LOT 28;

THENCE ALONG SAID WESTERLY LINE OF SAID LOT 28, NORTH 00°00'00", A DISTANCE OF 10.00 FEET TO THE NORTHWESTERLY CORNER OF SAID LOT 28;

THENCE EASTERLY ALONG THE NORTHERLY LINE OF SAID LOT 28, SOUTH 89°47'00" EAST, A DISTANCE OF 192.90 FEET TO THE POINT OF BEGINNING.

SUBJECT TO ALL RESERVATIONS, RESTRICTIONS, EASEMENTS, OFFERS OF DEDICATION, RIGHTS, RIGHTS OF WAY, AND OTHER MATTERS OF RECORD, IF ANY.

CONTAINS 2,431.62 SQUARE FEET

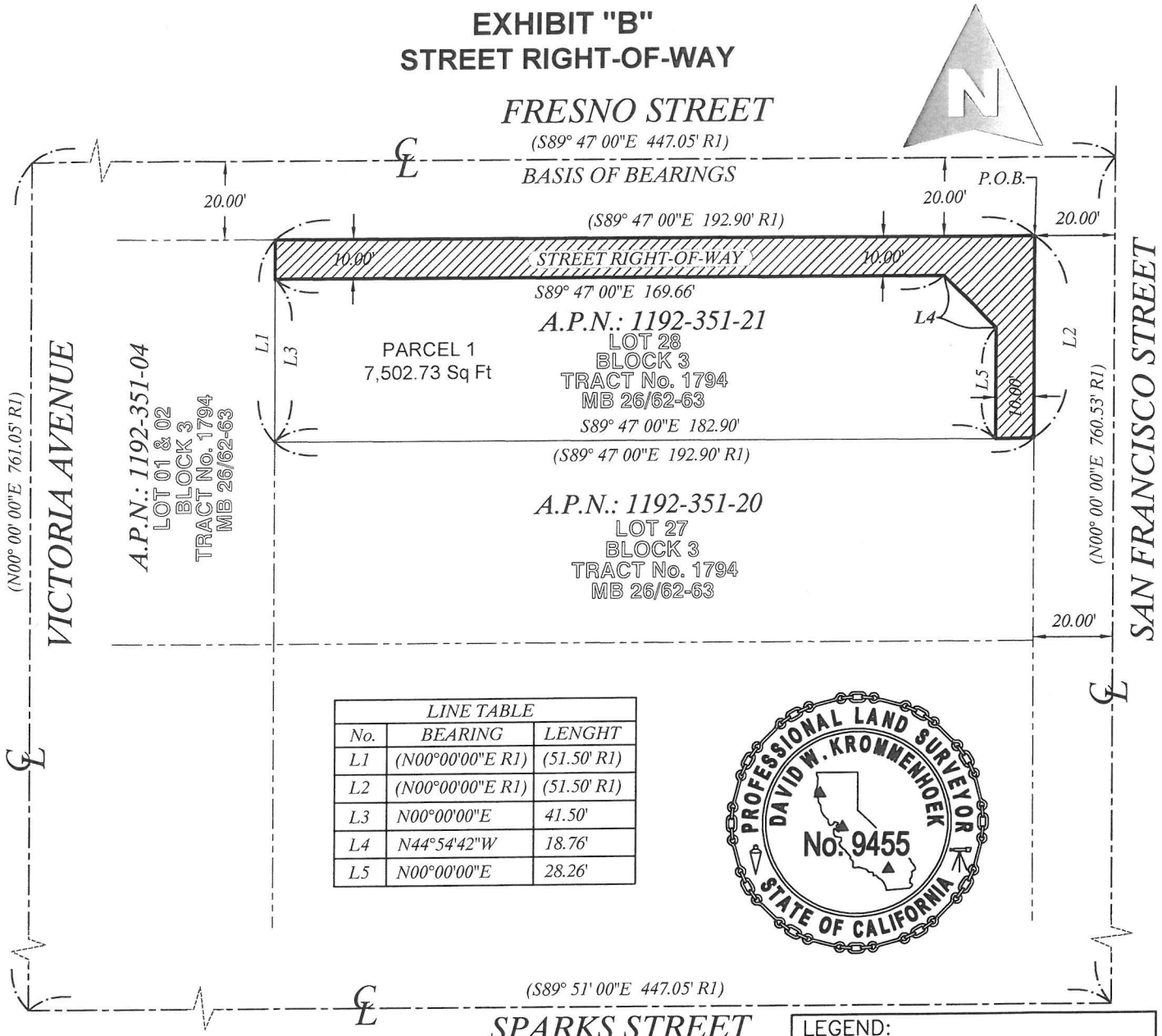
SEE EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

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

DAVID W. KROMMENHOEK, P.L.S. 9455 — DATE 4/04/25



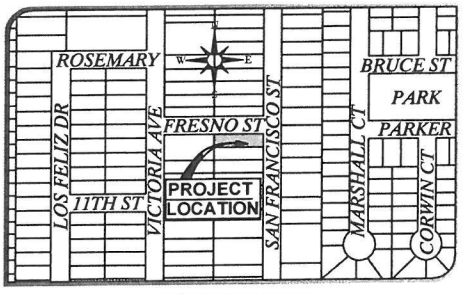
EXHIBIT "B"
STREET RIGHT-OF-WAY



LINE TABLE		
No.	BEARING	LENGHT
L1	(N00°00'00"E R1)	(51.50' R1)
L2	(N00°00'00"E R1)	(51.50' R1)
L3	N00°00'00"E	41.50'
L4	N44°54'42"W	18.76'
L5	N00°00'00"E	28.26'

0 40 80 Feet

SCALE: 1"=40'



VICINITY MAP
N.T.S.

LEGEND:

POINT OF BEGINNING	P.O.B
STREET RIGHT-OF-WAY	
PROPERTY LINE	
CENTER LINE	
ADJACENT PROPERTY LINE	
INDICATE DATA PER TRACT 1794, MB 26/62-63	

PROPERTY OWNER:

LAKEVIEW PLUMBING CORPORATION.
Phone: (626) 693-2542
APN: 1192-351-21

7410 SAN FRANCISCO ST
HIGHLAND, CA 92346

TITLE: STREET RIGHT-OF-WAY

DATE OF PREPARATION: 03/10/2025

MAP PREPARED BY:
1420 E COOLEY DR, OFFICE 102
COLTON, CA 92324.
TEL: (909)733-6487

SERVITOP ENGINEERING

DAVID W. KROMMENHOEK, P.L.S. 9455 DATE 4/04/25
(760) 774-5432

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 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: Storm Drain Easement Acceptance; "Quick Quack Car Wash" Commercial Project; 28343 Greenspot Road, west of Boulder Avenue (DRA 023-008)

RECOMMENDATION: That the City Council (1) accept the Grant of Easement for Drainage purposes from Boulder Holdings, LLC, and (2) direct the City Clerk to record the Grant of Easement.

FISCAL IMPACT: The easement is being granted at no cost to the City.

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: Under DRA 023-008, approved by the Planning Commission on July 18th, 2023, a Quick Quack Car Wash facility is being constructed on the north side of Greenspot Road, west of Boulder Avenue. This project requires the construction of on-site underground storm drainpipes for storm water drainage/water quality purposes. During the design of these drainage improvements, the engineer of record discovered that there were multiple underground utilities which conflict with the noted proposed pipe tie-in at the northwest corner of the property. Due to these utility conflicts, it became necessary for a storm drain access manhole, to be constructed within the car wash's on-site property, therefore requiring a drainage easement to be dedicated to the City of Highland for possible clean-out by the City. The Grant of Easement is ready for City Council acceptance.

Attachments: 1) Vicinity Map, 2) Site Map, 3) Grant of Easement, 4) Drainage Easement Legal Description and Plat

L:\Engineering_Backup\030173084 - DRA 23-008 - Quick Quack Car Wash-SWC GS&Bldr\3084 12 QQ Car Wash SD Easmnt staff report.doc

Approved _____ Motion _____ Second _____ Agenda Item No 12

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

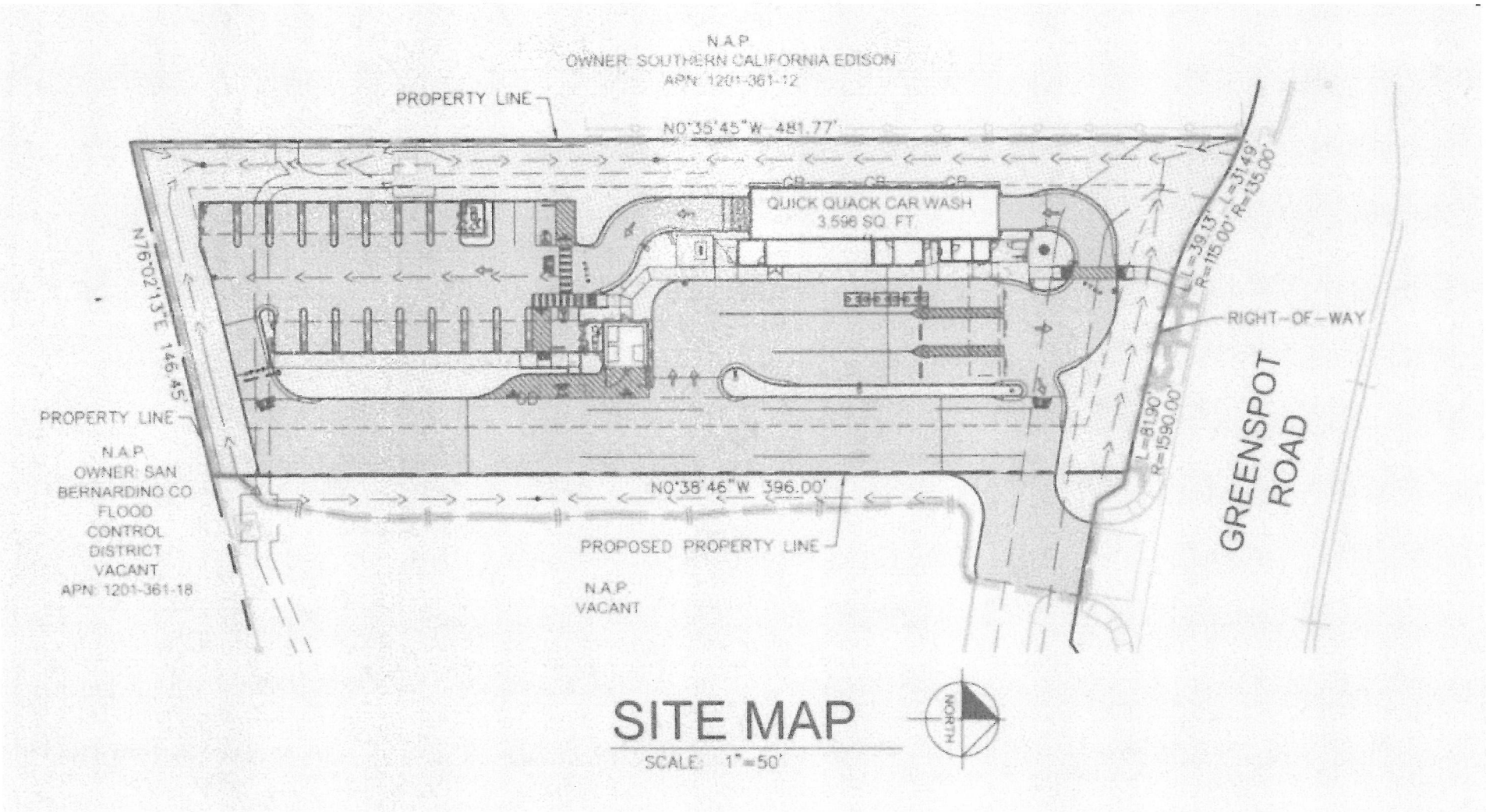
Absent _____

City Clerk

City Manager



VICINITY MAP



SITE MAP

SCALE: 1"=50'

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:

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

APN: 1201-361-30

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT OF EASEMENT
(DRAINAGE)

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, BOULDER HOLDINGS, LLC, A Delaware Limited Liability Company,

Hereby GRANT(S) to the City of Highland, a Municipal Corporation, an easement for drainage 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: 4-2-25

Jian Torkan, Manager

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 LOS ANGELES)

On April 02, 2025, before me, Marilu Vargas-Chavez, Notary Public, personally appeared Jian Torkan,
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

MARILU VARGAS-CHAVEZ
Notary Public - California
Los Angeles County
Commission # 2455005
My Comm. Expires Jul 25, 2027

(This Area for Official Notary Seal)

L:\Engineering_Backup\030173084 - DRA 23-008 - Quick Quack Car Wash-SWC GS&Bldn\3084 12 QQ Car Wash SD GOE.docx

EXHIBIT A
LEGAL DESCRIPTION
Storm Drain Easement

All that certain real property located in the City of Highland, County of San Bernardino, State of California, being a portion of Parcel A as shown on Lot Line Adjustment LLA 23-002, filed for record on May 16, 2024 under document number 2024-0113879, Official Records of said County and being more particularly described as follows:

COMMENCING at the northeastern corner of Said Parcel A, thence along the eastern line of said Parcel A South 0°35'45" East 45.24 feet; thence across said Parcel A along the southern line of the 20-foot drainage easement granted to the City of Highland, filed for record on June 15, 2020 under document number 2020-196683, Official Records of the County of San Bernardino, North 81°17'44" West 7.26 feet to the true **Point of Beginning**; thence across said Parcel A the following four (4) courses:

(1) South 0°35'45" East 192.56 feet;
(2) South 89°24'15" West 20.00 feet;
(3) North 0°35'45" West 195.83 feet to a point on the southern line of Said 20-foot drainage easement; and
(4) Continuing along last said southern line South 81°17'44" East 20.27 feet to the **Point of Beginning**

Containing an area of 3,884 square feet, more or less.

A plat showing the above-described parcel is attached hereto and made a part hereof as "Exhibit B".

This legal description and associated plat was prepared by me or under my direction in conformance with the requirements of the Professional Land Surveyor's Act.

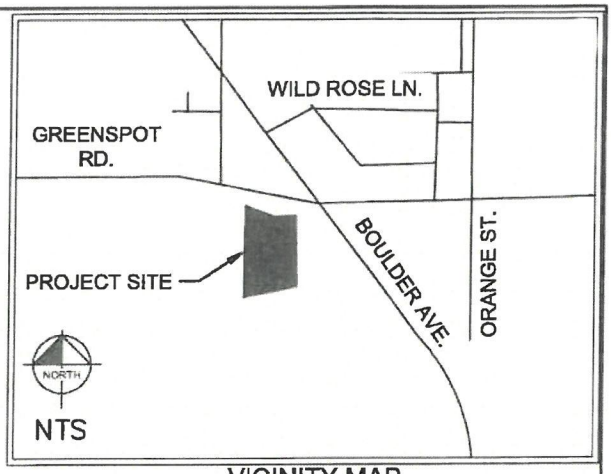


Kirkpatrick P Myers, LS 9009
Kirk.myers@kimley-horn.com

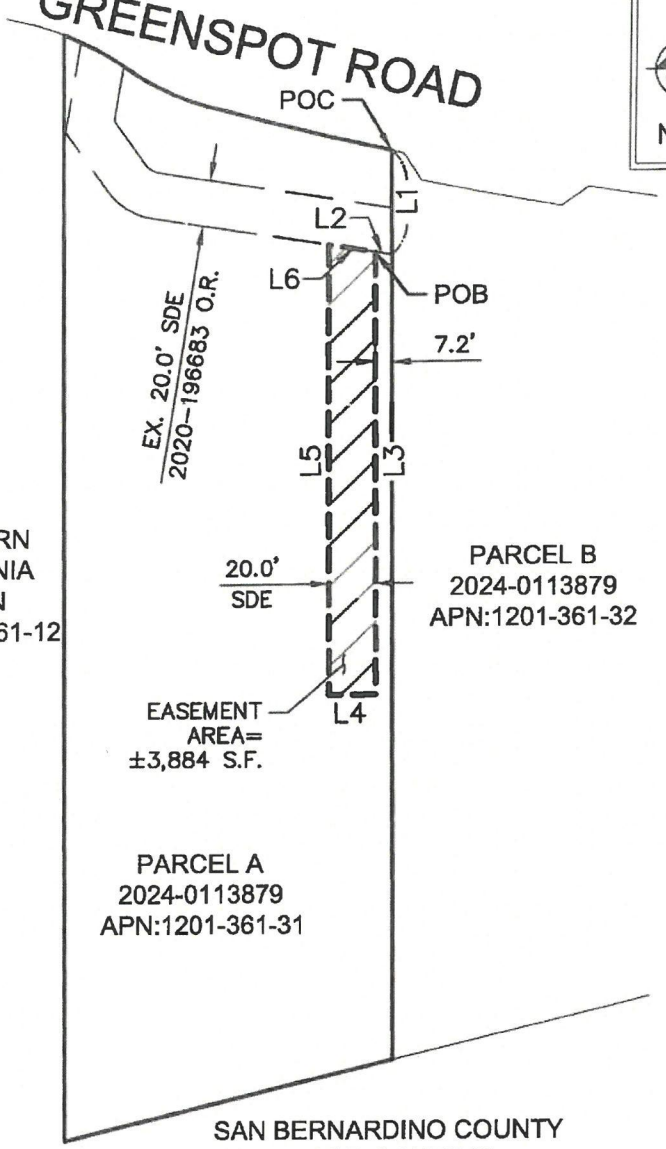
2/07/2025
Dated

END OF DESCRIPTION

EXHIBIT "B" - STORM DRAIN EASEMENT



VICINITY MAP

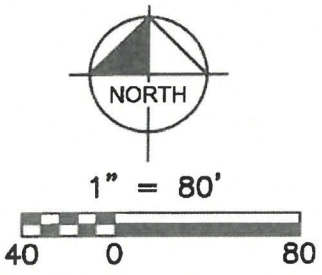


LEGEND

	SUBJECT PROPERTY LINE
	ADJOINING PROPERTY LINE
	EXISTING EASEMENT LINE
	PROPOSED EASEMENT LINE
POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT
SDE	PUBLIC STORM DRAIN EASEMENT
	EASEMENT AREA

LINE TABLE		
LINE	LENGTH	BEARING
L1	45.24'	N0°35'45"W
L2	7.26'	N81°17'44"W
L3	192.56'	N0°35'45"W
L4	20.00'	N89°24'15"E
L5	195.83'	N0°35'45"W
L6	20.27'	N81°17'44"W





SCALE (H): 1"=80' SCALE (V): NONE DESIGNED BY: KM DRAWN BY: DNF CHECKED BY: KM DATE: 2/6/2025	Kimley»Horn © 2024 KIMLEY-HORN AND ASSOCIATES, INC. 3801 UNIVERSITY AVENUE, SUITE 300, RIVERSIDE, CA 92501 PHONE: 951-543-9868 FAX: 714-938-9488	EXHIBIT "B" PLAT TO ACCOMPANY LEGAL DESCRIPTION, CITY OF HIGHLAND, SAN BERNARDINO COUNTY, CALIFORNIA

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

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

PREPARED BY: Jim Richardson, Public Works Manager JR

SUBJECT: Authorization and Agreements for Emergency Generator System Installation for Highland Fire Station 541 & 542

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

RECOMMENDATION: It is recommended that the City Council:

1. Waive formal contract procedures per Municipal Code Section 2.40.100 for which the City's best interests are served;
2. Approve the proposal from GORDIAN for the engineering and installation of the City's 35KW Generac Emergency Generators at the Highland Fire Station 541 in the amount of $114,710.31 and Highland Fire Station 542 in the amount of $115,697.05, through the City's Sourcewell cooperative purchasing program contract #CA-R8-HVAC-101723-ABL;
3. Authorize the City Manager to sign both purchase agreements with GORDIAN to install the City's new Emergency Generator systems at Highland Fire Station 541 and Fire Station 542; and.
4. Approve the following budget adjustment: Transfer from Account 029-2511 (to be expended from 029-2100-6040 Equipment) $114,710.31 for Fire Station 541 and $115,697.05 for Fire Station 542.

FISCAL IMPACT: A total amount of $230,407.36 will be expended from Equipment Replacement Reserves.

City Council Work Program

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

City Clerk

City Manager

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 Council Work Program for 2025/2026 includes a High Priority item to purchase and install backup power supply industrial generators at Highland Fire Station Nos. 541 and 542. The propane fueled 35KW Generators have been purchased and are ready to be installed by a contractor. The new generators will provide sufficient power to continue normal operations responding to emergencies and safeguarding civilians when power is lost to the Fire Station due to wind or grid failures.

Staff is recommending GORDIAN to provide a turn-key solution that includes all associated engineering and installation work through Sourcewell cooperative purchasing programs as allowed by the City's Municipal Code. GORDIAN has a current contract with Sourcewell that was competitively bid and meets our local and state purchasing guidelines. The City has used Sourcewell in the past. The 35KW Generac generators were purchased by the City directly from Generac under a separate purchase order through Sourcewell. The manufacturer warranty will remain in place once the units are permanently installed by GORDIAN.

Attachments:
GORDIAN Proposal

GORDIAN®

Work Order Signature Document

EZIQC Contract No.: CA-R8-HVAC-101723-ABL

[X] **New Work Order** [ ] **Modify an Existing Work Order**

Work Order Number.: 133705.00 Work Order Date: 04/29/2025

Work Order Title: Fire Station #1 Generator install

Owner Name:	City of Highland	Contractor Name:	ABM Building Solutions
Contact:	Jim Richardson	Contact:	Nicholas Thomas
Phone:	909-864-6861	Phone:	949-255-3277

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No CA-R8-HVAC-101723-ABL.

Brief Work Order Description:

Time of Performance Estimated Start Date:
Estimated Completion Date:

Liquidated Damages Will apply: [ ] Will not apply: [X]

Work Order Firm Fixed Price: $114,710.31

Owner Purchase Order Number:

Approvals

City of Highland Date

Contractor Date

Sourcewell

GORDIAN®

Detailed Scope of Work

To: Nicholas Thomas
ABM Building & Energy Solutions
No Data Input
No Data Input,
949-255-3277

From: Jim Richardson
City of Highland
27215 Base Line
Highland, CA 92346
909-864-6861

Date Printed: April 29, 2025

Work Order Number: 133705.00

Work Order Title: Fire Station #1 Generator install

Brief Scope:

☐ **Preliminary** ☐ **Revised** ☒ **Final**

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

1. Project Overview The project involves the installation of a Generac automatic standby generator to ensure uninterrupted power supply to the fire station during power outages. The generator will be professionally sized to meet the electrical load requirements of the entire facility and will use propane as the fuel source. 2. Permits and Approvals Obtain all necessary permits and approvals from local authorities. Engineering to be provided by MEP - Stamped Drawings. Coordinate with utility companies for any required inspections and approvals. 3. Site Preparation Conduct a site survey to verify the location for the generator and propane tank. Prepare the site, including the installation of a reinforced concrete pad to support the generator. Ensure the site is clear of any obstructions and complies with local zoning and safety regulations. 4. Propane Tank Installation Install a new 400-gallon propane tank at the designated location. Ensure the tank is properly anchored and complies with all safety and regulatory requirements. Connect the tank to the generator using appropriate piping and fittings. 5. Generator Installation Propane Conversion Kit Installation: Install a propane conversion kit on the Generac generator to enable it to operate using propane. Ensure the kit is compatible with the generator model. Transport and position the Generac generator on the prepared concrete pad. Secure the generator to the pad using appropriate anchoring methods. 6. Electrical Work Install an automatic transfer switch (ATS) to facilitate seamless transition between utility power and generator power. Connect the generator to the fire station's electrical system, ensuring compliance with local and national electrical codes. Install all necessary wiring, conduits, and circuit breakers. 7. Fuel Supply Install gas piping to connect the generator to the propane tank, adhering to local codes and regulations. Coordinate with the propane supplier to ensure proper connection and testing of the propane supply. 8. Testing and Commissioning Perform initial startup and testing of the generator to verify proper operation. Conduct load testing to ensure the generator can handle the electrical load of the fire station. Adjust voltage and frequency settings as needed to ensure optimal performance. 9. Training and Documentation Provide training to fire station personnel on the operation and maintenance of the generator. Supply an operation and maintenance (O&M) manual, including warranty information and maintenance schedules. 10. Warranty and Support Ensure all warranty paperwork is completed and submitted to the manufacturer. Offer ongoing maintenance and support services, including 24/7 emergency repair services. CLARIFICATIONS Acts of God: Costs arising from natural disasters (e.g., floods, earthquakes) are not covered. Hazardous Material Removal: Removal of hazardous materials (e.g., asbestos, lead paint) is excluded. Unforeseen Site Conditions: Any additional costs due to concealed or unforeseen site conditions will be billed separately. Off-Hours Work: Work performed outside of regular business hours will incur additional charges. Multiple Mobilizations: Costs for multiple mobilizations/demobilizations are excluded3. Landscaping and External Works: Landscaping, fencing, and other external works are not included. Design Changes: Any changes to the design or scope of work post-bid will incur additional costs4. Fuel Costs: The cost of fuel for the generator is excluded. Fuel service agreement is excluded. Service agreement to be between propane vendor and City. Generators: Fire station 2 generator will not handle entire building load, power will be given to only one electrical panel for emergency power. City will be responsible for the warranty of the generator as it was not purchased by ABM. Automatic transfer switch to be provided with each generator and to be installed by ABM. ABM assumes that generator can be adjusted for propane fuel instead

Detailed Scope of Work Continues..

Work Order Number: 133705.00
Work Order Title: Fire Station #1 Generator install

of natural gas. Permits: ABM assumes a no fee permit

Subject to the terms and conditions of JOC Contract **CA-R8-HVAC-101723-ABL**.

Contractor _____ Date _____

City of Highland _____ Date _____

Contractor's Price Proposal - Summary

Date: April 29, 2025

Re:

IQC Master Contract #:	CA-R8-HVAC-101723-ABL
Work Order #:	133705.00
Owner PO #:	
Title:	Fire Station #1 Generator install
Contractor:	ABM Building Solutions
Proposal Value:	$114,710.31

Section - 01	**$32,661.12**
Section - 03	**$24,294.53**
Section - 05	**$788.57**
Section - 10	**$18.56**
Section - 21	**$732.24**
Section - 22	**$598.16**
Section - 23	**$678.89**
Section - 26	**$46,229.89**
Section - 31	**$4,787.03**
Section - 32	**$3,921.32**
Proposal Total	**$114,710.31**

Thisl total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

Contractor's Price Proposal - Detail

Date: April 29, 2025

Re:

IQC Master Contract #:	CA-R8-HVAC-101723-ABL
Work Order #:	133705.00
Owner PO #:	
Title:	Fire Station #1 Generator install
Contractor:	ABM Building Solutions
Proposal Value:	$114,710.31

	Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)			
Section - 01						
1	01 22 16	00 0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	$2,433.63
				Installation	Quantity 2,184.00 x Unit Price 1.00 x Factor 1.1143 = Total 2,433.63	
2	01 22 20	00 0010		HR	ElectricianFor tasks not included in the Construction Task Catalog® and as directed by owner only.	$2,509.18
				Installation	Quantity 20.00 x Unit Price 112.59 x Factor 1.1143 = Total 2,509.18	
					Factory startup and system testing of generator	
3	01 22 20	00 0082		HR	Principal Engineer	$19,834.54
				Installation	Quantity 80.00 x Unit Price 222.50 x Factor 1.1143 = Total 19,834.54	
					Engineering to install new generator including mechanical , electrical, plumbing	
4	01 22 23	00 0431		DAY	1 CY, 24" Bucket, 14'-4" Deep, 75 HP, Loader-Backhoe With Full-Time Operator	$3,076.16
				Installation	Quantity 2.00 x Unit Price 1,380.31 x Factor 1.1143 = Total 3,076.16	
					Pad building	
5	01 22 23	00 0981		DAY	6 Ton Lift, Truck Mounted Hydraulic Crane With Full-Time Operator	$2,347.17
				Installation	Quantity 1.50 x Unit Price 1,404.27 x Factor 1.1143 = Total 2,347.17	
					Crane to move and set propane tank and genertor	
6	01 45 23	00 0057		EA	6 x 12 Cylinder Concrete Compression Test, ASTM C-39 Or ASTM D1633	$153.42
				Installation	Quantity 2.00 x Unit Price 68.84 x Factor 1.1143 = Total 153.42	
7	01 71 13	00 0004		EA	First 25 Miles, Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.	$1,660.73
				Installation	Quantity 1.00 x Unit Price 1,490.38 x Factor 1.1143 = Total 1,660.73	
					Propane tank delivery	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 133705.00
Work Order Title: Fire Station #1 Generator install

Section - 01

8	01 74 19 00 0014	EA	20 CY Dumpster (3 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.								$646.29
				Quantity		Unit Price		Factor	=	Total	
			Installation	1.00	x	580.00	x	1.1143	=	646.29	
			Construction Debris								

Subtotal for Section - 01 **$32,661.12**

Section - 03

9	03 21 11 00 0106	LF	#18, Grade 75, Footings, Steel Reinforcement Bar								$24,294.53
				Quantity		Unit Price		Factor	=	Total	
			Installation	1,350.00	x	16.15	x	1.1143	=	24,294.53	
			Concrete pads for generator and propane tank								

Subtotal for Section - 03 **$24,294.53**

Section - 05

10	05 05 19 00 0124	EA	5/8" Diameter x 4-1/4" Length, 304/18-8 Stainless Steel, Concrete Sleeve Anchor								$788.57
				Quantity		Unit Price		Factor	=	Total	
			Installation	16.00	x	44.23	x	1.1143	=	788.57	
			Mounting of generator and propane tank								

Subtotal for Section - 05 **$788.57**

Section - 10

11	10 14 23 11 0085	EA	3/4" Diameter x 3/4" Long, Stainless Steel Standoff								$18.56
				Quantity		Unit Price		Factor	=	Total	
			Installation	1.00	x	16.66	x	1.1143	=	18.56	
			Propane tank connection								

Subtotal for Section - 10 **$18.56**

Section - 21

12	21 13 41 00 0007	LF	2" Schedule 40 Chlorinated Polyvinyl Chloride (CPVC) Fire Sprinkler Pipe								$523.78
				Quantity		Unit Price		Factor	=	Total	
			Installation	35.00	x	13.43	x	1.1143	=	523.78	
			Electrical Install								
13	21 23 16 00 0034	EA	EMT Connector Kit (EMT Connector And O-Ring)								$208.46
				Quantity		Unit Price		Factor	=	Total	
			Installation	6.00	x	31.18	x	1.1143	=	208.46	
			Electrical Installation								

Subtotal for Section - 21 **$732.24**

Section - 22

14	22 11 16 00 0223	EA	3/4" x 4" Long, Schedule 40 Galvanized Steel Nipple								$42.17
				Quantity		Unit Price		Factor	=	Total	
			Installation	2.00	x	18.92	x	1.1143	=	42.17	
			Propane tank connection								
15	22 15 13 00 0042	EA	1-1/4" Pressure Regulator, Max 300 PSI Input, 2-125 PSI Output								$555.99
				Quantity		Unit Price		Factor	=	Total	
			Installation	1.00	x	498.96	x	1.1143	=	555.99	
			Propane tank connection								

Contractor's Price Proposal - Detail Continues..

Work Order Number: 133705.00
Work Order Title: Fire Station #1 Generator install

Subtotal for Section - 22 **$598.16**

Section - 23

16	23 11 23 00 0009	LF	2" Corrugated Stainless Steel Tubing (CSST), Flexible Gas Pipe							$678.89
				Quantity		Unit Price		Factor	=	Total
		Installation		25.00	x	24.37	x	1.1143	=	678.89
		Propane tank connection								

Subtotal for Section - 23 **$678.89**

Section - 26

17	26 05 19 16 0133	MLF	2/0 AWG, Type THHN-THWN, 600 Volt, Underground Feeder And Branch Circuits, Single Stranded Copper Cable							$14,776.59
				Quantity		Unit Price		Factor	=	Total
		Installation		2.10	x	6,314.70	x	1.1143	=	14,776.59
		Electrical Installation								
18	26 05 19 16 0134	MLF	3/0 AWG, Type THHN-THWN, 600 Volt, Underground Feeder And Branch Circuits, Single Stranded Copper Cable							$17,683.61
				Quantity		Unit Price		Factor	=	Total
		Installation		2.10	x	7,557.00	x	1.1143	=	17,683.61
19	26 05 29 00 0268	EA	2" Diameter, Electrical Metallic Tubing (EMT) Conduit Clamp For Unistrut Channel							$123.71
				Quantity		Unit Price		Factor	=	Total
		Installation		13.00	x	8.54	x	1.1143	=	123.71
		Electrical Installation								
20	26 05 29 00 0580	EA	93" x 93", 36" Depth, Polymer Concrete, Box Pad							$10,157.89
				Quantity		Unit Price		Factor	=	Total
		Installation		2.00	x	4,557.97	x	1.1143	=	10,157.89
21	26 05 33 13 0606	LF	2" Electrical Metallic Tubing (EMT) Conduit							$3,120.04
				Quantity		Unit Price		Factor	=	Total
		Installation		200.00	x	14.00	x	1.1143	=	3,120.04
		Electrical Installation								
22	26 05 33 13 0639	EA	2" Electrical Metallic Tubing (EMT) Set Screw Coupling							$368.05
				Quantity		Unit Price		Factor	=	Total
		Installation		18.00	x	18.35	x	1.1143	=	368.05
		Electrical installation								

Subtotal for Section - 26 **$46,229.89**

Section - 31

23	31 23 16 13 0007	CY	Excavation For Trenching By Hand In SoilIncludes stockpiling excess materials and trimming sides and bottom of trench.							$4,787.03
				Quantity		Unit Price		Factor	=	Total
		Installation		32.00	x	134.25	x	1.1143	=	4,787.03
		Prep for concrete installation								

Subtotal for Section - 31 **$4,787.03**

Section - 32

24	32 39 23 00 0009	EA	48" Exposed Height, 5-1/2" Diameter, Poured In Place Concrete Bollard With Powder Coated Steel Exterior							$3,921.32
				Quantity		Unit Price		Factor	=	Total
		Installation		9.00	x	391.01	x	1.1143	=	3,921.32

Subtotal for Section - 32 **$3,921.32**

Contractor's Price Proposal - Detail Continues..

Work Order Number: 133705.00
Work Order Title: Fire Station #1 Generator install

Proposal Total	**$114,710.31**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

GORDIAN®

Subcontractor Listing

Date: April 29, 2025

Re:

IQC Master Contract #:	CA-R8-HVAC-101723-ABL
Work Order #:	133705.00
Owner PO #:	
Title:	Fire Station #1 Generator install
Contractor:	ABM Building Solutions
Proposal Value:	$114,710.31

Name of Contractor	Duties	Amount	%
No Subcontractors have been selected for this Work Order		$0.00	0.00

GORDIAN®

Work Order Signature Document

EZIQC Contract No.: CA-R8-HVAC-101723-ABL

[X] **New Work Order** [ ] **Modify an Existing Work Order**

Work Order Number.:	137065.00	Work Order Date:	04/29/2025
Work Order Title:	Firestation #2 HVAC		
Owner Name:	City of Highland	Contractor Name:	ABM Building Solutions
Contact:	Jim Richardson	Contact:	Nicholas Thomas
Phone:	909-864-6861	Phone:	949-255-3277

Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No CA-R8-HVAC-101723-ABL.

Brief Work Order Description:

Time of Performance Estimated Start Date:
Estimated Completion Date:

Liquidated Damages Will apply: [ ] Will not apply: [X]

Work Order Firm Fixed Price: $115,697.05

Owner Purchase Order Number:

Approvals

City of Highland Date

Contractor Date

Sourcewell

GORDIAN®

Detailed Scope of Work

To: Nicholas Thomas
ABM Building & Energy Solutions
No Data Input
No Data Input,
949-255-3277

From: Jim Richardson
City of Highland
27215 Base Line
Highland, CA 92346
909-864-6861

Date Printed: April 29, 2025

Work Order Number: 137065.00

Work Order Title: Firestation #2 HVAC

Brief Scope:

☐ **Preliminary** ☐ **Revised** ☒ **Final**

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

1. Project Overview The project involves the installation of a Generac automatic standby generator to ensure uninterrupted power supply to the fire station during power outages. The generator will be professionally sized to meet the electrical load requirements of the entire facility and will use propane as the fuel source. 2. Permits and Approvals Obtain all necessary permits and approvals from local authorities. Engineering to be provided by MEP - Stamped Drawings. Coordinate with utility companies for any required inspections and approvals. 3. Site Preparation Conduct a site survey to verify the location for the generator and propane tank. Prepare the site, including the installation of a reinforced concrete pad to support the generator. Ensure the site is clear of any obstructions and complies with local zoning and safety regulations. 4. Propane Tank Installation Install a new 400-gallon propane tank at the designated location. Ensure the tank is properly anchored and complies with all safety and regulatory requirements. Connect the tank to the generator using appropriate piping and fittings. 5. Generator Installation Propane Conversion Kit Installation: Install a propane conversion kit on the Generac generator to enable it to operate using propane. Ensure the kit is compatible with the generator model. Transport and position the Generac generator on the prepared concrete pad. Secure the generator to the pad using appropriate anchoring methods. 6. Electrical Work Install an automatic transfer switch (ATS) to facilitate seamless transition between utility power and generator power. Connect the generator to the fire station's electrical system, ensuring compliance with local and national electrical codes. Install all necessary wiring, conduits, and circuit breakers. 7. Fuel Supply Install gas piping to connect the generator to the propane tank, adhering to local codes and regulations. Coordinate with the propane supplier to ensure proper connection and testing of the propane supply. 8. Testing and Commissioning Perform initial startup and testing of the generator to verify proper operation. Conduct load testing to ensure the generator can handle the electrical load of the fire station. Adjust voltage and frequency settings as needed to ensure optimal performance. 9. Training and Documentation Provide training to fire station personnel on the operation and maintenance of the generator. Supply an operation and maintenance (O&M) manual, including warranty information and maintenance schedules. 10. Warranty and Support Ensure all warranty paperwork is completed and submitted to the manufacturer. Offer ongoing maintenance and support services, including 24/7 emergency repair services. CLARIFICATIONS Acts of God: Costs arising from natural disasters (e.g., floods, earthquakes) are not covered. Hazardous Material Removal: Removal of hazardous materials (e.g., asbestos, lead paint) is excluded. Unforeseen Site Conditions: Any additional costs due to concealed or unforeseen site conditions will be billed separately. Off-Hours Work: Work performed outside of regular business hours will incur additional charges. Multiple Mobilizations: Costs for multiple mobilizations/demobilizations are excluded3. Landscaping and External Works: Landscaping, fencing, and other external works are not included. Design Changes: Any changes to the design or scope of work post-bid will incur additional costs4. Fuel Costs: The cost of fuel for the generator is excluded. Fuel service agreement is excluded. Service agreement to be between propane vendor and City. Generators: Fire station 2 generator will not handle entire building load, power will be given to only one electrical panel for emergency power. City will be responsible for the warranty of the generator as it was not purchased by ABM. Automatic transfer switch to be provided with each generator and to be installed by ABM. ABM assumes that generator can be adjusted for propane fuel instead

Detailed Scope of Work Continues..

Work Order Number: 137065.00
Work Order Title: Firestation #2 HVAC

of natural gas. Permits: ABM assumes a no fee permit

Subject to the terms and conditions of JOC Contract **CA-R8-HVAC-101723-ABL**.

Contractor _____ Date _____

City of Highland _____ Date _____

Contractor's Price Proposal - Summary

Date: April 29, 2025

Re:

IQC Master Contract #:	CA-R8-HVAC-101723-ABL
Work Order #:	137065.00
Owner PO #:	
Title:	Firestation #2 HVAC
Contractor:	ABM Building Solutions
Proposal Value:	$115,697.05

Section - 01	**$31,809.21**
Section - 03	**$25,494.63**
Section - 05	**$768.06**
Section - 10	**$20.22**
Section - 21	**$531.01**
Section - 22	**$643.56**
Section - 23	**$715.10**
Section - 26	**$50,807.25**
Section - 31	**$1,664.65**
Section - 32	**$3,243.36**
Proposal Total	**$115,697.05**

Thisl total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

Contractor's Price Proposal - Detail

Date: April 29, 2025

Re:

IQC Master Contract #:	CA-R8-HVAC-101723-ABL
Work Order #:	137065.00
Owner PO #:	
Title:	Firestation #2 HVAC
Contractor:	ABM Building Solutions
Proposal Value:	$115,697.05

	Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)			
Section - 01						
1	01 22 16	00 0002		EA	Reimbursable FeesReimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	$2,453.69
				Installation	Quantity 2,202.00 x Unit Price 1.00 x Factor 1.1143 = Total 2,453.69	
2	01 22 20	00 0010		HR	ElectricianFor tasks not included in the Construction Task Catalog® and as directed by owner only.	$2,792.44
				Installation	Quantity 20.00 x Unit Price 125.30 x Factor 1.1143 = Total 2,792.44	
					Factory startup and system testing of generator	
3	01 22 20	00 0085		HR	Principal Engineer	$18,274.52
				Installation	Quantity 80.00 x Unit Price 205.00 x Factor 1.1143 = Total 18,274.52	
					Engineering to install new generator including mechanical , electrical, plumbing	
4	01 22 23	00 0431		DAY	1 CY, 24" Bucket, 14'-4" Deep, 75 HP, Loader-Backhoe With Full-Time Operator	$3,218.95
				Installation	Quantity 2.00 x Unit Price 1,444.38 x Factor 1.1143 = Total 3,218.95	
					Pad building	
5	01 22 23	00 1141		DAY	6 Ton Lift, Truck Mounted Hydraulic Crane With Full-Time Operator	$2,503.28
				Installation	Quantity 1.50 x Unit Price 1,497.67 x Factor 1.1143 = Total 2,503.28	
					Crane to move and set propane tank and genertor	
6	01 45 23	00 0057		EA	6 x 12 Cylinder Concrete Compression Test, ASTM C-39 Or ASTM D1633	$160.24
				Installation	Quantity 2.00 x Unit Price 71.90 x Factor 1.1143 = Total 160.24	
7	01 71 13	00 0004		EA	First 25 Miles, Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy-duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.	$1,665.53
				Installation	Quantity 1.00 x Unit Price 1,494.69 x Factor 1.1143 = Total 1,665.53	
					Propane tank delivery	

Contractor's Price Proposal - Detail Continues..

Work Order Number: 137065.00
Work Order Title: Firestation #2 HVAC

Section - 01

8	01 74 19 00 0014	EA	20 CY Dumpster (3 Ton) "Construction Debris"Includes delivery of dumpster, rental cost, pick-up cost, hauling, and disposal fee. Non-hazardous material.							$740.56
				Quantity		Unit Price		Factor	= Total	
		Installation		1.00	x	664.60	x	1.1143	= 740.56	
			Construction Debris							

Subtotal for Section - 01 **$31,809.21**

Section - 03

9	03 21 11 00 0106	LF	#18, Grade 75, Footings, Steel Reinforcement Bar							$25,494.63
				Quantity		Unit Price		Factor	= Total	
		Installation		1,050.00	x	21.79	x	1.1143	= 25,494.63	
			Concrete pads for generator and propane tank							

Subtotal for Section - 03 **$25,494.63**

Section - 05

10	05 05 19 00 0124	EA	5/8" Diameter x 4-1/4" Length, 304/18-8 Stainless Steel, Concrete Sleeve Anchor							$768.06
				Quantity		Unit Price		Factor	= Total	
		Installation		16.00	x	43.08	x	1.1143	= 768.06	
			Mounting of generator and propane tank							

Subtotal for Section - 05 **$768.06**

Section - 10

11	10 14 23 11 0085	EA	3/4" Diameter x 3/4" Long, Stainless Steel Standoff							$20.22
				Quantity		Unit Price		Factor	= Total	
		Installation		1.00	x	18.15	x	1.1143	= 20.22	
			Propane tank connection							

Subtotal for Section - 10 **$20.22**

Section - 21

12	21 13 41 00 0007	LF	2" Schedule 40 Chlorinated Polyvinyl Chloride (CPVC) Fire Sprinkler Pipe							$309.78
				Quantity		Unit Price		Factor	= Total	
		Installation		20.00	x	13.90	x	1.1143	= 309.78	
			Electrical Install							
13	21 23 16 00 0034	EA	EMT Connector Kit (EMT Connector And O-Ring)							$221.23
				Quantity		Unit Price		Factor	= Total	
		Installation		6.00	x	33.09	x	1.1143	= 221.23	
			Electrical Installation							

Subtotal for Section - 21 **$531.01**

Section - 22

14	22 11 16 00 0223	EA	3/4" x 4" Long, Schedule 40 Galvanized Steel Nipple							$46.40
				Quantity		Unit Price		Factor	= Total	
		Installation		2.00	x	20.82	x	1.1143	= 46.40	
			Propane tank connection							
15	22 15 13 00 0112	EA	1-1/4" Pressure Regulator, Max 300 PSI Input, 2-125 PSI Output							$597.16
				Quantity		Unit Price		Factor	= Total	
		Installation		1.00	x	535.91	x	1.1143	= 597.16	
			Propane tank connection							

Contractor's Price Proposal - Detail Continues..

Work Order Number: 137065.00
Work Order Title: Firestation #2 HVAC

Subtotal for Section - 22 **$643.56**

Section - 23

16	23 11 23 00 0009	LF	2" Corrugated Stainless Steel Tubing (CSST), Flexible Gas Pipe							$715.10
				Quantity		Unit Price		Factor	=	Total
		Installation		25.00	x	25.67	x	1.1143	=	715.10
		Propane tank connection								

Subtotal for Section - 23 **$715.10**

Section - 26

17	26 05 19 16 0133	MLF	2/0 AWG, Type THHN-THWN, 600 Volt, Underground Feeder And Branch Circuits, Single Stranded Copper Cable							$15,859.01
				Quantity		Unit Price		Factor	=	Total
		Installation		2.20	x	6,469.21	x	1.1143	=	15,859.01
		Electrical Installation								
18	26 05 19 16 0134	MLF	3/0 AWG, Type THHN-THWN, 600 Volt, Underground Feeder And Branch Circuits, Single Stranded Copper Cable							$18,879.01
				Quantity		Unit Price		Factor	=	Total
		Installation		2.20	x	7,701.13	x	1.1143	=	18,879.01
19	26 05 29 00 0268	EA	2" Diameter, Electrical Metallic Tubing (EMT) Conduit Clamp For Unistrut Channel							$141.18
				Quantity		Unit Price		Factor	=	Total
		Installation		14.00	x	9.05	x	1.1143	=	141.18
		Electrical Installation								
20	26 05 29 00 0580	EA	93" x 93", 36" Depth, Polymer Concrete, Box Pad							$10,629.89
				Quantity		Unit Price		Factor	=	Total
		Installation		2.00	x	4,769.76	x	1.1143	=	10,629.89
21	26 05 33 13 0606	LF	2" Electrical Metallic Tubing (EMT) Conduit							$4,646.63
				Quantity		Unit Price		Factor	=	Total
		Installation		300.00	x	13.90	x	1.1143	=	4,646.63
		Electrical Installation								
22	26 05 33 13 0639	EA	2" Electrical Metallic Tubing (EMT) Set Screw Coupling							$651.53
				Quantity		Unit Price		Factor	=	Total
		Installation		30.00	x	19.49	x	1.1143	=	651.53
		Electrical installation								

Subtotal for Section - 26 **$50,807.25**

Section - 31

23	31 23 16 13 0007	CY	Excavation For Trenching By Hand In SoilIncludes stockpiling excess materials and trimming sides and bottom of trench.							$1,664.65
				Quantity		Unit Price		Factor	=	Total
		Installation		10.00	x	149.39	x	1.1143	=	1,664.65
		Prep for concrete installation								

Subtotal for Section - 31 **$1,664.65**

Section - 32

24	32 39 23 00 0009	EA	48" Exposed Height, 5-1/2" Diameter, Poured In Place Concrete Bollard With Powder Coated Steel Exterior							$3,243.36
				Quantity		Unit Price		Factor	=	Total
		Installation		7.00	x	415.81	x	1.1143	=	3,243.36

Subtotal for Section - 32 **$3,243.36**

Contractor's Price Proposal - Detail Continues..

Work Order Number: 137065.00
Work Order Title: Firestation #2 HVAC

Proposal Total **$115,697.05**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

The Percentage of NPP on this Proposal: %

GORDIAN®

Subcontractor Listing

Date: April 29, 2025

Re:

IQC Master Contract #:	CA-R8-HVAC-101723-ABL
Work Order #:	137065.00
Owner PO #:	
Title:	Firestation #2 HVAC
Contractor:	ABM Building Solutions
Proposal Value:	$115,697.05

Name of Contractor	Duties	Amount	%
No Subcontractors have been selected for this Work Order		$0.00	0.00

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

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

PREPARED BY: Melissa Morgan, Public Services Manager

SUBJECT: Street and Drainage Maintenance District 96-1
Annual Report (Fiscal Year 2025/26)

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

RECOMMENDATION: Staff recommends the City Council:

(1) Adopt Resolution 2025-___ giving preliminary approval of the Annual Report; and

(2) Adopt Resolution 2025-___ setting June 10, 2025 as the date of the protest hearing.

FISCAL IMPACT: Assessment rates for all Zones except for 1, 2, 21 and 22 are proposed to be increased the allowable five percent (5%) for Fiscal Year 2025/26.

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

Approved _____ Motion _____ Second _____ Agenda Item No. 14

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

BACKGROUND: The City's Street Maintenance District 96-1 was established in July, 1996 pursuant to the Benefit Assessment Act of 1982. It was expanded in 1999 to include street and drainage maintenance and renamed as Street and Drainage Maintenance District 96-1. The District will consist of twenty-two zones in fiscal year 2025/26. The District provides for the continued maintenance and future rehabilitation of street and drainage facilities within the benefit zones for the constructed improvements. Maintenance may include, but is not limited to, all of the following: the upkeep, repair, removal or replacement of all or any part of the specified improvements. This shall also include material, vehicle, equipment, capital improvements and administrative costs associated with the annual administration and operation of the District.

On January 28, 2025 the City Council adopted Resolution No. 2025-004, which directed the Engineer of Work to make and file with the City Clerk the 2025/26 Report that is attached hereto as Attachment 1. The proposed Resolution, attached hereto as Attachment 2, gives preliminary approval of the Engineer's Report. The proposed Resolution, attached hereto as Attachment 3, sets the Protest Hearing for the regularly scheduled City Council meeting on June 10, 2025.

Attachment:
1) Street and Maintenance District No. 96-1 2025/26 Engineer's Report
2) Resolution No. 2025-___ giving preliminary approval of the Annual Report.
3) Resolution No. 2025-___ setting Protest Hearing for June 10, 2025.

ATTACHMENT 1

CITY OF HIGHLAND

ENGINEER'S REPORT
FISCAL YEAR 2025-26
STREET AND DRAINAGE MAINTENANCE
DISTRICT NO. 96-1
SAN BERNARDINO COUNTY, CALIFORNIA

April 29, 2025

PREPARED BY

Harris & Associates

101 Progress, Suite 250
Irvine, CA 92618
www.weareharris.com

City of Highland

Street and Drainage Maintenance District No. 96-1

CITY COUNCIL

Penny Lilburn, Mayor

Larry McCallon, Mayor Pro Tem

Gregory Hogan, Council Member

Jimmy Saldana, Council Member

John P. Timmer, Council Member

CITY STAFF

Carlos Zamano, City Manager

Leticia Nava-Cruz, Director of Administrative Services

Melissa Morgan, Public Services Manager

HARRIS & ASSOCIATES

Alison M. Bouley, P.E., Assessment Engineer

Chris Thomas, Project Manager

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ENGINEER'S CERTIFICATION

AGENCY: THE CITY OF HIGHLAND

PROJECT: STREET AND DRAINAGE MAINTENANCE DISTRICT NO. 96-1

TO: THE CITY COUNCIL OF THE
CITY OF HIGHLAND
STATE OF CALIFORNIA

ENGINEER'S REPORT FOR FISCAL YEAR 2025-26

WHEREAS, the City Council of the City of Highland (the "City"), State of California, under the Benefit Assessment District Act of 1982 (the "1982 Act") established "Street and Drainage Maintenance District No. 96-1, (hereafter referred to as "the District"); and

WHEREAS, Harris & Associates has been directed to prepare and file an Annual Report. The purpose of the proposed assessment covered in this Annual Report is to levy assessments for the existing District for Fiscal Year 2025-26; and

NOW THEREFORE, the following assessment is proposed to be authorized in order to pay the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the boundaries of the District in proportion to the special benefit received.

SUMMARY OF ASSESSMENT

	Fiscal Year 2025-26 As Preliminary Approved	Fiscal Year 2025-26 As Confirmed by Council
Maintenance and Servicing	$71,136	
Incidental Costs	$15,669	
Estimated Total Costs and Expenses	$86,804	
Total Assessments to be levied	$95,808	
Estimated Total Fund Balance 7/1/25	$779,663	
Estimated Total Fund Balance 6/30/26	$788,668	

(Amounts may be off slightly for rounding)

In making the assessments contained herein pursuant to the Assessment Law:

1. I identified all parcels which will have a special benefit conferred upon them from the improvements described in Part II to this Annual Report (the "Specially Benefited Parcels"). For

particulars as to the identification of said parcels, reference is made to the Assessment Diagram, a copy of which is included in Appendix A of this Report.

2. I have assessed the costs and expenses of the improvements upon the Specially Benefited Parcels. In making such assessment:

   a. The proportionate special benefit derived by each Specially Benefited Parcel from the improvements was determined in relationship to the entirety of the maintenance costs of the improvements;

   b. No assessment has been imposed on any Specially Benefited Parcel which exceeds the reasonable cost of the proportional special benefit conferred on such parcel from the improvements; and

   c. Assessment rates for Zone 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, and 20 were increased by 5% for Fiscal Year 2025-26, pursuant to the ballots approved by the property owners at the time of annexation to the District. All other assessment rates and conditions have not changed from the previous year.

   d. Any general benefits from the improvements have been separated from the special benefits and only special benefits have been assessed.

I, the undersigned, respectfully submit the enclosed Annual Report and, to the best of my knowledge, information and belief, the Report, Assessment Diagram, and the Assessments herein have been prepared and computed in accordance with the order of the City Council of the City of Highland and the assessment law.

DATED: April 29, 2025



Harris & Associates

Alison M. Bouley, P.E., Assessment Engineer
R.C.E. No. C61383
Engineer of Work
County of San Bernardino
State of California

PART I – OVERVIEW

Background of District

The City of Highland Street and Drainage Maintenance District No. 96-1 was formed in 1996 to provide a dedicated source of funding for the maintenance of various street and drainage facilities within development projects in the City. New developments within the City have been required to annex into the District as a condition of approval. The assessments and methods of apportionment described in this Report utilize commonly accepted assessment engineering practices and have been calculated and proportionately spread to each parcel based on the special benefits received as approved by the City Council at the time the District was formed or parcels were annexed to the District. There are a total of 22 zones of benefit within the District.

Reason for Proposed Assessment

Approval of the proposed assessment covered by this Engineer's Report will generate the revenue necessary to:

A. Provide for the continued maintenance and future rehabilitation of street and drainage facilities within the zones of benefit for the improvements described in Section 3.1. Maintenance may include but is not limited to, all of the following: the upkeep, repair, removal or replacement of all or any part of the specified improvements. This shall also include material, vehicle, equipment, capital improvements and administrative costs associated with the annual administration and operation of the District.

B. Zones 2 through 22 include a 5% annual cost of living inflator pursuant to the ballot approved by the property owner. Each year the assessments may be increased a maximum of 5% if approved by City Council.

PART II – PLANS AND SPECIFICATIONS

The District provides for the continued administration, maintenance, operations, and servicing of various improvements located within the public right-of-way and dedicated easements within the boundaries of the District.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance and servicing including repair, removal or replacement of all or part of the streets, drainage facilities, roads and highways. Servicing means the furnishing of utilities such as water or electric current or energy or gas for the upkeep of the drainage facilities and road surface.

The plans and specifications for the improvements are on file in the Office of the City Engineer of the City of Highland.

Descriptions of the Boundaries of the District

The facilities, which have been constructed within the Street and Drainage Maintenance District No. 96-1 boundaries, and those which shall be subsequently constructed, will be operated, maintained and serviced as generally described as follows:

Zone 1- Street Improvements - consist of the maintenance and servicing of streets, roads and highways, including but not limited to pavement repair and rehabilitation, restriping, slurry sealing, street sweeping, personnel, electrical energy, utilities such as water, materials, contractual services and other items necessary for the satisfactory operation of the services described as follows:

> Surface repair and replacement as needed within the emergency access road between Base Line and Tract 15663; vandalism abatement and gate repair and replacement.

Zone 2 Storm Drainage Improvements - consists of the maintenance of an open earth channel and a 54" RCP storm drain system which provides flood control protection for Tract 14326, and all storm drain pipes and catch basins within the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 3 Storm Drainage Improvements - consists of the maintenance of an open earth channel, 24" storm drain and catch basins located within the zone along Boulder Avenue south of Base Line constructed by Walgreen's Pharmacy, which provide flood control protection for the parcels. All of these facilities protect the parcels within the zone from flood damage.

Zone 4 Street Improvements - consist of the maintenance and servicing of streets, roads and highways, including but not limited to pavement repair and rehabilitation, restriping, slurry sealing, street sweeping,

personnel, electrical energy, utilities such as water, materials, contractual services and other items necessary for the satisfactory operation of the services described as follows:

> Surface repair and replacement as needed within the alley between Carriage Hill Drive and Coachman Lane.

Zone 5 Storm Drainage Improvements - consists of the maintenance of a Portland concrete channel storm drain swale constructed by Tract No. 15375, which provides flood control protection for the tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 6 Storm Drainage Improvements - consists of the maintenance of a 72" storm drain along Sycamore and catch basins on Streater, which provide flood control protection for Tract 15969 and 15969-1. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 7 Street Improvements - consist of the maintenance and servicing of streets, roads and highways, including but not limited to pavement repair and rehabilitation, restriping, slurry sealing, street sweeping, personnel, electrical energy, utilities such as water, materials, contractual services and other items necessary for the satisfactory operation of the services described as follows:

> Surface repair and replacement as needed within the connector road between Boulder Avenue and Stoney Creek Drive.

Zone 8 Storm Drainage Improvements - consists of the maintenance of a 27" storm drain along Marshall Court from Bruce Street to Base Line, including catch basins, manholes and other appurtenant facilities, which provide flood control protection for Tract 16404. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 9 Storm Drainage Improvements - consists of the maintenance of a 36" storm drain along Highland Avenue, east of City Creek, including catch basins, manholes and other appurtenant facilities constructed by Tract No. 14757, which provides flood control protection for the tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 10 Storm Drainage Improvements - consists of the maintenance of a 24" storm drain, including catch basins, manholes and other appurtenant facilities, constructed by Tract No. 16607, which provides flood control protection for the tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 11 Storm Drainage Improvements - consists of the maintenance of a 18", 24" 42" and 48" storm drain, including catch basins, manholes, Portland concrete channels and other appurtenant facilities, constructed by Tract No. 15960, which provides flood control protection for the tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 12 Storm Drainage Improvements - consists of the maintenance of a 24", 36", 42", 48" and 60" storm drain, including catch basins, manholes, Portland concrete channels and other appurtenant facilities, constructed by Tract No. 16914, which provides flood control protection for the tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 13 Storm Drainage Improvements - consists of the maintenance of a 18" storm drain, including catch basins, constructed by Tract No. 17590, which provides flood control protection for the tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 14 Storm Drainage Improvements - consists of the maintenance of a 18", 24", 36", 48", and 54" storm drain, including catch basins, manholes, Portland concrete channels and other appurtenant facilities, constructed by Tract No. 17263, which provides flood control protection for the tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 15 Storm Drainage Improvements - consists of the maintenance of a 24" storm drain, including catch basins, manholes, and other appurtenant facilities, constructed by Tract No. 18199, which provides flood control protection for the tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 16 Storm Drainage Improvements - consists of the maintenance of a 18", 30" and 36" storm drain, including catch basins, constructed for San Manuel Village, which provides flood control protection for the project. All of these facilities protect the improvement within parcels 1200-081-01-0000 and 1200-081-03-0000 from flood damage.

Zone 17 Storm Drainage Improvements - consists of the maintenance of a the storm drain network within Tract 18677, including pipes, catch basins, manholes, and other appurtenant facilities, constructed by Tract No. 18677, which provides flood control protection for the tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 18 Storm Drainage Improvements - consists of the maintenance of a the storm drain network within Tract 17682, including pipes, catch basins, manholes, and other appurtenant facilities, constructed by Tract No. 17682, which provides flood control protection for the tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 19 Storm Drainage Improvements - consists of the maintenance of the storm drain network within Tracts 18935 and 16745, including pipes, catch basins, manholes, water quality compliance facilities and other appurtenant facilities, constructed by Tract Nos. 18935 and 16745, which provides flood control protection and water quality compliance for the tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Zone 20 Storm Drainage Improvements - consists of the maintenance of a storm drain system constructed on Parcel map 19824, consisting of approximately 500LF of 24" storm drain pipe. The system protects the improvement within parcel 1201-361-28-0000 from flood damage.

Zone 21 Storm Drainage Improvements - consists of the maintenance of storm drain improvements, water quality improvements and landscaping adjacent to Parcel map 20455, parcels 2, 3 and 4 and Tract map 18013. The drain system protects the improvement within parcels in this area from flood damage. A water quality infiltration basin, partially landscaped and fenced, is required per NPDES and benefits all parcels. All parcels in both maps drain the required runoff to the basin.

Zone 22 Storm Drainage Improvements - consists of the maintenance of public storm drain system for Tract Map 20142 excluding private drainage infrastructure and Lot A improvements part of that tract. The public system protects the improvement within the Tract from flood damage.

PART III – COST ESTIMATE

The estimated costs of administration, maintenance, operations, and servicing the improvements as described in the Plans and Specifications are summarized below. Each year, as part of the assessment district levy calculation process, the costs and expenses are reviewed and the annual costs are projected for the following Fiscal Year. The following operation, maintenance and servicing costs for Fiscal Year 2025-26 are proposed to be included in the Street and Drainage Maintenance District No. 96-1.

District Budget

Budgets for Fiscal Year 2025-26 are shown on the following pages.

Operation and Maintenance Budget	Total All Zones	Zone 1 Street Maint.	Zone 2 Storm Drain Maint.	Zone 3 Storm Drain Maint.	Zone 4 Street Maint.	Zone 5 Storm Drain Maint.	Zone 6 Storm Drain Maint.	Zone 7 Street Maint.	Zone 8 Storm Drain Maint.	Zone 9 Storm Drain Maint.
DIRECT COSTS										
Maintenance & Servicing										
Water/Sewer	$ 812	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contract Svc-Maint Drain	$ 70,324	$ 2,079	$ 26,667	$ 2,079	$ 2,079	$ 2,079	$ 2,079	$ 2,079	$ 2,079	$ 2,079
Capital Rehabilitation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtotal	**$ 71,136**	**$ 2,079**	**$ 26,667**	**$ 2,079**	**$ 2,079**	**$ 2,079**	**$ 2,079**	**$ 2,079**	**$ 2,079**	**$ 2,079**
INCIDENTAL COSTS										
City Administration	$ 5,770	$ -	$ -	$ -	$ -	$ 321	$ 321	$ 321	$ 321	$ 321
Salaries & Benefits	$ 6,724	$ 306	$ 306	$ 306	$ 306	$ 306	$ 306	$ 306	$ 306	$ 306
Assessment Engineering	$ 2,400	$ 120	$ 120	$ 120	$ 120	$ 120	$ 120	$ 120	$ 120	$ 120
Advertising	$ 480	$ 24	$ 24	$ 24	$ 24	$ 24	$ 24	$ 24	$ 24	$ 24
County Administration Fee	$ 295	$ 18	$ 98	$ 1	$ 16	$ 14	$ 12	$ 0	$ 26	$ 14
Subtotal	**$ 15,669**	**$ 468**	**$ 547**	**$ 450**	**$ 466**	**$ 784**	**$ 782**	**$ 770**	**$ 796**	**$ 784**
Total Expenses	**$ 86,804**	**$ 2,547**	**$ 27,214**	**$ 2,529**	**$ 2,544**	**$ 2,863**	**$ 2,861**	**$ 2,849**	**$ 2,875**	**$ 2,863**
COLLECTIONS AND CREDITS APPLIED TO LEVY										
Reserve Fund Collection /(Transfer)	$ (9,004)	$ 1,060	$ 19,251	$ 1,809	$ 890	$ 1,277	$ 2,010	$ 438	$ 1,414	$ 1,978
Balance to Levy	$ 95,808	$ 1,487	$ 7,963	$ 720	$ 1,654	$ 1,586	$ 851	$ 2,411	$ 1,461	$ 885
FUND BALANCE SUMMARY										
Estimated Fund Balance (7/1/25)	$ 779,663	$ 44,329	$ 166,539	$ 19,093	$ 34,217	$ 34,043	$ 21,796	$ 38,205	$ 29,679	$ 20,721
Less Rehabilitation Reserve	$ (742,932)	$ (42,571)	$ (143,545)	$ (16,901)	$ (32,936)	$ (32,061)	$ (19,239)	$ (37,385)	$ (27,843)	$ (18,353)
Contibutions/(Transfers)	$ 9,004	$ (1,060)	$ (19,251)	$ (1,809)	$ (890)	$ (1,277)	$ (2,010)	$ (438)	$ (1,414)	$ (1,978)
Estimated Operating Fund Balance (6/30/26)	$ 45,735	$ 699	$ 3,742	$ 384	$ 391	$ 706	$ 547	$ 382	$ 422	$ 389
Reserve for Rehabilitation (7/1/25)	$ 742,932	$ 42,571	$ 143,545	$ 16,901	$ 32,936	$ 32,061	$ 19,239	$ 37,385	$ 27,843	$ 18,353
Planned Expenditures for Fiscal Year 2025-26	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Estimated Rehab. Fund Balance (6/30/26)	$ 742,932	$ 42,571	$ 143,545	$ 16,901	$ 32,936	$ 32,061	$ 19,239	$ 37,385	$ 27,843	$ 18,353
Total Estimated Reserve Fund Balance (6/30/26)	**$ 788,668**	**$ 43,270**	**$ 147,288**	**$ 17,284**	**$ 33,327**	**$ 32,766**	**$ 19,785**	**$ 37,766**	**$ 28,264**	**$ 18,743**

(Amounts may be off slightly for rounding)

Operation and Maintenance Budget	Zone 10 Storm Drain Maint.	Zone 11 Storm Drain Maint.	Zone 12 Storm Drain Maint.	Zone 13 Storm Drain Maint.	Zone 14 Storm Drain Maint.	Zone 15 Storm Drain Maint.	Zone 16 Storm Drain Maint.	Zone 17 Storm Drain Maint.	Zone 18 Storm Drain Maint.	Zone 19 Storm Drain Maint.
DIRECT COSTS										
Maintenance & Servicing										
Water/Sewer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contract Svc-Maint Drain	$ 2,079	$ 2,079	$ 2,079	$ 2,079	$ 2,079	$ 2,079	$ 2,079	$ 2,079	$ 2,079	$ 2,079
Capital Rehabilitation	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Subtotal	**$ 2,079**	**$ 2,079**	**$ 2,079**	**$ 2,079**	**$ 2,079**	**$ 2,079**	**$ 2,079**	**$ 2,079**	**$ 2,079**	**$ 2,079**
INCIDENTAL COSTS										
City Administration	$ 321	$ 321	$ 321	$ 321	$ 321	$ 321	$ 321	$ 321	$ 321	$ 321
Salaries & Benefits	$ 306	$ 306	$ 306	$ 306	$ 306	$ 306	$ 306	$ 306	$ 306	$ 306
Assessment Engineering	$ 120	$ 120	$ 120	$ 120	$ 120	$ 120	$ 120	$ 120	$ 120	$ 120
Advertising	$ 24	$ 24	$ 24	$ 24	$ 24	$ 24	$ 24	$ 24	$ 24	$ 24
County Administration Fee	$ 11	$ 5	$ 18	$ 11	$ 8	$ 7	$ 1	$ 1	$ 35	$ -
Subtotal	**$ 782**	**$ 775**	**$ 788**	**$ 781**	**$ 778**	**$ 777**	**$ 771**	**$ 771**	**$ 806**	**$ 770**
Total Expenses	**$ 2,861**	**$ 2,854**	**$ 2,867**	**$ 2,860**	**$ 2,857**	**$ 2,856**	**$ 2,850**	**$ 2,850**	**$ 2,885**	**$ 2,849**
COLLECTIONS AND CREDITS APPLIED TO LEVY										
Reserve Fund Collection /(Transfer)	$ 2,032	$ 1,266	$ 1,412	$ 2,664	$ (804)	$ 872	$ 1,775	$ (3,942)	$ 45	$ (2,332)
Balance to Levy	$ 829	$ 1,588	$ 1,456	$ 196	$ 3,660	$ 1,985	$ 1,075	$ 6,791	$ 2,839	$ 5,182
FUND BALANCE SUMMARY										
Estimated Fund Balance (7/1/25)	$ 19,820	$ 31,406	$ 28,515	$ 12,140	$ 50,341	$ 33,357	$ 17,985	$ 76,486	$ 24,115	$ 26,887
Less Rehabilitation Reserve	$ (17,242)	$ (29,703)	$ (26,684)	$ (8,930)	$ (50,599)	$ (32,152)	$ (15,827)	$ (77,526)	$ (23,511)	$ (28,417)
Contibutions/(Transfers)	$ (2,032)	$ (1,266)	$ (1,412)	$ (2,664)	$ 804	$ (872)	$ (1,775)	$ 3,942	$ (45)	$ 2,332
Estimated Operating Fund Balance (6/30/26)	$ 546	$ 437	$ 419	$ 546	$ 545	$ 333	$ 383	$ 2,902	$ 559	$ 802
Reserve for Rehabilitation (7/1/25)	$ 17,242	$ 29,703	$ 26,684	$ 8,930	$ 50,599	$ 32,152	$ 15,827	$ 77,526	$ 23,511	$ 28,417
Planned Expenditures for Fiscal Year 2025-26	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Estimated Rehab. Fund Balance (6/30/26)	$ 17,242	$ 29,703	$ 26,684	$ 8,930	$ 50,599	$ 32,152	$ 15,827	$ 77,526	$ 23,511	$ 28,417
Total Estimated Reserve Fund Balance (6/30/26)	**$ 17,788**	**$ 30,140**	**$ 27,103**	**$ 9,477**	**$ 51,144**	**$ 32,486**	**$ 16,210**	**$ 80,428**	**$ 24,069**	**$ 29,220**

(Amounts may be off slightly for rounding)

Operation and Maintenance Budget	Zone 20 Storm Drain Maint.	Zone 21 Storm Drain Maint.	Zone 22 Storm Drain Maint.
DIRECT COSTS			
Maintenance & Servicing			
Water/Sewer	$ -	$ 812	$ -
Contract Svc-Maint Drain	$ 2,079	$ 2,079	$ 2,079
Capital Rehabilitation	$ -	$ -	$ -
Subtotal	**$ 2,079**	**$ 2,890**	**$ 2,079**
INCIDENTAL COSTS			
City Administration	$ 321	$ 321	$ 321
Salaries & Benefits	$ 306	$ 306	$ 306
Assessment Engineering	$ 120	$ -	$ -
Advertising	$ 24	$ -	$ -
County Administration Fee	$ -	$ -	$ -
Subtotal	**$ 770**	**$ 626**	**$ 626**
Total Expenses	**$ 2,849**	**$ 3,517**	**$ 2,705**
COLLECTIONS AND CREDITS APPLIED TO LEVY			
Reserve Fund Collection /(Transfer)	$ (335)	$ (25,049)	$ (16,735)
Balance to Levy	$ 3,184	$ 28,566	$ 19,440
FUND BALANCE SUMMARY			
Estimated Fund Balance (7/1/25)	$ 13,552	$ 20,624	$ 15,815
Less Rehabilitation Reserve	$ (13,503)	$ (28,566)	$ (19,440)
Contibutions/(Transfers)	$ 335	$ 25,049	$ 16,735
Estimated Operating Fund Balance (6/30/26)	$ 383	$ 17,107	$ 13,109
Reserve for Rehabilitation (7/1/25)	$ 13,503	$ 28,566	$ 19,440
Planned Expenditures for Fiscal Year 2025-26	$ -	$ -	$ -
Estimated Rehab. Fund Balance (6/30/26)	$ 13,503	$ 28,566	$ 19,440
Total Estimated Reserve Fund Balance (6/30/26)	**$ 13,886**	**$ 45,673**	**$ 32,549**

(Amounts may be off slightly for rounding)

Assessment per Parcel

The maximum allowable assessment per equivalent dwelling unit (EDU) listed in the District budget is based on the estimated maintenance and services costs for Fiscal Year 2025-26. Each year, prior to the assessments being placed on the tax roll, the City will review the budget and determine the amount needed to maintain the improvements for the upcoming Fiscal Year. The actual assessment per EDU will be based on the total amount of funds needed to maintain the improvements in a satisfactory condition. The actual annual assessment amount may be lower than the maximum allowable assessment.

Zone 1 Street Maintenance

For Fiscal Year 2025-26, there are 61 parcels in Zone 1. Sixty residential parcels will be assessed $21.08 per parcel pursuant to the provisions of Part IV of this report. The remainder parcel, Assessor Parcel Number 1201-051-17, will be assessed $222.50.

Zone 2 Storm Drain Maintenance

Zone 2 is referenced by Tract 14326 - Storm Drain Plans. 325 residential parcels will be assessed $24.50 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 3 Storm Drain Maintenance

Zone 3 consists of 2 parcels 1201-131-05 (Walgreen's) and 1201-131-04 (KFC, Taco Bell). The two non-residential parcels will be assessed $360.22 per parcel pursuant to the provision of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 4 Street Maintenance

For Fiscal Year 2025-26, there are 53 residential parcels in Zone 4. 16 parcels will be assessed $8.87 per parcel, 32 parcels will be assessed $35.48 per parcel and 5 parcels will be assessed $75.40 per parcel pursuant to the provisions of Part IV of this report and each parcel may be increased by a maximum of 5% per year.

Zone 5 Storm Drain Maintenance

Zone 5 is referenced by Tract 15375 - Storm Drain Plans. The 46 residential parcels will be assessed $34.48 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 6 Storm Drain Maintenance

Zone 6 is referenced by Tract 15969 and Tract 15969-1 - Storm Drain Plans. The 39 residential parcels will be assessed $21.81 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 7 Street Maintenance

For Fiscal Year 2025-26, there are 2 parcels in Zone 7, with 834.5 of frontage feet. The commercial parcels will be assessed $2.89 per frontage foot of each parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 8 Storm Drain Maintenance

Zone 8 is referenced by Tract 16404 – Storm Drain Plans. The 87 residential parcels will be assessed $16.79 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 9 Storm Drain Maintenance

Zone 9 is referenced by Tract 14757 – Storm Drain Plans. The 47 residential parcels will be assessed $18.84 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 10 Storm Drain Maintenance

Zone 10 is referenced by Tract 16607 – Storm Drain Plans. The 38 residential parcels will be assessed $21.81 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 11 Storm Drain Maintenance

Zone 11 is referenced by Tract 15960 – Storm Drain Plans. The 16 residential parcels will be assessed $99.23 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 12 Storm Drain Maintenance

Zone 12 is referenced by Tract 16914 – Storm Drain Plans. The 60 residential parcels will be assessed $24.26 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 13 Storm Drain Maintenance

Zone 13 is referenced by Tract 17590 – Storm Drain Plans. The 9 residential parcels will be assessed $21.81 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 14 Storm Drain Maintenance

Zone 14 is referenced by Tract 17263 – Storm Drain Plans. The 25 residential parcels will be assessed $146.41 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 15 Storm Drain Maintenance

Zone 15 is referenced by Tract 18199 – Storm Drain Plans. The 24 residential parcels will be assessed $82.69 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 16 Storm Drain Maintenance

Zone 16 consists of 1 parcel, APN 1200-081-05, 12.118 acres. The parcel will be assessed $88.68 per acre pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 17 Storm Drain Maintenance

Zone 17 is referenced by Tract 18677 – The 35 residential parcels will be assessed $194.04 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 18 Storm Drain Maintenance

Zone 18 is referenced by Tract 17682 – The 118 residential parcels will be assessed $24.06 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 19 Storm Drain Maintenance

Zone 19 is referenced by Tracts 18935 and 16745 – The 80 residential parcels will be assessed $64.77 per parcel pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 20 Storm Drain Maintenance

Zone 20 consists of 1 parcel, APN 1201-361-28. The parcel will be assessed $3,184.02 pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 21 Storm Drain Maintenance

Zone 21 referenced by Tract 18013 and Parcel Map 20455, consisting of 18 parcels, APNs 1191-351-59 through 73, and 75-78. Each residential parcel will be assessed $1,587 pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

Zone 22 Storm Drain Maintenance

Zone 22 referenced by Tract 20142, formerly consisted of 1 parcel, APN 1201-371-51, that has subdivided into 54 parcels, APNs 1210-321-26 through 58, APNs 1210-331-33 through 44, APNs 1210-331-45, and APNs 1210-391-13 through 21. Each residential parcel will be assessed $360 pursuant to the provisions of Part IV of this report and may be increased by a maximum of 5% per year.

The following table provides a summary of assessments within each Zone.

Zone	Number of Parcels	Applied Rate per Parcel	Total Assessment
1 - Street Maintenance	60	$21.08	$1,264.80
	1	$222.50	$222.50
		Total Zone 1	**$1,487.30**
2 - Storm Drainage	325	$24.50	$7,962.50
		Total Zone 2	**$7,962.50**
3 - Storm Drainage	2	$360.22	$720.44
		Total Zone 3	**$720.44**
4 - Street Maintenance	16	$8.87	$141.92
	32	$35.48	$1,135.36
	5	$75.40	$377.00
		Total Zone 4	**$1,654.28**
5 - Storm Drainage	46	$34.48	$1,586.08
		Total Zone 5	**$1,586.08**
6 - Storm Drainage	39	$21.81	$850.59
		Total Zone 6	**$850.59**
7 - Street Maintenance	1	$1,028.63	$1,028.63
($2.89 per frontage ft)	1	$1,382.54	$1,382.54
		Total Zone 7	**$2,411.17**
8 - Storm Drainage	87	$16.79	$1,460.73
		Total Zone 8	**$1,460.73**
9 - Storm Drainage	47	$18.84	$885.48
		Total Zone 9	**$885.48**
10 - Storm Drainage	38	$21.81	$828.78
		Total Zone 10	**$828.78**
11 - Storm Drainage	16	$99.23	$1,587.68
		Total Zone 11	**$1,587.68**
12 - Storm Drainage	60	$24.26	$1,455.60
		Total Zone 12	**$1,455.60**
13 - Storm Drainage	9	$21.81	$196.29
		Total Zone 13	**$196.29**
14 - Storm Drainage	25	$146.41	$3,660.25
		Total Zone 14	**$3,660.25**
15 - Storm Drainage	24	$82.69	$1,984.56
		Total Zone 15	**$1,984.56**
16 - Storm Drainage	1	$88.68	$1,074.62
($88.68 per acre)		**Total Zone 16**	**$1,074.62**
17 - Storm Drainage	35	$194.04	$6,791.40
		Total Zone 17	**$6,791.40**
18 - Storm Drainage	118	$24.06	$2,839.08
		Total Zone 18	**$2,839.08**
19 - Storm Drainage	80	$64.77	$5,181.60
		Total Zone 19	**$5,181.60**
20 - Storm Drainage	1	$3,184.02	$3,184.02
		Total Zone 20	**$3,184.02**
21 - Storm Drainage	18	$1,587.00	$28,566.00
		Total Zone 21	**$28,566.00**
22 - Storm Drainage	54	$360.00	$19,440.00
		Total Zone 22	**$19,440.00**

PART IV – METHOD OF ASSESSMENT

General

Pursuant to the 1982 Act and Article XIIID, all parcels that receive a special benefit conferred upon them as a result of the maintenance and operation of improvements and services shall be identified, and the proportionate special benefit derived by each identified parcel shall be determined in relationship to the entire costs of the maintenance and operation of improvements. Chapter 6.4, Division 2, Title 5, of the Government Code, the Benefit Assessment Act of 1982, permits the establishment of assessment districts by Cities for the purpose of providing certain public improvements that include street and flood control facility maintenance.

Section 54711 of the Benefit Assessment Act of 1982 requires that maintenance assessments be levied according to benefit rather than according to assessed value. This Section states:

a. No benefit assessment shall be levied pursuant to this chapter unless it meets all of the following requirements:

    1. The amount of the assessment imposed on any parcel of property shall be related to the benefit to the parcel which will be derived from the provision of the service. Except as provided in subdivision (d) or (e) of Section 54715, in the case of a benefit assessment for flood control services, the benefit must be determined on the basis of the proportionate storm water runoff from each parcel. In the case of an assessment for the maintenance of streets, roads, or highways, the benefit shall be in proportion to the estimated traffic volume to be generated by each parcel assessed, or by any other reasonable basis as determined by the legislative body.

    2. The annual aggregate amount of the assessment shall not exceed the estimated annual cost of providing the service.

    3. The revenue derived from the assessment shall not be used to pay the cost of any service other than the service for which the assessment was levied.

b. This section does not limit or prohibit the levy or collection of any other fee, charge, or tax for the provision of services, except that a maintenance district formed pursuant to Chapter 7 (commencing with Section 1550) of Division 2 of the Streets and Highways Code shall impose an assessment pursuant to this chapter only as an alternative to imposing a property tax for the provision of street lighting services.

The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000) [of the Streets and Highways Code, State of California]).

The 1982 Act also permits the designation of zones of benefit within any individual assessment district.

Article XIIID, Section 4(a) of the California Constitution limits the amount of any assessment to the proportional special benefit conferred on the property. Article XIIID also provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment. Exempted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements and rights-of-ways, public greenbelts and public parkways.

The net amount to be assessed may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels. Proposition 218, approved by the voters in November 1996, requires the City to separate general benefit from special benefit, whereas only special benefit is assessed.

The costs for the operation, maintenance and servicing of the improvements maintained for each zone are apportioned in accordance with the methodology which was established by the City Council upon formation of the District.

Special Benefit

The maintenance and operation of drainage, flood control, and streets within the District are for the benefit of the properties within the District, and as such confer a special and direct benefit to parcels within the District by:

- allowing individual parcels to be developed and used to their fullest extent by ensuring adequate drainage and vehicular access which is essential to the use, of those properties, and
- improving the livability, appearance, and desirability for properties within the boundaries of the District, and
- ensuring that improvements do not reach a state of deterioration or disrepair so as to be materially detrimental to properties within the District.

The above mentioned items contribute to a specific enhancement of the properties within the District. Since these improvements were installed and are maintained specifically for the properties within the District; only properties within the District receive a special benefit and are assessed for said maintenance.

General Benefit

Although the improvements may include public streets and drainage facilities that connect to similar facilities outside the District boundaries, the construction, maintenance and operation of these improvements are only necessary for the development of properties within the District. As such, these improvements were not required nor necessarily desired by any properties or developments outside the District boundary and any public access or use of the improvements by others is incidental. Therefore, it has been determined that the ongoing maintenance, servicing and operation of the District improvements provide no measurable general benefit to properties outside the District or to the public at large, but clearly provide distinct and special benefits to properties within the District.

Method of Assessment Spread

Method of Assessment – Zone 1

The Street and Drainage Maintenance District was formed to provide a funding source for the maintenance and servicing of streets, roads and highways within the boundaries of Zone 1. The services for Zone 1 Street Maintenance consist of the maintenance of a public easement emergency access road which provides secondary access to those parcels of land within Tract 15663 of the City of Highland.

Zone 1 parcels benefiting from the street maintenance have been determined to be predominantly of the same land use type, specifically, single family detached home sites. Therefore, each home within the tract receives the same benefit from the maintenance of the emergency access street and shall be treated equally in determining the method of spreading assessments.

The assessment costs for the operation, maintenance and servicing of the improvements are apportioned in accordance with the methodology which was established by the City Council upon formation of the District. It was determined at that time that the most equitable method for spreading the estimated benefit received by each parcel in Zone 1 should be based on the Equivalent Dwelling Unit (EDU) method. One parcel within the boundaries of Zone 1 is designated under a commercial land use. Emergency access to the residential parcels is being maintained in the form of a road easement on this developed commercial parcel. This commercial parcel will have use of the road easement for its own business purposes and will also receive emergency vehicle access benefit for which it will be assessed. While the residential parcels will be assessed on the basis of one EDU per parcel, the commercial parcel will be assessed four (4) EDU per acre. The formula is as follows:

Assessable budget ÷ total EDUs = rate per EDU

$1,487.30 ÷ 70.555 EDUs = $21.08 per EDU

Zone 1 Street Maintenance Assessment Calculation							
Landuse	Parcels	Dwelling Units	Acres	EDU Factor	Total EDUs	Rate/EDU	Total Asmt
Residential	60	60		1.00/DU	60.000	$21.08	$1,264.80
Commercial	1		2.638	4.00/Acre	10.555	$21.08	$222.50
	61				70.555		$1,487.30

Method of Assessment - Zone 2

Property in Zone 2, which benefits from storm drain and channel maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain channel and storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 2 Storm Drain Maintenance consists of the cleaning of a storm drain channel and maintenance of a 54" RCP storm drain system surrounding Tract 14326 and the storm drain system including catch basins within Tract 14326 which protects the single family residential parcels in the tract from flood damage.

Method of Assessment - Zone 3

Property in Zone 3, which benefits from storm drain and channel maintenance, has been determined to be of the same commercial land use type. Since parcels within the zone receive the same flood protection benefit from the maintenance of the storm drain channel and storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 3 Storm Drain Maintenance consists of the cleaning of a storm drain channel and maintenance of the storm drain system within the zone along Boulder Avenue south of Base Line, including catch basins within the zone which protect the parcels in the zone from flood damage.

Method of Assessment - Zone 4

The services for Zone 4 Street Maintenance consist of the maintenance of the alley connecting Carriage Hill Drive and Coachman Lane which provides primary and secondary access to those parcels of land within Tracts 7996 and 8718 of the City of Highland.

Zone 4 parcels benefiting from the street maintenance have been determined to be of the same land use type, specifically, single family detached home sites. Certain parcels within the zone receive greater benefits from the maintenance of the improvements than other parcels within the same zone by taking primary or secondary access to their property via the alley. Parcels fronting the medians in Carriage Hill Drive pay 4 times more than those lots not fronting the Carriage Hill Drive medians, and parcels taking

primary access to their property via the alley pay 8.5 times more than those lots not fronting on the improvements.

The assessment costs for the operation, maintenance and servicing of the improvements are apportioned in accordance with the above methodology. The formula is as follows:

Assessable budget ÷ total EDUs = rate per EDU

$1,654.28 ÷ 186.50 EDUs = $8.87 per EDU

Zone 4 Street Maintenance Assessment Calculation

Landuse	Parcels	Dwelling Units	EDU Factor	Total EDUs	Rate/EDU	Total Asmt
Fronting Improvements	5	5	8.50/DU	42.50	$8.87	$377.00
Fronting Carriage Hill Drive	32	32	4.00/DU	128.00	$8.87	$1,135.36
No Frontage	16	16	1.00/DU	16.00	$8.87	$141.92
	53			186.50		$1,654.28

Method of Assessment - Zone 5

Property in Zone 5, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain channel and storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 5 Storm Drain Maintenance consists of the maintenance of the storm drain system surrounding Tract 15375 and the storm drain system including catch basins within Tract 15375 which protect the single family residential parcels in the tract from flood damage.

Method of Assessment - Zone 6

Property in Zone 6, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain channel and storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 6 Storm Drain Maintenance consists of the maintenance of a 72" storm drain along Sycamore and catch basins on Streater which serve Tract 15969 and Tract 15969-1 and protect the single family residential parcels in the tract from flood damage.

Method of Assessment - Zone 7

The services for Zone 7 Street Maintenance consist of the maintenance of the connector road between Boulder Avenue and Stoney Creek Drive which provides emergency vehicle access to Zone 7.

Property in Zone 7, which benefits from maintenance of the connector road has been determined to be of commercial land use. Future parcels which annex to Zone 7 will be assessed for their proportionate share of the maintenance costs on a front footage basis since they will benefit equally from the maintenance of the connector road.

Method of Assessment - Zone 8

Property in Zone 8, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain channel and storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 8 Storm Drain Maintenance consists of the maintenance of a 27" storm drain along Marshall Court from Bruce Street to Base Line, including catch basins, manholes and other appurtenant facilities, which provide flood control protection for Tract 16404 and protect the single family residential parcels in the tract from flood damage.

Method of Assessment - Zone 9

Property in Zone 9, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 9 Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract No. 14757, which provides flood control protection for the tract, and all storm drain pipes and catch basins that serve the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Method of Assessment - Zone 10

Property in Zone 10, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 10 Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract No. 16607, which provides flood control protection for the tract, and all storm drain pipes and catch basins that serve the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Method of Assessment - Zone 11

Property in Zone 11, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 11 Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract No. 15960, which provides flood control protection for the tract, and all storm drain pipes and catch basins that serve the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Method of Assessment - Zone 12

Property in Zone 12, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 12 Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract No. 16914, which provides flood control protection for the tract, and all storm drain pipes and catch basins that serve the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Method of Assessment - Zone 13

Property in Zone 13, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 13 Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract No. 17590, which provides flood control protection for the tract, and all storm drain pipes and catch basins that serve the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Method of Assessment - Zone 14

Property in Zone 14, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 14 Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract No. 17263, which provides flood control protection for the tract, and all storm drain pipes and catch basins that serve the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Method of Assessment - Zone 15

Property in Zone 15, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 15 Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract No. 18199, which provides flood control protection for the tract, and all storm drain pipes and catch basins that serve the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Method of Assessment - Zone 16

Property in Zone 16, which benefits from storm drain maintenance, has been determined to be of the same commercial land use type. Since parcels within the zone receive the same flood protection benefit from the maintenance of the storm drain channel and storm drain system, each parcel shall be treated equally in determining the method of spreading assessments based upon parcel acreage.

Zone 16 Storm Drainage maintenance consists of the cleaning of a storm drain channel and maintenance of the storm drain system within the zone on Boulder Avenue south of Base Line, including catch basins within the zone which protect the parcels in the zone from flood damage.

Method of Assessment - Zone 17

Property in Zone 17, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 17 Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract No. 18677, which provides flood control protection for the tract, and all storm drain pipes and catch basins that serve the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Method of Assessment - Zone 18

Property in Zone 18, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 18 Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract No. 17682, which provides flood control protection for the tract, and all storm drain pipes and catch basins that serve the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Method of Assessment - Zone 19

Property in Zone 19, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 19 Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract Nos. 18935 and 16745, which provides flood control protection for the tract, and all storm drain pipes and catch basins that serve the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage.

Method of Assessment - Zone 20

Property in Zone 20, which benefits from storm drain maintenance, has been determined to be of the same commercial land use type. Since parcels within the zone receive the same flood protection benefit from the maintenance of the storm drain channel and storm drain system, the current parcel or future parcels shall be treated equally in determining the method of spreading assessments.

Zone 20 Storm Drainage maintenance consists of standard maintenance of the storm drain system on Parcel map 19824 (located on the southwest corner of Greenspot Road and Boulder Avenue). The facilities protect parcels in the zone from flood damage.

Method of Assessment - Zone 21

Property in Zone 21, which benefits from storm drain maintenance, water quality improvements on Lot "A" and adjacent landscaping to the Tract, has been determined to be of the same single family detached home site land use type. Since each home within the development receives the same benefits from improvements, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 21 Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract No. 18013 and PM 20455 parcels 2, 3, and 4, which provides flood control protection for the tract, and all storm drain pipes, catch basins, water quality infiltration basin and landscaping serves the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage and provide required NPDES drainage runoff filtration.

Method of Assessment - Zone 22

Property in Zone 22, which benefits from storm drain maintenance, has been determined to be of the same single family detached home site land use type. Since each home within the tract receives the same flood protection benefit from the maintenance of the storm drain system, each parcel shall be treated equally in determining the method of spreading assessments.

Zone 22 public Storm Drainage maintenance consists of the maintenance of a storm drain system constructed by Tract No. 20142, which provides flood control protection for the tract, and all storm drain pipes and catch basins that serve the Tract. All of these facilities protect the single family residential parcels within the tract from flood damage. Private drainage infrastructure and Lot "A" improvements are not maintained or funded by this assessment.

APPENDIX A – ASSESSMENT DIAGRAM

The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the County Assessor of the County of San Bernardino, at the time this report was prepared, and are incorporated by reference herein and made part of this report.

APPENDIX B – ASSESSMENT ROLL

The assessment roll is a listing of the proposed assessment for Fiscal Year 2025-26 apportioned to each lot or parcel, as shown on the last equalized roll of the Assessor of the County of San Bernardino. The assessment roll for Fiscal Year 2025-26 is submitted separately and is incorporated by reference and is on file in the City Clerk's office.

ATTACHMENT 2

RESOLUTION NO. 2025-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND COUNTY OF SAN BERNARDINO, CALIFORNIA GIVING PRELIMINARY APPROVAL OF REPORT FOR STREET AND DRAINAGE MAINTENANCE DISTRICT NO. 96-1 FISCAL YEAR 2025-26

RESOLVED by the City Council of the City of Highland that:

WHEREAS, on the 28th day of January 2025, said City Council did adopt its Resolution No. 2025-004 directing the Engineer of Work to make and file with the City Clerk of said City a report in writing as required by the Benefit Act of 1982; and

WHEREAS, said Engineer of Work has made and filed with the City Clerk of said City a report in writing as called for in said Resolution and under the pursuant to said act, which report has been presented to this Council for consideration; and

WHEREAS, said Council has duly considered said report and each and every part thereof, and finds that each and every part of said report is sufficient, and that no part of said report requires modification in any respect;

NOW THEREFORE, it is ordered as follows:

1. That the Engineer's Estimate of the itemized costs and expenses of said work and of the incidental expenses in connection therewith, contained in said report be, and each of them are hereby, preliminarily approved and confirmed.

2. That the land so identified within said Assessment District as the same existed at the time of passage of said Resolution, is hereby preliminarily approved and confirmed.

3. That the proposed assessment upon the subdivision of land in said Assessment District is in proportion to the estimated benefit to be received by said subdivisions, respectively, from said work and of the incidental expenses thereof, as contained in said report is hereby preliminarily approved and confirmed.

4. That said report shall stand as the Engineer's Report for the purposes of all subsequent proceedings, and pursuant to the proposed district.

APPROVED AND ADOPTED this 13th day of May 2025.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Alondra Muñoz
City Clerk

ATTACHMENT 3

RESOLUTION NO. 2025-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL 2025-26 IN STREET AND DRAINAGE MAINTENANCE DISTRICT NO. 96-1, AN ASSESSMENT DISTRICT, AND OFFERING A TIME AND PLACE FOR HEARING OBJECTIONS THERETO

The City Council of the City of Highland, pursuant to the provisions of the Benefit Assessment Act of 1982 codified in Government Code Section 54703 et seq. of the State of California, does resolve as follows:

Description of Work

SECTION 1. That the public interest and convenience requires and it is in the intention of the City Council of the City of Highland, California, to order the following work be done, to wit:

1. Maintenance and servicing of streets and drainage structures as authorized by Section 54703 of the Government Code.

2. Any and all work and materials appurtenant thereto or which are necessary or convenient for the maintenance and servicing thereof.

Location of Work

SECTION 2. (1) The Zone 1 described work is to be located within an access easement located between Nye Street and Base Line shown as Emergency Access on the final map of Tract 15663, which is on file in the City Clerk's office. (2) The Zone 2 described work is to be located within roadway, right-of-way or drainage easement within and outside the incorporated boundaries of the City of Highland, along Greenspot Road, Calle Del Rio Street, Mission Street, more particularly described on drainage improvements plans for Tract 14326, 14326-1 and 14326-2, which are on file in the City Engineer's office. (3) The Zone 3 described work is to be located within roadway, right-of-way or drainage easements along Boulder Avenue as shown on drainage improvement plans for the Walgreens Pharmacy located at the southeast corner of Base Line and Boulder Avenue. (4) The Zone 4 described work is to be located within the alley that connects Carriage Hill Drive to Coachman Lane. (5) The Zone 5 described work is to be located within roadway, right-of-way on drainage easements along Santa Ana Canyon Rd., Marianne Way, and Alta Vista Drive. (6) The Zone 6 described work is to be located within roadway, right-of-way or drainage easements

along Streater Drive and Sycamore Drive as shown on the drainage improvement plans for Tract 15969 and 15969-1, which are on file in the City Engineer's office. (7) The Zone 7 described work is to be located within the connector road located between Boulder Avenue and Stoney Creek Drive as shown as "Access Easement A" on Parcel Map 15687 which is on file in the City Clerk's office. (8) The Zone 8 described work is to be located within roadway, right-of-way or drainage easements along Marshall Court. (9) The Zone 9 described work is to be located within roadway, right-of-way or drainage easements as shown on the drainage improvement plans for Tract 14757, which are on file in the City Engineer's office. (10) The Zone 10 described work is to be located within roadway, right-of-way, or drainage easements as shown on the drainage improvement plans for Tract 16607, which are on file in the City Engineer's office. (11) The Zone 11 described work is to be located within roadway right-of-way, or drainage easements as shown on the drainage improvement plans for Tract 15960, which are on file in the City Engineer's office. (12) The Zone 12 described work is to be located within roadway right-of-way, or drainage easements as shown on the drainage improvement plans for Tract 16914. (13) Zone 13 described work is to be located within the roadway right-of-way, or drainage easements as shown on the drainage improvement plans for Tract 17590. (14) Zone 14 described work is to be located within the roadway right-of-way, or drainage easements as shown on the drainage improvement plans for Tract 17263. (15) Zone 15 described work is to be located within the roadway right-of-way, or drainage easements as shown on the drainage improvement plans for Tract 18199, which are on file in the City Engineer's office. (16) Zone 16 described work is to be located within the roadway right-of-way, or drainage easements as shown on the drainage improvement plans for the commercial development known as San Manual Village, which are on file in the City Engineer's office. (17) Zone 17 described work is to be located within the roadway right-of-way, or drainage easements as shown on the drainage improvement plans for Tract 18677, which are on file in the City Engineer's office. (18) Zone 18 described work is to be located within the roadway right-of-way, or drainage easements as shown on the drainage improvement plans for Tract 17682, which are on file in the City Engineer's office. (19) Zone 19 described work is to be located within the roadway right-of-way, or drainage easements as shown on the drainage improvement plans for Tracts 16745 and 18935, which are on file in the City Engineer's office. (20) Zone 20 described work is to be located within the roadway right-of-way, or drainage easements as shown on the drainage improvement plans for Parcel map 19824, which are on file in the City Engineer's office. 21) Zone 21 described work is to be located within the roadway right-of-way, or drainage easements as shown on the drainage improvement plans for Parcel map 20455 and Tract map 18013, which are on file in the City Engineer's office. 22) Zone 22 described work is to be located within the roadway right-of-way, or drainage easements as shown on the drainage improvement plans for Tract map 20142, which are on file in the City Engineer's office.

Description of Assessment District

SECTION 3. That the contemplated work, in the opinion of said City Council, is of more local than ordinary public benefit, and the said City Council hereby makes the expense of said work chargeable upon a district, which said district is described as follows: (1) Zone 1: All that certain territory of Subdivision Tract 15663 within the City of Highland, and a commercial parcel of land described as the "remainder parcel of Tract 15663," recorded in Map Book 260 and Page 79 thru 83, San Bernardino County, (2) Zone 2: all that certain territory of Tentative Tract 14326, 14326-1, and 14326-2, and recorded in Parcel Map Book 160 and Page 26 thru 28 San Bernardino County as Parcel Map No. 13639, (3) Zone 3: all that certain territory described as Parcel 1, Certificate of Compliance No. 99-011, and recorded as Document No. 19990399965, San Bernardino County, (4) Zone 4: all that certain territory of Subdivision Tract 7996 and recorded in Map Book 110, Page 97 thru 98, and Tract 8718 and recorded in Map Book 119 Page 45 thru 47, San Bernardino County, (5) Zone 5: all that certain territory of Subdivision Tract 15375, and recorded in Map Book 282 and Page 73 thru 75, San Bernardino County, (6) Zone 6: all that certain territory of Subdivision Tract 15969 and 15969-1, and recorded in Map Book 281 and Page 95 thru 97, and Map Book 281 and Page 92 thru 94 respectively, (7) Zone 7: Parcels 3,4, and 5 of Parcel Map 15687 and recorded in Parcel Map Book 193, Page 38 thru 39, San Bernardino County, (8) Zone 8: all that certain territory of Subdivision Tract 16404 and recorded in Map Book 297, and Page 4 thru 7 respectively, (9) Zone 9: all that certain territory of Tract 14757 in Map Book 303, Page 5 thru 9; (10) Zone 10: all that certain territory of Tract 16607 in Map Book 307, Pages 25 & 26; (11) Zone 11: all that certain territory of Tentative Subdivision Tract 15960; (12) Zone 12: all that certain territory of Tentative Subdivision Tract 16914. (13) Zone 13: all that certain territory of Tentative Subdivision Tract 17590; (14) Zone 14: all that certain territory of Tentative Subdivision Tract 17263; (15) Zone 15: all that certain territory of Tentative Subdivision Tract 18199; (16) Zone 16: all that certain territory of Assessor's Parcel Number's 1200-081-01-0000 and 1200-081-03-0000; (17) Zone 17: all that certain territory of Tentative Subdivision Tract 18677; (18) Zone 18: all that certain territory of Tract 17682; (19) Zone 19: all that certain territory of Tracts 16745 and 18935. (20) Zone 20: all that certain territory of Parcel map 19824. (21) Zone 22: all that certain territory of Parcel map 20455 and Tract map 18013. (22) Zone 22: all that certain territory of Tract map 20142.

Report of the Engineer

SECTION 4. The City Council of said City by Resolution No. 2025-___ has accepted the report of the Engineer of Work, which report indicates the amount of the proposed assessment, the property to be assessed, detailed description of improvements, and the method of assessment. The report titled "Engineer's Report for City of Highland, Street and Drainage District No. 96-1" is on file in the Office of the City Clerk of said City and was prepared for the 2025-26 Fiscal Year in accordance with The Benefit Assessment

Act of 1982. Reference to said report is hereby made for all particulars for the amount and extent of the assessments and for the extent of the work.

Collection of Assessments

SECTION 5. The assessment shall be collected at the time and in the same manner as County taxes are collected. The Engineer of Work shall file a report annually with the City Council of said City and said Council will annually conduct public hearings upon said report as required by law, at which time assessments for the next fiscal year will be determined.

Time and Place of Hearing

SECTION 6. Notice is hereby given that on the 10th day of June 2025, at 6:00 p.m., or as soon thereafter as may be heard, the City Council of the City of Highland will hold a public hearing and any and all persons having any objection to the work or extent of the assessment district, may appear and show cause why said work should not be done or carried out in accordance with this Resolution of Intention. The City Council will consider all oral and written protests.

You may submit your comments by email in advance to the City Clerk at publiccomment@cityofhighland.org and include "Street and Drainage Maintenance District No. 96-1" in the title. Any written comments received in this manner will be included as part of the public record on this matter.

Benefit Act of 1982

SECTION 7. All of the work herein proposed shall be done and carried through in pursuance of the act of the legislature of the State of California designated as the Benefit Act of 1982, being Chapter 6.4, Division 2, Title 5 of the Government Code of the State of California.

Exclusion of Public Property

SECTION 8. All lots or parcels belonging to public agencies shall be omitted from assessments to be made hereafter to cover the costs and expenses of the Work.

Publication of Notice

SECTION 9. Published notice shall be made pursuant to Section 6063 of the Government Code. The publication of notice of hearing shall be completed at least 10 days prior to the date of hearings.

Certification

SECTION 10. The City Clerk shall certify to the adoption of this Resolution.

APPROVED AND ADOPTED this 13th day of May 2025.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Alondra Muñoz
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

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

PREPARED BY: Melissa Morgan, Public Services Manager

SUBJECT: Consolidated Landscape and Lighting District 96-1
Annual Report (Fiscal Year 2025/26)

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

RECOMMENDATION: Staff recommends the City Council:

(1) Adopt Resolution 2025-___ giving preliminary approval of the Annual Report; and

(2) Adopt Resolution 2025-___ setting June 10, 2025 as the date of the protest hearing.

FISCAL IMPACT: Total proposed amounts for 2025/26 assessment are as follows:

Zone A (Lighting)	$346,476.00
Zone B (Landscape)	536,328.00
Zone C (Trail)	16,719.00
Zone D (Park)	117,872.00
TOTAL	$1,017,395.00

Approved _____ Motion _____ Second _____ Agenda Item No. 15

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

For FY 2025/26 Zone A will have an estimated budget deficit of $170,730 and Zone B will have an estimated budget deficit of $278,755. The City's share for Park Maintenance in Zone D (Park) is estimated to be $80,328.

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 Consolidated Landscape and Lighting District 96-1 consists of four zones. They are Zone A (Lighting), Zone B (Landscape), Zone C (Trail) and Zone D (Park). Each zone is further divided into several sub-zones. The revenues and expenditures of each sub-zone are tracked separately so that a separate budget can be prepared, and a separate assessment amount can be projected for each sub-zone.

On January 28, 2025, the City Council adopted Resolution No. 2025-003 which directed the "Engineer of Work" to make and file with the City Clerk the Fiscal Year 2025/26 Annual Report that is attached hereto as Attachment 1. The proposed Resolution, attached hereto as Attachment 2, gives preliminary approval of the Engineer's Report. The proposed Resolution, attached hereto as Attachment 3, sets the Protest Hearing for the regularly scheduled City Council meeting on June 10, 2025.

Zone A (Lighting)

The amount of assessments has been set at the 1993-94 level with no increase for twenty-seventh consecutive years. It should be noted that in fiscal year 2025/26, there will be a negative fund balance in the amount of $170,730. This is attributed to an increase in the Southern California Edison energy rates and an abnormal increase in the knockdown of light poles. The 2025/26 annual assessment will continue for another year as follows:

Zone	Land Use	Assessment
Urban		
A-1	Residential	$23.75
A-2	Residential Rural	$20.51
A-3	Non-Residential	$28.86
A-4	Agricultural	$ 7.71
Rural		
A-5		$ 7.07

Zone B (Landscape)

Zone B (Landscape) will include eighty-four (84) sub-zones in fiscal year 2025/26. Forty-seven (47) sub-zones are currently maintained by the City. Landscaping of thirty-seven (37) sub-zones are being maintained by the property owners.

For fiscal year 2025/26, sixteen (16) sub-zones will remain at their current assessment level, thirty-one (31) sub-zones are proposed to be increased by five percent (5%), thirty-seven (37) sub-zones will have zero assessment. The proposed 5% increase of assessments do not require separate approval of the property owners because the increase is within the percentage of annual adjustment previously approved in the original ballot. It should be noted that in fiscal year 2025/26 there will be a projected budget deficit in the amount of $268,654. In addition, fifteen (15) sub-zones do not allow for an increase in assessment rate without re-balloting. Under the direction of the Finance subcommittee, Staff is currently exploring options to reduce costs and/or increase the assessments for those fifteen (15) sub-zones that have a negative fund balance.

For comparison purposes, below are the 2022/23, 2023/24, 2024/25 and the proposed 2025/26 assessment:

Zone B	Tract/ Parcel Map	Developer	2022/23	2023/24	2024/25	Proposed 2025/26
B-0	12484	Centex	$31.42 – 45.28	$31.42 – 45.28	$31.42 – 45.28	$31.42 – 45.28
B-1	10102 10102-5	Pulsar	$31.24 – 34.36	$31.24 – 34.36	$31.24 – 34.36	$31.24 – 34.36
B-2	13936 -1-2-3	JM Dev./ Forecast Homes	$30.14 – 33.15	$30.14 – 33.15	$30.14 – 33.15	$30.14 – 33.15
B-3	12474 12474-1	Centex	$7.85 – 8.64	$7.85 – 8.64	$7.85 – 8.64	$7.85 – 8.64
B-4	11181	Sexton	$108.94 – 119.83	$108.94 – 119.83	$108.94 – 119.83	$108.94 – 119.83
B-5	13956	Raleco	$30.90 – 33.99	$30.90 – 33.99	$30.90 – 33.99	$30.90 – 33.99
B-6	14190	Kaufman & Broad	$54.74 – 60.21	$54.74 – 60.21	$54.74 – 60.21	$54.74 – 60.21
B-7	13237	Low	$38.30 – 42.13	$38.30 – 42.13	$38.30 – 42.13	$38.30 – 42.13
B-8	13315	Highland Pointe	$63.61 – 297.05	$63.61 – 297.05	$63.61 – 297.05	$63.61 – 297.05

Zone B	Tract/ Parcel Map	Developer	2022/23	2023/24	2024/25	Proposed 2025/26
B-9	PM 12821	Canyon North	$888.75 – 2,103.75	$888.75 – 2,103.75	$888.75 – 2,103.75	$888.75 – 2,103.75
B-10	14326	SunCal	$46.15 – 50.77	$46.15 – 50.77	$46.15 – 50.77	$46.15 – 50.77
B-11	14398 -1, -2, -3	Kaufman & Broad	$24.78 – 27.26	$24.78 – 27.26	$24.78 – 27.26	$24.78 – 27.26
B-12	PM 14063	Smith's (Food 4 Less)	Zero	Zero	Zero	Zero
B-13	14095, -1	Braemar	$42.30 – 46.53	$42.30 – 46.53	$42.30 – 46.53	$42.30 – 46.53
B-14	Various	East Highlands Ranch	Zero	Zero	Zero	Zero
B-15	10726	Centex	$31.82 – 35.00	$31.82 – 35.00	$31.82 – 35.00	$31.82 – 35.00
B-16	15583 15609	Gardner	$17.87 – 19.65	$17.87 – 19.65	$17.87 – 19.65	$17.87 – 19.65
B-17	7996 8718	Carriage Hills	$48.96 – 195.84	$48.96 – 195.84	$48.96 – 195.84	$48.96 – 195.84
B-18	PM 14475	Arco	Zero	Zero	Zero	Zero
B-19	PM 14615	Beaver	Zero	Zero	Zero	Zero
B-20	15618	Stratham	$143.18 – 157.50	$150.34 – 165.37	$157.86 – 173.64	$165.75 – 182.33
B-21	15788	Gardner	$80.39 – 88.43	$84.41 – 92.86	$88.63 – 97.50	$93.07 – 102.37
B-22	14362	Centex/ SunCal	$28.64 – 31.50	$30.07 – 33.08	$31.57 – 34.73	$33.15 – 36.47
B-23	PM 15119	Landmark	Zero	Zero	Zero	Zero
B-24	15788	Gardner	$5,584	$5,863	$6,147	$6,466

Zone B	Tract/ Parcel Map	Developer	2022/23	2023/24	2024/25	Proposed 2025/26
B-25	N/A	San Manuel	$9,296	$9,765	$10,251	$10,754
B-26	PM 15438	Walgreen's	$5,505	$5,779	$6,068	$6,371
B-27	N/A	McDonald's	Zero	Zero	Zero	Zero
B-28	N/A	Orco Products	Zero	Zero	Zero	Zero
B-29	N/A	Wendy's/ Gardner	$5,236	$5,502	$5,767	$6,064
B-30	15375	Centex	$176.57 – 194.23	$185.40 – 203.94	$194.67 – 214.14	$204.41 – 224.85
B-31	15969 & 15969-1	Harwood Homes	$247.98 – 272.78	$260.38 – 286.42	$273.40 – 300.74	$287.07 – 315.78
B-32	N/A	Universal Storage	Zero	Zero	Zero	Zero
B-33	N/A	Check Cashing	Zero	Zero	Zero	Zero
B-34	16404	Gardner	$92.19 – 101.40	$96.79 – 106.47	$101.63 – 111.80	$106.71 – 117.39
B-35	14757	Highland Orchards	$66.70 – 73.37	$70.04 – 77.04	$73.54 – 80.89	$77.22 – 84.94
B-36	16543	Mountain Shadows	$1,652.00	$1,734.60	$1,821.33	$1,912.40
B-37	16607	Highland Meadows	$192.25 – 211.48	$201.86 – 222.05	$211.96 – 233.15	$222.55 – 244.81
B-38	PM 9112	Pro-Cast Properties	Zero	Zero	Zero	Zero
B-39	15960	Highland Orchards	$369.35 – 406.29	$387.82 – 426.60	$407.21 – 447.94	$427.57 – 470.33
B-40	PM 16788	Valencia Lea Mobile Home	Zero	Zero	Zero	Zero

Zone B	Tract/ Parcel Map	Developer	2022/23	2023/24	2024/25	Proposed 2025/26
B-41	16914	Toll Bros.	Zero	Zero	Zero	Zero
B-42	N/A	Abdon Lucero	Zero	Zero	Zero	Zero
B-43	17590	Gardner	$569.54 – 626.49	$598.01 – 657.81	$627.91 – 690.71	$659.31 – 725.24
B-44	17263	Williams Homes	$812.40 – 893.64	$853.02 – 938.32	$895.67 – 985.24	$940.46 – 1,034.50
B-45	PM 17957	CVS/Bakers	Zero	Zero	Zero	Zero
B-46	PM 18012	Citicom	Zero	Zero	Zero	Zero
B-47	18199	Gardner	$236.17 – 259.79	$247.98 – 272.78	$260.38 – 286.42	$273.40 – 300.74
B-48	Various	Greenspot Median/Parkways	$83,252	$87,043	$91,362	$95,570
B-49	N/A	Farmer Bros	Zero	Zero	Zero	Zero
B-50	N/A	Fifth Street Medians	Zero	Zero	Zero	Zero
B-51	N/A	Jack-in-the-Box	Zero	Zero	Zero	Zero
B-52	N/A	Jack-in-the-Box Median	Zero	Zero	Zero	Zero
B-53	PM 19025	Valero Gas Station	Zero	Zero	Zero	Zero
B-54	N/A	Baseline Parkways	$14,937	$15,684	$16,468	$17,291
B-55	18677	Williams Homes	$696.51 – 766.17	$731.34 – 804.48	$767.91 – 844.70	$806.30 – 886.94
B-56	18677	Williams Homes	$82.21	$86.32	$90.64	$95.17

Zone B	Tract/ Parcel Map	Developer	2022/23	2023/24	2024/25	Proposed 2025/26
B-57	N/A	Dairy Queen Parkway	Zero	Zero	Zero	Zero
B-58	N/A	Dairy Queen Median	Zero	Zero	Zero	Zero
B-59	N/A	DFI Olive, Inc.	$1,194.53 – 1,313.98	$1,254.25 – 1,379.68	$1,316.97 – 1,448.67	$1,382.81 – 1,521.09
B-60	PM 19376	Family Dollar, Inc.	Zero	Zero	Zero	Zero
B-61	Various	Base Line Town Center Medians	$9,391	$9,860	$10,353	$13,234
B-62	N/A	Jae Kim	Zero	Zero	Zero	Zero
B-63	N/A	Brightwater Medians	$9,485	$9,960	$10,457	$10,980.37
B-64	N/A	Brightwater Parkway	Zero	Zero	Zero	Zero
B-65	N/A	EVWD Parkway	Zero	Zero	Zero	Zero
B-66	N/A	EVWD Median	Zero	Zero	Zero	Zero
B-67	N/A	Potomac Plaza	Zero	Zero	Zero	Zero
B-68	N/A	Richmond American Parkway	$398.85	$418.79	$439.72	$461.71
B-69	N/A	Richmond American Medians	$59.05	$62.00	$65.10	$68.36
B-70	16745 & 18935	Diversified Pacific	$421.98	$443.08	$465.23	$488.49
B-71	N/A	Am/PM Arco	Zero	Zero	Zero	Zero
B-72	PM 19742	Smart &Final	Zero	Zero	Zero	Zero

Zone B	Tract/ Parcel Map	Developer	2022/23	2023/24	2024/25	Proposed 2025/26
B-73	N/A	Real Journey Academies (median)	$4,254	$4,467	$4,690.33	$4,924.85
B-74	N/A	Real Journey Academies (parkway)	Zero	Zero	Zero	Zero
B-75	N/A	Panda Express	Zero	Zero	Zero	Zero
B-76	N/A	East Baseline Medians	$926	$972	$1,021	$1,072
B-77	N/A	Jack in the Box	Zero	Zero	Zero	Zero
B-78	N/A	Transition Properties (parkway)	Zero	Zero	Zero	Zero
B-79	N/A	Transition Properties (median)	$12,364	$12,982	$13,631	$14,312.58
B-80	N/A	Pepitos (median)	Zero	Zero	Zero	Zero
B-81	N/A	Pepitos (parkway)	Zero	Zero	Zero	Zero
B-82	N/A	Smith's Food/Food-4-Less (median)	$7,560	$7,938	$8,335	$8,751.64
B-83	N/A	7-11 (parkway)	Zero	Zero	Zero	Zero

Zone C (Trail)

Zone C (Trail) has nine (9) sub-zones. For fiscal year 2025/26, all nine (9) existing annexations are proposed to be increased. The proposed 5% increase of assessments do not require separate approval of the property owners because the increase is within the percentage of annual adjustment previously approved in the original ballot.

Below are the proposed assessments:

Zone C	Tract	Developer	2022/23	2023/24	2024/25	Proposed 2025/26
C-1	14629 14629-1	Centex	$22.23	$23.34	$24.50	$25.72
C-2	15689 15583	Gardner	$17.20	$18.06	$18.96	$19.90
C-3	15374	Centex	$30.80	$32.34	$33.95	$35.64
C-4	15969 15969-01	Harwood Homes	$22.23	$23.34	$24.50	$25.72
C-5	14757	Highland Orchards	$22.23	$23.34	$24.50	$25.72
C-6	15960	Highland Orchards	$54.73	$57.46	$60.33	$63.34
C-7	16914	Toll Bros.	$30.80	$32.34	$33.95	$35.64
C-8	17263	Hidden Creek	$82.10	$86.20	$90.51	$95.03
C-9	16745 & 18935	Diversified Pacific	$19.15	$20.10	$21.10	$22.15

Zone D (Park)

For fiscal year 2025/26, all four (4) existing annexations are proposed to be increased. The proposed 5% increase of the assessment does not require separate approval of the property owners because the increase is within the percentage of annual adjustment previously approved in the original ballot. The City will be responsible for 40% for all 4 sub-zones on behalf of the general public, and residents will be responsible for 60% to account for the special benefit they receive. The City's share for Park Maintenance in Zone D is estimated to be $80,328.

Assessment to individual property owners within Zone D will be as follows:

Zone D	Tract	Developer	2022/23	2023/24	2024/25	Proposed 2025/26
D-0	14629/ 14757	Centex	$85.21	$89.47	$93.94	$98.63
D-1	16404	Gardner	$359.18	$377.13	$395.98	$415.77
D-2	16914	Toll Bros.	$581.51	$610.58	$641.10	$673.15
D-3	18199	Gardner	$812.41	$853.03	$895.68	$940.46

Attachment: 1) Landscape and Lighting District No. 96-1 2025/26 Engineer's Report
2) Resolution No. 2025-___ giving preliminary approval of the Annual Report.
3) Resolution No. 2025-___ setting Protest Hearing for June 10, 2025.

ATTACHMENT 1

CITY OF HIGHLAND

ENGINEER'S REPORT
CONSOLIDATED LANDSCAPE AND LIGHTING DISTRICT NO. 96-1
FISCAL YEAR 2025-26
SAN BERNARDINO COUNTY, CALIFORNIA

April 29, 2025

PREPARED BY

Harris & Associates

101 Progress, Suite 250
Irvine, CA 92618
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City of Highland

Consolidated Landscape and Lighting District No. 96-1

CITY COUNCIL

Penny Lilburn, Mayor

Larry McCallon, Mayor Pro Tem

Gregory Hogan, Council Member

Jimmy Saldana, Council Member

John P. Timmer, Council Member

CITY STAFF

Carlos Zamano, City Manager

Leticia Nava-Cruz, Director of Administrative Services

Melissa Morgan, Public Services Manager

HARRIS & ASSOCIATES

Alison M. Bouley, P.E., Assessment Engineer

Chris Thomas, Project Manager

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ENGINEER'S CERTIFICATION

AGENCY: **THE CITY OF HIGHLAND**

PROJECT: **CONSOLIDATED LANDSCAPE AND LIGHTING DISTRICT NO. 96-1**

TO: **THE CITY COUNCIL OF THE**
CITY OF HIGHLAND
STATE OF CALIFORNIA

ENGINEER'S REPORT FOR FISCAL YEAR 2025-26

WHEREAS, the City Council of the City of Highland (the "City"), State of California, under the Landscaping and Lighting Act of 1972 (the "1972 Act" or "Assessment Law") established Landscape and Lighting District known and designated as "Consolidated Landscape and Lighting District No. 96-1", (hereafter referred to as "LLD 96-1" or the "District"); and

WHEREAS, Harris & Associates has been directed to prepare and file an Engineer's Report. The purpose of the proposed assessment covered in this Engineer's Report is for the levy of the assessments shown for Fiscal Year 2025-26, and includes the reason for the proposed assessment, identifies the parcels upon which the assessment is proposed for imposition, and presents a basis upon which the assessment is to be calculated.

NOW THEREFORE, the following assessment is proposed to be authorized in order to pay the estimated costs of maintenance, operation and servicing of the improvements to be paid by the assessable real property within the boundaries of the District in proportion to the special benefit received. The following table summarizes the proposed assessment for Fiscal Year 2025-26.

SUMMARY OF ASSESSMENT

	Fiscal Year 2025-26 As Preliminary Approved	Fiscal Year 2025-26 As Confirmed by Council
Zone A - Street Lighting	$346,476	
Zone B - Landscape Maintenance	$536,328	
Zone C - Trail Maintenance	$16,719	
Zone D - Park Maintenance	$117,872	
Estimated Total Levy FY 2025-26	**$1,017,395**	

In making the assessments contained herein pursuant to the Assessment Law:

1. I identified all parcels which will have a special benefit conferred upon them from the improvements described in Part II to this Engineer's Report (the "Specially Benefited Parcels"). For particulars as to the identification of said parcels, reference is made to the Assessment Diagram, a copy of which is included in Appendix A of this Engineer's Report.

2. I have assessed the costs and expenses of the improvements upon the Specially Benefited Parcels. In making such assessment:

    a. The proportionate special benefit derived by each Specially Benefited Parcel from the improvements was determined in relationship to the entirety of the maintenance costs of the improvements;

    b. No assessment has been imposed on any Specially Benefited Parcel which exceeds the reasonable cost of the proportional special benefit conferred on such parcel from the improvements; and

    c. Assessment rates for Zone B-20, B-21, B-22, B-24, B-25, B-26, B-29, B-30, B-31, B-34, B-35, B-36, B-37, B-39, B-43, B-44, B-47, B-48, B-54, B-55, B-56, B-59, B-61, B-63, B-68, B-69, B-70, B-73, B-76, B-79 and B-82 were increased by 5% for Fiscal Year 2025-26, pursuant to the ballots approved by the property owners at the time of annexation to the District. All other Zone B assessment rates and conditions have not changed from the previous year.

d. Assessment rates for Zone C-1 through C-9 were increased by 5% for Fiscal Year 2025-26, pursuant to the ballots approved by the property owners at the time of formation of the Community Trail Zone or annexation to the zone.

e. Assessment rates for Zone D-0 through D-3 were increased by 5% for Fiscal Year 2025-26, pursuant to the ballots approved by the property owners at the time of formation of the Park Maintenance Zone or annexation to the zone.

f. Any general benefits from the improvements have been separated from the special benefits and only special benefits have been assessed.

I, the undersigned, respectfully submit the enclosed Engineer's Report and, to the best of my knowledge, information and belief, the Engineer's Report, Assessments, and the Assessment Diagram herein have been prepared and computed in accordance with the order of the City Council of the City of Highland and the Assessment Law.

DATED: April 29, 2025

Harris & Associates

REGISTERED PROFESSIONAL ENGINEER
ALISON M. BOULEY
NO. C61383
CIVIL
STATE OF CALIFORNIA

Alison M. Bouley, P.E., Assessment Engineer
R.C.E. No. C61383
Engineer of Work
County of San Bernardino
State of California

PART I – OVERVIEW

Background of District

The City of Highland Landscape and Lighting District No. 96-1 was formed in 1996 to provide a dedicated source of funding for the operation and servicing of street lights and the maintenance of landscaping, trails and parks within development projects in the City. New developments within the City have been required to annex to the District as a condition of approval based upon the specific improvements within the project area and the special benefits received by parcels from the improvements. The assessments and methods of apportionment described in this Report utilize commonly accepted assessment engineering practices and have been calculated and proportionately spread to each parcel based on the special benefits received as approved by the City Council at the time the District was formed.

Reason for Proposed Assessment

Approval of the proposed assessment covered by this Engineer's Report will generate the revenue necessary to:

A. Provide for the continued operation, servicing and maintenance of street lighting, landscaping, trails and park facilities within the zones of benefit for the improvements described in Part II. Maintenance may include but is not limited to, all of the following: the upkeep, repair, removal or replacement of all or any part of the specified improvements. Servicing means the furnishing of electric current or energy, gas or other illuminating agent for the public lighting facilities. This shall also include material, vehicle, equipment, capital improvements and administrative costs associated with the annual administration and operation of the District.

B. The District does not include an overall annual cost of living inflator; however specific benefit zones (B-20 through B-83, C-1 through C-9, D-0 through D-3) do allow an annual increase in assessments as approved by the property owners at the time of annexation to the District. Any future increase in assessment in benefit zones which do not have an annual cost of living inflator will require the approval of a majority of the property owners in accordance with the requirements of Article XIIID of the Constitution of the State of California ("Article XIIID") and the Proposition 218 Omnibus Implementation Act.

C. Certain zones are presently established, or will be established, for future maintenance work to be accomplished by the City of Highland should the property owner(s) not perform landscape maintenance to the satisfaction of the City of Highland. The City will levy a $0.00 assessment in those zones where the property owner(s) continues to maintain the improvements at a level acceptable to the City.

PART II – PLANS AND SPECIFICATIONS

Descriptions of the Boundaries of the District

The District provides for the continued administration, maintenance, operations, and servicing of various improvements located within the public right-of-way and dedicated easements within the boundaries of the District including street lighting, landscaping, parks and trails.

The District is located in the City of Highland. The boundaries of the District are generally coterminous with the City Boundaries. In addition, there are four (4) Benefit Zones, Zone A – Lighting which has 5 sub-zones, Zone B – Landscaping which has 83 sub-zones, Zone C – Trails which has 9 sub-zones and Zone D – Parks which has 4 sub-zones.

Descriptions of Improvements and Services

The facilities to be maintained and serviced are more generally described as follows:

Zone A- Lighting

The improvements consist of the installation, operation, maintenance and servicing of street lighting, traffic signals, safety lighting, and appurtenant facilities described as follows:

> *Street, traffic signals and safety lighting improvements are generally described as consisting of poles, fixtures, bulbs, conduits and equipment including guys, anchors, posts and pedestals, metering devices and appurtenant facilities as required to provide lighting in public rights-of-way and public easements within the proposed boundaries of said Assessment District.*

Installation as used herein means the addition or upgrading of street lights and safety lighting.

Maintenance as used herein means the furnishing of services and materials for the ordinary and usual operation, maintenance, and servicing of public lighting facilities, and appurtenant facilities, including repair, removal or replacement of all or part of any of the lighting or appurtenant facilities.

Servicing means the furnishing of electric current or energy, gas or other illuminating agent for the public lighting facilities.

Maps showing the location of public lighting facilities to be operated and maintained by the District are on file in the office of the City Engineer.

A. Background Information

Street lights at intersections having traffic signals are referred to in this report as "safety lighting". The terms "street lights" and "safety lighting" do not include "traffic signals".

The luminaries (lighting fixtures) in the City of Highland are the Common Mast Type. The illuminating unit is exclusively high pressure sodium vapor. The light output or "lumens" for the luminaries varies depending upon the land use and classification of roadway.

In residential areas the lights are primarily either 70 or 100 watt high pressure sodium vapor. These lights are the mast-arm type of light, either mounted on ornamental standards or wooden poles.

The commercial areas are primarily along Base Line, 9th Street, Palm Avenue and Victoria Avenue. These streets have primarily 100 watt high pressure sodium vapor luminaries with some 70 and 150 watt high pressure sodium vapor luminaries.

Each type of luminary has a different wattage, and therefore a different average annual maintenance and operation cost. In Fiscal Year 2019-20 the City completed the acquisition of the street light inventory from Southern California Edison and converted the streetlights to LED. Street light count and distribution to the zones is assumed to remain the same as FY 2019-20 with equivalent wattages as shown on the summary provided in Exhibit 1, pages 20 and 21. We performed a review of annual costs compared to budgets since the lighting acquisition and conversion to LED bulbs. The result confirmed a reduction in energy costs for FY 2022-23 and FY 2023-24 and the budgeted lighting costs were reduced to reflect that change. For FY 2025-26, the City budgeted for expected increases in Southern California Edison ("SCE") lighting rates, therefore, the budgeted lighting costs for the Fiscal Year 2025-26 budget have been increased to reflect that change. The General Fund will adjust as needed to cover the assessment shortfall.

B. Performance of Maintenance Operations

Upon acquisition of the street lights from SCE, the City hired Yunex Traffic (formerly Siemens Mobility, Inc.) to take over the maintenance of all the street lights within the District including signalized intersections and the maintenance of the safety lighting, or as the case may be, by the City of San Bernardino, the County of San Bernardino, or Caltrans where signalized intersections are owned and/or operated jointly by those entities.

The responsibility for maintenance may shift between agencies due to changes in ownership of streets and other variables as established by agreement. As such, during the 1993-94 Fiscal Year, the City began to maintain the lighting located on State Route 30 (now 210 Freeway), which has been relinquished by the State to the City after the project was completed. Affected streets include Boulder Avenue between Highland Avenue and 5th Street, 5th Street between Boulder

Avenue and the 210 Freeway and the south half of Highland Avenue from the 210 Freeway to Boulder Avenue within the City of Highland.

Zone B - Landscaping

The improvements are the operation, maintenance and servicing of landscaping and appurtenant facilities described as follows:

> *Landscaping includes plantings, shrubbery, trees, turf, irrigation systems, entry monuments, hardscapes, walls and fencing, and appurtenant structures, including ornamental structures in public rights-of-way, public easements, and on City owned properties including parks, recreational facilities and other public open space within the Special Benefit Zones of the Assessment District.*

Maintenance as used herein means the furnishing of services and materials for the ordinary and usual operation, maintenance, and servicing of landscape improvements and appurtenant facilities, including repair, removal or replacement of all or part of any of the landscaping or appurtenant facilities.

Maintenance also means providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; and the removal of trimmings, rubbish, debris and other solid waste.

Servicing means the furnishing of water and electricity for the irrigation of landscaping and the maintenance and operation of appurtenant facilities.

The plans and specifications for the improvements are on file in the office of the City Planner.

Zone C - Trail Facilities

The improvements are the operation, maintenance and servicing of trail improvements and appurtenant facilities described as follows:

> *Community trail improvements, fencing improvements, and appurtenant improvements including but not limited to lighting, gates, walks, hardware, landscape barriers, soil replacement, and other improvements as initially installed, or as proposed to be installed as approved by the City.*

Maintenance as used herein means the furnishing of services and materials for the ordinary and usual operation, maintenance, and servicing of improvements and appurtenant facilities, including repair, removal or replacement, and painting of all or part of any of the improvements or appurtenant facilities.

Maintenance is further defined as trash removal, debris removal, insect abatement, weed abatement, removal or mitigation of health and safety hazards, and upkeep of the general cleanliness of the trail improvements.

Servicing means the furnishing of electricity, power, and water for the irrigation of landscaping, and the maintenance and operation of appurtenant facilities.

The plans and specifications for the improvements are on file in the office of the City Planner.

Zone D - Park Facilities

The improvements are the operation, maintenance and servicing of landscaping, park or recreational improvements and appurtenant facilities within the Canyon Oaks Park, the park located adjacent to Tract 16404, the park adjacent to Tract 16914 and the park adjacent to Tract 18199, including but not limited to:

> *Park and recreational improvements include lights, playground equipment, and play courts. Landscaping includes plantings, shrubbery, trees, turf, irrigation systems, entry monuments, hardscapes, walls and fencing, and appurtenant structures, including ornamental structures within the park.*

Maintenance as used herein means the furnishing of services and materials for the ordinary and usual operation, maintenance, and servicing of park and recreational improvements, landscape improvements, and appurtenant facilities including repair, removal or replacement of all or part of any of the landscaping, park and recreational improvements or appurtenant facilities.

Maintenance also means providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; and the removal of trimmings, rubbish, debris and other solid waste.

Servicing means the furnishing of electricity, water and other utilities for the irrigation, lighting, and maintenance and operation of park improvements, landscaping improvements, and appurtenant facilities.

The plans and specifications for the improvements are on file in the office of the City Planner.

PART III – COST ESTIMATE

The proposed budgets for the District includes an estimate of the costs of utilities, operations, services, administration and maintenance associated with the improvements within each of the zones, including all labor, personnel, equipment, materials and administrative expenses. The summary also shows the estimated fund balance, and the projected contribution/(transfer) that will be required based upon the estimated expenditures and assessment revenue.

District Budget

Tables showing the Fiscal Year 2025-26 budget estimates for each zone follow.

Zone A – Street Lights
Budget Estimate

Exhibit 1
ZONE A

STREET LIGHTING DISTRICT NO. 1
CITY OF HIGHLAND
ESTIMATED BUDGET FY 2025-26

		Totals	Urban				Rural
			Zone A-1 Residential	Zone A-2 Residential Rural	Zone A-3 Non Residential	Zone A-4 Agriculture	Zone A-5 Rural
DIRECT COSTS							
STREET LIGHTING MAINTENANCE:							
Urban Zone:							
Zone A-1 - Residential		$ 377,974	$ 377,974	$ -	$ -	$ -	$ -
Zone A-2 - Residential Rural		$ 358	$ -	$ 358	$ -	$ -	$ -
Zone A-3 - Non-Residential		$ 23,582	$ -	$ -	$ 23,582	$ -	$ -
Zone A-4 - Agriculture		$ 358	$ -	$ -	$ -	$ 358	$ -
Rural Zone:							
Zone A-5 - Rural		$ 617	$ -	$ -	$ -	$ -	$ 617
Sub Total		$ 402,890	$ 377,974	$ 358	$ 23,582	$ 358	$ 617
STREET LIGHTING INSTALLATION		$ -	$ -	$ -	$ -	$ -	$ -
SAFETY LIGHTING MAINTENANCE		$ 7,088	$ 6,404	$ 16	$ 429	$ 34	$ 205
Sub Total - Street Light Maintenance Costs		$ 409,978	$ 384,378	$ 374	$ 24,012	$ 392	$ 822
SERVICING:							
Dues & Subscriptions	0.53%	$ 2,160	$ 2,025	$ 2	$ 127	$ 2	$ 4
Contract Services-Eng. [1]	0.94%	$ 3,857	$ 3,616	$ 4	$ 226	$ 4	$ 8
Contract Services-Stl Maint [1]	18.50%	$ 75,834	$ 71,098	$ 69	$ 4,441	$ 72	$ 152
Sub Total - Servicing Costs		$ 81,851	$ 76,740	$ 75	$ 4,794	$ 78	$ 164
INCIDENTAL EXPENSES:							
City Administration	0.39%	$ 1,603	$ 1,503	$ 321	$ 321	$ 321	$ 321
Consultant Services	2.08%	$ 8,545	$ 8,012	$ 8	$ 500	$ 8	$ 17
San Bernardino County Admin		$ 4,234	$ 3,952	$ 10	$ 153	$ 11	$ 109
Sub Total - Incidental		$ 14,382	$ 13,466	$ 338	$ 974	$ 340	$ 446
Total - Operations & Maintenance		$ 506,211	$ 474,584	$ 787	$ 29,779	$ 810	$ 1,433
Delinquency (Net of Noticing Costs)	3.2%	$ 13,492	$ 12,614	$ 23	$ 792	$ 23	$ 40
TOTAL ANNUAL EXPENSES		**$ 519,703**	**$ 487,198**	**$ 810**	**$ 30,571**	**$ 833**	**$ 1,473**
COLLECTIONS/(CREDITS) APPLIED TO LEVY							
Reserve Fund Collection/(Transfer From)		$ (3,679)	$ -	$ (133)	$ (4,799)	$ (293)	$ 1,546
General Fund Repayment/(Loan)		$ -	$ -	$ -	$ -	$ -	$ -
General Fund Contribution		$ (170,730)	$ (170,730)	$ -	$ -	$ -	$ -
Balance to Levy		**$ 346,476**	**$ 316,469**	**$ 677**	**$ 25,772**	**$ 540**	**$ 3,019**
FUND BALANCE SUMMARY							
Estimated Fund Balance (7/1/25)		$ -	$ -	$ -	$ -	$ -	$ -
Contibutions/(Transfers)		$ (3,679)	$ -	$ (133)	$ (4,799)	$ (293)	$ 1,546
Plus General Fund Loan		$ -	$ -	$ -	$ -	$ -	$ -
Contribution from City/Others		$ -	$ -	$ -	$ -	$ -	$ -
EST. ENDING FUND BALANCE (6/30/26)		$ (3,679)	$ -	$ (133)	$ (4,799)	$ (293)	$ 1,546
ZONE PARCEL SUMMARY							
BU's Per Zone		14,748	13,325	33	893	70	427
No. of Assessable Parcels By Zone		14,113	13,173	32	510	36	362
Rate Per BU as Levied (Maximum)			$23.75	$20.51	$28.86	$7.71	$7.07
Rate per BU needed to fully fund			$36.56	$24.54	$34.23	$11.89	$3.45
Total Max and Levied Assessments Fiscal Year 2025-26		$346,476	$316,469	$677	$25,772	$540	$3,019

[1] Yunex Traffic (formerly Siemens Mobility, Inc.) contract for maintenance of all the street lights within the District including signalized intersections and the maintenance of the safety lighting.

Zone B – Landscape Maintenance (Including Annexations)

Budget Estimates (Page 1 of 6)

		Total	Zone B-0 Oringinal District No. 1 Base Line	Zone B-0 Oringinal District No. 1 Yarnell Ave.	Zone B-1 Annex. No. 1	Zone B-2 Annex. No. 2	Zone B-3 Annex. No. 3	Zone B-4 Annex. No. 4	Zone B-5 Annex. No. 5	Zone B-6 Annex. No. 6	Zone B-7 Annex. No. 7	Zone B-8 Annex No. 8 Highland Avenue	Zone B-8 Annex No. 8 Slope Maint.	Zone B-9 Annex. No. 9	Zone B-10 Annex. No. 10	Zone B-11 Annex. No. 11	Zone B-12 Annex. No. 12
DIRECT COSTS																	
MAINTENANCE AND SERVICING:																	
No. of Months			12	12	12	12	12	12	12	12	12	12	12	12	12	12	
Contract Services-Eng.		$ 2,740	$ 30	$ 30	$ 60	$ 60	$ 60	$ 60	$ 60	$ 60	$ 60	$ 60	$ -	$ 60	$ 60	$ 60	$ -
Contract Svc-Landscaping		$ 357,480	$ 4,388	$ 2,690	$ 4,595	$ 21,024	$ 6,333	$ 621	$ 1,294	$ -	$ 1,133	$ 2,562		$ 15,602	$ 66,377	$ 7,281	
Material		$ 5,679	$ 254	$ 127	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,736	$ -	$ -
Water		$ 319,193	$ 6,081	$ 3,041	$ 2,788	$ 27,487	$ 2,579	$ 1,020	$ -	$ 685	$ 2,124	$ 4,577	$ -	$ -	$ 33,419	$ 8,363	$ -
Electricity		$ 4,425	$ 56	$ 56	$ 110	$ 441	$ 106	$ 112	$ 108	$ 102	$ 101	$ 111	$ -	$ 112	$ 376	$ 111	$ -
	Sub Total	$ 689,517	$ 10,809	$ 5,944	$ 7,553	$ 49,011	$ 9,078	$ 1,812	$ 1,461	$ 846	$ 3,418	$ 7,310	$ -	$ 15,774	$ 101,969	$ 15,814	$ -
INCIDENTAL EXPENSES																	
City Administration		$ 15,154	$ 165	$ 165	$ 329	$ 329	$ 329	$ 329	$ 329	$ 329	$ 329	$ 330	$ -	$ 329	$ 329	$ 329	$ -
Salaries & Benefit		$ 82,955	$ 902	$ 902	$ 1,803	$ 1,803	$ 1,803	$ 1,803	$ 1,803	$ 1,803	$ 1,803	$ 1,804	$ -	$ 1,803	$ 1,803	$ 1,803	
Consultant Services		$ 2,374	$ 37	$ 20	$ 26	$ 169	$ 31	$ 6	$ 5	$ 3	$ 12	$ 25	$ -	$ 54	$ 351	$ 54	$ -
San Bernardino Cnty Admin		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Advertising		$ 319	$ 5	$ 3	$ 3	$ 23	$ 4	$ 1	$ 1	$ 0	$ 2	$ 3	$ -	$ 7	$ 47	$ 7	$ -
Notice Mailing		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Sub Total	$ 100,802	$ 1,109	$ 1,090	$ 2,162	$ 2,324	$ 2,168	$ 2,140	$ 2,138	$ 2,136	$ 2,146	$ 2,163	$ -	$ 2,194	$ 2,531	$ 2,194	$ -
Delinquency	2%	$ 15,806	$ 248	$ 136	$ 173	$ 1,124	$ 208	$ 42	$ 33	$ 19	$ 78	$ 168	$ -	$ 362	$ 2,338	$ 363	$ -
Contingency	5%	$ 39,516	$ 619	$ 341	$ 433	$ 2,809	$ 520	$ 104	$ 84	$ 48	$ 196	$ 419	$ -	$ 904	$ 5,844	$ 906	$ -
	Sub Total	$ 55,322	$ 867	$ 477	$ 606	$ 3,932	$ 728	$ 145	$ 117	$ 68	$ 274	$ 587	$ -	$ 1,266	$ 8,181	$ 1,269	$ -
TOTAL ANNUAL EXPENSES		$ 845,641	**$ 12,785**	**$ 7,511**	**$ 10,321**	**$ 55,267**	**$ 11,975**	**$ 4,097**	**$ 3,717**	**$ 3,050**	**$ 5,838**	**$ 10,059**	**$ -**	**$ 19,234**	**$ 112,681**	**$ 19,278**	**$ -**
CAPITAL EXPENSES		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
COLLECTIONS/(CREDITS) APPLIED TO LEVY																	
Fund Balance Transfer		$ (303,755)	$ (9,947)	$ -	$ (8,569)	$ (45,014)	$ (10,658)	$ (2,964)	$ (2,002)	$ (1,178)	$ (4,682)	$ (6,293)	$ 2,952	$ (13,778)	$ (97,470)	$ (15,087)	$ -
General Fund Repayment/(Loan)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General Fund Contribution		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Sub Total	$ (303,755)	$ (9,947)	$ -	$ (8,569)	$ (45,014)	$ (10,658)	$ (2,964)	$ (2,002)	$ (1,178)	$ (4,682)	$ (6,293)	$ 2,952	$ (13,778)	$ (97,470)	$ (15,087)	$ -
Balance to Levy		**$ 536,328**	**$ 2,839**	**$ 1,953**	**$ 1,753**	**$ 10,253**	**$ 1,316**	**$ 1,133**	**$ 1,715**	**$ 1,872**	**$ 1,157**	**$ 3,766**	**$ 2,952**	**$ 5,456**	**$ 15,211**	**$ 4,190**	**$ -**
FUND BALANCE SUMMARY																	
Estimated Fund Balance (7/1/25)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contibutions/(Transfers)		$ (303,755)	$ (9,947)	$ -	$ (8,569)	$ (45,014)	$ (10,658)	$ (2,964)	$ (2,002)	$ (1,178)	$ (4,682)	$ (6,293)	$ 2,952	$ (13,778)	$ (97,470)	$ (15,087)	$ -
Plus General Fund Loan		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Reserve		$ 25,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 25,000	$ -	$ -	$ -	$ -
EST. ENDING FUND BALANCE (6/30/26)		$ (278,755)	$ (9,947)	$ -	$ (8,569)	$ (45,014)	$ (10,658)	$ (2,964)	$ (2,002)	$ (1,178)	$ (4,682)	$ (6,293)	$ 27,952	$ (13,778)	$ (97,470)	$ (15,087)	$ -
ZONE PARCEL SUMMARY																	
No. Parcels - No Surcharge		2,795	140	126	44	272	160	6	50	32	28	46	13	4	279	157	N/A
Rate Per BU - No Surcharge			$19.51	$11.91	$31.24	$30.14	$7.85	$108.94	$30.90	$54.74	$38.30	$63.61	N/A	$3.75	$46.15	$24.78	$0.00
No. Parcels - Surcharge (see page 26)			5	19	11	62	7	4	5	2	2	12	N/A	Per Lin. Ft.	46	11	N/A
Rate Per BU - Surcharge (see page 26)			$21.46	$23.82	$34.36	$33.15	$8.64	$119.83	$33.99	$60.21	$42.13	$69.97	N/A	1,455 l.f.	$50.77	$27.26	$0.00
Other Rates or Charges													$ 227.08				
Escalated Ballot Maximum Assessment Rate			$19.51	$11.91	$31.24	$30.14	$7.85	$108.94	$30.90	$54.74	$38.30	$63.61	$ 227.08	$3.75	$46.15	$24.78	N/A

Zone B – Landscape Maintenance (Including Annexations)

Budget Estimates (Page 2 of 6)

	Zone B-13	Zone B-14	Zone B-15	Zone B-16	Zone B-17	Zone B-18	Zone B-19	Zone B-20		Zone B-21	Zone B-22	Zone B-23	Zone B-24	Zone B-25	Zone B-26
								Annex. No. 20							
	Annex. No. 13	Annex. No. 14	Annex. No. 15	Annex. No. 16	Annex. No. 17	Annex. No. 18	Annex. No. 19	Base Line	Streater Drive	Annex. No. 21	Annex. No. 22	Annex. No. 23	Annex. No. 24	Annex. No. 25	Annex. No. 26
DIRECT COSTS															
MAINTENANCE AND SERVICING:															
No. of Months	12		12	12	12			12	12	12	12		12	12	12
Contract Services-Eng.	$ 60	$ -	$ 60	$ 60	$ 60	$ -	$ -	$ 30	$ 30	$ 60	$ 60	$ -	$ 60	$ 60	$ 60
Contract Svc-Landscaping	$ 7,562		$ 7,033	$ 745	$ 9,454			$ 3,000	$ 2,214	$ 3,165	$ 3,948		$ 1,009	$ 2,841	$ -
Material	$ -	$ -	$ -	$ 215	$ 2,086	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 529	$ -
Water	$ 4,000	$ -	$ 12,732	$ 1,091	$ 11,243	$ -	$ -	$ 5,145	$ 2,573	$ 6,329	$ 3,559	$ -	$ -	$ 3,732	$ -
Electricity	$ 112	$ -	$ 222	$ 109	$ 453	$ -	$ -	$ 111	$ 111	$ 111	$ 111	$ -	$ -	$ -	$ -
Sub Total	$ 11,733	$ -	$ 20,046	$ 2,219	$ 23,296	$ -	$ -	$ 8,286	$ 4,928	$ 9,665	$ 7,678	$ -	$ 1,069	$ 7,161	$ 60
INCIDENTAL EXPENSES															
City Administration	$ 329	$ -	$ 329	$ 329	$ 329	$ -	$ -	$ 165	$ 165	$ 329	$ 329	$ -	$ 329	$ 329	$ 329
Salaries & Benefit	$ 1,803		$ 1,803	$ 1,803	$ 1,803			$ 902	$ 902	$ 1,803	$ 1,803		$ 1,803	$ 1,803	$ 1,803
Consultant Services	$ 40	$ -	$ 69	$ 8	$ 80	$ -	$ -	$ 29	$ 17	$ 33	$ 26	$ -	$ 4	$ 25	$ 0
San Bernardino Cnty Admin	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Advertising	$ 5	$ -	$ 9	$ 1	$ 11	$ -	$ -	$ 4	$ 2	$ 4	$ 4	$ -	$ 0	$ 3	$ 0
Notice Mailing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ 2,179	$ -	$ 2,211	$ 2,141	$ 2,224	$ -	$ -	$ 1,099	$ 1,086	$ 2,170	$ 2,163	$ -	$ 2,137	$ 2,161	$ 2,133
Delinquency 2%	$ 269	$ -	$ 460	$ 51	$ 534	$ -	$ -	$ 190	$ 113	$ 222	$ 176	$ -	$ 24	$ 164	$ 1
Contingency 5%	$ 672	$ -	$ 1,149	$ 127	$ 1,335	$ -	$ -	$ 475	$ 282	$ 554	$ 440	$ -	$ 61	$ 410	$ 3
Sub Total	$ 941	$ -	$ 1,608	$ 178	$ 1,869	$ -	$ -	$ 665	$ 395	$ 775	$ 616	$ -	$ 86	$ 575	$ 5
TOTAL ANNUAL EXPENSES	**$ 14,853**	**$ -**	**$ 23,866**	**$ 4,539**	**$ 27,389**	**$ -**	**$ -**	**$ 10,050**	**$ 6,410**	**$ 12,611**	**$ 10,456**	**$ -**	**$ 3,291**	**$ 9,897**	**$ 2,197**
CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
COLLECTIONS/(CREDITS) APPLIED TO LEVY															
Fund Balance Transfer	$ (10,792)	$ -	$ (21,352)	$ (2,999)	$ (20,094)	$ -	$ -	$ (587)	$ (2,316)	$ (4,495)	$ (2,520)	$ -	$ 3,174	$ 857	$ 4,173
General Fund Repayment/(Loan)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General Fund Contribution	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ (10,792)	$ -	$ (21,352)	$ (2,999)	$ (20,094)	$ -	$ -	$ (587)	$ (2,316)	$ (4,495)	$ (2,520)	$ -	$ 3,174	$ 857	$ 4,173
Balance to Levy	**$ 4,061**	**$ -**	**$ 2,514**	**$ 1,540**	**$ 7,295**	**$ -**	**$ -**	**$ 9,463**	**$ 4,093**	**$ 8,116**	**$ 7,936**	**$ -**	**$ 6,466**	**$ 10,754**	**$ 6,371**
FUND BALANCE SUMMARY															
Estimated Fund Balance (7/1/25)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contibutions/(Transfers)	$ (10,792)	$ -	$ (21,352)	$ (2,999)	$ (20,094)	$ -	$ -	$ (587)	$ (2,316)	$ (4,495)	$ (2,520)	$ -	$ 3,174	$ 857	$ 4,173
Plus General Fund Loan	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Reserve	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
EST. ENDING FUND BALANCE (6/30/26)	$ (10,792)	$ -	$ (21,352)	$ (2,999)	$ (20,094)	$ -	$ -	$ (587)	$ (2,316)	$ (4,495)	$ (2,520)	$ -	$ 3,174	$ 857	$ 4,173
ZONE PARCEL SUMMARY															
No. Parcels - No Surcharge	85	N/A	68	84	21	N/A	N/A	71	78	85	235	N/A	1	1	2
Rate Per BU - No Surcharge	$42.30	$0.00	$31.82	$17.87	$48.96	$0.00	$0.00	$115.40	$50.35	$93.07	$33.15	$0.00	$19.30	$6.42	$7.42
No. Parcels - Surcharge (see page 26)	10.00	N/A	10.00	2.00	32.00	N/A	N/A	10.00	3.00	2.00	4.00	N/A	Per Lin. Ft.	Per Lin. Ft.	Per Lin. Ft.
Rate Per BU - Surcharge (see page 26)	$46.53	$0.00	$35.00	$19.65	$195.84	$0.00	$0.00	$126.94	$55.39	$102.37	$36.47	$0.00	335 l.f.	1675 l.f.	858 l.f.
Other Rates or Charges															
Escalated Ballot Maximum Assessment Rate	$42.30	N/A	$31.82	$17.87	$48.96	N/A	N/A	$ 280.502	$ 50.358	$ 151.580	$ 56.687	N/A	$ 34.670	$ 10.969	$ 10.447

Zone B – Landscape Maintenance (Including Annexations)

Budget Estimates (Page 3 of 6)

	Zone B-27	Zone B-28	Zone B-29	Zone B-30	Zone B-31	Zone B-32	Zone B-33	Zone B-34	Zone B-35	Zone B-36	Zone B-37	Zone B-38	Zone B-39	Zone B-40	Zone B-41
	Annex. No. 27	Annex. No. 28	Annex No.29	Annex No.30	Annex No.31	Annex No.32	Annex No.33	Annex No.34	Annex No.35	Annex No.36	Annex No.37	Annex No.38	Annex No.39	Annex No.40	Annex No.41
DIRECT COSTS															
MAINTENANCE AND SERVICING:															
No. of Months			12	12	12			12	12	12	12				
Contract Services-Eng.	$ -	$ -	$ 60	$ 60	$ 60	$ -	$ -	$ 60	$ 60	$ 60	$ 60	$ -	$ 60	$ -	$ -
Contract Svc-Landscaping	$ -	$ -	$ 2,841	$ 17,648	$ 8,993	$ -	$ -	$ 4,393	$ 3,183	$ 4,704	$ 5,791	$ -	$ 7,421	$ -	$ -
Material	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Water	$ -	$ -	$ 2,826	$ 17,578	$ 5,644	$ -	$ -	$ 2,369	$ 2,851	$ 4,404	$ 2,083	$ -	$ 10,280	$ -	$ -
Electricity	$ -	$ -	$ 111	$ 115	$ 111	$ -	$ -	$ 111	$ 109	$ 72	$ 111	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ 5,837	$ 35,400	$ 14,807	$ -	$ -	$ 6,933	$ 6,203	$ 9,239	$ 8,044	$ -	$ 17,761	$ -	$ -
INCIDENTAL EXPENSES															
City Administration	$ -	$ -	$ 329	$ 329	$ 329	$ -	$ -	$ 329	$ 329	$ 329	$ 329	$ -	$ 329	$ -	$ -
Salaries & Benefit			$ 1,803	$ 1,803	$ 1,803			$ 1,803	$ 1,803	$ 1,803	$ 1,803		$ 1,803		
Consultant Services	$ -	$ -	$ 20	$ 122	$ 51	$ -	$ -	$ 24	$ 21	$ 32	$ 28	$ -	$ 61	$ -	$ -
San Bernardino Cnty Admin	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Advertising	$ -	$ -	$ 3	$ 16	$ 7	$ -	$ -	$ 3	$ 3	$ 4	$ 4	$ -	$ 8	$ -	$ -
Notice Mailing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ 2,156	$ 2,271	$ 2,191	$ -	$ -	$ 2,160	$ 2,157	$ 2,169	$ 2,164	$ -	$ 2,202	$ -	$ -
Delinquency 2%	$ -	$ -	$ 134	$ 812	$ 339	$ -	$ -	$ 159	$ 142	$ 212	$ 184	$ -	$ 407	$ -	$ -
Contingency 5%	$ -	$ -	$ 335	$ 2,029	$ 849	$ -	$ -	$ 397	$ 355	$ 530	$ 461	$ -	$ 1,018	$ -	$ -
Sub Total	$ -	$ -	$ 468	$ 2,840	$ 1,188	$ -	$ -	$ 556	$ 498	$ 741	$ 645	$ -	$ 1,425	$ -	$ -
TOTAL ANNUAL EXPENSES	**$ -**	**$ -**	**$ 8,461**	**$ 40,512**	**$ 18,186**	**$ -**	**$ -**	**$ 9,649**	**$ 8,857**	**$ 12,149**	**$ 10,854**	**$ -**	**$ 21,388**	**$ -**	**$ -**
CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
COLLECTIONS/(CREDITS) APPLIED TO LEVY															
Fund Balance Transfer	$ -	$ -	$ (2,397)	$ (30,843)	$ (6,703)	$ -	$ -	$ (290)	$ (5,213)	$ 1,237	$ (2,130)	$ -	$ (14,418)	$ -	$ -
General Fund Repayment/(Loan)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General Fund Contribution	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ (2,397)	$ (30,843)	$ (6,703)	$ -	$ -	$ (290)	$ (5,213)	$ 1,237	$ (2,130)	$ -	$ (14,418)	$ -	$ -
Balance to Levy	**$ -**	**$ -**	**$ 6,064**	**$ 9,669**	**$ 11,483**	**$ -**	**$ -**	**$ 9,359**	**$ 3,645**	**$ 13,387**	**$ 8,724**	**$ -**	**$ 6,969**	**$ -**	**$ -**
FUND BALANCE SUMMARY															
Estimated Fund Balance (7/1/25)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contibutions/(Transfers)	$ -	$ -	$ (2,397)	$ (30,843)	$ (6,703)	$ -	$ -	$ (290)	$ (5,213)	$ 1,237	$ (2,130)	$ -	$ (14,418)	$ -	$ -
Plus General Fund Loan	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Reserve	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
EST. ENDING FUND BALANCE (6/30/26)	$ -	$ -	$ (2,397)	$ (30,843)	$ (6,703)	$ -	$ -	$ (290)	$ (5,213)	$ 1,237	$ (2,130)	$ -	$ (14,418)	$ -	$ -
ZONE PARCEL SUMMARY															
No. Parcels - No Surcharge	N/A	N/A	2	33	29	N/A	N/A	80	45	7	26	N/A	13	N/A	N/A
Rate Per BU - No Surcharge	$0.00	$0.00	$5.93	$204.41	$287.07	$0.00	$0.00	$106.71	$77.22	$1,912.40	$222.55	$0.00	$427.57	$0.00	$0.00
No. Parcels - Surcharge (see page 26)	N/A	N/A	Per Lin. Ft.	13	10	N/A	N/A	7	2	0	12	N/A	3	N/A	N/A
Rate Per BU - Surcharge (see page 26)	$0.00	$0.00	1,022.59 l.f.	$224.85	$315.78	$0.00	$0.00	$117.39	$84.94	N/A	$244.81	$0.00	$470.33	$0.00	$0.00
Other Rates or Charges															
Escalated Ballot Maximum Assessment Rate	$ 11.518	N/A	$ 9.476	$ 301.302	$ 403.964	$ 9.95	$ 9.95	$ 106.719	$ 98.539	$ 2,825.484	$ 245.367	$ 9.02	$ 631.738	$ 9.02	$ 710.52

Zone B – Landscape Maintenance (Including Annexations)

Budget Estimates (Page 4 of 6)

	Zone B-42	Zone B-43	Zone B-44	Zone B-45	Zone B-46	Zone B-47	Zone B-48	Zone B-49	Zone B-50	Zone B-51	Zone B-52	Zone B-53	Zone B-54	Zone B-55	Zone B-56
	Annex No.42	Annex No.43	Annex No.44	Annex No.45	Annex No.46	Annex No.47	Annex No.48	Annex No.49	Annex No.50	Annex No.51	Annex No.52	Annex No.53	Annex No. 54	Annex No. 55	Annex No. 56
DIRECT COSTS															
MAINTENANCE AND SERVICING:															
No. of Months		12	12			12	12						12	12	12
Contract Services-Eng.	$ -	$ 60	$ 60	$ -	$ -	$ 60	$ 60	$ -	$ -	$ -	$ -	$ -	$ 60	$ 60	$ 60
Contract Svc-Landscaping	$ -	$ 2,686	$ 39,821	$ -	$ -	$ 3,089	$ 32,493	$ -	$ -	$ -	$ -	$ -	$ 8,306	$ 7,708	$ -
Material	$ -	$ -	$ 86	$ -	$ -	$ -	$ 644	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Water	$ -	$ 3,608	$ 18,078	$ -	$ -	$ 3,055	$ 44,148	$ -	$ -	$ -	$ -	$ -	$ -	$ 14,378	$ -
Electricity	$ -	$ -	$ 113	$ -	$ -	$ 113	$ 256	$ -	$ -	$ -	$ -	$ -	$ -	$ 112	$ -
Sub Total	$ -	$ 6,353	$ 58,157	$ -	$ -	$ 6,316	$ 77,601	$ -	$ -	$ -	$ -	$ -	$ 8,365	$ 22,257	$ 60
INCIDENTAL EXPENSES															
City Administration	$ -	$ 329	$ 329	$ -	$ -	$ 329	$ 329	$ -	$ -	$ -	$ -	$ -	$ 329	$ 329	$ 329
Salaries & Benefit		$ 1,803	$ 1,803			$ 1,803	$ 1,803						$ 1,803	$ 1,803	$ 1,803
Consultant Services	$ -	$ 22	$ 200	$ -	$ -	$ 22	$ 267	$ -	$ -	$ -	$ -	$ -	$ 29	$ 77	$ 0
San Bernardino Cnty Admin	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Advertising	$ -	$ 3	$ 27	$ -	$ -	$ 3	$ 36	$ -	$ -	$ -	$ -	$ -	$ 4	$ 10	$ 0
Notice Mailing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ -	$ 2,158	$ 2,360	$ -	$ -	$ 2,157	$ 2,436	$ -	$ -	$ -	$ -	$ -	$ 2,165	$ 2,220	$ 2,133
Delinquency 2%	$ -	$ 146	$ 1,333	$ -	$ -	$ 145	$ 1,779	$ -	$ -	$ -	$ -	$ -	$ 192	$ 510	$ 1
Contingency 5%	$ -	$ 364	$ 3,333	$ -	$ -	$ 362	$ 4,447	$ -	$ -	$ -	$ -	$ -	$ 479	$ 1,276	$ 3
Sub Total	$ -	$ 510	$ 4,666	$ -	$ -	$ 507	$ 6,226	$ -	$ -	$ -	$ -	$ -	$ 671	$ 1,786	$ 5
TOTAL ANNUAL EXPENSES	**$ -**	**$ 9,020**	**$ 65,183**	**$ -**	**$ -**	**$ 8,980**	**$ 86,263**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 11,202**	**$ 26,263**	$ 2,197
CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
COLLECTIONS/(CREDITS) APPLIED TO LEVY															
Fund Balance Transfer	$ -	$ (2,757)	$ (40,261)	$ -	$ -	$ (2,364)	$ 9,307	$ -	$ -	$ -	$ -	$ -	$ 6,089	$ 3,409	$ 1,134
General Fund Repayment/(Loan)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General Fund Contribution	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ (2,757)	$ (40,261)	$ -	$ -	$ (2,364)	$ 9,307	$ -	$ -	$ -	$ -	$ -	$ 6,089	$ 3,409	$ 1,134
Balance to Levy	**$ -**	**$ 6,263**	**$ 24,922**	**$ -**	**$ -**	**$ 6,616**	**$ 95,570**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 17,291**	**$ 29,672**	**$ 3,331**
FUND BALANCE SUMMARY															
Estimated Fund Balance (7/1/25)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contibutions/(Transfers)	$ -	$ (2,757)	$ (40,261)	$ -	$ -	$ (2,364)	$ 9,307	$ -	$ -	$ -	$ -	$ -	$ 6,089	$ 3,409	$ 1,134
Plus General Fund Loan	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Reserve	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
EST. ENDING FUND BALANCE (6/30/26)	$ -	$ (2,757)	$ (40,261)	$ -	$ -	$ (2,364)	$ 9,307	$ -	$ -	$ -	$ -	$ -	$ 6,089	$ 3,409	$ 1,134
ZONE PARCEL SUMMARY															
No. Parcels - No Surcharge	N/A	4	10	N/A	N/A	22	46	N/A	N/A	N/A	N/A	N/A	9	17	$ 35
Rate Per BU - No Surcharge	$0.00	$659.31	$940.46	$0.00	$0.00	$273.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 1.82166	$806.30	$95.17
No. Parcels - Surcharge (see page 26)	N/A	5	15	N/A	N/A	2	N/A	N/A	N/A	N/A	N/A	N/A	Per Lin. Ft.	18	N/A
Rate Per BU - Surcharge (see page 26)	$0.00	$725.24	$1,034.50	$0.00	$0.00	$300.74	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	9,492.01 l.f.	$886.94	$0.00
Other Rates or Charges							See								
Escalated Ballot Maximum Assessment Rate	$ 8.60	$ 763.242	$ 987.491	$ 7.79	$ 7.42	$ 287.090	Page 35	$ 7.42	$ 3,959.86	$ 4,949.83	$ 3,563.88	$ 7.92	$ 1.82166	$ 933.396	$ 99.939

Zone B – Landscape Maintenance (Including Annexations)

Budget Estimates (Page 5 of 6)

	Zone B-57	Zone B-58	Zone B-59	Zone B-60	Zone B-61	Zone B-62	Zone B-63	Zone B-64	Zone B-65	Zone B-66	Zone B-67	Zone B-68	Zone B-69	Zone B-70	Zone B-71
	Annex No. 57	Annex No. 58	Annex No. 59	Annex No.60	Annex No. 61	Annex No. 62	Annex No. 63	Annex No. 64	Annex No. 65	Annex No. 66	Annex No. 67	Annex No. 68	Annex No. 69	Annex No. 70	Annex No. 71
DIRECT COSTS															
MAINTENANCE AND SERVICING:															
No. of Months			12		12		12					12	12	12	
Contract Services-Eng.	$ -	$ -	$ 60	$ -	$ 60	$ -	$ 60	$ -	$ -	$ -	$ -	$ 60	$ 60	$ 60	$ -
Contract Svc-Landscaping	$ -	$ -	$ 916	$ -	$ 5,170	$ -	$ 1,909	$ -	$ -	$ -	$ -	$ 7,964	$ 1,832	$ 8,895	$ -
Material	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Water	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 15,184	$ 12,467	$ 10,907	$ -
Electricity	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (19)	$ (19)	$ (38)	$ -
Sub Total	$ -	$ -	$ 975	$ -	$ 5,229	$ -	$ 1,969	$ -	$ -	$ -	$ -	$ 23,189	$ 14,340	$ 19,825	$ -
INCIDENTAL EXPENSES															
City Administration	$ -	$ -	$ 329	$ -	$ 329	$ -	$ 329	$ -	$ -	$ -	$ -	$ 329	$ 329	$ 329	$ -
Salaries & Benefit			$ 1,803		$ 1,803		$ 1,803					$ 1,803	$ 1,803	$ 1,803	
Consultant Services	$ -	$ -	$ 3	$ -	$ 18	$ -	$ 7	$ -	$ -	$ -	$ -	$ 80	$ 49	$ 68	$ -
San Bernardino Cnty Admin	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Advertising	$ -	$ -	$ 0	$ -	$ 2	$ -	$ 1	$ -	$ -	$ -	$ -	$ 11	$ 7	$ 9	$ -
Notice Mailing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ -	$ -	$ 2,137	$ -	$ 2,153	$ -	$ 2,140	$ -	$ -	$ -	$ -	$ 2,223	$ 2,189	$ 2,210	$ -
Delinquency 2%	$ -	$ -	$ 22	$ -	$ 120	$ -	$ 45	$ -	$ -	$ -	$ -	$ 532	$ 329	$ 454	$ -
Contingency 5%	$ -	$ -	$ 56	$ -	$ 300	$ -	$ 113	$ -	$ -	$ -	$ -	$ 1,329	$ 822	$ 1,136	$ -
Sub Total	$ -	$ -	$ 78	$ -	$ 420	$ -	$ 158	$ -	$ -	$ -	$ -	$ 1,861	$ 1,151	$ 1,591	$ -
TOTAL ANNUAL EXPENSES	**$ -**	**$ -**	**$ 3,190**	**$ -**	**$ 7,802**	**$ -**	**$ 4,267**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 27,273**	**$ 17,679**	**$ 23,625**	$ -
CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
COLLECTIONS/(CREDITS) APPLIED TO LEVY															
Fund Balance Transfer	$ -	$ -	$ 1,097	$ -	$ 5,432	$ -	$ 6,713	$ -	$ -	$ -	$ -	$ 27,209	$ (9,613)	$ 15,454	$ -
General Fund Repayment/(Loan)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General Fund Contribution	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ 1,097	$ -	$ 5,432	$ -	$ 6,713	$ -	$ -	$ -	$ -	$ 27,209	$ (9,613)	$ 15,454	$ -
Balance to Levy	**$ -**	**$ -**	**$ 4,287**	**$ -**	**$ 13,234**	**$ -**	**$ 10,980**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 54,482**	**$ 8,066**	**$ 39,079**	**$ -**
FUND BALANCE SUMMARY															
Estimated Fund Balance (7/1/25)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contibutions/(Transfers)	$ -	$ -	$ 1,097	$ -	$ 5,432	$ -	$ 6,713	$ -	$ -	$ -	$ -	$ 27,209	$ (9,613)	$ 15,454	$ -
Plus General Fund Loan	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Reserve	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
EST. ENDING FUND BALANCE (6/30/26)	$ -	$ -	$ 1,097	$ -	$ 5,432	$ -	$ 6,713	$ -	$ -	$ -	$ -	$ 27,209	$ (9,613)	$ 15,454	$ -
ZONE PARCEL SUMMARY															
No. Parcels - No Surcharge	N/A	N/A	2	N/A	5	N/A	1	N/A	N/A	N/A	N/A	118	118	80	N/A
Rate Per BU - No Surcharge	$0.00	$0.00	$1,382.81	$0.00	N/A	$0.00	$10,980.37	$0.00	$0.00	$0.00	$0.00	$461.71	$68.36	$488.49	$0.00
No. Parcels - Surcharge (see page 26)	Per Lin. Ft.	N/A	1	N/A	Per Lin. Ft.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rate Per BU - Surcharge (see page 26)	$0.00	$0.00	$1,521.09	$0.00	N/A	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Rates or Charges					See										
Escalated Ballot Maximum Assessment Rate	$ 7.07	$ 3,394.17	$ 1,382.819	$ 4,874.47	Page 36	$7.27	$ 10,980.373	$12,078.42	$22,696.20	$10,980.38	$26,558.74	$461.720	$68.359	$488.490	$ 4,897

Zone B – Landscape Maintenance (Including Annexations)

Budget Estimates (Page 6 of 6)

	Zone B-72	Zone B-73	Zone B-74	Zone B-75	Zone B-76	Zone B-77	Zone B-78	Zone B-79	Zone B-80	Zone B-81	Zone B-82	Zone B-83
	Annex No. 72	Annex No. 73	Annex No. 74	Annex No. 75	Annex No. 76	Annex No. 77	Annex No. 78	Annex No. 79	Annex No. 80	Annex No. 81	Annex No. 82	Annex No. 83
DIRECT COSTS												
MAINTENANCE AND SERVICING:												
No. of Months		12			12			12			12	
Contract Services-Eng.	$ -	$ 60	$ -	$ -	$ 60	$ -	$ -	$ 60	$ -	$ -	$ -	$ -
Contract Svc-Landscaping	$ -	$ 4,161	$ -	$ -	$ 2,686	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Material	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Water	$ -	$ 924	$ -	$ -	$ 3,850	$ -	$ -	$ 1,994	$ -	$ -	$ -	$ -
Electricity	$ -	$ (38)	$ -	$ -	$ (38)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ -	$ 5,107	$ -	$ -	$ 6,556	$ -	$ -	$ 2,054	$ -	$ -	$ -	$ -
INCIDENTAL EXPENSES												
City Administration	$ -	$ 329	$ -	$ -	$ 329	$ -	$ -	$ 329	$ -	$ -	$ -	$ -
Salaries & Benefit	$ -	$ 1,803	$ -	$ -	$ 1,803	$ -	$ -	$ 1,803	$ -	$ -	$ -	$ -
Consultant Services	$ -	$ 18	$ -	$ -	$ 23	$ -	$ -	$ 7	$ -	$ -	$ -	$ -
San Bernardino Cnty Admin	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Advertising	$ -	$ 2	$ -	$ -	$ 3	$ -	$ -	$ 1	$ -	$ -	$ -	$ -
Notice Mailing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	$ -	$ 2,153	$ -	$ -	$ 2,158	$ -	$ -	$ 2,141	$ -	$ -	$ -	$ -
Delinquency 2%	$ -	$ 117	$ -	$ -	$ 150	$ -	$ -	$ 47	$ -	$ -	$ -	$ -
Contingency 5%	$ -	$ 293	$ -	$ -	$ 376	$ -	$ -	$ 118	$ -	$ -	$ -	$ -
Sub Total	$ -	$ 410	$ -	$ -	$ 526	$ -	$ -	$ 165	$ -	$ -	$ -	$ -
TOTAL ANNUAL EXPENSES	**$ -**	**$ 7,669**	**$ -**	**$ -**	**$ 9,241**	**$ -**	**$ -**	**$ 4,359**	**$ -**	**$ -**	**$ -**	$ -
CAPITAL EXPENSES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
COLLECTIONS/(CREDITS) APPLIED TO LEVY												
Fund Balance Transfer	$ -	$ (2,744)	$ -	$ -	$ (8,169)	$ -	$ -	$ 9,953	$ -	$ -	$ 8,752	$ -
General Fund Repayment/(Loan)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General Fund Contribution	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ (2,744)	$ -	$ -	$ (8,169)	$ -	$ -	$ 9,953	$ -	$ -	$ 8,752	$ -
Balance to Levy	**$ -**	**$ 4,925**	**$ -**	**$ -**	**$ 1,072**	**$ -**	**$ -**	**$ 14,313**	**$ -**	**$ -**	**$ 8,752**	$ -
FUND BALANCE SUMMARY												
Estimated Fund Balance (7/1/25)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contibutions/(Transfers)	$ -	$ (2,744)	$ -	$ -	$ (8,169)	$ -	$ -	$ 9,953	$ -	$ -	$ 8,752	$ -
Plus General Fund Loan	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Improvement Reserve	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
EST. ENDING FUND BALANCE (6/30/26)	$ -	$ (2,744)	$ -	$ -	$ (8,169)	$ -	$ -	$ 9,953	$ -	$ -	$ 8,752	$ -
ZONE PARCEL SUMMARY												
No. Parcels - No Surcharge	N/A	1	N/A	N/A	2	N/A	N/A	1	N/A	N/A	1	N/A
Rate Per BU - No Surcharge	$0.00	$4,924.85	$0.00	$0.00	$536.03	$0.00	$0.00	$14,312.58	$0.00	$0.00	$8,751.64	$0.00
No. Parcels - Surcharge (see page 26)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rate Per BU - Surcharge (see page 26)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Rates or Charges(2)	$22,880.00		$22,880.00	$22,880.00		$22,880.00	$22,880.00					$22,880.00
Escalated Ballot Maximum Assessment Rate	N/A	$4,924.851	$8,576.61	$10,037.32	$536.038	$8,603.41	$25,957.65	$15,779.626	$5,199.57	$ 5,360.38	$9,648.689	$ 10,927

Note 2: Other Rates or Charges: If City takes over maintenance of a zone the $22,880 covers cost to install a separate water/electric meter.

Zone C – Trail Maintenance including Annexations
Budget Estimates

	Zone C-1 Original District	Zone C-2 Annex. No. 1	Zone C-3 Annex. No. 2	Zone C-4 Annex. No. 3	Zone C-5 Annex. No. 4	Zone C-6 Annex. No. 5	Zone C-7 Annex. No. 6	Zone C-8 Annex. No. 7	Zone C-9 Annex. No. 8	Total All Zones
DIRECT COSTS										
MAINTENANCE AND SERVICING:										
Contract Maintenance	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 1,800
Weed Abatement	$ 500	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 2,100
Trail/Access Surface	$ 500	$ 225	$ 100	$ 100	$ 200	$ 100	$ 200	$ 400	$ 400	$ 2,225
Gates	$ -	$ 300	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 300
Fence Repair & Replacement	$ 500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500
Rehabilitation and Upgrade Reserve	$ 500	$ -	$ -	$ -	$ -	$ -	$ 500	$ -	$ -	$ 1,000
Sub Total	**$ 2,200**	**$ 925**	**$ 500**	**$ 500**	**$ 600**	**$ 500**	**$ 1,100**	**$ 800**	**$ 800**	**$ 7,925**
INCIDENTAL EXPENSES:										
City Administration	$ 378	$ 378	$ 378	$ 378	$ 378	$ 378	$ 378	$ 378	$ 378	$ 3,399
Consultant Services	$ 77	$ 77	$ 77	$ 77	$ 77	$ 77	$ 77	$ 77	$ 77	$ 694
Advertising	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
San Bernardino County Administration	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Mailing Costs	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Sub Total	**$ 455**	**$ 455**	**$ 455**	**$ 455**	**$ 455**	**$ 455**	**$ 455**	**$ 455**	**$ 455**	**$ 4,094**
TOTAL ANNUAL EXPENSES	**$2,655**	**$1,380**	**$955**	**$955**	**$1,055**	**$955**	**$1,555**	**$1,255**	**$1,255**	**$12,019**
CAPITAL EXPENSES	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
COLLECTIONS/(CREDITS) APPLIED TO LEVY										
Reserve Fund Collection/(Transfer)	$ 1,023	$ 511	$ 685	$ 48	$ 154	$ 59	$ 584	$ 1,121	$ 517	$ 4,701
General Fund Repayment/(Loan)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
General Fund Contribution	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Balance to Levy	$ 3,678	$ 1,891	$ 1,639	$ 1,003	$ 1,209	$ 1,013	$ 2,138	$ 2,376	$ 1,772	$ 16,719
FUND BALANCE SUMMARY										
Estimated Fund Balance (7/1/25)	$16,224	$9,288	$8,682	$5,672	$5,878	$5,145	$10,330	$12,606	$8,551	$82,377
Contibutions/(Transfers)	$ 1,023	$ 511	$ 685	$ 48	$ 154	$ 59	$ 584	$ 1,121	$ 517	$ 4,701
Contribution from City/Other Sources	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
EST. ENDING FUND BALANCE (6/30/26)	$ 17,247	$ 9,799	$ 9,367	$ 5,720	$ 6,032	$ 5,203	$ 10,913	$ 13,727	$ 9,068	$ 87,077
ZONE PARCEL SUMMARY										
No. of Assessable Parcels	143	95	46	39	47	16	60	25	80	551
No. of Benefit Units (BU's)	143	95	46	39	47	16	60	25	80	551
Levied Rate Per BU - Specific Benefit (Maximum)	$25.72	$19.90	$35.64	$25.72	$25.72	$63.34	$35.64	$95.03	$22.15	

Zone D – Park Maintenance including Annexations
Budget Estimates

	Original District Zone D-0	Annex No. 1 Zone D-1	Annex No. 2 Zone D-2	Annex No. 3 Zone D-3	Total All Zones
DIRECT COSTS					
MAINTENANCE AND SERVICING:					
Salaries & Benefits	$ 20,738	$ 20,738	$ 20,738	$ 20,738	$ 82,952
Contract Services-Tree Trim.	$ 5,490	$ 7,503	$ -	$ 1,330	$ 14,323
Contract Services-Land. Maint.	$ 5,654	$ 7,194	$ 8,830	$ 4,748	$ 26,426
Alarm Monitoring	$ 600	$ -	$ -	$ -	$ 600
Water	$ 12,198	$ 23,127	$ 27,651	$ 3,885	$ 66,860
Electricity	$ 393	$ 496	$ 9	$ 124	$ 1,022
Materials	$ 4,422	$ 1,466	$ 812	$ -	$ 6,701
Sub Total	**$ 49,495**	**$ 60,524**	**$ 58,040**	**$ 30,825**	**$ 198,884**
INCIDENTAL EXPENSES:					
City Administration	$ 187	$ 187	$ 187	$ 187	$ 748
Consultant Services	$ 297	$ 297	$ 297	$ 297	$ 1,187
San Bernardino County Administration	$ -	$ -	$ -	$ -	$ -
Mailing Costs	$ -	$ -	$ -	$ -	$ -
Advertising	$ -	$ -	$ -	$ -	$ -
Sub Total	**$ 484**	**$ 484**	**$ 484**	**$ 484**	**$ 1,935**
TOTAL ANNUAL EXPENSES	**$ 49,979**	**$ 61,008**	**$ 58,523**	**$ 31,309**	**$ 200,819**
CAPITAL EXPENSES	**$0**	**$0**	**$0**	**$0**	**$0**
COLLECTIONS/(CREDITS) APPLIED TO LEVY					
Reserve Fund Collection/(Transfer)	$ (11,247)	$ (433)	$ 5,275	$ 3,786	$ (2,619)
General Fund Repayment/(Loan)	$ -	$ -	$ -	$ -	$ -
Mutual Benefit paid by City General Fund	$ (19,992)	$ (24,403)	$ (23,409)	$ (12,523)	$ (80,328)
Balance to Levy	**$ 18,740**	**$ 36,172**	**$ 40,389**	**$ 22,571**	**$ 117,872**
FUND BALANCE SUMMARY					
Estimated Fund Balance (7/1/25)	$ 116,417	$ 124,127	$ 119,330	$ 121,143	$ 481,016
Contibutions/(Transfers)	$ (11,247)	$ (433)	$ 5,275	$ 3,786	$ (2,619)
Contribution from City/Others	$ -	$ -	$ -	$ -	$ -
EST. ENDING FUND BALANCE (6/30/26)	**$ 105,169**	**$ 123,694**	**$ 124,605**	**$ 124,929**	**$ 478,397**
FACILITIES REPLACEMENT RESERVE					
Estimated Fund Balance (7/1/25)	$0	$0	$0	$0	$0
District Revenue Contribution	$0	$0	$0	$0	$0
Contribution from City/Other	$0	$0	$0	$0	$0
TOTAL FACILITIES REPLACEMENT RESERVE	**$0**	**$0**	**$0**	**$0**	**$0**

Total Annual Expenses		**$49,979**	**$61,008**	**$58,523**	**$31,309**	**$200,819**
Allocated Budget - Mutual Benefit Zone	**40.0%**	**$19,992**	**$24,403**	**$23,409**	**$12,523**	**$80,328**
Allocated Budget - Specific Benefit Zone	**60.0%**	**$29,987**	**$36,605**	**$35,114**	**$18,785**	**$120,491**
ZONE PARCEL SUMMARY						
No. of Assessable Parcels		190	87	60	24	
No. of Benefit Units (BU's)		190	87	60	24	
Levied Rate Per BU - Specific Benefit (Maximum)		$98.63	$415.77	$673.15	$940.46	

PART IV - METHOD OF ASSESSMENT

General

Pursuant to the 1972 Act and Article XIIID, all parcels that receive a special benefit conferred upon them as a result of the maintenance and operation of improvements and services shall be identified, and the proportionate special benefit derived by each identified parcel shall be determined in relationship to the entire costs of the maintenance and operation of improvements. Part 2 of Division 15 of the Streets and Highways Code, the Landscaping and Lighting Act of 1972, permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the operation, maintenance and servicing of landscaping improvements.

Section 22573 of the Landscape and Lighting Act of 1972 requires that maintenance assessments must be levied according to benefit rather than according to assessed value. This Section states:

> *"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefit to be received by each such lot or parcel from the improvements."*
>
> *"The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000) [of the Streets and Highways Code, State of California])."*

The 1972 Act also permits the designation of zones of benefit within any individual assessment district if "by reasons or variations in the nature, location, and extent of the improvements, the various areas will receive different degrees of benefit from the improvement" (Sec. 22547).

Article XIIID, Section 4(a) of the California Constitution limits the amount of any assessment to the proportional special benefit conferred on the property. Article XIIID also provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment. Exempted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements and rights-of-ways, public greenbelts and public parkways.

The net amount to be assessed may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels. Proposition 218, approved by the voters in November 1996, requires the City to separate general benefit from special benefit, whereas only special benefit is assessed.

Method of Assessment Spread

Zone A Street Lighting

Since the assessment will be levied on the owners of property as shown on the county tax roll, the final charges must be assigned by Assessor's Parcel Number. If assessments were to be spread just by parcel, not considering land use or parcel size, this would not be equitable, because, as an example, a single family residential parcel would be paying the same as a 50 unit apartment parcel or a large commercial establishment in a similar zone.

Therefore, the benefit each property receives will be assessed as increments of units of benefit called Benefit Units (BUs) as adopted by the City Council at the time of formation.

One (1) BU will be assigned to each developable parcel having street frontage less than or equal to 199 feet. If the lot frontage exceeds 199 feet, one additional BU will be assessed for each additional 100 feet of lot frontage or fraction thereof. For example, 1 BU is assigned to a lot with a frontage equal to 199 feet or less, 2 BUs are assigned to a lot with frontage greater than 199 feet, but less than or equal to 299 feet, and so on. Hence, BUs will increase by one (1) unit of benefit for each additional 100 foot increment, or fraction thereof of lot street frontage.

If a residential lot has frontage on two or more streets, only the shortest frontage dimension will be used to determine units of benefit. The unit of benefit for irregularly shaped lots will include only the frontage of the portion of the lot with minimum depth for development. Commercial and other non-residential uses will have all street frontage dimensions included to determine their units of benefit.

Properties that are not capable of being developed because of small size are assigned zero (0) units of benefit.

Lots without street frontage have been omitted from the methodology with the exception of condominiums, and planned unit developments. Each of these lots receives one (1) BU per dwelling unit. Lots with apartments constructed upon them have been assigned BU's based upon their street frontage.

To determine the units of benefit for each lot in the District, the records of the City and the San Bernardino County Assessor were referenced by the consultants in their calculations. All properties were originally reviewed during the formation of the District using both the Assessor's maps and the Assessor's tax roll in addition to the City's zoning maps to determine the zoning, and use of the properties.

Parcels of land listed as tax exempt by the County Assessor's records as Government owned land and Public Utility owned land will be exempted from the assessment because the current lighting zones were established prior to the passage of Proposition 218.

The method of apportionment will be in accordance with the special benefit received. Annual budgets have been prepared for each benefit zone within the District as shown on Part II of this report. The benefit

accruing to the properties is a direct benefit to all lots within the City which have the capability of being developed, whether or not they currently have improvements upon them.

A field inventory of street lights conducted by the City at formation indicated that two main areas of lighting existed, which have been referred to as "urban" and "rural" areas.

The urban area comprises areas within the City of Highland having levels of street lighting which are found in most urbanized areas. The urban area does not strictly refer to a type of land use as there may be agricultural or other uses within this classification.

The rural area is shown on the assessment diagram and includes areas in the easterly and southerly portions of the City of Highland which have a minimal level of lighting. Much of the rural area is presently either undeveloped or in agricultural land use. As development expands into the rural area and street lighting is provided, the properties will be removed from this assessment classification and included into the urban assessment area.

Assessments proposed for individual lots within Zone A will be for the special benefit received and will be determined based upon five assessment zones within the two assessment areas as defined below:

Urban Area

Zone A-1 Residential - This will include all residential lots within the urban area whether they are developed or undeveloped.

Zone A-2 Residential Rural - This designation defines all lots within the urban area having this City of Highland land use designation at the formation of the district. These lots generally have a lower level of street lighting and are therefore assessed as a separate zone.

Zone A-3 Non-Residential - This will include all commercial, manufacturing, administrative professional and other non-residential lots within the urban area whether they are developed or undeveloped.

Zone A-4 Agricultural - This will include all agriculturally land use zoned lots within the urban area.

Rural Area

Zone A-5 Rural - This will include all lots outside the urban area regardless of their land use zoning.

The following table provides a summary of typical assessments within Zone A. Detailed lighting information is provided in Exhibit 1 on the following pages.

	Total	Zone A-1	Zone A-2	Zone A-3	Zone A-4	Zone A-5
Benefit Units	14,748	13,325	33	893	70	427
Number of Parcels	14,113	13,173	32	510	36	362
Rate per Benefit Unit		$23.75	$20.51	$28.86	$7.71	$7.07

EXHIBIT 1

STREET LIGHTING DISTRICT NO. 1
CITY OF HIGHLAND
Fiscal Year 2025-26

	Summary of Existing Luminaire Maintained - (Estimated Zones)						Summary of Estimated Operating Budget Net of Other Costs					
Urban Zone:	5800 L	9500 L	16000 L	22000 L	27500 L	Total	5800 L	9500 L	16000 L	22000 L	27500 L	Total
Zone A-1 - Residential	1673	1047	99	364	0	3,183	$186,198	$129,254	$11,211	$39,653	$0	$366,317
Zone A-2 - Residential Rural	1	2	0	0	0	3	$111	$247	$0	$0	$0	$358
Zone A-3 - Non-Residential	81	118	0	0	0	199	$9,015	$14,567	$0	$0	$0	$23,582
Zone A-4 - Agriculture	1	2	0	0	0	3	$111	$247	$0	$0	$0	$358
Rural Zone:												
Zone A-5 - Rural	0	5	0	0	0	5	$0	$617	$0	$0	$0	$617
Sub Total	1756	1174	99	364	0	3,393	$195,437	$144,933	$11,211	$39,653	$0	$391,233

	Estimated City Added Street Lights						Summary of Budget - w/ Op. Costs for "Additional" Luminairs					
Urban Zone:	5800 L	9500 L	16000 L	22000 L	27500 L	Total	5800 L	9500 L	16000 L	22000 L	27500 L	Total
Zone A-1 - Residential	2	2	0	0	0	4	$223	$247	$0	$0	$0	$469
Zone A-2 - Residential Rural	0	0	0	0	0	0	$0	$0	$0	$0	$0	$0
Zone A-3 - Non-Residential	0	0	0	0	0	0	$0	$0	$0	$0	$0	$0
Zone A-4 - Agriculture	0	0	0	0	0	0	$0	$0	$0	$0	$0	$0
Rural Zone:												
Zone A-5 - Rural	0	0	0	0	0	0	$0	$0	$0	$0	$0	$0
Sub Total	2	2	0	0	0	4	$223	$247	$0	$0	$0	$469

Note: City provided estimate.

	Developer Added Street Lights Based on City Estimate						Summary of Budget - w/ Op. Costs for "Additional" Luminairs					
Urban Zone:	5800 L	9500 L	16000 L	22000 L	27500 L	Total	5800 L	9500 L	16000 L	22000 L	27500 L	Total
Zone A-1 - Residential	91	4	5	0	0	100	$10,128	$494	$566	$0	$0	$11,188
Zone A-2 - Residential Rural	0	0	0	0	0	0	$0	$0	$0	$0	$0	$0
Zone A-3 - Non-Residential	0	0	0	0	0	0	$0	$0	$0	$0	$0	$0
Zone A-4 - Agriculture	0	0	0	0	0	0	$0	$0	$0	$0	$0	$0
Rural Zone:												
Zone A-5 - Rural	0	0	0	0	0	0	$0	$0	$0	$0	$0	$0
Sub Total	91	4	5	0	0	100	$10,128	$494	$566	$0	$0	$11,188

EXHIBIT 1 (Continued)

STREET LIGHTING DISTRICT NO. 1
CITY OF HIGHLAND
Fiscal Year 2025-26

	SUMMARY - STREET LIGHTS						BUDGET SUMMARY - STREET LIGHTS					
Urban Zone:	5800 L	9500 L	16000 L	22000 L	27500 L	Total	5800 L	9500 L	16000 L	22000 L	27500 L	Total
Zone A-1 - Residential	1766	1053	104	364	0	3,287	$196,549	$129,995	$11,777	$39,653	$0	$377,974
Zone A-2 - Residential Rural	1	2	0	0	0	3	$111	$247	$0	$0	$0	$358
Zone A-3 - Non-Residential	81	118	0	0	0	199	$9,015	$14,567	$0	$0	$0	$23,582
Zone A-4 - Agriculture	1	2	0	0	0	3	$111	$247	$0	$0	$0	$358
Rural Zone:												
Zone A-5 - Rural	0	5	0	0	0	5	$0	$617	$0	$0	$0	$617
Sub Total	1849	1180	104	364	0	3497	$205,786	$145,673	$11,777	$39,653	$0	$402,890

	SAFETY LIGHTING											
	5800 L	9500 L	16000 L	22000 L	27500 L	Total	5800 L	9500 L	16000 L	22000 L	27500 L	Total
City Owned	0	0	0	0	0	0	$0	$0	$0	$0	$0	$0
Shared with Other Entities x 3/4	0	0	0	0	0	0	$0	$0	$0	$0	$0	$0
Shared with Other Entities x 1/2	0	0	0	0	32	32	$0	$0	$0	$0	$6,389	$6,389
Shared with Other Entities x 1/4	0	0	0	0	7	7	$0	$0	$0	$0	$699	$699
Sub Total	0	0	0	0	39	39	$0	$0	$0	$0	$7,088	$7,088

Note: Assumptions for Safety Lighting Provided by City.

	TOTAL STREET AND SAFETY LIGHTING											
Total Luminaire	1849	1180	104	364	39	3536						
Fiscal Year Budgeted Rate*	$ 111.30	$ 123.45	$ 113.24	$ 108.94	$ 399.34							
Total Annual Budget	Total luminaire above are from prior year						$205,787	$145,673	$11,777	$39,653	$7,088	$409,978

FY 2025-26 costs provided by City of Highland

Zone B Landscape Maintenance

The primary benefits of maintaining landscaping are as set forth below:

a. Improved aesthetic appeal of nearby parcels
b. Improved erosion resistance and dust control
c. Improved safety of playground facilities within neighborhoods
d. Beautifies and makes safer flood control facilities that would otherwise be unsightly and potentially dangerous
e. Enhancement of the value of property which results from the foregoing benefits

The servicing, operation and maintenance of landscape improvements required as a condition of tract map approval provides a special benefit to those parcels and/or lots within the tract or subdivision, and the costs should be spread to parcels/lots within those specific tracts/subdivisions only.

Since the assessment will be levied on the owners of properties as shown on the tax rolls, the final charges must be assigned by Assessor's Parcel Number. If assessments were to be spread just by parcel, not considering land use or parcel size, or proximity to the improvements this would not be equitable, because, as an example, a single family residential parcel would be paying the same as a 50 unit apartment parcel or a large commercial establishment in a similar zone.

Residential Zone

Each residential parcel within a benefit zone will be assigned one (1) benefit unit. Residential lots adjacent to the landscaping areas to be maintained by the district will be assigned an additional one-tenth (0.1) benefit unit since they receive a greater special benefit from the improvements.

Zone B-0	Maintenance of the permanent landscape areas along Base Line and the left side of Yarnell Street, fronting Tracts 12484 and 12484-1.
Zone B-1	Maintenance of the permanent landscape areas of Church Street and Highland Avenue fronting Tracts 10102 and 10102-5.
Zone B-2	Maintenance of the permanent landscape areas along Greenspot Road, Weaver Street, Water Street and Santa Ana Canyon Road fronting Tracts 13936-1, 13936-2, 13936-3 and 13936-4.
Zone B-3	Maintenance of the permanent landscape areas along Base Line and Cherokee Rose Drive fronting Tracts 12474, and 12474-1.
Zone B-4	Maintenance of the permanent landscape areas along Palm Avenue fronting Tract 11181.

Zone B-5	Maintenance of the permanent landscape areas along Elder Gulch Road (vacated) fronting Tract 13956.
Zone B-6	Maintenance of the landscape easement within the landscaped drainage detention facility in Tract 14190.
Zone B-7	Maintenance of the permanent landscape areas along Base Line fronting Tract 13237.
Zone B-8	Maintenance of the permanent landscape areas along Highland Avenue frontage and the easterly hydro seeded slope of Tract 13315.
Zone B-9	Maintenance of the permanent landscape areas along Boulder Avenue Parkway frontage and median of Parcel Map 12821 (Highland Village Plaza).
Zone B-10	Maintenance of the permanent landscape areas along Greenspot Road, fronting Tracts 14326, 14326-1, and 14326-2.
Zone B-11	Maintenance of the permanent landscape area along a portion of Stoney Creek Drive, within Tracts 14398, 14398-1, 14398-2, 14398-3, and Base Line and Boulder Avenue fronting parcel one (1) of Parcel Map 12849.
Zone B-12	Maintenance of the permanent landscape areas along Highland Avenue and Victoria Avenue fronting Parcel Map 14063 (Smith's).
Zone B-13	Maintenance of the permanent landscape areas along Weaver Street fronting Tract 14095.
Zone B-14	Maintenance of the East Highland Ranch permanent landscape areas within the public right of way and public easements along Base Line Road, Cloverhill Drive, Church Street, Love Street, 5th Street, Greenspot Road, Highland Avenue, Water Street, and Club View Drive fronting those master planned parcels to be approved within the East Highlands Ranch development as of March 1992.
Zone B-15	Maintenance of the permanent landscape areas along River Oaks and Church Street fronting Tract 10726, and Assessor's Parcel 0291-051-34.
Zone B-16	Maintenance of the permanent landscape areas along Ninth Street and Eucalyptus Drive fronting Tracts 15583 and 15609.
Zone B-17	Maintenance of the permanent landscape areas along Carriage Hill Drive and Surrey Lane fronting Tracts 7996 and 8718.
Zone B-18	Maintenance of the permanent landscape areas along Base Line and Seine Ave fronting Parcel Map 14475.

Zone B-19	Maintenance of the permanent landscape areas along Boulder Avenue; Parkway frontage and median of Beaver Medical Clinic fronting Parcel Map 14615.
Zone B-20	Maintenance of the permanent landscape areas along Base Line and Streater Drive fronting Tract 15618.
Zone B-21	Maintenance of the permanent landscape areas along Church Avenue and Powell Drive fronting Tract 15788 and Tract 15929.
Zone B-22	Maintenance of the permanent landscape areas along Santa Ana Canyon fronting Tract 14362.
Zone B-23	Maintenance of the permanent landscape areas fronting the Senior Housing Project on Central Avenue.
Zone B-24	Maintenance of the permanent landscape areas and the median on Base Line fronting the El Ranch Shell (27627 Base Line).
Zone B-25	Maintenance of the permanent landscape areas fronting the Cultural and Retail Center on Highland Avenue and Boulder Avenue.
Zone B-26	Maintenance of the permanent landscape areas and the median on Boulder Avenue fronting Walgreen's and KFC/Taco Bell.
Zone B-27	Maintenance of the permanent landscape areas fronting McDonald's at Base Line and Seine Avenue.
Zone B-28	Maintenance of the permanent landscape areas fronting Orco Blended Products.
Zone B-29	Maintenance of the permanent landscape areas along Base Line and Stoney Creek fronting Parcel 2 of Parcel Map 14885-1 (Wendy's) and a portion of the median on Boulder Avenue, south of Base Line.
Zone B-30	Maintenance of the permanent landscape areas along Santa Ana Canyon Road, Marianne Lane and Lot A adjacent to Tract Map 15375.
Zone B-31	Maintenance of the permanent landscape areas along Streater Avenue and Sycamore Drive adjacent to Tract Map 15969 and 15969-1.
Zone B-32	Maintenance of the permanent landscape areas along 5th Street fronting 28099 5th Street.

Zone B-33	Maintenance of the permanent landscape areas along Base Line and Sterling Avenue adjacent to Lots 44 and 45 of Tract 3582.
Zone B-34	Maintenance of the permanent landscape areas along Base Line adjacent to Lots 1, 12, 13, 14, 15, 26 and 27 of Tract 16404.
Zone B-35	Maintenance of the permanent landscape areas along Highland Avenue adjacent to Lots 13 and 14 of Tract 14757.
Zone B-36	Maintenance of the permanent landscape areas along Boulder Avenue adjacent to lots 2 through 7 of Tract 16543.
Zone B-37	Maintenance of the permanent landscape areas along Norwood Street and Church Avenue adjacent to lots 1, 19, 20 and 30 through 38 of Tract 16607.
Zone B-38	Maintenance of the permanent landscape areas along 3rd Street adjacent to Parcel 1 of Parcel Map 9112.
Zone B-39	Maintenance of the permanent landscape parkway areas along Base Line adjacent to lots 13, 14, and 15 of Tract 15960.
Zone B-40	Maintenance of the permanent landscape areas along Atlantic Avenue adjacent to Parcel 1 of Parcel Map 16788.
Zone B-41	Maintenance of the permanent landscape areas along Cochrane Street adjacent to lots 27, 28, and 51 through 59 of Tract 16914.
Zone B-42	Maintenance of the permanent landscape areas along Base Line adjacent to 27195 Base Line.
Zone B-43	Maintenance of the permanent landscape areas along Base Line adjacent to lots 1, 2, 3 and 4 of Tract 17590 and along the east side of lot 9 of Tract 17590.
Zone B-44	Maintenance of the permanent landscape areas along Church Street and Lot "A" adjacent to lots 1 through 4 and lots 15 through 25 of Tract 17263.
Zone B-45	Maintenance of the permanent landscape areas along Base Line, Palm Avenue and Foster Avenue adjacent to parcels 1 and 2 of Parcel Map 17597.
Zone B-46	Maintenance of the permanent landscape areas along Base Line and Boulder Avenue adjacent to parcels 1 and 2 of Parcel Map 18012.

Zone B-47	Maintenance of the permanent landscape areas along Base Line adjacent to lots 1 and 24 of Tract 18199.
Zone B-48	Maintenance of the permanent landscape areas along Greenspot Road from Highway 30 to Boulder Avenue.
Zone B-49	Maintenance of the permanent landscape areas along Palm Avenue, Meines Street and 27250 5th Street.
Zone B-50	Maintenance of the permanent landscape median areas along 5th Street west of Palm Avenue.
Zone B-51	Maintenance of the permanent median parkway landscape areas along Base Line and Sterling Avenue at 25699 Base Line (APN 0278-121-39-0000).
Zone B-52	Maintenance of the permanent median parkway landscape areas along Base Line and Sterling Avenue at 25699 Base Line (APN 0278-121-39-0000).
Zone B-53	Maintenance of the permanent median parkway landscape areas along Base Line, Boulder Avenue, Seine Avenue, and Pluto Street near 27767 Base Line, CUP-01-001.
Zone B-68	Maintenance of the perimeter parkway along Greenspot Road, Boulder Avenue, and Orange Street adjacent to Tract 17682.
Zone B-69	Maintenance of the median landscaping in the medians on Greenspot Road and Boulder Avenue adjacent to Tract 17682.
Zone B-70	Maintenance of the landscaping in certain parkway and landscape easement areas, oval medians and the water quality basins within and adjacent to Tracts 18935 and 16745.

Certain parcels within the various zones receive greater benefits from landscape improvements than other parcels within the same zone by either backing up to, facing or adjoining the improvements. In general, those parcels are assessed a 10% surcharge for the added benefit. Additional surcharges include the following:

Zone B-0	Lots abutting Yarnell Avenue pay 2 times more than those not abutting Yarnell Avenue for landscape improvements on Yarnell Avenue.
Zone B-8	Lots abutting east-facing slope pay 100% of maintenance cost of slope.
Zone B-17	Lots facing medians in Carriage Hills Drive pay 4 times more than those lots not facing median in Carriage Hill Drive.

Non-Residential Zones

The assessment methodology has been developed based upon the special benefits received by each parcel and is established at the time of annexation into the district. Currently, there are forty-six special benefit zones within the district which include non-residential parcels.

The methodologies, as approved at the time of annexation for Zones B-9, B-11, B-12, B-19, B-24, B-25, B-26, B-27, B-28, B-32, B-33, B-38, B-40, B-42, B-45, B-46, B-48, B-49, B-50, B-51, B-52, B-53, B-54, B-55, B-56, B-57, B-58, B-59, B-60, B-61, B-62, B-67, B-70, B-71, B-72, B-73, B-74, B-75, B-76, B-77, B-78, B-79, B-80, B-81, B-82 and B-83 are shown below for each zone:

Zone B-9 At the time of annexation, a finding was made that the special benefit to the lots within this zone was directly related to their pro-rata share of the development's frontage on Boulder Avenue. Therefore, the assessment shall be apportioned on the basis of front footage.

Zone B-11 At the time of annexation, it was determined that parkway landscaping along the west side of Stoney Creek Drive would be assessed against Tract 14398, and that parkway landscaping along Base Line and Boulder Avenue, and the landscaped median in Boulder Avenue, would be assessed against Parcel 1 of Parcel Map 12849.

Zone B-12 At the time of annexation, a finding was made that lots adjacent to the landscaped areas to be maintained by the district received ninety percent (90%) of the special benefit and that non-adjacent parcels received the remaining ten percent of the special benefit. Therefore, the assessment shall be apportioned on the basis of acreage, with ninety percent (90%) of the total assessment apportioned to those parcels adjacent to the landscaped areas and the remaining ten percent (10%) to the non-adjacent parcels.

Zone B-19 Consists of the parking frontage and median landscape improvements within the right-of-way of Boulder Avenue. The assessments for the improvements are to be levied against Parcel 1 of Map 14615 as a condition of approval for development of the parcel.

Zone B-24 Consists of frontage landscape improvements and median landscape improvements within the right-of-way of Base Line Avenue. The assessments for the improvements are to be levied against the parcel located on the south side of Base Line Avenue west of State Freeway 30 as a condition of approval for development of the parcel.

Zone B-25 Consists of frontage landscape improvements and median landscape improvements within the right-of-way and/or easements of Highland Avenue and Boulder Avenue. The assessments for the improvements are to be levied against the parcel located at the southeast corner of Boulder Avenue and Highland Avenue as a condition of approval for development of the parcel.

Zone B-26 Consists of frontage landscape improvements and median landscape improvements within the right-of-way and/or easements of Boulder Avenue and Base Line. The assessments for the improvements are to be levied against the parcel located at the southeast corner of Boulder Avenue and Base Line as a condition of approval for development of the parcel.

Zone B-27 Consists of frontage landscape improvements within the right-of-way and/or easements of Seine Avenue and Base Line. The assessments for the improvements are to be levied against the parcel located at the northeast corner of Seine Avenue and Base Line as a condition of approval for development of the parcel.

Zone B-28 Consists of frontage landscape improvements within the right-of-way and/or easements of Palm Avenue and Third Street. The assessments for the improvements are to be levied against the parcels located at the southeast corner of Palm Avenue and Third Street as a condition of approval for development of the parcels.

Zone B-32 Consists of frontage landscape improvements within the right-of-way and/or easements of 5th Street. The assessments for the improvements are to be levied against the parcel located at 28099 5th Street as a condition of approval for development of the parcel.

Zone B-33 Consists of frontage landscape improvements within the right-of-way and/or easements of Base Line and Sterling Avenue. The assessments for the improvements are to be levied against Lots 44 and 45 of Tract 3582 as a condition of approval for development of the parcels.

Zone B-38 Consists of frontage landscape improvements within the right-of-way and/or easements of 3RD Street. The assessments for the improvements are to be levied against Parcel 1 of Parcel Map 9112 as a condition of approval for development of the parcel.

Zone B-40 Consists of frontage landscape improvements within the right-of-way and/or easements of Atlantic Avenue. The assessments for the improvements are to be levied against Parcel 1 of Parcel Map 16788 as a condition of approval for development of the parcel.

Zone B-42 Consists of frontage landscape improvements within the right-of-way and/or easements of Base Line. The assessments for the improvements are to be levied against the following Assessor's Parcel Number: 1191-501-83-0000 located at 27194 Base Line as a condition of approval for development of the parcels.

Zone B-45 Consists of frontage landscape improvements within the right-of-way and/or easements of Base Line, Palm Avenue and Foster Avenue. The assessments for the improvements are to be levied against Assessor's Parcel Numbers 1200-381-40-0000 and 1200-381-41-0000 as a condition of approval for development of the parcels.

Zone B-46 Consists of frontage landscape improvements within the right-of-way and/or easements of Base Line and Boulder Avenue. The assessments for the improvements are to be levied against Assessor's Parcel Numbers 1200-461-79-0000 and 1200-461-80-0000 as a condition of approval for development of the parcels.

Zone B-48 The improvements to be maintained by Zone B-48 consist of parkway and median landscape improvements within the right-of-way and/or easements of Greenspot Road from Highway 30 to Boulder Avenue. The assessments for the improvements are allocated to each development area based on the development area's frontage on the improvements. Within each development area, the assessments are to be levied against the parcels in the development area based on the net acreage of the individual Assessor's Parcel Numbers. Improvements for future development areas within Zone B-48 will be included as the individual projects are developed.

Zone B-49 Maintenance of the permanent landscape areas along Palm Avenue, Meines Street and 27250 5th Street. The assessments for the improvements are to be levied against Assessor's Parcel Numbers 1192-621-01-0000 as a condition of approval for development of the parcels.

Zone B-50 Maintenance of the permanent landscape median areas along 5th Street west of Palm Avenue. The assessments for the improvements are to be levied against Assessor's Parcel Numbers 1192-621-01-0000 as a condition of approval for development of the parcels.

Zone B-51 Maintenance of the permanent median parkway landscape areas along Base Line and Sterling Avenue at 25699 Base Line. The assessments for the improvements are to be levied against Assessor's Parcel Numbers 0278-121-39-0000 as a condition of approval for development of the parcel.

Zone B-52 Maintenance of the permanent median parkway landscape areas along Base Line and Sterling Avenue at 25699 Base Line. The assessments for the improvements are to be levied against Assessor's Parcel Numbers 0278-121-39-0000 as a condition of approval for development of the parcels.

Zone B-53 Maintenance of the permanent median parkway landscape areas along Base Line, Boulder Avenue, Seine Avenue, and Pluto Street near 27767 Base Line (CUP-01-001).

The assessments for the improvements are to be levied against Assessor's Parcel Numbers 1201-091-61-0000 as a condition of approval for development of the parcels.

Zone B-54 The improvements maintained within this zone includes the maintenance and servicing of landscaping and appurtenant facilities that are located in the parkway areas along Base Line within the rights-of-way and dedicated public easements in front of the parcels to be assessed which are within the boundaries of Benefit Zone 54.

Zone B-55 Maintenance of the parkway landscaping along Cypress Street, Palm Street and 9th Avenue, and including Lot "A" located within Tract Map 18677.

Zone B-56 Maintenance for the trimming and replacement of parkway trees along Bella Terra Avenue and Bella Terra Court within Tract Map 18677.

Zone B-57 Consists of frontage landscape improvements within the right-of-way and/or easements of Base Line and Central Ave. The assessment for the improvements is to be levied against Assessor Parcel Number 1193-341-06-0000 located at 26897 Base Line as a condition of approval for development of the parcel.

Zone B-58 Maintenance of the permanent median parkway landscape areas along Base Line and Central Avenue at 26897 Base Line. The assessment for the improvements is to be levied against Assessor Parcel Number 1193-341-06-0000 as a condition of approval for development of the parcel.

Zone B-59 Maintenance of the parkway landscaping at the northwest corner of Base Line and Olive Street adjacent to 7270, 7278 and 7286 Olive Street.

Zone B-60 Consists of frontage landscape improvements within the right-of-way and/or easement of Base Line. The assessment for the improvements is to be levied against Parcel 1 of Parcel Map 19376 (Assessor Parcel Number 1200-381-42-0000) located at 27356 Base Line as a condition of approval for development of the parcel.

Zone B-61 Maintenance of the permanent median parkway landscape area along Base Line between 27310 Base Line and 27356 Base Line and adjacent to 27427 Base Line. The assessments for the improvements are to be levied against Assessor Parcel Numbers 1200-381-40-0000, 1200-381-41-0000, 1200-381-42-0000, 1200-421-33-0000, 1201-011-07-0000, and 1200-381-47-0000 as a condition of approval for development.

Zone B-62 Consists of frontage landscape improvements within the right-of-way and/or easements of Greenspot Road, Church Street and Old Greenspot Road. The assessment for the improvements is to be levied against Assessor's Parcel Number 1210-201-01-0000 located at 28895 Greenspot Road as a condition of approval for development of the parcel.

Zone B-63 Maintenance of the permanent median parkway landscape areas along Base Line at 28807 Base Line. The assessment for the improvements is to be levied against Assessor Parcel Number 1201-251-12-0000 as a condition of approval for development of the parcel.

Zone B-64 Maintenance of the parkway landscaping along Base Line at 28807 Base Line. The assessment for the improvements is to be levied against Assessor Parcel Number 1201-251-12-0000 as a condition of approval for development of the parcel.

Zone B-64 Maintenance of the parkway landscaping along Greenspot Road at 31111 Greenspot. The assessment for the improvements is to be levied against Assessor Parcel Number 0297-051-17-0000 as a condition of approval for development of the parcel.

Zone B-66 Maintenance of the permanent median parkway landscape areas along Greenspot Road at 31111 Greenspot. The assessment for the improvements is to be levied against Assessor Parcel Number 0297-051-17-0000 as a condition of approval for development of the parcel.

Zone B-67 Maintenance of the parkway landscaping fronting the northeast corner of Base Line and Church Street, Parcel Map 19652.

Zone B-71 Maintenance of the parkway landscaping located at 26492 Highland Avenue.

Zone B-72 Maintenance of the parkway and frontage landscaping along Buckeye Street, Base Line and Church Avenue, Parcel Map 19742.

Zone B–73 Maintenance of the permanent median landscaping in the median on Highland Avenue adjacent to Assessor's Parcel Numbers 1191-241-36-0000 as a condition of approval for development of the parcel.

Zones B-74 Maintenance of the parkway and frontage landscaping along Highland Avenue adjacent to Assessor's Parcel Number 1191-241-36-0000.

Zone B-75 Maintenance of the parkway and frontage landscaping along Base Line, State Route 210 and Messina Street adjacent to Assessor's Parcel Number 1200-461-81-0000.

Zone B–76 Maintenance of the permanent median landscaping and hardscape for the Base Line medians located between State Route 210 and Boulder Avenue adjacent to Assessor's Parcel Numbers 1200-461-81-0000 and 1200-461-82-0000 as a condition of approval for development of the parcels. The assessments are allocated to parcels based on their percentage of frontage to the improvements. Currently a general fund contribution is required to fully fund the maintenance, but once adjacent parcels develop and annex

into the zone as a condition of their development, the improvements will be fully funded.

Zone B-77 Maintenance of the parkway and frontage landscaping along Base Line, Seine Avenue and Messina Street adjacent to Assessor's Parcel Number 1200-461-82-0000.

Zone B-78 Maintenance of the parkway and frontage landscaping along Fifth Street and Church Avenue adjacent to Parcel 1 of Parcel Map 19797.

Zone B–79 Maintenance of the permanent median landscaping in the median along Fifth Street adjacent to parcel 1 of Parcel Map 19797 as a condition of approval for development of the parcel.

Zone B-80 Maintenance of the parkway and frontage landscaping along Base Line adjacent to Assessor's Parcel Number 1192-331-36-0000.

Zone B-81 Maintenance of the median landscaping of the median adjacent to 26539 Base Line, Assessor's Parcel Number 1192-331-36-0000.

Zone B-82 Maintenance of the median landscaping of the median adjacent to 26529 Highland Avenue, Assessor's Parcel Number 1191-241-34-0000.

Zone B-83 Maintenance of the parkway and frontage landscaping along Boulder Avenue and Greenspot Road adjacent to Assessor's Parcel Number 1201-361-28-0000.

Certain zones are presently established, or will be established, for future maintenance work to be accomplished by the City of Highland should the property owner(s) not perform landscape maintenance to the satisfaction of the City of Highland. Zones B-12, B-14, B-18, B-19, B-23, B-26, B-27, B-28, B-32, B-33, B-38, B-40, B-41, B-42, B-45 B-46, B-49, B-50, B-51, B-52, B-53,B-57, B-60, B-62, B-64, B-65, B-67, B-71, B-72, B-74, B-75, B-77, B-78, B-80 and B-83 are subject to these provisions.

Zones B-20 through B-83 includes an annual 5% inflation adjustment as balloted and approved by the property owners upon annexation. Each year the maximum rate is escalated 5% (Escalated Ballot Maximum Assessment Rate), however every year the rate is reviewed and approved by the City Council. The applied rate can be less than the maximum, but cannot exceed the Escalated Ballot Maximum Assessment Rate.

The following tables provides a summary of typical assessments within Zone B.

ZONE B LANDSCAPE MAINTENANCE Summary of Typical Assessments				
	Applied			
Zone	Rate per Benefit Unit Standard Lots	Rate per Benefit Unit Surcharged Lots	Slope Maintenance	Annexations with Differing Assessment Methods
B-0 (Base Line)	$ 19.51	$ 21.46		
B-0 (Yarnell Ave)	$ 11.91	$ 23.82		
B-1	$ 31.24	$ 34.36		
B-2	$ 30.14	$ 33.15		
B-3	$ 7.85	$ 8.64		
B-4	$ 108.94	$ 119.83		
B-5	$ 30.90	$ 33.99		
B-6	$ 54.74	$ 60.21		
B-7	$ 38.30	$ 42.13		
B-8	$ 63.61	$ 69.97	$ 227.08	
B-9	N/A	N/A		$3.75 per Linear Foot *
B-10	$ 46.15	$ 50.77		
B-11	$ 24.78	$ 27.26		
B-12	$ -	$ -		
B-13	$ 42.30	$ 46.53		
B-14	$ -	$ -		
B-15	$ 31.82	$ 35.00		
B-16	$ 17.87	$ 19.65		
B-17	$ 48.96	$ 195.84		
B-18	$ -	$ -		
B-19	$ -	$ -		
B-20 (Base Line)	$ 115.40	$ 126.94		
B-20 (Streater Dr)	$ 50.35	$ 55.39		
B-21	$ 93.07	$ 102.37		
B-22	$ 33.15	$ 36.47		
B-23	$ -	$ -		
B-24	N/A	N/A		$19.30 per Linear Foot *
B-25	N/A	N/A		$6.42 per Linear Foot *
B-26	$7.42	N/A		$10.45 / LF maximum
B-27	$ -	$ -		
B-28	$ -	$ -		
B-29	N/A	N/A		$9.48 LF maximum, $5.93
B-30	$ 204.41	$ 224.85		
B-31	$ 287.07	$ 315.78		
B-32	$ -	$ -		
B-33	$ -	$ -		
B-34	$ 106.71	$ 117.39		
B-35	$ 77.22	$ 84.94		
B-36	$ 1,912.40	N/A		
B-37	$ 222.55	$ 244.81		
B-38	$ -	$ -		
B-39	$ 427.57	$ 470.33		
B-40	$ -	$ -		

ZONE B
LANDSCAPE MAINTENANCE
Summary of Typical Assessments (Continued)

	Applied			
Zone	Rate per Benefit Unit Standard Lots	Rate per Benefit Unit Surcharged Lots	Slope Maintenance	Annexations with Differing Assessment Methods
B-41	$ -	$ -		
B-42	N/A	N/A		$8.60/ LF maximum, $0.00/LF
B-43	$ 659.31	$ 725.24		
B-44	$ 940.46	$ 1,034.50		
B-45	$ -	$ -		$7.79/ LF maximum, $0.00/LF
B-46	$ -	$ -		$7.42/ LF maximum, $0.00/LF
B-47	$ 273.40	$ 300.74		
B-48	N/A	N/A		Varies by development area, see following pages
B-49	$ -	$ -		
B-50	$ -	$ -		
B-51	$ -	$ -		
B-52	$ -	$ -		
B-53	$ -	$ -		
B-54	$ 1.82166	N/A		$1.82166 LF maximum
B-55	$ 806.30	$ 886.94		
B-56	$ 95.17	$ -		
B-57	$ -	$ -		$7.07 LF maximum, $0.00/LF
B-58	$ -	$ -		$3,394.17 per lot/$0
B-59	$ 1,382.81	$ 1,521.09		
B-60	$ -	$ -		$4,874.47 Annual/ $0
B-61	N/A	N/A		Varies per lot, see following pages
B-62	$ -	$ -		$7.27 LF maximum, $0.00/LF
B-63	$ 10,980.37	$ -		
B-64	$ -	$ -		
B-65	$ -	$ -		
B-66	$ -	$ -		
B-67	$ -	$ -		
B-68	$ 461.71	$ -		
B-69	$ 68.36	$ -		
B-70	$ 488.49	$ -		
B-71	$ -	$ -		
B-72	$ -	$ -		
B-73	$ 4,924.85	$ -		
B-74	$ -	$ -		
B-75	$ -	$ -		
B-76	$ 536.03			
B-77	$ -	$ -		
B-78	$ -	$ -		
B-79	$ 14,312.58			
B-80	$ -	$ -		
B-81	$ -	$ -		
B-82	$ 8,751.64	$ -		
B-83	$ -	$ -		

Parcels in Zone B-48:

DEVELOPMENT AREA 1 (Parcel Map 19011)

Assessor's Parcel Number	Description	Maximum Annual Assessment	FY 2025-26 Assessment
1201-331-07-0000	Parcel 1	$1,102.20	$1,102.20
1201-331-08-0000	Parcel 2	$25,166.27	$25,166.27
1201-341-19-0000	Parcel 3	$1,630.30	$1,630.30
1201-341-20-0000	Parcel 4	$3,237.62	$3,237.62
1201-341-21-0000	Parcel 5	$4,110.18	$4,110.18
		$35,246.57	$35,246.57

DEVELOPMENT AREA 2 (Parcel Map 18886)

Assessor's Parcel Number	Description	Maximum Annual Assessment	FY 2025-26 Assessment
1201-341-26-0000	Parcel 1	$2,690.96	$2,690.96
1201-341-23-0000	Parcel 2	$2,333.77	$2,333.77
1201-341-61-0000	Parcel 3	$3,119.61	$3,119.61
1201-341-62-0000	Parcel 3	$4,000.72	$4,000.72
1201-341-25-0000	Parcel 4	$7,548.98	$7,548.98
		$19,694.04	$19,694.04

DEVELOPMENT AREA 3

Assessor's Parcel Number	Description	Maximum Annual Assessment	FY 2025-26 Assessment
1201-341-29-0000		$2,309.15	$2,309.15
1201-341-30-0000		$52.96	$52.96
1201-341-33-0000		$10,837.89	$10,837.89
1201-341-34-0000		$789.64	$789.64
1201-341-35-0000		$63.97	$63.97
1201-341-36-0000		$149.96	$149.96
1201-341-37-0000		$366.51	$366.51
1201-341-38-0000		$422.09	$422.09
1201-341-39-0000		$398.49	$398.49
1201-341-40-0000		$358.12	$358.12
1201-341-41-0000		$830.01	$830.01
1201-341-42-0000		$1,082.22	$1,082.22
1201-341-43-0000		$718.33	$718.33
1201-341-44-0000		$1,609.69	$1,609.69
1201-341-45-0000		$1,857.17	$1,857.17
1201-341-46-0000		$290.48	$290.48
1201-341-47-0000		$175.65	$175.65
1201-341-48-0000		$601.41	$601.41
1201-341-49-0000		$439.91	$439.91
1201-341-50-0000		$440.44	$440.44
1201-341-51-0000		$608.22	$608.22
1201-341-52-0000		$209.21	$209.21
1201-341-53-0000		$389.05	$389.05
1201-341-54-0000		$643.35	$643.35
1201-341-55-0000		$386.95	$386.95
1201-341-56-0000		$44.04	$44.04
1201-341-57-0000		$355.50	$355.50
1201-341-58-0000		$212.35	$212.35
1201-341-59-0000		$0.00	$0.00
1201-341-60-0000		$0.00	$0.00
1201-351-14-0000		$1,232.17	$1,232.17
1201-351-15-0000		$786.49	$786.49
1201-351-16-0000		$1,006.71	$1,006.71
1201-351-28-0000		$3,620.49	$3,620.49
1201-361-26-0000		$5,492.82	$5,492.82
1201-361-28-0000		$677.31	$677.31
1201-361-31-0000		$709.84	$709.84
1201-361-32-0000		$460.37	$460.37
		$40,628.97	$40,628.97

The Future Development Area for Zone B-48 includes the following Assessor's Parcel Numbers:

FUTURE DEVELOPMENT AREA

Assessor's Parcel Number	Assessor's Parcel Number
1201-331-01-0000	1201-361-23-0000
1201-341-01-0000	1201-361-27-0000
1201-341-08-0000	1201-361-06-0000
1201-341-09-0000	1201-361-07-0000
1201-341-66-0000	1201-361-08-0000
1201-341-67-0000	1201-361-09-0000
1201-341-68-0000	1201-361-11-0000
1201-341-71-0000	1201-361-12-0000
1201-341-72-0000	

The summary of Zone B-61 assessments are as follows:

PARCELS IN B-61

DEVELOPMENT AREA 1

Assessor's Parcel Number	Description	Maximum Annual Assessment	FY 2025-26 Assessment
1200-381-40-0000	Parcel 1	$1,900.67	$1,900.67
1200-381-41-0000	Parcel 2	$1,146.95	$1,146.95
1200-381-42-0000	Parcel 3	$1,228.88	$1,228.88
1200-421-33-0000	Parcel 4	$2,224.20	$2,224.20
		$6,500.70	$6,500.70

DEVELOPMENT AREA 2

Assessor's Parcel Number	Description	Maximum Annual Assessment	FY 2025-26 Assessment
1201-011-07-0000	Parcel 1	$4,370.09	$4,370.09

DEVELOPMENT AREA 3

Assessor's Parcel Number	Description	Maximum Annual Assessment	FY 2025-26 Assessment
1200-381-47-0000	Parcel 1	$2,363.40	$2,363.40
	Total Levy for Zone B-61		**$13,234.19**

Zone C Trail Maintenance

The City Council has determined that a uniform and consistent level of maintenance of the community trail system is vital and necessary for the protection of the economic and humanistic values of the community. Zone C-1, the original community trail zone, is located within Tracts 14629 and 14629-1. In addition, the City Council has approved the following annexations to Zone C: Zone C-2 (Tracts 15583, 15689, 16509 and 17590), Zone C-3 (Tract 15375), Zone C-4 (Tract 15969 and 15969-1), Zone C-5 (Tract 14757), Zone C-6 (Tract 15960), Zone C-7 (Tract 16914), Zone C-8 (Tract 17263) and Zone C-9 (Tracts 18935 and 16745).

Community Trail District No. 1 has been developed for the benefit and enjoyment of all the properties located within the aforementioned tracts. It has been a City Council policy that future developments within the City that have community trails as part of their development plan be annexed into the District.

As stated when the District was formed, Special Benefit is determined based on the following facts:

a. The purpose of community trails is to provide an aesthetic impression on the area.
b. The maintained community trail benefits all properties in the development.
c. The benefit to the lots not adjacent to the community trail areas benefit by the uniform maintenance. All lots not abutting the community trail areas benefit equally.
d. The community trail is located in the backyards of the units adjacent to the community trail, however these properties were not given any surcharge in assessment since the community trail will not be directly accessible from the adjacent lots.

Therefore, one zone of benefit has been established for the original District, as well as for each benefit zone that has been annexed to the District. Hence, each developed lot in the development is apportioned equally.

Zone C-1 The boundary of Community Trail District No. 1 is coincident with the boundaries of Tracts 14629 and 14629-1, located centrally between Boulder Avenue, Base Line, Church Street and Highland Avenue. The development contains a total of 143 residential lots. The annual budget for the Original District is divided equally by the total number of residential lots within the Original District in order to calculate the assessment amount per Benefit Unit.

Zone C-2 Annexation No. 1, Tract No. 15583, Tract No. 15689, Tract No. 15609 and Tract No. 17590. The tracts are located between Base Line and Ninth Street approximately 595 feet east of Lankershim Avenue. The zone includes all properties in the aforementioned Tracts, and was approved by the City Council to provide for the ongoing maintenance and servicing of the community trail improvements along the thirty (30) foot wide easement that were granted to the City of Highland per approval. The development contains a total of 95 residential lots. The annual budget for Annexation No. 1 is divided equally by the total number of residential lots within the annexation in order to calculate the assessment amount per Benefit Unit.

Zone C-3 Annexation No. 2, Tract No. 15375 was approved by the City Council to provide for the ongoing maintenance and servicing of the community trail improvements along the easement granted to the City of Highland. The development contains a total of 46 residential lots. The annual budget for Annexation No. 2 is divided equally by the total number of residential lots within the annexation in order to calculate the assessment amount per Benefit Unit.

Zone C-4 Annexation No. 3 Tract No. 15969 and 15969-1 was approved by the City Council to provide for the ongoing maintenance and servicing of the community trail improvements along the easement granted to the City of Highland. The development contains a total of 39 residential lots. The annual budget for Annexation No. 3 is divided equally by the total number of residential lots within the annexation in order to calculate the assessment amount per Benefit Unit.

Zone C-5 Annexation No. 4 Tract No. 14757 was approved by the City Council to provide for the ongoing maintenance and servicing of the community trail improvements along the easement granted to the City of Highland. The development contains a total of 47 residential lots. The annual budget for Annexation No. 4 is divided equally by the total number of residential lots within the annexation in order to calculate the assessment amount per Benefit Unit.

Zone C-6 Annexation No. 5 Tract No. 15960 was approved by the City Council to provide for the ongoing maintenance and servicing of the community trail improvements along the easement granted to the City of Highland. The development contains a total of 16 residential lots. The annual budget for Annexation No. 5 is divided equally by the total number of residential lots within the annexation in order to calculate the assessment amount per Benefit Unit.

Zone C-7 Annexation No. 6 Tract No. 16914 was approved by the City Council to provide for the ongoing maintenance and servicing of the community trail improvements along the easement granted to the City of Highland along Cochran Street and through the park. The development contains a total of 60 residential lots. The annual budget for Annexation No. 6 is divided equally by the total number of residential lots within the annexation in order to calculate the assessment amount per Benefit Unit.

Zone C-8 Annexation No. 7 Tract No. 17263 was approved by the City Council to provide for the ongoing maintenance and servicing of the community trail improvements in Lot A of Tract 17263. The development contains a total of 25 residential lots. The annual budget for Annexation No. 7 is divided equally by the total number of residential lots within the annexation in order to calculate the assessment amount per Benefit Unit.

Zone C-9 Annexation No. 8 Tracts 18935 and 16745 was approved by the City Council to provide for the ongoing maintenance and servicing of the community trail improvements within the right-of-way along Aplin Street of Tract 18935 and 16745. The development contains a total of 80 residential lots. The annual budget for Annexation No. 8 is divided equally by the total number of residential lots within the annexation in order to calculate the assessment amount per Benefit Unit.

Zones C-1 through C-9 include a 5% inflation adjustment to the assessment rates, subject to final approval by the City Council.

The following table provides a summary of typical assessments within Zone C.

ZONE C

COMMUNITY TRAIL MAINTENANCE

SUMMARY OF TYPICAL ASSESSMENTS

Zone	Land Use	Assigned Benefit Units	Rate per Benefit Unit	Annual Assessment
C-1	Single Family Residential	1	$25.72	$25.72
C-2	Single Family Residential	1	$19.90	$19.90
C-3	Single Family Residential	1	$35.64	$35.64
C-4	Single Family Residential	1	$25.72	$25.72
C-5	Single Family Residential	1	$25.72	$25.72
C-6	Single Family Residential	1	$63.34	$63.34
C-7	Single Family Residential	1	$35.64	$35.64
C-8	Single Family Residential	1	$95.03	$95.03
C-9	Single Family Residential	1	$22.15	$22.15

Zone D Park Maintenance

At the time of formation, two zones of special benefit were established; Mutual Special Benefit, and Specific Benefit. The "Mutual Special Benefit" zone has been defined as the special benefit that accrues to each lot within the entire City related to Park Maintenance District No. 1. Mutual Special Benefit has been defined as 40% of the total benefit. At this time, the portion of costs applicable to Mutual Special Benefit will be paid by the City. The City may, however, at a future date, annex the remainder of the entire City into the Park Maintenance District No. 1 for purposes of assessing each lot situated therein based on the Mutual Special Benefit received. Tract No. 14757 is located adjacent to the existing Specific Benefit Zone D-0 and is proposed to be annexed to Zone D-0. Zone D-1 (Tract No. 16404) proposed to be annexed includes the dedication of a new City park to be maintained by the "Mutual Specific Benefit" zone as well as by the parcels in Zone D-1 using the percentages established at the time the District was formed.

Specific Benefit has been defined as the special benefit that accrues to each lot within Zones D-0 and D-1, and is apportioned based on 60% of the total benefit, assessed at the time the property is subdivided. There is a specific benefit received by properties within the "specific benefit" zone which includes:

a. Large outdoor areas and green spaces in close proximity to zone parcels which provide open-space and recreation opportunities.
b. Improved aesthetic appeal of nearby parcels.
c. Reduced criminal activity and property-related crimes (especially vandalism) against properties in the District through well-maintained surroundings amenities and useable park and recreational facilities.

The servicing, operation and maintenance of park and landscape improvements directly benefits those parcels and/or lots within the tract or subdivision. Lot size is not related to benefit received. Therefore, the benefits assigned to each lot will be equal, regardless of size, or land use zone designation.

Properties that are listed as tax exempt by the Assessor's Office will not be assessed. In addition, lots that have an assessed valuation of less than $500 will not be assessed.

Mutual Specific Benefit" Zone - The "Mutual Special Benefit" zone has been defined as the special benefit that accrues to each lot within the entire City related to the maintenance of Park Maintenance District No. 1 (Canyon Oaks Park, the City park dedication in Tract 16404 and the new City park dedication adjacent to Tract 16914). Mutual Special Benefit has been defined as 40% of the total special benefit. At this time, the portion of costs applicable to Mutual Special Benefit will be paid by the City. The City may, however, at a future date, annex the remainder of the entire city into the Park Maintenance District No. 1 for purposes of assessing each lot situated therein based on the Mutual Special Benefit received.

Zone D-0 Zone D-0 is responsible for the Specific Benefit portion of the maintenance of Canyon Oaks Park, defined as the special benefit that accrues to each lot within Tract 14629 and

Tract 14757, and is apportioned based on 60% of the total benefit, assessed at the time the property is subdivided

Zone D-1 — Zone D-1 is responsible for the Specific Benefit portion of the maintenance of the City park dedication in Tract 16404, defined as the special benefit that accrues to each lot within Tract 16404, and is apportioned based on 60% of the total benefit, assessed at the time the property is subdivided

Zone D-2 — Zone D-2 is responsible for the Specific Benefit portion of the maintenance of the new City park dedication adjacent to Tract No. 16914, defined as the special benefit that accrues to each lot within Tract 16914, and is apportioned based on 60% of the total benefit, assessed at the time the property is subdivided

Zone D-3 — Zone D-3 is responsible for the Specific Benefit portion of the maintenance of the new City park dedication adjacent to Tract No. 18199, defined as the special benefit that accrues to each lot within Tract 18199, and is apportioned based on 60% of the total benefit, assessed at the time the property is subdivided

Zones D-0 through D-3 include a 5% inflation adjustment to the assessment rates, subject to final approval by the City Council.

The following table provides a summary of typical assessments within Zone D.

ZONE D

PARK MAINTENANCE

SUMMARY OF TYPICAL ASSESSMENTS

Zone	Land Use	Assigned Benefit Units	Rate per Benefit Unit	Annual Assessment
D-0	Single Family Residential	1	$98.63	$98.63
D-1	Single Family Residential	1	$415.77	$415.77
D-2	Single Family Residential	1	$673.15	$673.15
D-3	Single Family Residential	1	$940.46	$940.46

Assessment district incidental costs will be spread within each zone, pro-rata, based on the assessments levied.

APPENDIX A – ASSESSMENT DIAGRAM

An assessment diagram was prepared and filed in the Office of the City Clerk. The diagram consists of nine (9) index sheets and two (2) bound books of San Bernardino County Assessor's Maps. The index sheets show the areas which include properties to be assessed and refer to the San Bernardino County Assessor's maps for a more detailed description of the properties.

In addition, a diagram of the District Boundaries showing the exterior boundaries of the District has been submitted to the City Clerk, and is incorporated herein by reference. The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the Assessor of the County of San Bernardino for the year in which this Report was prepared, and are incorporated herein by reference and made part of this Report.

APPENDIX B – ASSESSMENT ROLL

The proposed assessment and the amount of assessment apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office are submitted separately as Appendix B of the Engineer's Report for the City of Highland, Consolidated Landscape and Lighting District No. 96-1.

The description of each lot or parcel is part of the records of the Assessor of the County of San Bernardino and these records are, by reference, made part of this Report.

ATTACHMENT 2

RESOLUTION NO. 2025-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND COUNTY OF SAN BERNARDINO, CALIFORNIA GIVING PRELIMINARY APPROVAL OF ENGINEER'S REPORT FOR CONSOLIDATED LANDSCAPING & LIGHTING DISTRICT NO. 96-1 FISCAL YEAR 2025-26

RESOLVED by the City Council of the City of Highland that:

WHEREAS, on the 28th day of January, 2025 said City Council did adopt its Resolution No. 2025-03 directing the Engineer of Work to make and file with the City Clerk of said City a report in writing as required by the Landscaping and Lighting Act of 1972 for Fiscal Year 2025-25; and

WHEREAS, said Engineer of Work has made and filed with the City Clerk of said City a report in writing as called for in said Resolution and under and pursuant to said act, which report has been presented to this Council for consideration; and

WHEREAS, said Council has duly considered said report and each and every part thereof, and finds that each and every part of said report is sufficient, and that no part of said report requires modification in any respect;

NOW THEREFORE, it is ordered as follows:

1. That the Engineer's Estimate of the itemized costs and expenses of said work and of the incidental expenses in connection therewith, contained in said report be, and each of them are hereby, preliminarily approved and confirmed.

2. That the diagrams showing the assessment District referred to and described in said report the boundaries of the subdivision of land within said Assessment District as the same existed at the time of passage of said Resolution, is hereby preliminarily approved and confirmed.

3. That the proposed assessment upon the subdivision of land in said Assessment District is in proportion to the estimated benefit to be received by said subdivisions, respectively, from said work and of the incidental expenses thereof, as contained in said report is hereby preliminarily approved and confirmed.

4. That said report shall stand as the Engineer's Report for the purposes of all subsequent proceedings, and pursuant to the proposed district.

APPROVED AND ADOPTED this 13th day of May, 2025.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Alondra Muñoz
City Clerk

ATTACHMENT 3

RESOLUTION NO. 2025-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL 2025-26 IN CONSOLIDATED LANDSCAPE AND LIGHTING DISTRICT NO. 96-1, AN ASSESSMENT DISTRICT, AND OFFERING A TIME AND PLACE FOR HEARING OBJECTIONS THERETO

The City Council of the City of Highland, pursuant to the provisions of The Landscaping and Lighting Act of 1972, being Division 15 of the Streets and Highways Code of the State of California, does resolve as follows:

Description of Work

SECTION 1. That the public interest and convenience requires and it is in the intention of the City Council of the City of Highland, California, to order the following work be done, to wit:

1. Maintenance, operation and servicing of landscaping and lighting as authorized by Section 22525 of the Streets and Highways Code.

2. Any and all work and materials appurtenant thereto or which are necessary or convenient for the maintenance and servicing thereof.

Location of Work

SECTION 2. The foregoing described work is to be located within roadway right-of-way and public utility easements, landscape easements, trail easements, park lands, etc., within the incorporated boundaries of the City of Highland, more particularly described on a map which is on file in the City Clerk's office entitled "Assessment Diagram Consolidated Landscape and Lighting District No. 96-1."

Description of Assessment District

SECTION 3. That the contemplated work, in the opinion of said City Council, is of more local than ordinary public benefit, and the said City Council hereby makes the expense of said work chargeable upon a district, which said district is described as follows: All that certain territory of the City of Highland included within the exterior boundary line shown upon that certain "Assessment Diagram, Consolidated Landscape and Lighting District no. 96-1," heretofore approved by the City Council of said City indicating by said boundary line the extent of the territory included within the proposed assessment district and which map is on file in the Office of the City Clerk of said City.

Reference is hereby made to said map for further, full and more particular description of said assessment district, and the said map on file shall govern for all details as to the extent of said assessment district.

Report of the Engineer

SECTION 4. The Highland City Council by Resolution No. 2025-___ has accepted the report of the Engineer of Work, which report indicates the amount of the proposed assessment, the district boundary, detailed description of improvements, and the method of assessment. The report titled "Engineer's Report Consolidated Landscape and Lighting District No. 96-1" is on file in the Office of the City Clerk of said City and was prepared for the 2025-26 Fiscal Year in accordance with the Landscaping and Lighting Act of 1972. Reference to said report is hereby made for all particulars for the amount and extent of the assessments and for the extent of the work.

Collection of Assessments

SECTION 5. The assessment shall be collected at the time and in the same manner as County taxes are collected. The Engineer of Work shall file a report annually with the Highland City Council and the City Council will annually conduct public hearings upon said report as required by law, at which time assessments for the next fiscal year will be determined.

Time and Place of Hearing

SECTION 6. Notice is hereby given that on the 10th day of June 2025, at 6:00 p.m., or as soon thereafter as may be heard, the City Council of the City of Highland will hold a public hearing and any and all persons having any objection to the work or extent of the assessment district, may appear and show cause why said work should not be done or carried out in accordance with this Resolution of Intention. The City Council will consider all oral and written protests.

You may submit your comments by email in advance to the City Clerk at publiccomment@cityofhighland.org and include "Consolidated Landscape and Lighting District No. 96-1" in the title. Any written comments received in this manner will be included as part of the public record on this matter.

Landscaping and Lighting Act of 1972

SECTION 7. All of the work herein proposed shall be done and carried through in pursuance of act of the legislature of the State of California designated the Landscaping and Lighting Act of 1972, being Division 15 of the Streets and Highways Code of the State of California.

Assessment of Railroad, Gas, Water, or Electric Utility or Electric Line Right-of-Way

SECTION 8. That by reference to Section 22595 of the Streets and Highways Code all railroad, gas, water or electric utility or electric line right-of-way included within said Consolidated Landscape and Lighting District No. 96-1 which will receive benefit will be assessed for said benefit.

Exclusion of Public Property

SECTION 9. All lots or parcels belonging to public agencies shall be omitted from assessments to be made hereafter to cover the costs and expenses of the Work.

Publication of Notice

SECTION 10. Published notice shall be made pursuant to Section 6061 of the Government Code. The publication of notice of hearing shall be completed at least 10 days prior to the date of hearings.

Certification

SECTION 11. The City Clerk shall certify to the adoption of this Resolution.

APPROVED AND ADOPTED this 13th day of May, 2025.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Alondra Muñoz
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Lawrence A. Mainez, Community Development Director
Maricela Marroquin, City Attorney

SUBJECT: Second Reading of Ordinance No. 468 amending Chapter 1.20, Arrest and Citation, Chapter 2.56, Administrative Citation Process, and Chapter 8.58 of the Highland Municipal Code to increase the administrative fine as allowable under the State Fireworks Law for use of illegal fireworks, and other amendments to authorize enhanced code enforcement efforts.

RECOMMENDATION:

That the City Council conduct a second reading, read by title only, and waive further reading of Ordinance No.468 amending Chapter 1.20, Arrest and Citation, Chapter 2.56, Administrative Citation Process, and Chapter 8.58 of the Highland Municipal Code to increase the administrative fine as allowable under the State Fireworks Law for use of illegal fireworks, and other amendments to authorize enhanced code enforcement efforts.

PREVIOUS ACTION / BACKGROUND:

On May 7, 2025, the City Council held a public hearing for the subject Municipal Code Amendment and no modification were made, therefore staff recommends the City Council recognize the subject Ordinance and adopt as submitted.

ATTACHMENT:

1. Ordinance No. 468, amending the Highland Municipal Code Chapter 1.20, Chapter 2.56, and Chapter 8.58.

Approved _____	Motion _____	Second _____	Agenda Item No. 16
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

ATTACHMENT 1

Ordinance No. 468, amending the Highland Municipal Code Chapter 1.20, Chapter 2.56, and Chapter 8.58 related to illegal fireworks enforcement

ORDINANCE NO. 468

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, DELETING CHAPTER 1.20 (ARREST AND CITATION PROCEDURES) OF TITLE 1 (GENERAL PROVISIONS); AND AMENDING CHAPTER 2.56 (ADMINISTRATIVE CITATION PROCESS) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) AND CHAPTER 8.58 (FIREWORKS) OF TITLE 8 (HEALTH AND SAFETY) OF THE HIGHLAND MUNICIPAL CODE PERTAINING TO THE ENFORCEMENT OF FIREWORKS VIOLATIONS

WHEREAS, the City of Highland pursuant to its police power, may adopt regulations to protect the health, safety, and welfare of the public under California Constitution, Article XI, Section 7 and California Government Code Section 37100.

WHEREAS, the City has the authority under California Government Code Section 53069.4 to issue administrative citations for violations of the City's ordinances and impose administrative fines and penalties for such violations; and further has authority pursuant to Health and Safety Code Section 12557 for the imposition of fines related to persons who possess, sell, use and/or display, and/or the seizure of, 25 pounds or less (gross weight) of dangerous fireworks.

WHEREAS, pursuant to Section 8.58.020 of Chapter 8.58 (Fireworks) of Title 8 (Health and Safety) of the Highland Municipal Code, the City has provided that "no person shall have in his or her possession, or keep, store, use, shoot, discharge, set off, ignite, explode, manufacture, sell, offer to sell, give or transport, any fireworks, dangerous fireworks or safe and sane fireworks, except for use as agricultural and wildlife fireworks or for use during a public display of fireworks pursuant to a permit obtained under the provisions of Sections 12640 through 12654 of the California Health and Safety Code, and this code."

WHEREAS, despite the prohibition on fireworks in the Highland Municipal Code, people within the City illegally use fireworks on or near the Fourth of July holiday and also during or near other entertainment and cultural events and festivals throughout each year.

WHEREAS, the City Council finds that the use and discharge of illegal fireworks in the City's local streets and neighborhoods poses a risk to life and property.

WHEREAS, the City Council finds that it is in the interest of the health, safety and welfare of the City to increase efforts to deter fireworks activity through the use of administrative citations.

WHEREAS, the City Council finds that it is in the interest of the health, safety and welfare of the City to hold owners and tenants of private property responsible for the unlawful use, discharge, possession, storage and sale of dangerous fireworks on their property.

NOW, THEREFORE, the City Council of the City of Highland does hereby ordain as follows:

Section 1. Code Amendment. Chapter 1.20 (Arrest and Citation Procedures) of Title 1 (General Provisions) of the Highland Municipal Code is hereby deleted in its entirety.

Section 2. Code Amendment. Section 2.56.030 (General enforcement authority) of Chapter 2.56 (Administrative Citation Process) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text, with all other provisions of Chapter 2.56 remaining unchanged:

"For the purposes of this chapter, the city council designates the police officers, police specialists, city engineer, community development director, assistant community development director. city planner, building official, building inspectors, code compliance officers, business license coordinator, fire chief and fire code inspectors designated by the fire chief as enforcement officers, and their designees with the power to issue administrative citations, inspect public and private property and use whatever judicial and administrative remedies are available under the municipal code and state code."

Section 3. Code Amendment. Section 2.56.040 (Service of administrative citations) of Chapter 2.56 (Administrative Citation Process) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text, with all other provisions of Chapter 2.56 remaining unchanged:

"A. Administrative citations shall be served as follows:

1. Personal service on the property owner(s); or

2. a. Registered or certified mail, postage prepaid, return receipt requested. Simultaneously, a copy of the administrative citation may be sent by regular mail. If an administrative citation sent by registered or certified mail is returned unsigned or deemed undeliverable, then service shall be deemed effective pursuant to regular mail, provided the copy of the administrative citation that was sent by regular mail is not returned; and

b. Posting a copy of the administrative citation conspicuously on or in front of the property. Administrative citations for violations of Chapter 8.58 shall not require posting and service shall be deemed complete via personal service or service by registered or certified mail.

Service by registered or certified mail in the manner described above shall be deemed to have been completed or be effective on the date of delivery.

B. The failure of any property owner to receive any notice served in accordance with this section shall not affect the validity of any proceedings taken under this chapter."

Section 4. Code Amendment. Section 2.56.050 (Administrative citation procedures) of Chapter 2.56 (Administrative Citation Process) of Title 2 (Administration and Personnel) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text and deletions shown in strikethrough text, with all other provisions of Chapter 2.56 remaining unchanged:

A. Upon discovering a violation of the municipal code or the state code, an enforcement officer may issue an administrative citation to a property owner in the manner prescribed in this chapter. If there exists a continuing violation pertaining to building, plumbing, electrical, or other similar structural or zoning issues, however, and that violation does not create an immediate danger to health or safety, the enforcement officer may issue notice to the property owner of that violation

in the manner prescribed by HMC 2.56.040. The property owner must correct or otherwise remedy the violation within at least 15 days from the date of service of this notice; otherwise, the enforcement officer may issue an administrative citation to the property owner for violations of the municipal code or applicable state codes. An administrative citation may be issued for any violation of or failure to comply with any condition imposed by any entitlement, permit, agreement or environmental document issued or approved under the provisions of the municipal code.

B. When issuing an administrative citation via personal service, ~~I~~if the property owner is not an individual, the enforcement officer shall attempt to locate an authorized representative of the owner, if known, and issue the owner an administrative citation. If the enforcement officer can only locate the manager or on-site supervisor, the administrative citation may be issued in the name of the owner and the manager or on-site supervisor and given to said manager or on-site supervisor. A copy of the administrative citation shall also be mailed to the owner in the same manner, as described in HMC 2.56.040.

C. When issuing an administrative citation via personal service, once the property owner or its authorized representative is located, the enforcement officer shall attempt to obtain the signature of that person on the administrative citation. If the property owner or its authorized representative refuses or fails to sign the administrative citation, the failure or refusal to sign shall not affect the validity of the administrative citation or subsequent proceedings.

D. If the enforcement officer is unable to ~~locate~~ personally serve the property owner or its authorized representative at the property, then ~~the administrative citation shall be mailed to the property owner in the manner prescribed in HMC 2.56.040.~~

~~E. If no one can be located at the property,~~ the administrative citation shall be posted in a conspicuous place on or near the property and a copy subsequently mailed to the property owner in the manner prescribed in HMC 2.56.040, except for administrative citations for violations of Chapter 8.58 (Fireworks) which shall not require posting.

E.~~F~~. The administrative citation shall also contain the printed name and signature of the citing enforcement officer.

F.~~G.~~ The administrative citation shall be mailed to the property owner in the manner prescribed by HMC 2.56.040."

Section 5. Code Amendment. Section 8.58.050 (Seizure and disposal) of Chapter 8.58 (Fireworks) of Title 8 (Health and Safety) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text, with all other provisions of Chapter 8.58 remaining unchanged:

"A. It shall be the duty of the fire chief and his or her authorized representatives and the police chief and his or her authorized representatives to enforce the provisions of this chapter.

B. The fire chief and his or her authorized representatives and the police chief and his or her authorized representatives shall have the authority to seize, take, remove, store and dispose of any fireworks, dangerous fireworks and safe and sane fireworks. The fire chief and his or her authorized representatives and the police chief and his or her authorized representatives may

charge any person whose fireworks are seized pursuant to this section a reasonable amount which is sufficient to cover the cost of transporting, storing, handling and disposing of the seized fireworks.

C. At the time of seizure of any fireworks, the fire chief and his or her authorized representatives and the police chief and his or her authorized representatives shall serve by personal service an administrative citation pursuant to Chapter 2.56 HMC for a violation of this section to any property owner or any property owner's authorized representative whose fireworks are seized."

Section 6. Code Amendment. Section 8.58.060 (Penalties) of Chapter 8.58 (Fireworks) of Title 8 (Health and Safety) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text and deletions shown in strikethrough text:

"A. Any person who violates any provision of this chapter is subject to prosecution as either an infraction or a misdemeanor as set forth in Chapter 1.24 HMC.

B. A violation of any provision of this chapter is subject to an administrative citation in the amount of ~~$1,000~~ $2,000 for each violation pursuant to the procedures set forth in Chapter 2.56 HMC. Such administrative remedy may be exercised in place of, or in addition to, any administrative, criminal, civil, or equitable remedy allowed by law.

C. If a person who violates any provision of this chapter is charged with a misdemeanor, upon conviction that person shall be punished by a fine of not more than $1,000, or by imprisonment in the county jail for a period not exceeding one year, or by both such fine and imprisonment.

D. A person is guilty of a separate offense for each and every day or portion thereof during which he or she commits, continues or permits a violation of this chapter.

E. Nothing in this chapter shall be interpreted to limit any of the penalties provided for under the California Health and Safety Code or Penal Code with regard to the sale, use, possession, delivery and/or transportation of dangerous fireworks."

Section 7. CEQA.

The Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the adoption of the Ordinance will have a significant effect on the environment.

Section 8. Severability.

If any one or more of the terms, provisions or sections of this Ordinance shall to any extent be judged invalid, unenforceable and/or voidable for any reason whatsoever by a court of competent jurisdiction, then each and all of the remaining terms, provisions and sections of this Ordinance shall not be affected thereby and shall be valid and enforceable.

Section 9. Publication.

The City Clerk is directed to publish this Ordinance as required by law prior to the expiration of fifteen (15) days after its passage.

PASSED, APPROVED AND ADOPTED this 13th day of May, 2025.

_____
Penny Lilburn
Mayor

ATTEST:

_____
Alondra Muñoz
City Clerk

APPROVED AS TO FORM:

_____
Maricela Marroquin
City Attorney

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Lawrence Mainez, Community Development Director, and Kim Stater, Assistant Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner

SUBJECT: A Special Event Permit (SEP 25-001) by Immanuel Baptist Church for a 4th of July community event, fireworks display and request for co-sponsorship.

Location: 28355 Base Line Street, Highland, CA 92346

Applicant: Immanuel Baptist Church

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

1. Approve the Special Event Permit 25-001 subject to the conditions of approval; and

2. Approve a request by Immanuel Baptist Church for Co-Sponsorship and waiving of City Police and Fire permit fees, and Public Works traffic control in the amount of approximately $15,402.62.

FISCAL IMPACT: The City Council has adopted a policy whereby no fee will be collected for processing a Special Event Permit. Application Cost to the City is time and materials

Approved _____ Motion _____ Second _____ Agenda Item No. 17

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

for preparation of the Staff Report and advertisement. Event costs identified by the City's public Works Department ($2,533.00), Police Department ($12,667.32) and Fire Marshal ($202.30) are typically paid by an Applicant prior to the Event. A waiver of police services, fire, and public works traffic control has been requested.

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: Immanuel Baptist Church is seeking approval of its Annual 4th of July Community event and firework display. Additionally, they are requesting co-sponsorship for Police Department, Fire, and Public Works expenses (see attachment 1).

The 4th of July community event and fireworks display is scheduled for Friday, July 4, 2025, from 6:00 P.M. thru 10:00 P.M. It is anticipated the Event will draw approximately 5,000-7,0000 people on-site over a period of three-four (3-4) hours. Activities for the 4th of July Community event would include food vendors, broadcast music and a fireworks display. Church volunteers will provide assistance and security on the site. In addition, first aid will be present on-site provided by Immanuel Baptist Church. All other related equipment and services such as lighting and sound accessories, restroom facilities and trash collection will be provided for by Immanuel Baptist Church.

Per the Highland Municipal Code Section 8.58.030 (Firework Displays), and Section 16.08.130 (Special Events), a public display of fireworks, under the direction of a pyrotechnic operator is permitted by City Council approval. Immanuel Baptist Church has contracted with "Pyro Spectaculars", a professionally licensed pyrotechnic company, who will provide a full service Sky Concert consisting of a licensed operator, an electronic firing system, custom show choreography and design, insurance coverage, and delivery. Additionally, Cal Fire Battalion Chief Liz Brown, will be present at the event to ensure the required inspections are done.

Co-sponsorship Request: Immanuel Baptist Church has requested City Co-Sponsor to help assist with Police Department expenses, Fire Permits, and Public Works traffic control support in the amount of $15,402.62 (see attachment 1).

The Special Event Permit Application has been circulated to all the City's Departments for comments and Conditions, if necessary and appropriate.

Attachments:

1. Co-sponsorship request letter
2. Site Plan
3. Department Conditions
4. Highland Municipal Code Section 8.58 - Fireworks

Attachment 1:

Co-Sponsorship Request Letter

IMMANUEL
BAPTISTCHURCH

March 6, 2025

City of Highland
27215 Base Line
Highland, CA 92346

Dear City Council and City Staff,

This letter comes to you as the permit request for the **Community July 4th Fireworks** display scheduled for Friday, July 4, 2025 from 6:00pm-10:00pm. Our event will take place on our ballfields, parking lots and Northwest dirt lot (fireworks staging and firing zone).

The services include food vendors, limited family seating and activities on the ballfields, broadcasting music throughout the event, and approximately 20-25 minutes of aerial fireworks (provided by Pyro Spectaculars Productions, Inc).

We anticipate 5,000-7,000 people at this event over a period of 3-4 hours. The Church's Safety team and a security company will be providing general security on the campus and will perform a bag check at the entrance to the fields. In addition, the Church's volunteer safety and medical teams will provide parking direction, traffic control from the campus, security on site, along with a First Aid booth set up for minor needs.

The Church is requesting the City to be a co-sponsor of this community event, as has been the case in prior years, and provide for Police, Fire and Public Works services and expenses. This will greatly assist in being able to offer this event, and the Church has very much appreciated this co-sponsoring in the past. The Church will provide an area for Police and Fire staff and vehicles to stage from on our campus.

Other items--trash will be collected and disposed of via a Burrtec dumpster on site, including recyclable and organic waste receptacles. Restroom facilities will include 14 portable toilets, 6 of which are handicap accessible, some with hand washing stations,, as well as hand sanitizing dispensers will be provided thru out the event.

Thank you for the years of cooperation you have given us as we all seek to serve the citizens of the City of Highland. Please find the attached special event permit application and an event site plan along with other documents. If you have any questions, please feel free to contact me.

Sincerely,

Dr. Tracy Johnson
Executive Pastor-Ministry

Attachment 2:

Site Plan


Base Line St
Base Line St
Base Line St
Base Line St
Base Line St
Webster St
Webster St
Streater Ave
Streater Ave
Railroad Ct
Fallout Safety Zone
Fireworks setup
D
C
A
B
Immanuel Baptist Church
Immanuel Baptist School
G
Fireland
Fireland
Stage
Cherokee
Streater Trail
Pd. Security; Safety Tm.; 1st Aid; Traffic control/end ; HFD ; HPD/SD ; Traffic control ; No viewing
Imagery ©2022 County of San Bernardino, Maxar Technologies, U.S. Geological Surv

Attachment 3:

Department Conditions

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: May 6, 2025
Applicant: Immanuel Baptist Church – Applicant
File/Index: Special Event Permit (SEP-25-001)
Proposal: 4th of July community event and professional firework display
Location: 28355 Base Line

PLANNING CONDITIONS OF APPROVAL

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

Special Event Permit No. 25-001 is approved, subject to compliance with the conditions of approval contained herein. The conditions of approval listed below are continuing conditions; failure of the Applicant and/or operator to comply with any/all conditions at any time, shall result in initiating revocation of the subject permit.

General

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

    a. Unless all conditions have been complied with and authorized by Special Event Permit No. 25-001 has occurred.

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

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

4. **(NS) No later than 2 weeks in advance of the event, Immanuel Baptist Church (Applicant) shall provide a "neighborhood mailer" to all residents within a 1,000 sq. ft. radius of Immanuel Baptist Church property lines notifying them of the proposed event details.**

    a. A copy of the mailer and location map shall be provided to the City prior to distribution.

5. In compliance with the Highland Municipal Code, the Applicant/Owner shall agree, at his/her sole cost and expense, to defend, indemnify, and hold harmless, the City, its officers, employees, agents, and consultants, from any claim, action, or proceeding brought by a third-party against the City, its officers, agents, and employees, which seeks to attack, set aside, challenge, void, or annul an approval

of the City Council, Planning Commission, or other decision-making body, including staff, concerning this project. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve the Applicant/Owner of his/her obligations under this condition.

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

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

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

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

10. No intensification of use event scope and nature described in the application (i.e., SEP-25-001), which would tend to increase the projected scale of the event, shall be permitted except upon application for, and approval of, modification of this permit in compliance with all procedures and requirements therefore.

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

Signage

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

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

Maintenance

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

Pyrotechnic Element

15. Pyro Spectaculars shall take into account wind direction and speed the day of the event to limit debris and ash fallout onto buildings and structures. The firing site should be moved as needed to meet the safety of surrounding structures and visitors.

SHANNON D. DICUS, SHERIFF-CORONER

SAN BERNARDINO COUNTY

April 11, 2025

City of Highland
27215 Base Line Street
Highland, CA 92346

Re: SEP 25-001 Immanuel Baptist Church 4th of July Fireworks Show

Immanuel Baptist's annual 4th of July fireworks show has become one of the most popular displays in the San Bernardino valley, attracting thousands of visitors to the City of Highland.

When combined with the City's annual 4th of July parade that occurs in the morning, staffing levels at the Sheriff's Department are extremely strained that day. In order to manage both events, and ensure public safety, the Sheriff's Department has to bring in and pay overtime to personnel who are either off duty or from other stations.

Immanuel Baptist's event is officially held from 6:00 pm until 10 pm, although traffic starts to increase early in the afternoon and affects may of the surrounding neighborhoods as spectators stake claim to good parking and other viewing locations.

Immanuel Baptist provides private security inside the venue and last year there were no major issues reported. Sheriff's Department personnel are assigned to support security inside the venue during the show and take control in the event of a criminal act. Sheriff's Personnel also provide public safety for the immediate surrounding neighborhoods and traffic control with egress as spectators leave the city after the show ends. Many spectators choose to park and watch the show from outside of the venue.

Because of the mass exodus all at the same time after the show, it usually takes upwards of one to two hours for the arterial roadways to resume normal traffic flow.

This year's event will be staffed with the following personnel, each working a 6-hour shift from 5:00 pm to 11:00 pm. This will allow Sheriff's personnel to be in place as the event starts, and provides enough time to manage traffic afterwards. Of course, as in all other cases, should traffic clear out before 11:00 pm, the on-scene supervisor will send employees home as appropriate.

The following staff will be scheduled for the event. The overtime costs are figured at the County's current 2024/2025 public gathering event fee schedule (attached). In the past, Reserve Deputies were used at a lower cost. However, Highland Sheriff's Station only has one remaining Reserve Deputy and he is not always available. Should any Department Reserves choose to work the event, they would take the place of a Deputy Sheriff at a lower cost.

1	Sergeant (Supervisor)	$1,085.40
14	Deputy Sheriffs	$11,581.92
1	Sheriff's Service Specialist	$194.00
15	Citizen on Patrol / Explorer Scouts	No Cost
	Total Overtime Amount	**$12,667.32**

The staffing for this event is based on the after-action report generated after last year's event. It includes consideration for the number of spectators expected to enter the city and covers the required traffic control to ensure safe egress as they leave.

If these costs are not collected from the event organizer, the Highland Sheriff's Station will be required to cover the costs from the allotted yearly overtime budget.

If you have any questions, please reach out to me.

Phill Dupper, Lieutenant
Highland Sheriff's Station

SHANNON D. DICUS
SHERIFF-CORONER
SAN BERNARDINO COUNTY

Interoffice Memo

DATE: June 25, 2024 **PHONE:** (909) 387-0640

FROM: **KELLY WELTY, CHIEF DEPUTY DIRECTOR**
Bureau of Administration

TO: **ALL USERS**

SUBJECT: **FY 2024/25 UPDATED FEE SCHEDULE**

The Fiscal Year 2024/25 County Fee Ordinance outlining the fees to be charged for services provided to the public has been approved by the Board of Supervisors. These fees are **effective July 1st, 2024**. Please update your schedules/forms to include the updated fees.

Please see the attached FY 24/25 Fee Schedule.

Thank you.

KW/bc

SECTION 35. Effective July 1, 2024, Section 16.0226 of the San Bernardino County Code is amended, to read:

16.0226 Sheriff/Coroner/Public Administrator.

(a) Locker rental $0.75

(b) Record clearance letter $38.09

(c) Photocopies:

(1) Records $1.25/page

(2) Medical records $16.00/hour

In addition, there is a flat rate of $6.00 per report mailed, for the cost of supplies and postage or in accordance with Health and Safety Code Section 123110(d)(1).

(d) Photographs:

(1) Mug shots $14.00

(2) Video/Audio copy to digital format $78.57

(3) Digital images up to 10 images $96.70

(4) Each additional digital image over 10 ..... $5.00

(5) 3D images copy to digital format $146.83

(e) Concealed Weapon Permit (reservists exempt) $158.00

(1) Annual renewal (reservists exempt) $40.00

(2) Concealed Weapon Permit, Training (reservists exempt) $112.00

(3) Concealed Weapon Permit, modification - additional weapon (reservist exempt) $16.00

NOTE: A pass-through processing fee of $5.00 will be charged for both new and renewal applications. This fee is not retained by the County.

(f) Fingerprinting live scan $32.00

(g) Response to subpoena duces tecum $15.00

(h) C.A.D. record search $83.00/hour

(1) Government background check $33.00

(i) Public Records Act requests requiring programming and computer services (Government Code section 7922.575)..... Actual costs to construct a record .....and the cost of programming and .....computer services necessary to ..... produce a copy of the record, when .....the record is electronic and only ..... produced at regularly scheduled .....intervals or the request would ..... require data compilation, extraction, or ..... programing to produce the record

(j) In-custody letters for bail bondsmen $30.00

(k) Aircraft fees:

(1) Helicopter (UH-1H) $3,213.00/hour

(2) Helicopter (B-212)..... $3,302.00/hour

(3) Helicopter (Airbus H125) $1,983.00/hour

(4) Airplane (Grand Renaissance)..... $1,846.00/hour

(5) Airplane (King Air)..... $2,059.00/hour

(l) Private policing by Sheriff's Department at public gatherings:

(1) Sheriff Reserve Deputy..... $60.63/hour

(2) Sheriff Deputy $137.88/hour

(3) Sheriff Detective $152.14/hour

(4) Sheriff Sergeant..... $180.39/hour

(m) Administrative charges for explosive permits:

(1) Permit application $86.00

(2) Permit:

(A) 100 lbs. explosive or less $2.00

(B) Over 100 lbs. $10.00

(3) Magazine/site inspection:

(A) Retail outlets of black sporting powder and smokeless powder $203.00

(B) Manufacturer's wholesale/retail outlets of other explosives $250.00

(C) All other storage magazines/sites $167.00

(n) Verification of vehicle equipment citation correction $25.00

(o) Vehicle Releases $155.00

Fee will be waived upon presentation of sufficient proof that the vehicle was stolen. Sufficient proof includes evidence that the owner timely reported to law enforcement that the vehicle was stolen.

(p) Repossession Recovery Fee $15.00

(q) Contract polygraph exams:

(1) Criminal exams $324.00

(2) Pre-employment exams $200.00

(r) Correctional education programs - Bakery and Food Services ..... Actual costs of materials

(s) Firearm storage and related expenses (per Family Code section 6389):

(1) First firearm $80.00

(2) Each additional firearm $39.00

(3) Per day storage $2.00

(t) Coroner fees:

(1) Coroner Report of Death $11.00

(2) Private autopsy $2,882.00

(3) Storage fee for human remains in morgue in excess of 10 calendar days of Coroner notification of release (fee may be waived based on ability to pay) ..... $22.09/day, not to exceed $100.00 total

(4) Archive retrieval $99.00

(5) Body removal $283.00

(6) Collection of specimens:

(A) DNA sample (does not include cost of tests) $214.00

(B) Blood/Vitreous sample (does not include cost of tests) $203.00

(7) Digital Images:

(A) Digital images up to 10 images $56.00

(B) Each additional digital image over ten $3.00

(8) Paraffin block re-cuts processing:

(A) Micro slides – regular $75.00/each

(B) Micro slides – special stains ..... Actual cost

(9) Protective Wear:

(A) Observer ..... $40.00 each

(B) Autopsy ..... $48.00 each

(10) Digital x-ray duplication ..... $114.00 each

(u) Bail bond company advertising:

(1) Type 1 Detention Facilities $22.00/month

(2) Type 2 Detention Facilities $28.00/month

(v) Background investigations required for County issued business license/operator permit (new or renewal) $325.00

(w) Business Licensing:

(1) Gun Dealer Permit $69.00

(2) State Pawnbroker Permit $35.00

(3) State Secondhand Dealer Permit $35.00

(4) Taxicab Driver Permit $37.00

(x) Peace Officer witness deposit ..... $275.00 each

NOTE: Additional costs, if any, over the initial $275.00 are due and payable after all Peace Officer Witness fees have been calculated.

(y) En route housing fee..... $173.76/day

(z) Training Course/Class ..... Actual Cost

(aa) Stop payment fee ..... $10.00 each

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

DATE : **April 16, 2025**

APPLICANT : **Immanuel Baptist Church**

ADDRESS : **28355 Base Line**

SITE LOCATION: Parking Lot / Baseball Fields– 4th of July Firework Event Thursday July 4th 2025 – 6pm to 10pm

FILE / INDEX No.: SEP 25-001 – IBC 4th of July Firework Display

Compliance with the following items are conditions of **FIRE DEPT. APPROVAL OF EVENT.**

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

This project is protected by the city of Highland fire dept./Cal-Fire. For event approval the applicant shall comply with the existing California Fire Code and all applicable statutes, codes, ordinances, standards and policies of the City of Highland fire prevention division / fire department.

1. Per the site plan and permit request letter submitted, FIRE MARSHAL conditions are as follows.

2. A California State Fire Marshal flame-retardant certificate must be provided (CCR T-19), if tent (over 400 square feet) and/or air supported structures are used.

3. **Outdoor fireworks displays shall comply with 2022 CFC Chapter 56 as well as CCR Title 19, Division 1, Chapter 6, Article 4 (permits) and Article 15 (public display) and NFPA 1123.**

4. Adequate marking and security personnel shall be used to prevent event attendees from accessing the fireworks firing site, from all 4 sides, throughout the entire display.

5. Pyrotechnic operators **shall meet** with local Battalion Chief / Captain prior to the event to provide an overview of the display and to discuss emergency plan and locations of fire apparatus.

6. Fire extinguishers and other fire-protection equipment shall be provided. Minimum rating for fire extinguishers shall be: **2A-10BC**: Location and number shall be determined by the Fire Marshal or Battalion Chief during site inspection. Extinguishers shall be mounted with a current (within 1 year from date indicated) State Fire Marshal tag affixed.

7. The areas for the car show and food trucks shall be configured to provide emergency access.

8. The area around the stage shall be maintained free of non-essential items. Electrical distribution cords shall be in good repair and of the proper size for the intended use. NO SMOKING on the stage or within 10 feet of the stage. Hay bales or other flammable materials shall not be used to create seating areas in front of the stage area.

9. Ground covering shall be of non-combustible or treated materials and maintained in an approved flame-retardant condition. No straw, hay or other unapproved flammable / combustible materials are allowed as ground covering or wall treatments. (CFC 31 04.2)

10. Temporary Electrical wiring/generation shall comply with the National Electrical Code and be inspected and approved by the Fire Marshal & City Building & Safety Official.

11. Lighting generators (self-contained units) shall be secured from movement and properly protected from tampering by event attendees. Any refueling of the units shall be performed with the engines turned off. Fuel for the generators shall be stored in a secure area not accessible by event attendees.

12. Emergency fire and rescue access lanes shall be maintained at all times. Minimum width for emergency access lanes shall be twenty (20) feet and support a live load for fire apparatus of 74,000 pounds. Emergency access lanes shall be provided, so that any point at event shall not exceed one hundred fifty (150) feet from emergency access road.

13. Concession stands utilized for **cooking** shall have a minimum of 10 feet of clearance on two sides and shall not be located within 10 feet of other cooking booths and shall not be located within 20 feet of a tent, canopy, membrane structure or attractions.

14. No open-flame demonstrations shall be allowed (on stage) by performers and/or audience.

15. The stage area shall have one fire extinguisher (minimum **2A-10BC**) on each side at the front area.

16. Cooking areas that utilize fryers or create grease laden vapors shall have a K-Type (40BC) fire extinguisher of adequate size with a current State Fire Marshal tag affixed.

17. All volunteers shall be made aware of how to request assistance in the event of an emergency or other incident.

A permit fee is due prior to the event. Contact the Building and Safety Department at (909) 864-6861 ext.232 for permit fee amount.

An inspection of the grounds will be performed to confirm compliance with the above conditions.

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

Craig Sanchez, Fire Marshal
City of Highland Fire Prevention
(909) 864-8732 x 248

CITY OF HIGHLAND
FIRE PREVENTION DIVISION
27215 Baseline St., Highland Ca, 92346
Fire Prevention: (909) 864-8732 X 248 I Inspection Request Line 909-864-8732 X 228

APPLICATION FOR FIRE DEPARTMENT INSPECTION

SUBMIT PLOT PLAN AND FLOOR PLAN

TYPE OF INSPECTION REQUESTED:

_____**INITIAL / ANNUAL FLAMMABLE LIQUID STORAGE**
_____**INITIAL / ANNUAL HAZARDOUS MATERIAL**
_____**ANNUAL SUPPRESSION SYSTEM**
_____**RESIDENTIAL DAY CARE**
_____**PLACES OF ASSEMBLY**
_____**BUSINESS LICENSE**
_____**INITIAL / ANNUAL GREEN WASTE**
_____**INITIAL / ANNUAL L.P. STORAGE**
_____**INITIAL / ANNUAL HIGH-PILED STORAGE**
_____**COMMERCIAL DAY CARE**
_____**SPECIAL EVENT**
_____**OTHER-** _____

SITE ADDRESS: _____

CITY / ZIP _____ STATE _____ ZIP _____ APN: _____

BUILDING OWNERS NAME: _____ PHONE: _____

MAILING ADDRESS: _____

CITY / ZIP _____ STATE _____ ZIP _____ E-MAIL: _____

APPLICANT NAME: _____ PHONE: _____

MAILING ADDRESS: _____

CITY / ZIP _____ STATE _____ ZIP _____ E-MAIL: _____

TITLE OF APPLICANT: _____

SIGNATURE: _____ DATE: _____

DATE: _____ FIRE PREV. REFERENCE NO. _____
FIRE PREVENTION DEPT. USE ONLY FIRE PREVENTION DEPT. USE ONLY

Form Date 12/28/2022

IBC 4th of July Firework Display
Public Works Cost Estimate for Services
July 4, 2025

Public Works No Parking Posting/ Equipment Pre Loading	Units	Unit Price	Total
Maintenance Worker II - Pre Event Set Up (7-3-25)	2	127	254
Senior Maintenance Worker - Pre Event Set Up (7-3-25	2	81	162
Public Works Load & Deliver (Friday 7-4-25) Overtime Rates Apply			
Senior Maintenance Worker (2 @ 2hrs)	4	121.5	486
Maintenance Worker II (2 @ 2hrs)	4	190.5	762
Maintenance Worker I (1@ 2hrs)	2	174	348
Misc Signs from stock (Detour, road closed, etc.)		From stock - NC	
Public Works Removal (Monday 7-7-25) Straight Time Rates Apply			
Senior Maintenance Worker (2 @ 1hrs)	2	81	162
Maintenance Worker II (1 @ 1hrs)	1	127	127.00
Maintenance Worker I (2@ 1hrs)	2	116	232.00
			$ 2,533.00

Building and Safety Division Conditions of Approval

Date:	04/29/2025
Applicant:	Immanuel Baptist
Address of Applicant:	28355 Base Line
Site Location:	Parking Lot
Event Date:	July 4th 2025
Project:	SEP 25-001

1. See Municipal Code information below for City requirements;

8.58.030 Displays.

A. General. Permits are required to conduct a public display of fireworks. Permit application shall be made to the fire chief and the police chief not less than 14 days prior to the scheduled date of the display. The permit application shall include a diagram of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged; the location of building, highways and other lines of communication; the lines behind which the audience will be restrained; and the location of nearby trees, telegraph or telephone lines and other overhead obstructions. At the time of permit application, the fire chief shall be consulted regarding the requirements for standby fire apparatus.

B. Under Supervision of Pyrotechnic Operator. Public display of fireworks operations shall be under the direct supervision of a pyrotechnic operator. The pyrotechnic operator shall be responsible for all aspects of a display related to pyrotechnics.

C. Bond Required. The permittee shall furnish a bond or certificate of insurance in an amount deemed adequate by the fire chief and the police chief for the payment of damages which could be caused either to a person or persons or to property by reason of the permitted display and arising from acts of the permittee, agents, employees or subcontractors. (Ord. 377 § 2, 2013)

2. Event Area

1. Provide accessible restroom facilities (where clustered shall provide 5% accessible but not fewer than 1)

2. Parking area to including accessible parking spaces and paths of travel to event (2 Percent of the total parking provided for the event). When necessary, temporary accessible spaces can be created in permanent paved lots, dirt lots, or fields. Choose spaces that are level, close to an accessible entrance and near existing curb ramps. Mark or block off an existing parking space with cones, barricades, or pavement marking tape to create a new access aisle and use the accessibility symbol to designate the accessible spaces. If no existing curb ramps are available and the new parking spaces border on the sidewalk, place a portable curb ramp in the temporary access aisle to gain access to the sidewalk level.

3. Provide engineering calculations from a California licensed Engineer, or State of California certificates, or third-party reports if any Bleachers & stage(s) are proposed.
    a. Guards – when the floor level at any surface is more than 30 inches above the adjacent ground level, Guards shall be provided with the exception of the audience side of the stage.

4. Temporary electrical shall be installed in accordance with the current edition of the California Electric Code.
    A. Portable generators shall be grounded.
    B. All electric cords shall be protected from becoming tripping or fire hazards. Bridging must be provided for wheelchairs.
    C. Overhead cords are to be rated for such use and must not hang lower than (10) ten feet above surrounding walking surfaces and (18) eighteen feet above fire lanes.
    D. Portable or festoon lighting must be approved by the Building Official prior to installation.

5. Trash and waste containers shall be provided. At the conclusion of the event, the entire site shall be cleaned of all trash, debris, and signage.

Intra-office Memorandum
City of Highland

DATE: April 21, 2025

TO: Travis Trejo, Assistant Planner

FROM: Ryan Ramos, Public Services Coordinator

CC: Melissa Morgan, Public Services Manager

SUBJECT: **SPECIAL EVENT PERMIT ISSUANCE CLERANCE FORM (SEP 25-001) ANNUAL 4th OF JULY FIREWORK DISPLAY**

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

1. Food/Beverage: If plastic bottles and aluminum cans are available during this event there must be recycling opportunities onsite. If there is food available during this event there must be organic recycling opportunities onsite for the food vendors. There must be one recycling and one organics container next to each trash receptacle throughout the duration of the event.

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

3. Solid Waste Services: City does not provide solid waste/recycling services. Applicant must make arrangements for solid waste/recycling collection services with the City's franchised hauler. Burrtec Waste Industries can be contacted at (909) 889-1969.

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

Best Management Practices

Portable Toilets

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

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



WHEN DELIVERING

- ✓ Site portable toilets at least **50 feet** away from a catch basin.
- ✓ In high wind areas, secure the portable toilet by anchoring the unit securely to the ground.
- ✓ Equip portable toilets with a containment tray to prevent accidental overflow. Contact your portable toilet supplier as this may be available free of charge.

Share this material with clients to ensure they follow best practices while portable toilet is in use. When there is potential for greater than normal usage, remind your clients to request additional units or adjust the service schedule to ensure sanitary conditions and prevent overflow.

WHEN SERVICING

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

WHAT IS STORMWATER POLLUTION?

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

WHERE WATER MEETS COMMUNITY

In the event of a spill or discharge to a storm drain or waterway, contact San Bernardino County Stormwater immediately: **(877) WASTE-18 | SBCountyStormwater.org/Report**
To dispose of hazardouse waste, call the San Bernardino County Fire Dept. - CUPA Program **(909) 386-8401**

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

Attachment 4:

Highland Municipal Code Section 8.58 - Fireworks

d. Gallates or gallic acid.

e. Magnesium (magnesium-aluminum alloys, called magnalium, are permitted).

f. Mercury salts.

g. Phosphorus (red or white except that red phosphorus is permissible in caps and party poppers).

h. Picrates or picric acid.

i. Thiocyanates.

j. Titanium, except in particle size greater than 100-mesh).

k. Zirconium.

2. Firecrackers.

3. Skyrockets, bottle rockets, model rockets and rockets, including all devices which employ any combustible or explosive material and which rise in the air during discharge.

4. Roman candles, including all devices which discharge balls of fire into the air.

5. Chasers, including all devices which dart or travel about the surface of the ground during discharge.

6. Sparklers more than 10 inches in length or one-fourth of one inch in diameter.

7. All fireworks designed and intended by the manufacturer to create the element of surprise upon the user. These items include, but are not limited to, auto-foolers, cigarette loads, exploding golf balls and trick matches.

8. Fireworks known as devil-on-the-walk, or any other firework which explodes through means of friction, unless otherwise classified by the State Fire Marshal pursuant to this chapter.

9. Torpedoes of all kinds which explode on impact.

10. Fireworks kits.

11. Such other fireworks examined and tested by the State Fire Marshal and determined by him, with the advice of the State Board of Fire Services, to possess characteristics of design or construction which make such fireworks unsafe for use by any person not specially qualified or trained in the use of fireworks.

C. "Exempt fireworks" has the same meaning ascribed to that term under Section 12508 of the California Health and Safety Code and shall mean any special item containing pyrotechnic compositions which the State Fire Marshal, with the advice of the State Fire Advisory Board, has investigated and determined to be limited to industrial, commercial, agricultural use or religious ceremonies when authorized by a permit granted by the authority having jurisdiction.

D. "Fire chief" or "chief" shall mean the designated fire chief of the city, or his or her authorized representatives.

E. "Fireworks" has the same meaning ascribed to that term under Section 12511 of the California Health and Safety Code and shall mean any device containing chemical elements and chemical compounds capable of burning independently of the oxygen of the atmosphere and producing audible, visual, mechanical or thermal effects which are useful as pyrotechnic devices or for entertainment. The term "fireworks" includes, but is not limited to, devices designated by the manufacturer as fireworks, torpedoes, skyrockets, Roman candles, model rockets, rockets, Daygo bombs, sparklers, chasers, fountains, smoke sparks, aerial bombs and fireworks kits.

F. "Fireworks kits" has the same meaning ascribed to that term under Section 12512 of the California Health and Safety Code and shall mean any assembly of materials or explosive substances which is designed and intended by the seller to be assembled by the person receiving such material or explosive substance and when so assembled would come within the definition of "fireworks."

G. "Police chief" shall mean the police chief of the county of San Bernardino, his or her designated deputy acting as the police chief of the city of Highland, or his or her authorized representatives.

H. "Public display of fireworks" has the same meaning ascribed to that term under Section 12524 of the California Health and Safety Code and shall mean an entertainment feature where the public or a private group is admitted or permitted to view the display or discharge of dangerous fireworks.

I. "Pyrotechnic operator" has the same meaning ascribed to that term under Section 12527 of the California Health and Safety Code and shall mean any licensed pyrotechnic operator, who by examination, experience and training has demonstrated the required skill and ability in the use and discharge of fireworks as authorized by the license granted.

J. "Pyrotechnic special effects material" shall mean low explosive materials, other than detonating cord, commonly used in motion picture, television, theatrical or group entertainment production for which a permit from the chief is required for use or storage.

K. "Safe and sane fireworks" has the same meaning ascribed to that term under Section 12529 of the California Health and Safety Code and shall mean any fireworks which do not come within the definition of "dangerous fireworks" or "exempt fireworks." (Ord. 444 § 2, 2020; Ord. 377 § 2, 2013)

8.58.020 Prohibition.

A. General. No person shall have in his or her possession, or keep, store, use, shoot, discharge, set off, ignite, explode, manufacture, sell, offer to sell, give or transport, any fireworks, dangerous fireworks or safe and sane fireworks, except for use as agricultural and wildlife fireworks or for use during a public display of fireworks pursuant to a permit obtained under the provisions of Sections 12640 through 12654 of the California Health and Safety Code, and this code.

B. Manufacturing Prohibited. The manufacturing of fireworks, dangerous fireworks or safe and sane fireworks is prohibited in the city, except under special use permits as required by local and state regulations by the fire chief and the police chief.

C. Pyrotechnic Special Effects Material. A permit is required to manufacture, compound, store or use pyrotechnic special effects material. Permit application shall be made to the fire chief and the police chief. A permit shall be granted only to a State Fire Marshal licensed pyrotechnic operator. (Ord. 444 § 2, 2020; Ord. 377 § 2, 2013)

8.58.030 Displays.

A. General. Permits are required to conduct a public display of fireworks. A permit application shall be made to the fire chief and the police chief not less than 14 days prior to the scheduled date of the display. The permit application shall include a diagram of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged; the location of buildings, highways and other lines of communication; the lines behind which the audience will be restrained; and the location of nearby trees, telegraph or telephone lines and other overhead obstructions. At the time of permit application, the fire chief shall be consulted regarding the requirements for standby fire apparatus.

B. Under Supervision of Pyrotechnic Operator. Public display of fireworks operations shall be under the direct supervision of a pyrotechnic operator. The pyrotechnic operator shall be responsible for all aspects of a display related to pyrotechnics.

C. Bond Required. The permittee shall furnish a bond or certificate of insurance in an amount deemed adequate by the fire chief and the police chief for the payment of damages which could be caused either to a person or persons or to property by reason of the permitted display and arising from acts of the permittee, agents, employees or subcontractors. (Ord. 444 § 2, 2020; Ord. 377 § 2, 2013)

8.58.040 Exception.

Nothing in this chapter shall be construed to prohibit the use of fireworks by railroads or other transportation agencies for signal purposes or illumination, or the sale or use of small blank cartridges for a show or theater, or for signal or ceremonial purposes in athletics or sports or for use by military organizations. (Ord. 444 § 2, 2020; Ord. 377 § 2, 2013)

8.58.050 Seizure and disposal.

A. It shall be the duty of the fire chief and his or her authorized representatives and the police chief and his or her authorized representatives to enforce the provisions of this chapter.

B. The fire chief and his or her authorized representatives and the police chief and his or her authorized representatives shall have the authority to seize, take, remove, store and dispose of any fireworks, dangerous fireworks and safe and sane fireworks. The fire chief and his or her authorized representatives and the police chief and his or her authorized representatives may charge any person whose fireworks are seized pursuant to this section a reasonable amount which is sufficient to cover the cost of transporting, storing, handling and disposing of the seized fireworks. (Ord. 444 § 2, 2020; Ord. 377 § 2, 2013)

8.58.060 Penalties.

A. Any person who violates any provision of this chapter is subject to prosecution as either an infraction or a misdemeanor as set forth in Chapter 1.24 HMC.

B. A violation of any provision of this chapter is subject to an administrative citation in the amount of $1,000 for each violation pursuant to the procedures set forth in Chapter 2.56 HMC. Such administrative remedy may be exercised in place of, or in addition to, any administrative, criminal, civil, or equitable remedy allowed by law.

C. If a person who violates any provision of this chapter is charged with a misdemeanor, upon conviction that person shall be punished by a fine of not more than $1,000, or by imprisonment in the county jail for a period not exceeding one year, or by both such fine and imprisonment.

D. A person is guilty of a separate offense for each and every day or portion thereof during which he or she commits, continues or permits a violation of this chapter.

E. Nothing in this chapter shall be interpreted to limit any of the penalties provided for under the California Health and Safety Code or Penal Code with regard to the sale, use, possession, delivery and/or transportation of dangerous fireworks. (Ord. 444 § 2, 2020; Ord. 377 § 2, 2013)

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Public Hearing on Vacancies to Comply with Assembly Bill 2561.

RECOMMENDATION: Receive and file this report. No action is needed.

FISCAL IMPACT: None.

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: In response to Assembly Bill 2561 (AB 2561), signed into law by Governor Newsom on September 22, 2024, the City of Highland presents this report in compliance with new transparency requirements related to staffing vacancies. AB 2561 states that public agencies hold at least one public hearing each fiscal year before the adoption of their budgets to report on vacancy levels, evaluate hiring and retention efforts, and allow for participation by recognized bargaining groups. This report includes data for the 2024 calendar year, along with the most current staffing status as of April 30, 2025.

Assembly Bill 2561 (AB 2561) amended the Meyers-Milias-Brown Act by adding Government Code Section 3502.3, which requires local public agencies to enhance transparency and accountability in public sector staffing. The purpose of AB 2561 is to address growing concerns over staffing shortages in public agencies, which can lead to increased workloads, employee burnout, lower morale, and reduced service delivery to citizens. To mitigate these impacts, the law requires agencies to:

- Report annually on vacancies, recruitment activity, and retention strategies;
- Identify any policies or practices that may hinder hiring or retention;
- Provide recognized bargaining groups an opportunity to present during the public hearing; and
- If any bargaining group vacancy rate reaches or exceeds 20% of authorized positions, provide additional data upon request, including applicant volume, hiring timelines, and efforts to improve compensation, benefits, and working conditions.

Approved _____ Motion _____ Second _____ Agenda Item No. 18

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk

City Manager

The City of Highland does not have any bargaining units, therefore there has been no participation from one.

Workforce Overview
As of April 30, 2025, the City of Highland has 46 full-time equivalent (FTE) budgeted positions. Of the 46 FTE's, 0 are represented by bargaining groups. Therefore the 20% vacancy threshold that would trigger enhanced reporting under AB 2561 does not pertain to the City of Highland. The City's overall vacancy rate is currently 4%, which is considered low. Vacancy rates are calculated as follows: Vacancy Rate (%) = (Number of Vacant Positions in employee group / Total Number of Authorized Positions) x 100. The following table summarizes the City's vacancy rate by department as of April 30, 2025.

Department	FTE's Budgeted	Vacancies	Vacancy Rate
Administrative Services	13	0	0%
City Council	5	0	0%
Community Development	12	0	0%
Public Works	16	2	13%
City Overall	46	2	4%

Recruitment Activity
Vacancies within the City arise from a range of factors, including retirements, internal promotions, and resignations. From 1/1/24 through present, the City promoted 9 employees and hired 12 employees.

Employee Separations
From 1/1/24 through present, 11 full-time equivalent employees separated from the City of Highland. The reasons for departure were as follows:

- 2 employees left for other municipal positions offering higher pay or promotional opportunities
- 1 employee transitioned to the private sector for similar reasons
- 1 employee resigned without securing alternative employment
- 3 employees retired
- 1 employee relocated
- 1 employee found remote work
- 2 employees are City Council members. One resigned and one did not run for re-election.

These separation figures reflect broader workforce mobility trends and highlight the ongoing need to support alternative work schedules, offer competitive compensation and benefits, and create pathways for internal advancement.

Employee Retention
Employee retention remains a central focus of the City's workforce strategy. In 2024, the City implemented several initiatives designed to improve employee satisfaction, promote longevity, and enhance professional growth. These efforts include:

- A 5% across the board salary adjustment;
- $1,550 Cafeteria plan to help pay for health, dental and vision benefits;

- Continued access to a comprehensive benefits package and flexible scheduling options for many positions;
- Internal promotional opportunities.

Organizational Self-Assessment
As part of its workforce planning and in alignment with AB 2561, the City continues to assess internal practices and workforce conditions to identify and address recruitment and retention challenges. Current areas of focus include:

- Exploring new advertising methods and platforms, particularly for hard-to-fill positions
- Reviewing recruitment best practices and improving the onboarding experience.

This ongoing self-assessment helps the City to become an employer of choice, supports organizational resilience, and ensures the effective delivery of public services.

CONCLUSION The City of Highland is committed to maintaining a skilled and resilient workforce and to complying with the requirements of Assembly Bill 2561. This report and public hearing fulfill the requirements of AB 2561 and confirm that we are well below the 20% vacancy threshold. The City will continue to monitor staffing trends and address recruitment challenges should they arise

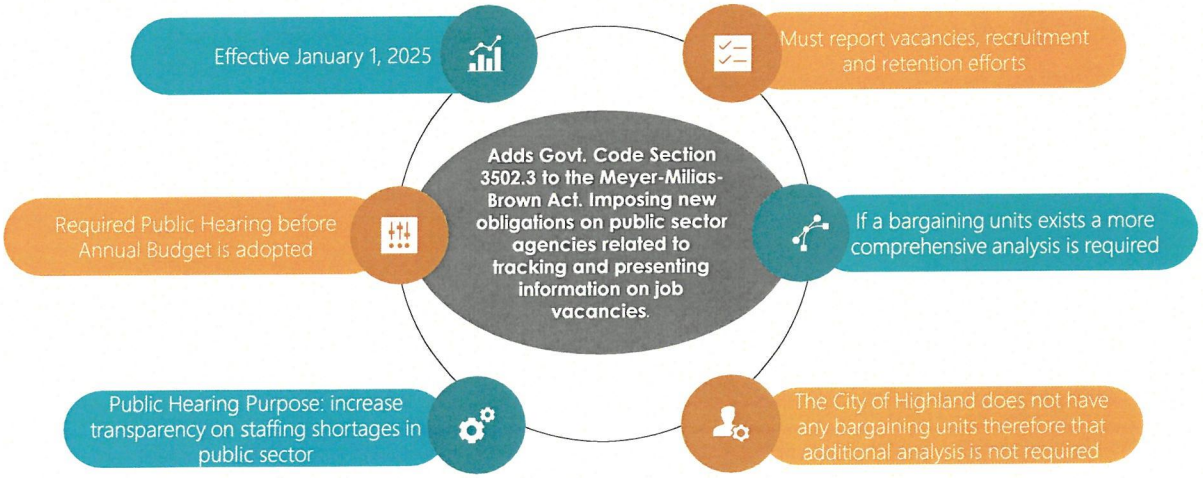
Attachments
1. AB 2561 Presentation (1/1/24 through Present)

City of Highland

AB 2561
2025 Annual Reporting

1

What is AB2561?



2

Workforce Overview



3

Vacancy By Department

Department	FTE's Budgeted	Vacancies	Vacancy Rate
Administrative Services	13	0	0%
City Council	5	0	0%
Community Development	12	0	0%
Public Works	16	2	13%
City Overall	46	2	4%

4

Recruitment Activity

Vacancies within the City arise from a range of factors, including retirements, internal promotions, and resignations. From January 1 2024 through present, the City promoted 9 employees and hired 12 employees.

5

Employee Separations



6

Retention Efforts

Employee retention remains a central focus of the City's workforce strategy. In 2024, the City implemented several initiatives designed to improve employee satisfaction, promote longevity, and enhance professional growth.

- 5% across the board salary adjustment in FY 23/24 and 24/25
- $1,550 Cafeteria plan to help pay for health, dental and vision benefits
- Dental, Vision, and employer paid Life Insurance
- Flexible scheduling options for many positions
- Internal promotional opportunities
- Employee Recognition and Appreciation events

7

Conclusion

The City of Highland is committed to maintaining a skilled and resilient workforce and to complying with the requirements of Assembly Bill 2561. This report and public hearing fulfill the requirements of AB 2561 and confirm that we are well below the 20% vacancy threshold. The City will continue to monitor staffing trends and address recruitment challenges should they arise.

8



9

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

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

SUBJECT: Resolution No. 2025-_____ Fixing the Highland Paramedic Special Tax Rate for Fiscal Year 2025-2026

RECOMMENDATION: That the City Council adopt Resolution No. 2025-_____ fixing the Highland Paramedic Special Tax rate for Fiscal Year 2025-2026.

FISCAL IMPACT: The Special Tax is estimated to generate approximately $370,000 for Fiscal Year 2025-2026.

PUBLIC NOTICE: The Public Hearing ad for this item was published in The Sun as well as posted per City Council Resolution No. 2011-047.

BACKGROUND: When the City of Highland detached from County Service Area 38, Improvement Zone L, the existing taxing authority was transferred to Highland for a special tax to provide paramedic services to the community. The attached Resolution sets the special tax rate for next fiscal year at $19.00 per individual dwelling unit and $38.00 per individual commercial unit. This is the maximum rate that can be charged under the voter-approved taxing authority.

The tax rate has not changed since the tax was implemented by the County of San Bernardino in 1985 and this tax will generate approximately 11.4% of the estimated costs of $3,260,890 to provide paramedic services for Fiscal Year 2025-2026. The shortfall in funding paramedic services is made up from the general property taxes the City receives for fire services.

The California Department of Forestry & Fire Protection (Cal-Fire) along with the City's consultant, Harris and Associates, will prepare the parcel list with the dwelling and commercial unit information for the tax rolls.

Approved _____	Motion _____	Second _____	Agenda Item No. 19
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
_____ City Clerk		_____ City Manager	

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, FIXING THE HIGHLAND PARAMEDIC SPECIAL TAX RATE FOR FISCAL YEAR 2025-2026

SECTION 1. The City Council of the City of Highland, California, hereby finds and determines:

(a) That on November 5, 1985, the electors of County Service Area 38, Improvement Zone L ("Zone L"), duly authorized a special tax levy for financing paramedic services; and

(b) That the amount of such tax established and approved by the electors shall not exceed $19.00 per individual dwelling unit and $38.00 per individual commercial unit, per year; and

(c) That on July 1, 1999, the City of Highland (the "City") detached from County Service Area 38, Improvement Zone L, and now provides paramedic services within the detached area; and

(d) That upon detachment from County Service Area 38, Improvement Zone L, the City of Highland was transferred the taxing authority for the special tax; and

(e) That the estimated total budget cost of providing paramedic services for Fiscal Year 2025-2026 is $3,260,890.

SECTION 2. The City Council of the City of Highland therefore, hereby resolves and orders:

(a) That to meet the estimated budget amount, the special tax for Fiscal Year 2025-2026 shall be set at $19.00 per individual dwelling unit and $38.00 per individual commercial unit; and

(b) That this resolution shall be effective on July 1, 2025.

PASSED, APPROVED AND ADOPTED this 13th day of May 2025.

_____

Penny Lilburn
Mayor

ATTEST:

_____

Alondra Muñoz
City Clerk

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Lawrence A. Mainez, Community Development Director
Matt Wirz, Building Official
Craig Sanchez, City Fire Marshal
Liz Brown, Battalion Chief, CalFire
Maricela Marroquin, City Attorney

SUBJECT: **Ordinance designating Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection, State Fire Marshal.**

RECOMMENDATION: Staff recommends the City Council:

1. Introduce and conduct first reading of Ordinance No. _____, an Ordinance of the City of Highland designating Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection, State Fire Marshal pursuant to Government Code Section 51179(a), and making the findings of exemption under Section 15061(B)(3) of the California Environmental Quality Act Guidelines; and

2. Direct City Clerk to transmit a copy of the Ordinance to the State Board of Forestry and Fire Protection within 30 days of adoption, and post a notice at the office of the County recorder, assessor, and planning agency identifying the location of the "City of Highland Fire Hazard Severity Zones Map".

3. Direct staff to file a Notice of Exemption with the County Clerk of the Board.

Approved _____	Motion _____	Second _____	Agenda Item No. 20
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

FISCAL IMPACT: There are no fiscal impacts to the City's General Fund as a result of the adoption of the subject Fire Hazard Severity Zones Ordinance, and only negligible cost due to staff time to complete this staff report and ordinance for adoption. In addition, based on information obtained from the California Department of Insurance, the subject Fire Hazard Severity Zones Maps produced by the California Department of Forestry and Fire Protection are intended to drive local planning decisions, not insurance decisions.

PUBLIC NOTICE: A Public Hearing Notice was published on April 28, 2025, in the San Bernardino Sun Newspaper and the Agenda has been posted in the three (3) locations and on-line in accordance with City Council policy. In addition, in accordance with Government Code Section 51178.5, within thirty (30) days after receiving a transmittal from the State Fire Marshal (see Attachment 1, State Fire Marshal letter dated March 24, 2025) that identified fire hazard severity zones pursuant to Government Code Section 51178, the City of Highland made the information available for public review and comment, and said information in the form of a map was posted on the City's Building & Safety webpage on April 7, 2025.

BACKGROUND/PROPOSAL: In accordance with Government Code Section 51178, the State Fire Marshal is required to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on severity of fire hazard that is expected to prevail in those areas. The State Fire Marshal released his recommended map for the Southern California area on March 24, 2025.

In addition, in accordance with Government Code Section 51179(a), the City of Highland is required to designate by ordinance, moderate, high, and very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal pursuant to Government Code Section 51178. In other words, the City of Highland must adopt the State Fire Marshall's recommended map by July 24, 2025.

The City's current Fire Hazard Severity Zone Map was adopted in 2022 as part of the City's 6th Cycle Housing Element, and the Public Health, Safety, and Environmental Justic Element updates (City Council Resolution No. 2022-005) (See Attachment No. 2, Excerpt from the City's General Plan Chapter 6, Public Health, Safety, and Environmental Justice Element – pages 41 to 44).

The subject State Fire Marshal recommended map released in March includes the following updates.

1. Updated burn probabilities for wildland areas (inclusive of 2020 fires).

2. Updated the fire environmental footprints (urban/developed).
3. Updated vegetation density for urban areas.
4. Inclusion of slopes in the state's urban zoning model.
5. Inclusion of localized fire weather used in both the state's wildland and urban models.
6. Inclusion of new state firebrand production and transport model using discrete local wind vector distributions.

By design, the State Fire Marshal's map is focused on long-range wildfire hazard, which includes only certain variables, like wind, vegetation, ember production and movement, climate, topography, and fire history. The map gives up to date information to communities about the level of wildfire hazard they could face, which could help target resources at the local level.

What is the map for?

1. To help facilitate building standards for new construction in the wildland-urban interface (California Building Code Chapter 7A).
2. Help guide fire safe regulations when reviewing property development standards, such as road widths, water-supply, and signage.
3. To help support the local defensible space requirements (Government Code 51182).
4. To help with the disclosure of natural hazards as part of real estate transactions.

Will the updated State Fire Marshal's map affect insurance availability and affordability?

The subject State Fire Marshal map is intended to drive local planning decisions, not insurance decisions. Under the current California Department of Insurance Regulations, insurance companies must provide discounts for wildfire safety actions, such as community mitigations and home hardening, which the State Fire Marshal maps do not assess. Insurance companies are already using risk analysis tools and models that go beyond the State Fire Marshal's proposed maps in determining what properties they will underwrite.

How will these updated maps benefit the public?

According to the State Fire Marshal's website, these updated maps are an integral part of their public education about where current wildfire hazards exist to help reduce the threat to local communities.

Staff recommends the City Council adopt the attached Ordinance designating the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection, State Fire Marshal (see Attachment 3, Ordinance and State Fire Marshal Map).

Attachments:

1 – City's current Fire Hazard Severity Zone Map (excerpt – City's General Plan Chapter 6, Public Health, Safety, and Environmental Justice Element, pages 41 to 44).
2 - State Fire Marshal letter dated March 24, 2025.
3 – Proposed Fire Hazard Severity Zone Ordinance No. ___and Map.

ATTACHMENT 1 –

City's current Fire Hazard Severity Zone Map (excerpt – City's General Plan Chapter 6, Public Health, Safety, and Environmental Justice Element, pages 41 to 44).

Wildfire

WHAT

Wildfires are most commonly caused by humans and lightning. Human-caused fires result from campfires left unattended, the burning of debris, electrical equipment use and malfunctions, negligently discarded cigarettes, and intentional acts of arson.[37] Wildfires are known to spread more quickly on dry, windy days, and move more easily in an uphill direction, particularly in areas with a higher density of vegetation. Wildfires are a natural and important part of the ecosystem, but can become more intense and dangerous as a result of climate change and land management.

WHEN

Small fires should occur regularly in the San Bernardino region's natural chaparral landscape, but years of fire suppression can create a dangerous buildup of fuel. Climate change is likely to intensify the fall fire season by extending the dry season further into the Santa Ana wind season, which drives most wildfires in the San Bernardino region.[38] Fires in the area that threaten Highland are not new or uncommon. In 2003 the Old Fire burned more than 90,000 acres of land in and around Highland, destroyed nearly 1,000 homes, and took six lives. Five other fires have occurred in Highland from 2008 to 2018 (see **Figure 15**).

WHERE

Most of northern and eastern Highland is built in fire-risk areas due to the proximity to forest land north and east of the City limits. Wildfires can start outside Highland and spread into it, or create dangerous air pollution by blowing ash into Highland. These natural lands east and north of Highland pose the greatest risk to Highland residents and structures. The most northeastern portions of Highland are located in very high fire risk areas, as well as everything east of Weaver Street and north of Greenspot Road. Land use management in these very high fire hazard severity zones is important to ensure safety and resiliency for community members. Highland's Land Use Element specifies the majority of this space as planned development, and portions as agriculture/equestrian, low-density residential, and open space, with one parcel listed as medium-density residential. There is also a radio broadcasting station located in the very high fire hazard severity zone. Additionally, an electric transmission line (between 33 and 92 kilovolts) cuts through a portion of Highland within the very high fire hazard severity zone along Greenspot Road and Morton Front Line.[39] There are also a number of roads within Highland's very high fire hazard severity zones. Highland Avenue is the only arterial that runs through this zone, and the Steve Faris Memorial Highway also has a small portion within City limits that is in the very high fire hazard severity zone. A number of local roads are within this zone. The fire hazard zones can be seen in **Figure 16**.

WHO

Similar to flooding, certain members of the community may be more vulnerable to wildfires due to social isolation as a result of language barriers, or physical disabilities leading to difficulty evacuating during a wildfire. An inability to quickly evacuate can also be caused by a lack of access to a car, which is more prevalent in DACs.

37 National Park Service. 2021. "Wildfire Causes and Evaluations." https://www.nps.gov/articles/wildfire-causes-and-evaluation.htm#:~:text=Nearly%2085%20percent*%20of%20wildland,and%20intentional%20acts%20of%20arson.&text=Lightning%20is%20one%20of%20the%20two%20natural%20-causes%20of%20fires.

38 Hall, Alex, Neil Berg, and Katharine Reich (University of California, Los Angeles). 2018. Los Angeles Summary Report. California's Fourth Climate Change Assessment. Publication number: SUM-CCCA4-2018-007.

39 California Energy Commission. 2020. "Electric Transmission Lines." May 11, 2020. https://map.dfg.ca.gov/metadata/ds1198.html.

Low-income renters may face increased challenges recovering from fire events because they are less likely to have renter's insurance and therefore may face higher levels of displacement and homelessness if their residence is damaged. DAC residents in Highland are much more likely to be renters than other residents, and are therefore more vulnerable to fires. More than one-third of the renters in Highland's DACs spend more than one-half of their income on rent, meaning these community members might have difficulty recovering from a wildfire.

HOW

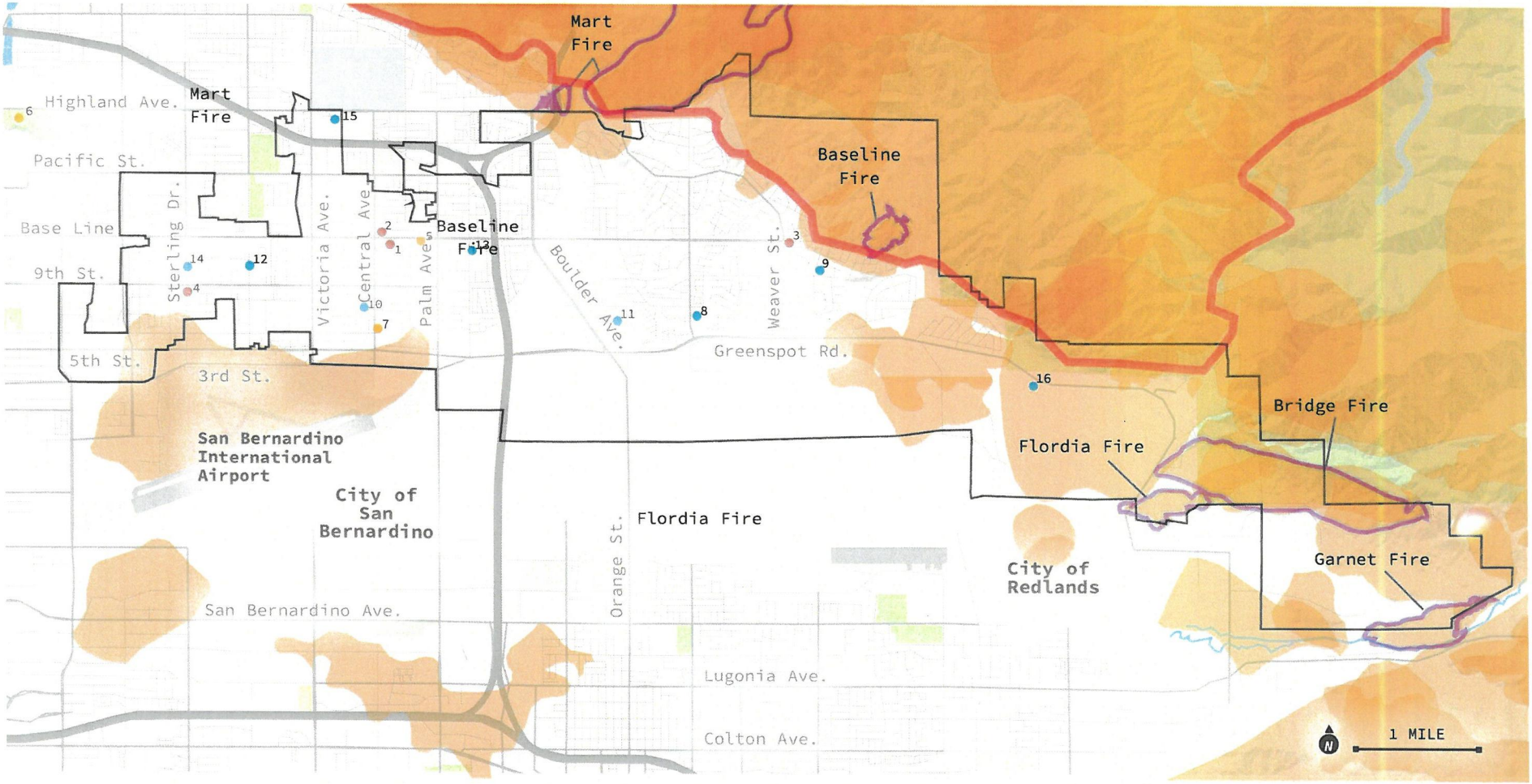
To protect residents and their property from wildfire, the City uses multiple policies within its General Plan. These policies include development review within fire hazard areas, fire safety standards within the Municipal Code, education on wildfire, and enforcement of standards related to emergency water service and fire sprinklers. The City has adopted the 2019 California Building Code within the Municipal Code, as well as the California Fire Code. These codes require home hardening and defensible space in accordance with state standards within very high fire hazard severity zones. The City does not have a Local Hazard Mitigation Plan, which is another form of hazard planning document. San Bernardino County developed a Multi-Jurisdictional Hazard Mitigation Plan, but this plan does not cover the City of Highland.

Another way that fire hazards are often planned for and mitigated is through community organizations called fire safe councils. Highland does not have a fire safe council, but there are three within 10 miles of Highland to the north and east. There is also the Inland Empire Fire Safe Alliance, which acts as a way to establish efficient, consistent, collaborative actions and messaging among the different fire safe councils, jurisdictions, and organizational partners.[40] Community Wildfire Protection Plans (CWPPs) are a planning document used by Fire Safe Councils to plan for fire. The nearest CWPP covers land directly north of Highland in the San Bernardino Mountains and was developed by the Mountain Rim Fire Safe Council. There are several pre-fire measures discussed within the California Department of Forestry and Fire Protection's (CAL FIRE) Strategic Fire Plan for the San Bernardino Unit, including fire prevention measures, engineering and structural measures, educational efforts, and vegetation management programs.[41] The Fenner Canyon Fire Crew provides maintenance services that reduce fire risk to general City facilities. No fire breaks are within City limits, but CAL FIRE's fire crews have created fire breaks elsewhere in San Bernardino County.

40 Mountain Rim Fire Safe Council. 2020. "Inland Empire Fire Safe Alliance." https://www.mountainrimfsc.org/inland-empire-fire-safe-alliance.

41 California Department of Forestry and Fire Protection. 2020. 2020/2021 Strategic Fire Plan for the San Bernardino Unit. May 6, 2020. https://osfm.fire.ca.gov/media/ixcfaefc/2020-bdu-fire-plan.pdf.

Figure 15 Historic Wildfires



Recent Fires (2008-2018)

Old Fire

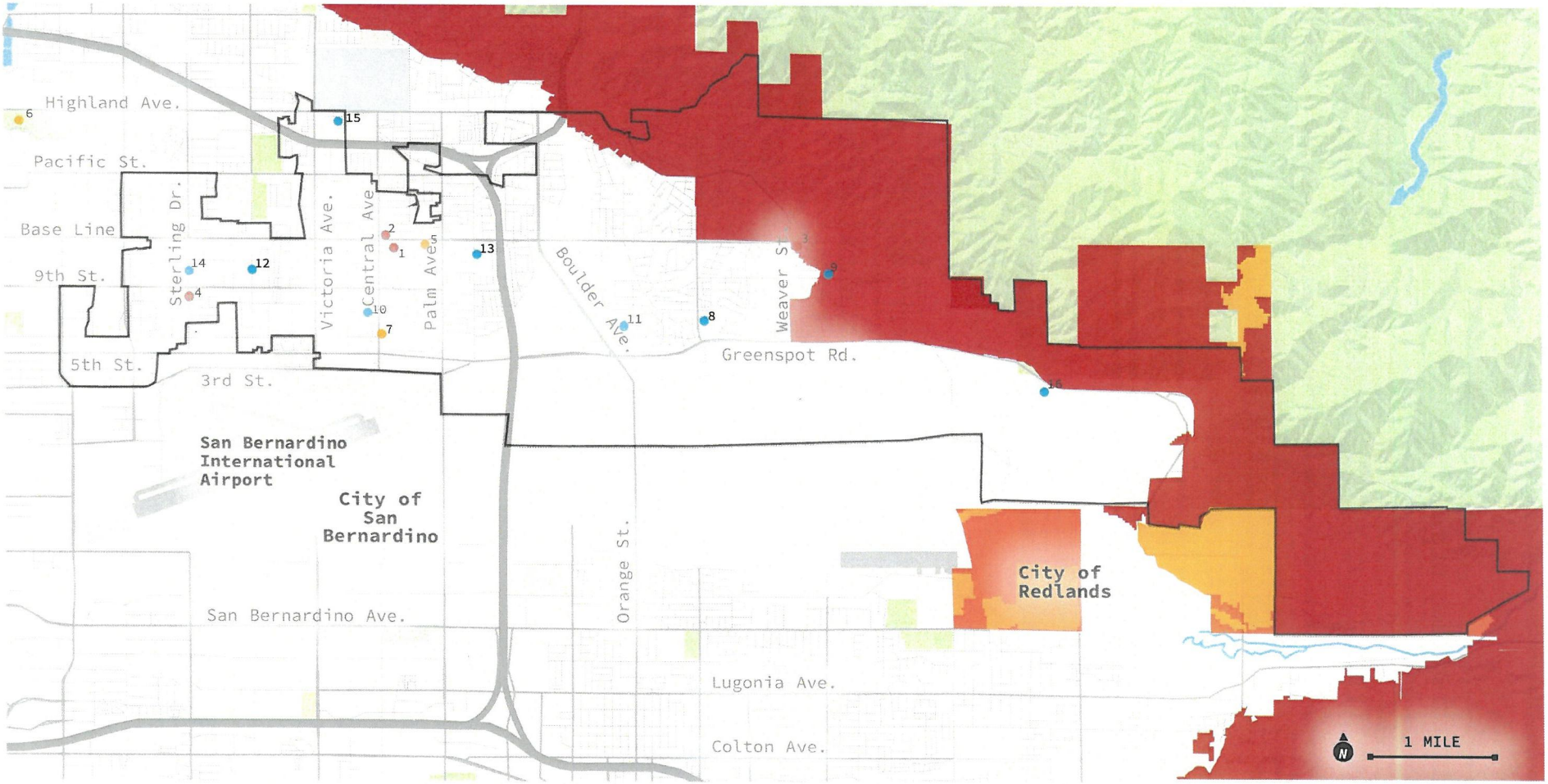
Frequency of Past Fires

Less More

- **Emergency Response Facilities**
  1. Highland Police Station & EOC
  2. Highland Fire Station
  3. East Highland Fire Station
  4. West Highland Fire Station
- **Critical Facilities**
  5. City Hall
  6. Jerry Lewis Community Center
  7. Sam J. Racadio Branch Library
- **Non-Critical Public Facilities**
  8. Arroyo Verde Elementary
  9. Cram Elementary
  10. Cypress Elementary
  11. Highland Grove Elementary/Beattie Middle School
  12. Lankershim Elementary
  13. Thompson Elementary
  14. Warm Springs Elementary
  15. Real Journey Entrepreneur Jr High & High School
  16. East Valley Water District Corporate Center

Source: Cal FIRE. 2019. Fire Perimeters. https://frap.fire.ca.gov/frap-projects/-fire-perimeters/

Figure 16 Wildfire Hazard Severity Zones



Very High Wildfire Hazard Severity Zone

High Wildfire Hazard Severity Zone

Moderate High Wildfire Hazard Severity Zone

Source: Source: Cal FIRE. 2020. California Fire Hazard Severity Zone Viewer. https://gis.data.ca.gov/datasets/789d5286736248f69c4515c04f58f414

Emergency Response Facilities

1. Highland Police Station & EOC
2. Highland Fire Station
3. East Highland Fire Station
4. West Highland Fire Station

Critical Facilities

5. City Hall
6. Jerry Lewis Community Center
7. Sam J. Racadio Branch Library

Non-Critical Public Facilities

8. Arroyo Verde Elementary
9. Cram Elementary
10. Cypress Elementary
11. Highland Grove Elementary/Beattie Middle School
12. Lankershim Elementary
13. Thompson Elementary
14. Warm Springs Elementary
15. Real Journey Entrepreneur Jr High & High School
16. East Valley Water District Corporate Center

ATTACHMENT 2 -
State Fire Marshal letter dated March 24, 2025.

DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
P.O. Box 944246
SACRAMENTO, CA 94244-2460
(916) 568-3800
Website: www.fire.ca.gov

March 24, 2025

Dear: City Manager,

Re: Official Transmittal of Fire Hazard Severity Zones

The State Fire Marshal is mandated by Government Code (GC) 51178 to identify levels of fire hazard based on consistent statewide criteria and the expected severity of fire hazards. Government Code 51179 requires the State Fire Marshal to make recommendations of fire hazard severity zones to local agencies, as defined per GC 51177(e), for their designation and adoption by ordinance. This letter serves as the official transmittal of the recommendation. For the Statutory requirements for local adoption please review California Code, GOV 51179.

Your City/County has been identified as having Moderate, High, Very High or a combination of Fire Hazard Severity Zones (FHSZ) within your jurisdiction. The maps and data are available in the FHSZ HUB at https://fire-hazard-severity-zones-rollout-calfire-forestry.hub.arcgis.com/ .

Please complete the Public Contact Survey in the FHSZ HUB using the link above. This information will be used for a public Webmap on the CAL FIRE-Office of State Fire Marshal website to guide your constituents to the appropriate contact person or website for the Local Responsibility Area FHSZ in your jurisdiction.

If you have additional questions, please feel free to contact our Team at FHSZinformation@fire.ca.gov.

Sincerely,

Daniel Berlant
State Fire Marshal
CAL FIRE – Office of the State Fire Marshal

RECEIVED
APR 0 1 2025
CITY OF HIGHLAND

ATTACHMENT 3 –
Proposed Fire Hazard Severity Zone Ordinance No. ___and Map.

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, DESIGNATING FIRE HAZARD SEVERITY ZONES AS RECOMMENDED BY THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION, STATE FIRE MARSHAL, PURSUANT TO GOVERNMENT CODE SECTION 51179(a) AND MAKING A FINDING OF EXEMPTION UNDER CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA") GUIDELINES SECTION 15061 (B)(3.

THE CITY COUNCIL OF THE CITY OF HIGHLAND ORDAINS AS FOLLOWS:

Section 1. Legislative findings.

WHEREAS, in accordance with Government Code Section 51178, the State Fire Marshal is required to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on severity of fire hazard that is expected to prevail in those areas, and said identified area map was published on March 24, 2025;

WHEREAS, in accordance with Government Code Section 51178.5, within 30 days after receiving a transmittal from the State Fire Marshal that identifies fire hazard severity zones pursuant to Government Code Section 51178, the City of Highland shall make the information available for public review and comment, and said information in the form of a map was posted on the City's Building & Safety webpage on April 7, 2025, in a format that is reasonably accessible to the public;

WHEREAS, in accordance with Government Code Section 51179 (a), the City of Highland shall designate, by ordinance, moderate, high, and very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178;

WHEREAS, the City of Highland City Council did hold a duly noticed public hearing at the Highland City Hall Council Chambers in Highland, California, on May 13, 2025, at 6:00 P.M. with a second reading held on June 10, 2025,, as required by law and in accordance with the provisions of the Highland Municipal Code, to hear and consider evidence for and against said Ordinance. At the conclusion of the public hearing, the City Council closed the public hearing.

Section 2. Fire Hazard Severity Zones and Map. The City of Highland City Council hereby designates the Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178 and 51179(a), and the associated Map is hereby adopted and incorporated by reference and entitled "City of Highland Fire Hazard Severity Zones Map" as shown on Exhibit A.

Section 3. Environmental Exemption. The City Council finds that the adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to the General Rule (14 C.C.R. Section 15061(B)(3)) of the CEQA Guidelines, which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. This Ordinance involves the adoption of an Ordinance designating the Fire Hazard Severity Zones Map as recommended by the California Department of Forestry and Fire Protection pursuant to Government Code Section 51178. There is no possibility that the Ordinance may have a significant effect on the environment since the action is merely the adoption of a Fire Hazard Severity Zones Map as required by Government Code Section 51179. It can be seen with certainty that the adoption of an Ordinance will have no significant negative effect on the environment.

Section 4. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council of the City of Highland hereby declares that they would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

Section 5. Publication and Posting. Within fifteen (15) days following the passage of this Ordinance, the City Clerk shall publish and/or post this Ordinance as required by state law and City resolution, and in accordance with Government Code Section 51179 (c) shall transmit a copy of this adopted Ordinance to the State Board of Forestry and Fire Protection within 30 days of adoption. The City Clerk shall also post a notice at the office of the County recorder, assessor, and planning agency identifying the location of the "City of Highland Fire Hazard Severity Zones Map" which shall be available on the following website: www.cityofhighland.org/178/Building-Safety.

Section 6. Execution. The Mayor is hereby directed to attest to the adoption of this Ordinance by signing where indicated below and the City Clerk shall publish and/or post this Ordinance according to applicable law.

PASSED, APPROVED and ADOPTED _____, 2025.

_____

Penny Lilburn, Mayor

ATTEST:

_____

Alondra Munoz, City Clerk

APPROVED AS TO FORM:

_____

Maricela Marroquin, City Attorney

EXHIBIT A

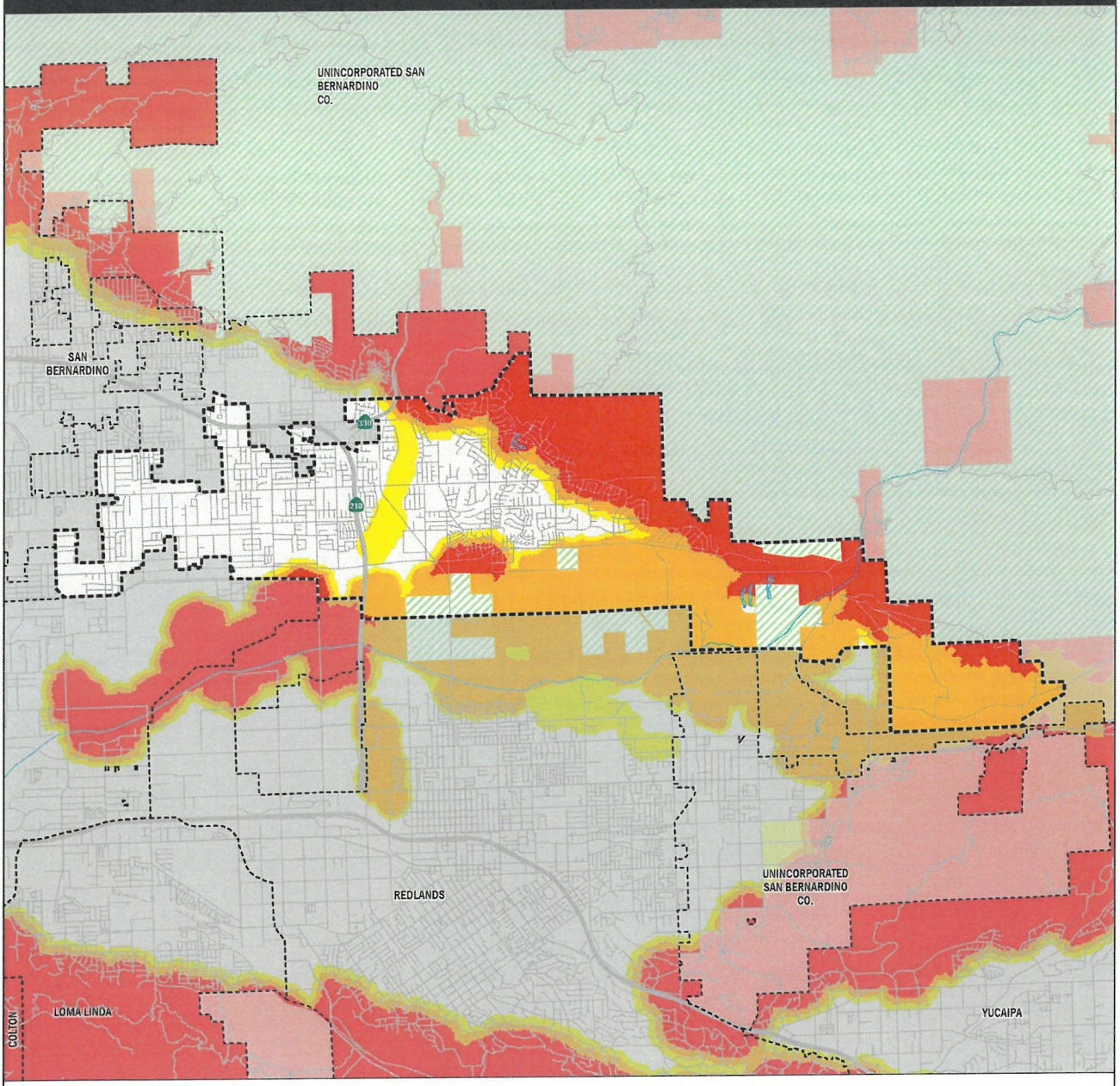
Local Responsibility Area Fire Hazard Severity Zones Map, published by the State Fire Marshal on March 24, 2025.

CITY OF HIGHLAND – SAN BERNARDINO COUNTY

Local Responsibility Area Fire Hazard Severity Zones

As Identified by the State Fire Marshal

March 24, 2025





Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High | High | Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High | High | Moderate

Mi 0 1 2 3

Km 0 1 2 3 4 5 6

Projection: NAD 83 California Teale Albers
Scale: 1:78,000 at 11" x 17"

Incorporated City | Waterbody

Unzoned LRA | Federal Responsibility Area (FRA)

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection
Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)
CAL FIRE State Responsibility Areas (SRA25_1)
City and County boundaries as of 10/22/24 (CA Board of Equalization)

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Lawrence A. Mainez, Community Development Director
Kim Stater, Assistant Community Development Director

PREPARED BY: Angela Tafolla, Associate Planner

SUBJECT: Municipal Code Amendment (MCA-24-001): Housing Element Implementation Ordinance of the City of Highland amending portions of Title 5 (Business License and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development Code) of the Highland Municipal Code.

LOCATION: City-Wide

RECOMMENDATION: The Planning Commission recommends the City Council:

1. Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the County Clerk of the Board, and;

2. Introduce and conduct first reading of Ordinance No. _____ to amend Chapter 5.34 (Multiple-Family and other Rental Units) of Title 5, and amend various Chapters of Title 16 (Land Use and Development Code) of the Highland Municipal Code (HMC) for the implementation of the 6th Housing Element Programs, mandatory State Legislation updates, and to correct Municipal Code ambiguities and inconsistencies, and;

3. Introduce and conduct first reading of Ordinance No. _____ to amend Section 16.44.180 (Accessory Dwelling Units) of Title 16 (Land Use and Development Code) of the Highland Municipal Code to implement Program 12 of the 6th Cycle Housing Element and

Approved _____	Motion _____	Second _____	Agenda Item No. 21
Denied _____	Ayes _____		
	Noes _____		File No. _____
Continue _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

ensure consistency with recent State housing legislation, including AB 671, AB 1332, AB 976, and AB 1033. The proposed amendment promotes the development of ADUs as a means to increase affordable housing opportunities and ensures the City's regulations remain compliant with State law.

FISCAL IMPACT: The proposed Municipal Code Amendment is a City-initiated project. Costs associated with this amendment are unknown at this time and include Staff and City Attorney time, public notices, meetings, and other administrative functions.

ENVIRONMENTAL REVIEW: The draft Ordinances are exempt from the California Environmental Quality Act ("CEQA") pursuant to the General Rule (14 C.C.R. Section 15061(b)(3)) of the CEQA Guidelines, which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. Additionally, the draft Ordinances qualify for exemption under CEQA Guidelines Sections 15060(c)(2) and 15060(c)(3). Under these provisions, an activity is not subject to CEQA if it does not involve a discretionary action by a public agency, will not result in a direct or reasonably foreseeable indirect physical change in the environment, or does not meet the definition of a "project" under Section 15378 of the CEQA Guidelines. These Ordinances involve amending multiple code sections to ensure compliance with state legislation, streamline processes, and promote sustainable development practices. These amendments benefit residents and developers by providing more opportunities for housing and businesses, imposing limitations through proposed guidelines and regulations, and supporting public health, safety, and welfare. There is no possibility of significant environmental effects as the Ordinances only revise Land Use and Development Code provisions to enhance regulatory clarity and compliance and does not propose any specific development projects. The potential environmental impacts of the proposed revisions are insignificant since the amendments are primarily administrative and procedural. The changes align the City's regulations with recent state laws, correct ambiguities, and improve regulatory efficiency without substantial physical changes to the environment. The benefits, such as promoting affordable housing, enhancing public health and safety, and ensuring regulatory compliance, outweigh any minimal potential impacts. Staff will file a Notice of Exemption with the County Clerk of the Board once the City Council has made a determination. No further environmental review is required.

PUBLIC NOTICE: As required by City Council Resolution, notice of the public hearing was posted at the City's three (3) designated posting locations and the notice was also posted on the City's website. A display ad was published in the San Bernardino Sun newspaper on May 2, 2025.

PUBLIC COMMENT: Staff has not received any public comments in response to the public hearing notice at the time of preparing this staff report. However, during the prior Planning Commission hearing on this item public comment was provided in person (Attachment 5 – April 1, 2025 Planning Commission Minutes).

PREVIOUS ACTION: The Planning Commission conducted a Public Hearing regarding this matter on April 1, 2025. The Planning Commission reviewed the draft Ordinances as reviewed by the City Attorney, and recommends the City Council approve the Municipal Code Amendment (Attachment 1– Planning Commission Resolutions 25-006 and Attachment 2 - (ADU) Planning Commission Resolution 25-007).

In addition to making a recommendation on the subject draft ordinance, the Planning Commission also conducted a Study Session on April 1, 2025, related to Housing Element Program No. 33 (Enhance Access to Areas of Opportunity). Program 33 requires the City to up-zone a minimum of five (5) acres with a minimum of 20 dwelling units per acre (and Maximum of 30 du/ac) in the easterly portion of the City. The easterly portion of the city is designated by the state as a moderate and high resource area which means the area has more public and private amenities, improved infrastructure, and/or public transit, and an area in historically segregated areas of affluence. Site options were presented to the Planning Commission during the Study Session, and a preferred location was selected for staff to formally commence the General Plan Land Use and Zoning Map Amendment process inclusive of the CEQA requirements. The Planning Commission is anticipated to make a recommendation on the General Plan Land Use and Zoning Map Amendments for City Council consideration in the next few months. The City Council is anticipated to take formal action in November 2025. Residents that participated in the April 1st Study Session may also attend the City Council meeting on May 13th to voice their comments on the future Housing Element Program No. 33 rezoning. However, this topic is not part of the subject Planning Commission recommendation, therefore no formal action can be taken by the City Council at this time. Staff will take notes concerning public comments and forward to the Planning Commission for their consideration when they review the draft General Plan Land Use and Zoning Amendment in the near future."

BACKGROUND: Under State Planning Land Use Law, a City's General Plan must include a comprehensive, long-term plan for its physical development, covering both the City and related areas outside its boundaries (Sphere of Influence). A General Plan must contain seven mandatory elements: Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety, and may include optional elements as appropriate.

The Housing Element, one of the mandatory elements, must be updated every eight years, a period referred to as a "Cycle." This ensures that housing analysis is performed on a regional level in conjunction with other communities. The current Housing Element for the City of Highland covers the planning period from October 15, 2021, to October 15, 2029, known as the "6th Cycle" Housing Element.

On June 13, 2023, the City Council adopted Resolution No. 2023-035 approving the City's Draft 2021-2029 Housing Element and related CEQA Documents.

On August 18, 2023, the California Department of Housing and Community Development (HCD) certified the City's 2021-2029 Housing Element.

PROJECT REVIEW/ANALYSIS:

The 6th Cycle Housing Element (2021–2029) includes a total of 33 programs, of which 11 require amendments to the Highland Municipal Code, and one of those also requires a zone change (program 33 noted above). This first round of Housing Element implementation reflected in Municipal Code Amendment (MCA 24-001) addresses 7 of the 11 required code amendments. A second round of municipal code amendments will be brought forward in the coming months to complete implementation of the remaining programs.

In addition to implementing Housing Element programs, the proposed Municipal Code Amendment includes general code clean-up items identified by staff during internal review. These include updates to outdated terminology, clarification of ambiguous language, and revisions to improve internal consistency and usability of the Highland Municipal Code.

The proposed amendment updates local regulations to comply with recent state housing laws, clarifies definitions and development standards, and corrects inconsistencies to ensure the Municipal Code remains clear, functional, and aligned with the City's long-term planning goals.

The ordinances include the following key amendments:

- Title 5: Eliminates the Crime-Free Rental Housing Program provisions in Chapter 5.34 to comply with AB 1418 (Housing Element Program 2).

- Title 8: Repeals Chapter 8.36 (Heritage Trees) due to overlap with development standards in Title 16.

- Chapter 16.06 (Definitions): Adds and revises definitions for "Low-Barrier Navigation Centers," "Day Care Facility," and "Residential Care Facility" to reflect AB 101, SB 234, and current licensing standards (Housing Element Programs 18 and 27).

- Chapter 16.08 (Permits and Approvals): Adjusts design review thresholds to streamline small-scale residential projects and removes permitting requirements for large family day care homes to comply with SB 234.

- Chapter 16.12 (Special Districts): Permits Low-Barrier Navigation Centers by-right in Mixed-Use (MU) and Planned Development (PD) zones (Housing Element Program 27).

- Chapter 16.16 (Residential Uses): Updates use tables to:

    - Treat licensed group homes for six or fewer as single-family uses,
    - Permit group homes serving seven or more in at least one zone,
    - Allow supportive housing by-right in multifamily zones,
    - Conditionally permit Single Room Occupancy (SRO) units in specific residential zones (Housing Element Programs 18 & 19).

- Chapter 16.22 (Mixed-Use District): Authorizes Low-Barrier Navigation Centers and establishes a process for SRO approvals (Housing Element Programs 27 and 19).

- Chapter 16.24 (Employment Districts): Updates height standards for modern construction practices and explicitly prohibits stand-alone semi-trailer/tractor truck combination vehicle storage in the Employment Districts that are not associated with the primary use of a developed warehouse logistics use.

- Chapter 16.40 (General Development Standards):

    - Revises accessory structure standards to introduce spacing, height, and size limitations,
    - Updates the City's density bonus provisions to reference current Government Code Section 65915 and comply with multiple recent bills (Housing Element Program 6).

- Chapter 16.44 (Specific Use Standards):

    - Section 16.44.180 – ADUs: Updated to comply with current State ADU laws and encourage affordable ADU production (Housing Element Program 12). To facilitate State review and ensure compliance, this amendment is being processed through a separate ordinance, which will be submitted to the California Department of Housing and Community Development (HCD) independently from the other code changes. (Attachment 4 - (ADU) Ordinance No.____).
    - Section 16.44.270 – Emergency Shelters/SROs: Amended to reduce parking requirements and allow SROs consistent with AB 139.

The amendments are administrative and regulatory and do not approve of any particular development. The full text of the proposed Ordinances has been included for the City Council's reference as Attachment 3 and 4.

Attachments:

1. Planning Commission Resolution No. 25-006
   a. Exhibit "A" – Draft City Council Ordinance

2. (ADU) Planning Commission Resolution No. 25-007
   a. Exhibit "A" - Draft City Council (ADU) Ordinance

3. Draft Ordinance No. _____

4. Draft (ADU) Ordinance No. _____

5. April 1, 2025 – Planning Commission Minutes

ATTACHMENT 1

Planning Commission Resolution No. 25-006

RESOLUTION NO. 2025 - 006

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING TITLE 5 (BUSINESS LICENSES AND REGULATIONS), TITLE 8 (HEALTH AND SAFETY), AND TITLE 16 (LAND USE AND DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE TO UPDATE DEFINITIONS, AMEND HEIGHT STANDARDS, REVISE DESIGN REVIEW PROCESSES, UPDATE PROVISIONS FOR ACCESSORY STRUCTURES, DWELLING UNITS, AND ACCESSORY DWELLING UNITS, MODIFY DEVELOPMENT DENSITY REQUIREMENTS, ADD LOW-BARRIER NAVIGATION CENTERS, ESTABLISH SINGLE ROOM OCCUPANCY HOUSING STANDARDS, AND MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

A. RECITALS

1. The City of Highland Planning Commission held a public hearing at the Highland City Hall Council Chambers in Highland, California, on April 1, 2025 at 6:00 p.m. Notice of said public hearing having been duly given as required by law, and in accordance with the provisions of the Highland Municipal Code, to hear and consider evidence for and against said Land Use and Development Code Amendments and Notice of Exemption, and investigate and make findings and recommendations in connection therewith.

2. On April 1, 2025, the Planning Commission of the City of Highland, conducted a Public Hearing on the subject Project and concluded the Hearing on that date.

3. All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the Planning Commission of the City of Highland as follows:

1. The Planning Commission finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.

2. Based upon substantial evidence presented to the Planning Commission during the April 1, 2025, Public Hearing, including public testimony and written and oral Staff Reports, the Planning Commission finds as follows:

   a. All necessary Public Meetings and opportunities for public testimony and comment have been conducted in compliance with State Law and the Municipal Code of the City of Highland.

3. The Planning Commission hereby adopts the Notice of Exemption which is attached hereto and incorporated herein by reference.

4. The Planning Commission hereby instructs City staff to file a Notice of exemption with the Clerk of the Board of the Supervisors of the County of San Bernardino, pursuant to the Public Resources Code and State CEQA Guidelines.

5. Notice of Exemption:

   a. The Notice of Exemption was prepared for the proposed project Pursuant to the General Rule (14 C.C.R. Section 15061(b)(3)) of the CEQA Guidelines, which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment since the Code Amendment is not proposing development of a project. Additionally, the draft Ordinance qualifies for exemption under CEQA Guidelines Sections 15060(c)(2) and 15060(c)(3). Under these provisions, an activity is not subject to CEQA if it does not involve a discretionary action by a public agency, will not result in a direct or reasonably foreseeable indirect physical change in the environment, or does not meet the definition of a "project" under Section 15378 of the CEQA Guidelines. This Ordinance involves amending multiple code sections to ensure compliance with state legislation, streamline processes, and promote sustainable development practices. These amendments benefit residents and developers by providing more opportunities for housing and businesses, imposing limitations through proposed guidelines and regulations, and supporting public health, safety, and welfare. There is no possibility of significant environmental effects as the Ordinance only revises Land Use and Development Code provisions to enhance regulatory clarity and compliance and does not propose any specific development projects. The potential environmental impacts of the proposed revisions are insignificant since the amendments are primarily administrative and procedural. The changes align the City's regulations with recent state laws, correct ambiguities, and improve regulatory efficiency without substantial physical changes to the environment. The benefits, such as promoting affordable housing, enhancing public health and safety, and ensuring regulatory compliance, outweigh any minimal potential impacts.

6. Municipal Code Amendment Findings (MCA 24-001):

   a. The proposed revision is consistent with the goals, objectives, policies, and programs of the general plan, and is necessary and desirable to implement the provisions of the general plan.

Response: The proposed Municipal Code amendments to the Land Use and Development Code are consistent with the General Plan's Goals, Objectives, Policies, and Programs and are necessary to implement its provisions. These updates ensure compliance with recent state legislation, support development goals, clarify definitions, correct ambiguities, and streamline processes. Additionally, they facilitate the implementation of the Housing Element, ensuring the City meets its housing needs under state law. By aligning with state legislation and current development needs, these amendments ensure the City's regulations are clear, effective, and promote sustainable growth, making them essential for the General Plan's implementation.

b. The proposed revision will not adversely affect the public health, safety, and welfare or result in an illogical land use pattern.

Response: The proposed Municipal Code amendments to Title 5 (Business Licenses and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development) will not negatively impact public health, safety, or welfare, nor will they create an illogical land use pattern. These carefully designed changes aim to enhance the regulatory framework, ensure public health and safety, and promote logical, sustainable land use patterns. Additionally, the amendments incorporate state-mandated changes, ensuring compliance with recent legislation. Thus, the amendments will provide clear, and efficient regulations that benefit the entire City, fostering a well-balanced and thriving community.

c. The proposed revision is consistent with the purpose and intent of the remainder of this title not under consideration.

Response: The proposed amendments to Title 5 (Business Licenses and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development) are consistent with the purpose and intent of the existing Land Use and Development Code. These amendments align with the overall goals of the Code, supporting sustainable development, public health, safety, and welfare. By updating definitions, correcting ambiguities, streamlining processes, and incorporating state-mandated changes, they enhance the regulatory framework without disrupting the foundational principles. Therefore, the changes maintain consistency with the broader Code, ensuring a coherent and comprehensive approach to city planning and development. The remainder of this title not under consideration will remain consistent.

d. The potential environmental impacts of the proposed change of zone or revision are insignificant or there are overriding considerations which outweigh the potential impacts.

Response: The adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) under the General Rule (14 C.C.R. Section 15061(b)(3)), which applies only to projects with the potential for significant environmental effects. This Ordinance involves amending multiple code sections to ensure compliance with state legislation, streamline processes, and promote sustainable development practices. These amendments benefit residents and developers by providing more opportunities for housing and businesses, imposing limitations through proposed guidelines and regulations, and supporting public health, safety, and welfare. There is no possibility of significant environmental effects as the Ordinance only revises Land Use and Development Code provisions to enhance regulatory clarity and compliance and does not propose any specific development projects. The potential environmental impacts of the proposed revisions are insignificant since the amendments are primarily administrative and procedural. The changes align the City's regulations with recent state laws, correct ambiguities, and improve regulatory efficiency without substantial physical changes to the environment. The benefits, such as promoting affordable housing, enhancing public health and safety, and ensuring regulatory compliance, outweigh any minimal potential impacts.

7. Based on the Findings and Conclusions set forth above, the Planning Commission recommends the City Council adopt a Notice of Exemption and direct Staff to file a Notice of Exemption with the County Clerk of the Board; Introduce an Ordinance to amend Regulations Code and portions of the Land Use and Development Code (MCA 24-001), including Title 5 (Business License and Regulations), Title 8 (Health and Safety), Chapter 16.06 (Definitions), Chapter 16.08 (Permits and Approvals), Chapter 16.12 (Special Districts), Chapter 16.16 (Residential Uses), Chapter 16.22 (Mixed Use District), Chapter 16.24 (Employment Districts), Chapter 16.40 (General Development Standards), Chapter 16.44 (Specific Use Development Standards) attached hereto and incorporated by reference as Exhibit A.

Exhibit A – Draft Administrative Ordinance No. _____

C. ADOPTION OF RESOLUTION.

The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 1st day of April 2025.

ATTEST:

Randall Hamerly, Chairman
Planning Commission

Lawrence A. Mainez,
Community Development Director

EXHIBIT "A"

Draft City Council Ordinance to PC resolution No. 25-006

ORDINANCE NO. ___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING TITLE 5 (BUSINESS LICENSES AND REGULATIONS), TITLE 8 (HEALTH AND SAFETY), AND TITLE 16 (LAND USE AND DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE TO UPDATE DEFINITIONS, AMEND HEIGHT STANDARDS, REVISE DESIGN REVIEW PROCESSES, UPDATE REGULATIONS FOR NON-CONFORMING PARCELS, USES AND STRUCTURES, UPDATE PROVISIONS FOR ACCESSORY STRUCTURES, DWELLING UNITS, AND ACCESSORY DWELLING UNITS, AMEND BUSINESS PARK BUILDING HEIGHT STANDARDS, MODIFY DEVELOPMENT DENSITY REQUIREMENTS, AND ESTABLISH SINGLE ROOM OCCUPANCY HOUSING STANDARDS, AND (1) ADD LOW-BARRIER NAVIGATION CENTERS AS PERMITTED USES IN THE MIXED USE (MU) ZONE AND IN THE PLANNED DEVELOPMENT (PD) ZONE, (2) SINGLE ROOM OCCUPANCIES AS A CONDITIONALLY PERMITTED USE IN THE A/EQ, R-1, R2, R-3, HDS AND VR ZONES, (3) RESIDENTIAL CARE FACILITIES SERVING SIX OR FEWER AS A PERMITTED USE IN THE A/EQ, R-1, VR, AND EHV ZONES AND AS PERMITTED USE WITH A STAFF REVIEW PERMIT IN R-2 AND R-2C ZONES, (4) RESIDENTIAL CARE FACILITIES SERVING SEVEN OR MORE AS A PERMITTED USE IN THE EHV ZONE AND CONDITIONALLY PERMITTED USE IN THE A/EQ, R-1, VR, AND R-2C ZONES, (5) UNLICENSED GROUP HOMES AS A PERMITTED USE IN THE A/EQ, R-1, VR AND EHV ZONES AND AS A PERMITTED USE WITH A STAFF REVIEW PERMIT IN THE R-2C, AND R-2 ZONES, AND (6) CHILD CARE FACILITIES SERVING 14 OR FEWER CHILDREN AS A PERMITTED USE IN ALL RESIDENTIAL ZONES, AND MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

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

Section 1. Findings and Intent.

WHEREAS, the Highland City Council adopted Resolution No. 2023-035 approving the City's 6th Cycle 2021-2029 Housing Element and related CEQA Documents. The Housing Element includes a number of programs and policies and timeframes for the implementation of those programs and policies;

WHEREAS, the California Department of Housing and Community Development (HCD) certified the City's 6th Cycle 2021-2029 Housing Element;

WHEREAS, the proposed amendments support the implementation of the Housing Element by promoting the development of affordable housing, incentivizing lot consolidation, and updating regulations for accessory dwelling units, density bonuses, and group homes and residential care facilities;

WHEREAS, the existing Chapters 5, 8, and 16 of the Municipal Code sections contain outdated guidelines, regulations, standards, and permitted land uses that need to be revised to ensure compliance with current state legislation and to address the City's housing and development goals

WHEREAS, staff has re-evaluated Chapters 5, 8, and 16 of the Municipal Code and proposed modifications that will enhance the regulatory framework, streamline processes, promote sustainable development, and protect the public health, safety, and welfare of the community ("Municipal Code Amendment");

WHEREAS, the City of Highland Planning Commission held a duly noticed public hearing at the Highland City Hall Council Chambers in Highland, California, on April 1, 2025 at 6:00 P.M., and, notice of said public hearings having been duly given as required by law and in accordance with the provisions of the Highland Municipal Code, heard and considered evidence for and against said Municipal Code Amendment, and investigated and made findings and recommendations in connection herewith. At the conclusion of the public hearing on April 1, 2025, the City of Highland Planning Commission adopted Resolution No. 25-___ recommending that the City Council adopt this Ordinance; and

WHEREAS, the City of Highland City Council held a public hearing at the Highland City Hall Council Chambers in Highland, California, on _____, 2025 at 6:00 P.M., and, notice of said public hearings having been duly given as required by law and in accordance with the provisions of the Highland Municipal Code, heard and considered evidence for and against said Municipal Code Amendment, and investigated and made findings and recommendations in connection herewith. At the conclusion of the public hearing, the City of Highland City Council closed the public hearing.

WHEREAS, the City Council has found and determined as follows:

1. That the proposed changes to the Development Code, as set forth herein, are consistent with the goals, objectives, policies, and programs of the City of Highland General Plan, and are necessary and desirable to implement the provisions of the General Plan.

The proposed Municipal Code amendments to the Land Use and Development Code are consistent with the General Plan's goals, objectives, policies, and programs, and are necessary to implement its provisions. The amendments implement key strategies from the 2021–2029 6th Cycle Housing Element, including the removal of barriers to fair housing through elimination of the Crime-

Free Rental Housing Ordinance (Program 2), consistency with state density bonus law (Program 6). The updates also facilitate housing for special needs populations through by-right provisions for supportive housing and emergency shelters (Program 19), authorize Low-Barrier Navigation Centers (Program 27), streamline approval processes for qualifying affordable housing developments (Program 28), and establish objective design standards to increase development certainty and transparency (Program 29).

These updates ensure compliance with recent state legislation, support development goals, clarify definitions, correct ambiguities, and streamline processes. Additionally, they facilitate the implementation of the Housing Element, ensuring the City meets its housing needs under state law. By aligning with state legislation and current development needs, these amendments ensure the City's regulations are clear, effective, and promote sustainable growth, making them essential for the General Plan's implementation.

2. That the proposed changes to the Land Use and Development Code, as forth herein, will not adversely affect the public health, safety, and general welfare or result in an illogical land use pattern.

The proposed Municipal Code amendments to Title 5 (Business Licenses and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development) will not negatively impact public health, safety, or welfare, nor will they create an illogical land use pattern. These carefully designed changes aim to enhance the regulatory framework, ensure public health and safety, and promote logical, sustainable land use patterns. Additionally, the amendments incorporate state-mandated changes, ensuring compliance with recent State legislation. Consequently, the amendments will provide clear, and efficient regulations that benefit the entire City, fostering a well-balanced and thriving community.

3. The proposed revision is consistent with the purpose and intent of the remainder of this title not under consideration.

The proposed amendments to Title 5 (Business Licenses and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development) are consistent with the purpose and intent of the existing Land Use and Development Code. These amendments align with the overall goals of the Code, supporting sustainable development, public health, safety, and welfare. By updating definitions, correcting ambiguities, streamlining processes, and incorporating state-mandated changes, they enhance the regulatory framework without disrupting the foundational principles. Therefore, the changes maintain consistency with the broader Municipal Code, ensuring a coherent and comprehensive approach to city planning and development.

4. The potential environmental impacts of the proposed change of zone or revision are insignificant or there are overriding considerations which outweigh the potential impacts.

The adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) under the General Rule (14 C.C.R. Section 15061(b)(3)), which applies only to projects with the potential for significant environmental effects. This Ordinance involves amending multiple code sections to ensure compliance with state legislation, streamline processes, and promote sustainable development practices. These amendments benefit residents and developers by providing more opportunities for housing and businesses, imposing limitations through proposed guidelines and regulations, and supporting public health, safety, and welfare. There is no possibility of significant environmental effects as the Ordinance only revises Land Use and Development Code provisions to enhance regulatory clarity and compliance and does not propose any specific development projects. The potential environmental impacts of the proposed revisions are insignificant since the amendments are primarily administrative and procedural. The changes align the City's regulations with recent state laws, correct ambiguities, and improve regulatory efficiency without substantial physical changes to the environment. The benefits, such as promoting affordable housing, enhancing public health and safety, and ensuring regulatory compliance, outweigh any minimal potential impacts.

SECTION 2. Section 5.34.020, Special business license provisions – Crime free Multiple-Family Rental-Housing Program, of Chapter 5.34, Multiple-Family and Other Rental Units, of Title 5, Business Licenses and Regulations, of the Highland Municipal Code is hereby deleted in its entirety.

SECTION 3. Chapter 8.36, Heritage Trees of Title 8, Health and Safety, of the Highland Municipal Code is hereby deleted in its entirety.

SECTION 4. Section 16.06.120, L Definitions, of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to add a new definition for "Low-Barrier Navigation Center" to read as follows, with all other provisions of Section 16.06.120 remaining unchanged:

"Low-Barrier Navigation Center" means a Housing First, low barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing. A Low Barrier Navigation Center may be non-congregate and relocatable. "Low Barrier" means best practices to reduce barriers to entry, and may include, but is not limited to, the following:
(1) The presence of partners if it is not a population-specific site, such as for survivors of domestic violence or sexual assault, women, or youth.
(2) Pets.
(3) The storage of possessions.
(4) Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms."

SECTION 5. Section 16.06.040, D Definitions, of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to amend the definition of "Day care facility" as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.06.040 remaining unchanged:

"Day care facility" means a facility which provides nonmedical care to children under 18 years of age in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. Day care facility includes family day care homes, infant centers, preschools, and extended day care facilities. A "family care home" is a day care facility located in a residence which regularly provides care, protection and supervision of ~~12~~**14** or fewer children from more than one other family, in the provider's own home, for periods of less than 24 hours per day, while the parent or guardians are away, and includes the following:

1. "Large family day care home" are those which provide family day care to ~~seven~~**nine** to ~~12~~**14** children, inclusive, including children who reside at the home.

2. "Small family day care home" are those which provide family day care to ~~six~~**eight** or fewer children, including children who reside at the home."

SECTION 6. Section 16.06.180, R Definitions, of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to amend the definition of "Residential care facility" to read as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.06.180 remaining unchanged:

~~"Residential care facility" - means any state-authorized, certified, or licensed facility, place, or building that is maintained and operated to provide nonmedical residential care, day treatment, therapeutic or rehabilitative care, adult day care, residential care for the elderly, transitional housing placement, alcoholism or drug abuse recovery or treatment facilities, or foster family agency services for children or adults, including the physically handicapped, mentally impaired, incompetent persons, and abused and neglected persons, as stated the California Community Care Facilities Act (Health and Safety Code Section 1500, et seq.), Health and Safety Code Section 1250, Health and Safety Code Section 1568.0831, Health and Safety Code Section 1569.85, Health and Safety Code Section 11834.23 or Welfare and Institutions Code Section 5116.~~

"Residential Care Facility" means any state-authorized, certified, or licensed facility, place, or building that is maintained and operated to provide nonmedical residential care, day treatment, therapeutic or rehabilitative care, adult day care, residential care for the elderly, transitional housing placement, alcoholism or drug abuse recovery or treatment facilities, or foster family agency services for children or adults. This includes care for individuals with physical disabilities, mental impairments, developmental disabilities,

substance recovery needs, and other vulnerable populations, as defined in the California Community Care Facilities Act (Health and Safety Code Sections 1500 et seq.). A residential care facility can also include a self-help group home that is not licensed by the State.

1. **Residential Care Facilities Serving Six or Fewer Residents (Licensed Group Home) - These facilities are considered equivalent to single-family residences and are permitted by right in all single-family residential zones, subject only to the general residential standards applicable to single-family homes.**

2. **Residential Care Facilities Serving Seven or More Residents (Licensed Group Home) - Facilities serving seven or more residents are permitted in designated residential zones, subject to discretionary review and approval. This review may include public hearings and additional criteria to ensure compatibility with surrounding land uses, in accordance with local zoning standards. Reasonable accommodations will still be available as needed to support compliance with fair housing laws and the needs of residents.**

3. **Unlicensed Group Homes (Non-licensable Services) - means any residential facility that is not licensed by the State, which, by State law, is required to be treated as a residential use of property. When serving six or fewer persons, unlicensed group homes may only be established in conjunction with a single-family dwelling."**

SECTION 7. Section 16.06.190, S Definitions, of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to add a definition for "Single Room Occupancy (SRO) Unit" to read as follows, with all other provisions of Section 16.06.190 remaining unchanged:

"Single Room Occupancy (SRO) Unit" shall have the same definition as "Efficiency Unit" as defined by California Health and Safety Code section 17958.1."

SECTION 8. Subsection B of Section 16.08.090, Design Review, of Chapter 16.08, Permits and Approvals, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.08.090 remaining unchanged:

"B. Projects Requiring Design Review. **Except as otherwise required by State law, an** ~~An~~ application for design review by the planning commission is required for all commercial, industrial, institutional, and residential projects of ~~four~~**five** or more dwelling units involving the issuance of a building permit for construction or reconstruction of a structure which meets the following criteria:

1. New construction on vacant property;

2. Structural additions which are equal to 50 percent or more of the floor area of existing on-site buildings;

3. Reconstruction projects which are equal to 50 percent or more of the floor area of existing buildings;

4. Signs as required by the sign regulations, Chapter 16.56 HMC;

5. Projects involving a substantial change or intensification of land use, such as the conversion of an existing residential structure to an office or commercial use;

6. Outdoor storage areas;

7. Landscape plans for projects requiring design review; or

8. Major public works projects, as feasible."

SECTION 9. Subsection C of Section 16.08.090, Design Review, of Chapter 16.08, Permits and Approvals, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.08.090 remaining unchanged:

"C. Projects Requiring Minor Design Review.

1. **Except as otherwise required by State law, an** ~~An~~ application for minor design review is required for residential projects with ~~three~~**four** or fewer dwelling units, **and** commercial, industrial and institutional projects not subject to design review which involve the issuance of a building permit for construction or reconstruction of a structure which meets one or more of the following criteria:

a. Structural additions which do not result in an increase of more than 50 percent of the floor area of the existing building;

b. The construction and/or placement of silos, satellite dishes, antennas, private water tanks, roof- or ground-mounted equipment visible from the public street or similar structures and equipment on existing developed properties as determined by the community development director;

c. Signs as required by Chapter 16.56 HMC;

d. Residential construction involving three or fewer dwelling units; or

e. Landscape plans for projects requiring minor design review.

2. The community development director may determine that any minor design review requires review by the planning commission."

SECTION 10. Section 16.08.100, Large Family Day Care Permit, of Chapter 16.08, Permits and Approvals, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby deleted in its entirety.

SECTION 11. Subsections D and E of Section 16.08.150, Nonconforming Parcels, Uses and Structures, of Chapter 16.08, Permits and Approvals, of Title 16, Land Use and Development, of the Highland Municipal Code are hereby amended to read as follows, with additions shown in bold text with deletions shown in strikethrough text, with all other provisions of Section 16.08.150 remaining unchanged:

"D. Continuation and Maintenance.

1. Any nonconforming structure or use may be continued and maintained for the periods of time hereinafter set forth; provided, that there are no structural alterations, except as hereinafter provided:

a. Agricultural crops shall not be subject to the provisions of this section;

b. Agricultural uses that involve permanent structures shall be subject to the provisions of this section; however, such uses shall be permitted to make any changes or improvements that are required by any state law or local ordinance, including structural alterations that are necessary as a part thereof.

2. Any structure for which a building permit has been legally issued, and on which substantial construction has been performed in reliance thereon on the site before an amendment to the regulation or ordinance making the use or structure nonconforming, may be continued in accordance with the plans and specifications upon which the permit was issued, subject to the limitations of this section.

3. A property containing a legally established structure that does not conform with applicable development standards for front yards, side yards, rear yards, height, floor area of structures, or open space for the district in which the property is located shall be deemed to be a nonconforming structure, and may be used and maintained as provided herein.

4. A legally established sign or display which does not conform with applicable standards (see Chapter 16.56 HMC) may be used and maintained until the associated use or structure is discontinued. Off-site advertising or displays may be used and maintained as provided in HMC 16.56.190.

5. Routine maintenance and repairs may be performed on a nonconforming use, structure, or sign. However, maintenance and repairs shall not be of a nature to extend the normal life of the use, structure or sign.

6. Any legal nonconforming single-family residential structure which does not conform to current enclosed parking standards may construct a one (1) car garage or carport, provided that the property owner demonstrates that the physical limitations of the site prohibits full conformance to the Development Code standard of a two (2) car enclosed garage. Said physical limitations shall consist of any construction which would encroach upon a required front, side, street side or rear yard setback area, or the location of the existing structure(s) on site, that were legally constructed with appropriate building permit, which because of their location do not permit sufficient physical space between the structure(s) and any property where a garage, attached or detached, in conformance to the Development Code standards, could be constructed. All individual parking spaces shall conform to the Code's minimum size standards. The carport or garage shall follow the development standards of the R-1 (Single-Family) Zoning District."

E. Alterations and Enlargements of Nonconforming Uses and Structures.

1. A nonconforming use, other than those residential units or associated accessory structures listed in the exemption in subsection B of this section, shall not be moved or altered unless required by law, or unless the moving or alteration will result in the elimination of the nonconformity, except as permitted in this chapter.

2. A nonconforming use shall not be enlarged or extended in such a way as to occupy any part of the structure or site or another structure or site which it did not occupy at the time it became a nonconforming use, or in such a way as to displace any conforming use occupying a structure or site, except as permitted in this chapter. There is an exemption, however, for the residential units or associated accessory structures listed in the exemption in subsection B of this section, which may be enlarged or extended by up to 25 percent, as measured by total floor area before and after the enlargement or extension.

3. A nonconforming structure shall not be altered or reconstructed so as to increase the discrepancy between existing conditions and the standards for front yards, side yards, rear yards, height of structures, distances between structures, or usable open space prescribed in the regulations for the zone in which the structure is located. **There is an exemption, however, for the residential units or associated accessory structures listed in the exemption in subsection B of this section, which, when enlarged by the allowable 25 percent, may encroach into the permitted setbacks in alignment with the existing structures, subject to compliance with the latest adopted California Building Code."**

SECTION 12. Subsection B of Section 16.12.010, Planned Development District, of Chapter 16.12, Special Districts, of Title 16 Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text, with all other provisions of Section 16.12.010 remaining unchanged:

"B. Use Regulations.

1. Uses within a Planned Development District shall be established by a conditional use permit, planned development, or a development plan approved for the site, as determined by the community development director.

2. Uses established by the development plan shall be consistent with the text and land use map of the general plan and any applicable planned development or specific plan for the project site.

3. Prior to the approval of a district change to "Planned Development," the conditions of approval for the conditional use permit or development plan, approved in accordance with the provisions of this chapter and Chapter 16.08 HMC, shall establish the permitted and the conditionally permitted primary and accessory uses for the planned development project.

4. Sexually oriented business shall be permitted subject to provisions of Chapter 16.72 HMC.

5. Accessory dwelling units and junior accessory dwelling units are permitted if they comply with the provisions of HMC 16.44.180.

6. Low-Barrier Navigation Centers are permitted with a conditional use permit."

SECTION 13. Subsections A, B and C of Table 16.16.030, Uses Permitted Within Residential Districts, of Section 16.16.030, Use Regulations for Residential Districts, of Chapter 16.16, Residential Districts, of Title 16, Land Use and Development, of the Highland Municipal Code are hereby amended to read as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.16.030 remaining unchanged:

"

	A/EQ	R-1	R-2	R-3	R-4	HDS	VR	R-2C	EHV
A. Residential Uses									
1. Single-family detached	P	P	SR	■	■	■	P	SR	P
(2-4 dwellings per parcel)	■	C	SR	SR	■	■	■	C	■
(5+ dwellings per parcel)	■	■	C	C	SR	■	■	C	■

	A/EQ	R-1	R-2	R-3	R-4	HDS	VR	R-2C	EHV
2. Single-family attached (duplex, triplex, fourplex)	■	■	C	SR	■	■	■	SR	■
3. Multiple-family attached	■	■	C	C	SR	SR	■	C	■
Maximum 650 units (units constructed after 650 shall comply with HMC 16.12.010						SR			
4. Mobilehome subdivisions	SR	SR	C	C	■	■	■	■	■
5. Mobilehome parks	■	C	C	C	■	■	■	■	■
6. Boarding/rooming houses (7 or more residents)	■	■	C	C	C	C	■	C	■
7. Senior independent living	SR	SR	C	C	C	C	SR	C	SR
8. Board and care facilities (7 or more residents)	■	■	C	C	C	C	■	C	■
9. Senior congregate care, assisted living	■	■	C	C	C	C	■	C	■
10. Residential Care Facility									
(licensed group home) 6 or fewer persons	**P**	**P**	**SR**	■	■	■	**P**	**SR**	**P**
(licensed group home) 7 or more persons	**C**	**C**		■	■	■	**C**	**C**	**P**
(unlicensed group home)	**P**	**P**	**SR**	■	■	■	**P**	**SR**	**P**
~~9.~~**11** Senior congregate care, assisted living	■	■	C	C	C	C	■	C	■
~~10.~~**12** Convalescent care	■	■	C	C	C	C	■	C	■
~~11.~~**13** Bed and breakfast inns	C	C	C	C	C	C	C	C	C
14. Single Room Occupancies	**C**	**C**	**C**	**C**	■	**C**	**C**	■	■
~~13.~~**15** Accessory dwelling units and junior accessory dwelling units (shall comply with the provisions of HMC 16.44.180)	P	P	P	P	P	P	P	P	P
B. Commercial Uses									
1. Hotels, motels									

	A/EQ	R-1	R-2	R-3	R-4	HDS	VR	R-2C	EHV
2. Equestrian centers, riding academies, commercial stables	C	■	■	■	■	■	■	■	■
3. Massage establishments[1]	■	■	■	■	■	■	■	■	■
C. Public/Quasi-Public Uses									
1. Day nurseries, nursery schools, child care facilities per state law **(14 or fewer children)**	P	P	P	P	P	P	P	P	P
~~a. (14 or fewer children)~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~
~~b. (more than 14 children)~~	~~C~~	~~C~~	~~C~~	~~C~~	~~SR~~	~~SR~~	~~C~~	~~C~~	~~C~~
2. Post office branch	■	■	■	■	■	■	■	■	■
3. Community facilities and religious institutions	C	C	C	C	■	■	C	C	C
4. Educational institutions	C	C	C	C	■	■	C	C	C
5. Fire and police stations	C	C	C	C	■	■	C	C	C
6. Public libraries and museums	■	■	C	C	■	■	C	■	C
7. Public parks and recreation	SR	SR	SR	SR	■	■	SR	SR	SR
8. Public utility and public service substations, reservoirs, pumping plants, and similar installations not including public utility offices	SR	SR	SR	SR	■	■	C	SR	SR
9. Recreational facilities (e.g., country clubs, tennis and swim clubs, golf courses), including limited commercial uses which are commonly associated and directly related to the primary use	C	C	C	C	SR	SR	C	C	C

"

SECTION 14. Subsection B of Table 16.22.030.A, Uses Permitted Within the Mixed Use District, of Section 16.22.030, Mixed Use Regulations, of Chapter 16.22, Mixed Use District, of Title 16 Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text, with all other provisions of Section 16.22.030 remaining unchanged:

"

Use [1]	Attached Mixed Use Structure	Separated Multiple Use Project
B. Residential uses		
1. Single-family detached	■	SR
2. Single-family attached (e.g., duplex, triplex, fourplex – not attached mixed use)	C	SR
3. Multiple-family attached (not mixed use)	C	SR
4. Senior independent living	C	C
5. Senior congregate care, assisted living	C	C
6. Convalescent care	C	C
7. Accessory dwelling units and junior accessory dwelling units (shall comply with the provisions of HMC 16.44.180)	P	P
8. Low Barrier Navigation Centers	**P**	**P**
9. Single Room Occupancies	**C**	**C**

"

SECTION 15. Subsection B of Table 16.24.030.A, Uses Permitted Within Employment Districts, of Section 16.24.030 Use Regulations for Employment Districts, of Chapter 16.24, Employment Districts, of Title 16, Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text, with all other provisions of Section 16.24.030 remaining unchanged:

"

Uses	BP	I	OP
B. Wholesale uses and warehousing			
1. Light wholesale, storage and distribution including wholesaling, storage, and warehousing services within enclosed buildings. Storage and wholesale to retailers from the premises of unfinished, raw and semi-refined products requiring further processing, fabrication, and manufacturing, and other storage shall be excluded from this land use type	SR	SR	■
2. General wholesale, storage, and distribution including warehousing, storage, freight handling, shipping, trucking services and terminals, storage and warehousing from the premises of unfinished, raw and semi-refined	C	SR	■

Uses	BP	I	OP
products requiring further processing, fabrication, or manufacturing. Outdoor storage shall be permitted subject to applicable screening requirements			
3. Contractor's storage yards (temporary in Business Park) including the storage of equipment, materials and vehicles for construction industry contractors (screening of outdoor storage required)	SR	SR	■
4. Recreational vehicle storage (screening of outdoor storage required)	C	SR	■
5. Vehicle storage/towing services	C	SR	■
6. Vehicle wrecking and storage	■	C	■
7. Mini storage	C	SR	■
8. Semi-trailer, tractor units, tractor-trailer combinations (whether connected or disconnected) storage, parking and/or staging	■	■	■

"

SECTION 16. Table 16.24.040.A, Industrial Site Development Minimum Standards, of Section 16.24.040, Employment District Development Standards of Chapter 16.24, Employment Districts, of Title 16 Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.24.040 remaining unchanged:

"

Requirement	BP	I	OP
1. Minimum parcel size	1 AC	1 AC	10 K sq. ft
2. Minimum site width (in feet)	150	200	80
3. Minimum site depth (in feet)	150	200	100
4. Minimum front building setback area (in feet)	20	20	20
5. Minimum interior side building setback area (in feet)	20	0	20
6. Minimum street side building setback area (in feet)	20	20	20
7. Minimum rear building setback area (in feet)	20	0	20
8. Maximum building height (in feet)	~~35~~**50**	50	35
9. Maximum lot coverage	60%	50%	60%

"

SECTION 17. Subsection A of Section 16.40.030 Accessory Structures, of Chapter 16.40, General Development Standards, of Title 16, Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in

bold text and deletions shown in strikethrough text, with all other provisions of Section 16.40.030 remaining unchanged:

"A. Accessory Structures within Residential Districts.

1. Accessory Structure. Except as provided below, all accessory structures, whether attached or detached, shall meet all of the site development standards applicable to the main structure as required by the zoning district in which the main structure is located.

2. Canopies/Patio Covers. Canopies/patio covers or roofs attached to the main building or connecting the main building to an accessory building may extend into a required rear yard, interior side yard, and street side yard; provided, that the portions of such structures extending into the yard:

a. Shall not exceed ~~15 feet in height~~ **1,000 square feet in area, or more than 20 feet in height,** or project closer than five feet to an interior side, street side, or rear lot line**; provided that, the canopies/patio cover is no higher than the main structure.**

b. Shall be entirely open on at least three sides excluding the necessary supporting columns, except that a roof connecting a main building and an accessory building shall be open on two sides. **Construction, projections, openings and penetrations of exterior walls of dwellings and accessory structures shall comply with separation requirements and opening protections as set forth in the California Building Code**.

c. A Staff Review Permit, approved by the Planning Commission, is required before issuing building permits for canopies or patio covers that exceed the maximum size specified above. This permit is a one-time approval and will remain valid for the lifetime of the structure.

d. Findings

Prior to acting upon an application for a Special Use Permit for a detached carport, private garage, or other detached accessory structure, the reviewing authority shall find that all of the following are true.

(1) The site for the proposed use is adequate in size and shape to accommodate said use and all yards, building coverage, setback, parking area, and other requirements of the Code.

(2) The proposed accessory structure is subordinate in size, location, and appearance to the primary residential unit.

(3) Issuance of the permit shall not be detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity and district in which the use is located.

(4) The appearance of the detached accessory structure and the method of construction are compatible with the surrounding built environment.

3. Ground-Mounted Equipment. Ground-mounted equipment, including but not limited to air conditioning compressors, evaporative coolers and pool equipment, may project a maximum of four feet into the required rear yard setback, and a maximum of two feet into the required interior side yard setback, but shall be prohibited from projecting into the required front or street side yard setbacks.

4. Detached Accessory Structures.

a. A detached accessory structure may be located within an interior side yard or rear yard; provided, that when such a structure is located closer than five feet to an interior side or rear lot line, one-hour fire walls shall be installed on the side or sides located within the setback. In no case shall an accessory structure be located closer than one foot from the property line.

b. Accessory buildings shall have a maximum height of ~~15~~**20** feet **and shall not exceed 1000 square feet**; provided, however, that the accessory building is no higher than the main structure.

c. Accessory buildings shall be located at least 10 feet from any other building.

d. A Staff Review Permit, approved by the Planning Commission, is required before issuing building permits for accessory buildings that exceed the maximum size specified above. This permit is a one-time approval and will remain valid for the lifetime of the structure.

5. Projections into Yards. Porches, steps, and architectural features, such as eaves, awnings, chimneys, balconies, stairways, wing walls and bay windows, may project a maximum of three feet into any required front or rear yard area, and into any required side yard area no more than one-half of the required side yard."

SECTION 18. Section 16.40.090, Development Density, of Chapter 16.40, General Development Standards, of Title 16 Land Use and Development Code of the Highland Municipal Code is hereby amended in its entirety to read as follows:

"A. The purpose of the provisions of this section is to provide incentives for the production of specific housing types for populations, including, but not limited to, very low income, lower income, moderate income, and senior households, in

accordance with Government Code Section 65915, commonly referred to as the State Density Bonus Law. In enacting this division, it is the intent of the city to facilitate the development of the goals, objectives, and policies of the housing element of the city's general plan.

B. In addition to any other review required for a proposed housing development, applications for a density bonus shall be filed with the Community Development Department on a form approved by the Community Development Department Director. The application shall be filed concurrently with an application for a design review permit review, staff review permit, or administrative approval. At the time the application is submitted, the applicant shall pay a density bonus application fee, established by resolution of the City Council.

C. City staff shall process the application for a density bonus in the same manner as, and concurrently with, the application for a design review permit, staff review permit, or administrative approval that is required by this Code. The reviewing authority for the density bonus application shall be the same reviewing authority for the design review permit, staff review permit, or administrative approval.

D. The application shall clearly indicate the number of base units allowed by the City general plan and zoning regulations, the number of density bonus units requested, and the number of affordable units that will be included in the proposed project. The applicant should submit reasonable documentation to establish eligibility for a requested density bonus, incentives or concessions, waivers or reductions of development standards, and parking ratios, to the satisfaction of the Community Development Director.

E. For a housing development qualifying pursuant to the requirements of Government Code Section 65915, the City shall grant a density bonus in an amount specified by Government Code Section 65915. Except as otherwise required by Government Code Section 65915, the density bonus units shall not be included when calculating the total number of housing units that qualifies the housing development for a density bonus.

F. For the purpose of calculating the density bonus, the "maximum allowable residential density" shall be the greatest density allowed under the zoning ordinance, specific plan, or land use element of the general plan, or, if a range of density is permitted, the greatest allowable density for the specific zoning range and land use element of the general plan applicable to the project. If the applicable zoning ordinance, specific plan, or land use element of the general plan does not include a standard for density per acre, the developer shall prepare a base density study to calculate the number of base units pursuant to the provisions of Government Code Section 65915(o)(6).

G. The City shall grant the applicant the number of incentives and concessions required by Government Code Section 65915. The City shall grant the specific concession(s) or incentive(s) requested by the applicant, unless it makes any of the relevant written findings stated in Government Code Section 65915(d). Senior citizen housing developments that qualify for a density bonus shall not receive any incentives or concessions, unless Government Code Section 65915 is amended to specifically require that local agencies grant incentives or concessions for senior citizen housing developments.

H. For an applicant proposing to construct a housing development that conforms to the requirements of Government Code Section 65915(b) and includes a childcare facility that will be located on the premises of, as part of, or adjacent to the project, the City shall grant either an additional density bonus or a concession or incentive as provided for in Government Code Section 65915(h)(1). A proposed project shall be eligible for the density bonus or concession or incentive described in this Section only if the project is made subject to, and the project applicant agrees to adhere to the conditions of approvals set forth in Government Code Section 65915(h)(2). As used in this section, "childcare facility" shall have the same meaning as the term is defined in Government Code Section 65915 .

I. Except as restricted by Government Code Section 65915, the applicant for a density bonus may submit a proposal for the waiver or reduction of development standards that have the effect of physically precluding the construction of a housing development incorporating the density bonus and any incentives or concessions granted to the applicant. A request for a waiver or reduction of development standards should be accompanied by documentation demonstrating that the waiver or reduction is physically necessary to construct the housing development with the additional density allowed pursuant to the density bonus and incorporating any incentives or concessions required to be granted. The City shall approve a waiver or reduction of a development standard, unless it finds that:

1. The application of the development standard does not have the effect of physically precluding the construction of a housing development at the density allowed by the density bonus and with the incentives or concessions granted to the applicant;

2. The waiver or reduction of the development standard would have a specific, adverse impact, as defined in Section 65589.5(d)(2), upon health, safety, or the physical environment, and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact;

3. The waiver or reduction of the development standard would have an adverse impact on any real property that is listed in the California Register of Historical Resources; or

4. The waiver or reduction of the development standard would be contrary to state or federal law.

J. The applicant may request, and the City shall grant, a reduction in parking requirements in accordance with Government Code Section 65915(p), as that section may be amended from time to time.

K. The applicant shall comply with all requirements stated in Government Code Section 65915.

L. The applicant shall enter into an agreement with the City to ensure the continued affordability of all affordable units or the continued reservation of such units for qualifying senior citizens as required by Government Code Section 65915. Prior to receiving a building permit for any project that receives a density bonus or any incentive, concession, waiver, or reduction of development standards pursuant to this section, such agreement shall be recorded as a covenant against the property. The agreement shall be on a form approved by the City Attorney.

M. For any development project that is granted a density bonus or other benefit pursuant to this section, the affordable units that qualify the project as eligible for a density bonus, must be constructed concurrently with or prior to the construction of any market rate units. In addition, the affordable units must be integrated with the market rate units so that there is a mix of affordable and market rate units, if any, in each building of the development project.

N. An applicant shall not receive a density bonus or any other incentive or concession if the housing development would be excluded under Government Code Section 65915, which includes, but is not limited to, projects that fail to "replace" existing housing units, as required by state law.

O. The provisions of this subdivision shall be interpreted to fulfill the requirements of Government Code Section 65915. Any changes to Government Code Section 65915 shall be deemed to supersede and govern any conflicting provisions contained herein.

P. Appeals of a decision to grant or deny a density bonus, or an incentive, concession or waiver of a development standard shall be governed by Highland Municipal Code Section 16.08.210."

SECTION 19. Section 16.44.270, Emergency Shelters, of Chapter 16.44, Specific Use Development Standards, of Title 16 Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text, with all other provisions of Section 16.44.270 remaining unchanged:

"A. Intent. This section is intended to control the establishment and operation of emergency shelters in the Business Park (BP) District to ensure that such uses do not adversely impact adjacent parcels or the surrounding neighborhood, and shall

be developed in a manner which protects the health, safety and general welfare of the nearby residents and businesses, while providing for the housing needs of a needy segment of the community.

B. Definition. As used in this code, the term "emergency shelter" shall be as defined in California Health and Safety Code Section 50801.

C. Development Standards. In accordance with the authority granted in Section 65583(a)(4)(A) of the Government Code, all emergency shelters shall comply with the following development and management standards:

1. Maximum Number of Beds/Persons. An emergency shelter for the homeless shall contain a maximum of 25 beds and shall serve no more than 25 homeless persons nightly.

2. Parking. The emergency shelter shall have not less than one off-street parking space for each 250 square feet of gross floor area, unless it is demonstrated by credible evidence that a different parking ratio is appropriate based upon the shelter's demonstrated need. **For emergency shelters located within one-half mile of a public transit stop, or those primarily serving residents who do not own vehicles, the parking requirement may be reduced to zero, provided that credible evidence is submitted to justify the reduced need and subject to approval by the Community Development Director.**

3. Client Intake Areas. The waiting and client intake areas shall be a minimum of 500 square feet in floor area and shall be designed to ensure that waiting clients are not required to wait outside the building.

4. Shelter Provider. The agency or organization that is operating the shelter shall comply with the following requirements:

a. Staff and services shall be provided to clients to assist clients to obtain permanent shelter, social and health services and income.

b. The provider shall prepare and file a management plan with the city that includes clear operational rules and standards, including, but not limited to, standards governing expulsions and lights out, security, screening of residents to ensure compatibility with services provided at the shelter, and opportunities for training, counseling, and treatment programs for residents.

5. Concentration of Uses. An emergency shelter shall not be located within 300 feet of another emergency shelter.

6. Length of Stay. Temporary shelter shall be available to an individual client for no more than 180 consecutive days.

7. Lighting. Adequate interior and exterior lighting shall be provided for security purposes.

The lighting shall be stationary, directed away from adjacent properties and public rights-of-way, and of an intensity that is compatible with the neighborhood.

8. Security. Parking and outdoor facilities shall be designed to provide security for clients, visitors, employees, neighbors and the public. On-site supervisory and security personnel shall be provided at all times during the hours the shelter is in operation, with security provided at both interior and exterior locations.

9. Trash/Recycling Enclosure. A trash/recycling enclosure is required on site. The receptacles and enclosure shall be of sufficient size to accommodate the trash generated by the uses served. All outdoor storage of trash, garbage, refuse, and other items or materials intended for discarding or recycling collection shall be screened from public view on at least three sides by a solid decorative wall not less than five feet in height, or alternatively, such material or design approved by the planning commission. The fourth side shall contain a solid metal gate maintained in working order and remaining closed except when in use.

10. Laundry Facilities. An emergency shelter is encouraged to provide laundry facilities or services adequate for the number of residents.

11. Common Facilities. An emergency shelter is encouraged to provide a central cooking and dining room, subject to applicable health and use permits, for the exclusive use of the residents and staff.

12. Sanitary Facilities. An emergency shelter shall provide and maintain sufficient interior sanitary facilities to accommodate the number of clients who could be served at the shelter.

13. Clean-Up. The operator of the emergency shelter shall maintain the exterior of the emergency shelter and its immediate surrounding area in a clean and sanitary condition, without the accumulation of trash, belongings, and human or animal waste.

14. Development Standards. A new emergency shelter shall comply with HMC 16.24.040, Employment district development standards, unless specified otherwise in this section.

15. Fire Sprinklers. Fire sprinklers shall be installed in all emergency shelters in accordance with the city's fire code."

SECTION 20. Environmental Review. The City Council finds that the adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to the General Rule (14 C.C.R. Section 15061(b)(3)) of the CEQA Guidelines, which is the

general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. This Ordinance involves amendments to multiple code sections to align with state law, expand housing and business opportunities, establish clear guidelines and regulations to ensure compatibility with community needs, and promote public health, safety, and welfare, without resulting in significant environmental impacts. There is no possibility that the Ordinance may have a significant effect on the environment since it comprehensively considers safety, aesthetics and financial implications related to such requirements. Additionally, this Amendment is not proposing development of a project.

SECTION 21. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, subsections, sentences, clause or phrases. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, clause and phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clause or phrase be declared invalid or unconstitutional, and would have passed and adopted the same even though any sections, subsections, sentences, clauses or phrases that may be held invalid had been omitted therefrom.

SECTION 22. Publication and Posting. Within fifteen (15) days following the passage of this Ordinance, the City Clerk shall publish and/or post this Ordinance as required by state law and City resolution.

PASSED, APPROVED, AND ADOPTED this _____ day of _____ 2025.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Alondra Munoz, City Clerk

APPROVED AS TO FORM:

_____
Maricela E. Marroquin , City Attorney

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, Camille Duarte, Administrative Assistant III of the City of Highland, California, do hereby certify Resolution No. 2025-006 was duly and regularly adopted by the Planning Commission of the City of Highland, California, at a regular meeting thereof held on the 1st day of April 2025, by the following vote:

AYES: Hamerly, McCance, Miller, Thomas

NOES: None

ABSTAIN: None

ABSENT: None

Camille Duarte

Camille Duarte, Administrative Assistant III

ATTACHMENT 2

(ADU) Planning Commission Resolution No. 25-007

RESOLUTION NO. 2025 - 007

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING SECTION 16.44.190 (ACCESSORY DWELLING UNITS) OF TITLE 16 (LAND USE DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE TO UPDATE REQUIREMENTS IN ACCORDANCE WITH STATE LAW, AND MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

A. RECITALS

1. The City of Highland Planning Commission held a public hearing at the Highland City Hall Council Chambers in Highland, California, on April 1, 2025 at 6:00 p.m. Notice of said public hearing having been duly given as required by law, and in accordance with the provisions of the Highland Municipal Code, to hear and consider evidence for and against said Land Use and Development Code Amendments and Notice of Exemption, and investigate and make findings and recommendations in connection therewith.

2. On April 1, 2025, the Planning Commission of the City of Highland, conducted a Public Hearing on the subject Project and concluded the Hearing on that date.

3. All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION

NOW THEREFORE, it is hereby found, determined and resolved by the Planning Commission of the City of Highland as follows:

1. The Planning Commission finds that all of the facts set forth in the Recitals, Part "A" of this Resolution, are true and correct.

2. Based upon substantial evidence presented to the Planning Commission during the April 1, 2025, Public Hearing, including public testimony and written and oral Staff Reports, the Planning Commission finds as follows:

   a. All necessary Public Meetings and opportunities for public testimony and comment have been conducted in compliance with State Law and the Municipal Code of the City of Highland.

3. The Planning Commission hereby adopts the Notice of Exemption which is attached hereto and incorporated herein by reference.

4. The Planning Commission hereby instructs City staff to file a Notice of exemption with the Clerk of the Board of the Supervisors of the County of San

Bernardino, pursuant to the Public Resources Code and State CEQA Guidelines.

5. Notice of Exemption:

   a. The Notice of Exemption was prepared for the proposed project Pursuant to the General Rule (14 C.C.R. Section 15061(b)(3)) of the CEQA Guidelines, which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment since the Code Amendment is not proposing development of a project.

6. Municipal Code Amendment Findings (MCA 24-001):

   a. The proposed revision is consistent with the goals, objectives, policies, and programs of the general plan, and is necessary and desirable to implement the provisions of the general plan.

      Response: The proposed Municipal Code amendments to the Land Use and Development Code are consistent with the General Plan's Goals, Objectives, Policies, and Programs and are necessary to implement its provisions. These updates ensure compliance with recent state legislation, support development goals, clarify definitions, correct ambiguities, and streamline processes. Additionally, they facilitate the implementation of the Housing Element Programs and Policies, ensuring the City meets its housing needs under state law. By aligning with state legislation and current development needs, these amendments ensure the City's regulations are clear, effective, and promote sustainable growth, making them essential for the General Plan's implementation.

   b. The proposed revision will not adversely affect the public health, safety, and welfare or result in an illogical land use pattern.

      Response: The proposed Municipal Code amendments to Title 16 (Land Use and Development) will not negatively impact public health, safety, or welfare, nor will they create an illogical land use pattern. These carefully designed changes aim to enhance the regulatory framework, ensure public health and safety, and promote logical, sustainable land use patterns. Additionally, the amendments incorporate state-mandated changes, ensuring compliance with recent legislation. Thus, the amendments will provide clear, and efficient regulations that benefit the entire City, fostering a well-balanced and thriving community.

c. The proposed revision is consistent with the purpose and intent of the remainder of this title not under consideration.

Response: The proposed amendments to Title 16 (Land Use and Development) are consistent with the purpose and intent of the existing Municipal Code. These amendments align with the overall goals of the Code, supporting sustainable development, public health, safety, and welfare. By updating ambiguities, streamlining processes, and incorporating state-mandated changes, they enhance the regulatory framework without disrupting the foundational principles. Therefore, the changes maintain consistency with the broader Code, ensuring a coherent and comprehensive approach to city planning and development.

d. The potential environmental impacts of the proposed change of zone or revision are insignificant or there are overriding considerations which outweigh the potential impacts.

Response: The adoption of this Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to the General Rule (14 C.C.R. Section 15061(b)(3)) of the CEQA Guidelines, which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. Additionally, the draft Ordinance qualifies for exemption under CEQA Guidelines Sections 15060(c)(2) and 15060(c)(3). Under these provisions, an activity is not subject to CEQA if it does not involve a discretionary action by a public agency, will not result in a direct or reasonably foreseeable indirect physical change in the environment, or does not meet the definition of a "project" under Section 15378 of the CEQA Guidelines. This Ordinance involves amending multiple code sections to ensure compliance with state legislation, streamline processes, and promote sustainable development practices. These amendments benefit residents and developers by providing more opportunities for housing and businesses, imposing limitations through proposed guidelines and regulations, and supporting public health, safety, and welfare. There is no possibility of significant environmental effects as the Ordinance only revises Land Use and Development Code provisions to enhance regulatory clarity and compliance and does not propose any specific development projects. The potential environmental impacts of the proposed revisions are insignificant since the amendments are primarily administrative and procedural. The changes align the City's regulations with recent state laws, correct ambiguities, and improve regulatory efficiency without substantial physical changes to the environment. The benefits, such as promoting affordable housing, enhancing public health and safety, and ensuring regulatory

compliance, outweigh any minimal potential impacts. Staff will file a Notice of Exemption with the County Clerk of the Board once the City Council has made a determination. No further environmental review is required.

7. Based on the Findings and Conclusions set forth above, the Planning Commission recommends the City Council adopt a Notice of Exemption and direct Staff to file a Notice of Exemption with the County Clerk of the Board; Introduce an Ordinance to amend section 16.44.190 (Accessory Dwelling Units) of Title 16 (Land Use and Development Code) of the Highland Municipal Code as attached hereto and incorporated by reference as Exhibit A.

Exhibit A – Draft Administrative Ordinance No. _____

C. ADOPTION OF RESOLUTION.

The City Clerk shall certify to the adoption of this Resolution and shall cause the same to be published or posted in the manner prescribed by law.

PASSED, APPROVED AND ADOPTED this 1st day of April 2025.

ATTEST:

Randall Hamerly, Chairman
Planning Commission

Lawrence A. Mainez,
Community Development Director

EXHIBIT "A"

Draft City Council (ADU) Ordinance to PC resolution No. 25-007

ORDINANCE NO. ___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTION 16.44.190 (ACCESSORY DWELLING UNITS) OF TITLE 16 (LAND USE AND DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE TO UPDATE REQUIREMENTS IN ACCORDANCE WITH STATE LAW, AND MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

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

Section 1. Findings and Intent.

WHEREAS, Senate Bill 477, effective March 25, 2024, amended Accessory Dwelling Unit Law ("ADU Law") (formerly Government Code Sections 65852.2 and 65852.22) (now Chapter 13 of Division 1 of Title 7 of the Government Code), which reorganized ADU Law and has led to references to ADU Law in the Highland Municipal Code to be no longer applicable; and

WHEREAS, the State of California adopted amendments to Government Code Section 66313, 66314, and 66323, altogether known as Senate Bill 1211, effective January 1, 2025, which further amend standards and requirements for accessory dwelling units ("ADUs"); and

WHEREAS, portions of the City's current regulations for ADUs and Junior ADUs ("JADUs") require amendment to remain consistent with State Law; and

WHEREAS, on August 24, 2021, the City Council of the City of Highland adopted Ordinance No. 448 amending regulations pertaining to accessory dwelling units and junior accessory dwelling units and determining, based on findings, that ADUs in areas that have been designated as high fire severity zones could endanger the public health and safety; and

WHEREAS, the City's current regulations for ADUs and JADUs prohibit the construction of ADUs in high fire severity zones in the City; and

WHEREAS, Staff has studied the issue of whether there should continue to be a permanent ban on the construction of ADUs in high fire severity zones, or if certain health and safety regulations should be adopted to allow ADUs to be constructed in these areas under certain parameters. As a result of careful consideration by Staff working closely with the City's Fire Marshal, and the City's Battalion Chief, it was determined to be appropriate to continue to ban all construction of ADUs in high fire severity zones due to the concentration of housing tracts with units built near each other along the foothills of the National Forest. It was further determined appropriate to

continue to ban ADUs in high fire severity zones because detached ADUs along the foothills will intrude into the rear setbacks (and others) and could result in impacts to the fuel modification zones, both designed to protect the residential neighborhoods from wildfires; and

WHEREAS, the City Council hereby determines that the construction of ADUs in areas that have been designated as high fire severity zones could endanger the public health and safety. These areas are prone to fires, and increasing the density in these areas can hinder the ability of the fire personnel to evacuate people quickly in event of a fire emergency; and

WHEREAS, on June 27, 2017, there was a 900-acre wildfire in Highland that forced the evacuation of about 200 residents. On July 12, 2017 there was a 33-acre fire that burned in the City. A few days later, on July 14, 2017, there was a 450-acre brush fire that burned around homes in the City. In the neighboring city of San Bernardino, there was a brush fire on October 21, 2019 that destroyed or damaged nine homes. On October 24, 2019, there was a wildfire in San Bernardino that burned 145 acres. According to CalFire, 7,860 fires were recorded to CalFire and the US Forest Service in 2019, an increase from the 7,571 fires in 2018. In 2020, these figures increased again to 9,639 fire incidents. In September 2020, the El Dorado Fire occurred in Yucaipa where 22,744 acres were burned, 10 structures were destroyed, and tragically, one firefighter died; and

WHEREAS, on September 5, 2024, the Line Fire broke out in Highland. The Line Fire caused conditions of extreme peril to the safety of persons and property within the City of Highland and resulted in fire damage and evacuations for parts of the City. On September 11, 2024, the City Manager declared a local emergency, which was ratified by the City Council on September 12, 2024 through the adoption of Resolution No. 2024-__. The Line Fire burned a total of 43,978 acres. The burn areas are now susceptible to mud and debris flow and possible landslides; and

WHEREAS, in January 2025, a series of fourteen wildfires affected Los Angeles County and San Diego County, forcing over 200,000 people to evacuate from their homes, destroying more than 18,000 homes and structures and damaging countless others, and burning over 57,000 acres of land. The two largest fires during this time included the Eaton Fire in Altadena and the Palisades Fire in the Pacific Palisades. During this time, the Little Mountain Fire, located in San Bernardino County also burned 34 acres; and

WHEREAS, the City is prone to strong winds which help fuel brush fires and can create a dangerous situation, particularly if there is only one escape route from the fire and streets are blocked due to on-street parking during an evacuation event. Increasing the population in high fire severity zone areas could have devastating consequences if additional people must be quickly moved from the area in the event of an emergency. According to most fuel modification and defensible space plans, there are generally areas where no combustible construction is to occur adjacent to development in the

high fire hazard severity zones. Should construction of an ADU (or any combustible construction) occur in these areas, it will compromise the design of any fuel modification and defensible space plan; and

WHEREAS, in the years after a wildfire, areas left charred by flames and devoid of vegetation can render the soil non-permeable to rainwater and increase the likelihood of mudslides, debris flows, and flash floods due to the lack of rainfall absorption in the soil. The California Governor's Office of Emergency Services (CalOES) warns that Californians who live on or below hillsides in general, but especially in areas impacted by wildfires, are at an increased risk of debris flow, or the fast-moving mass of materials such as slurries of water, rock, soil, vegetation, and even boulders and trees. Construction of ADUs in high fire severity zones increases the residential density in areas prone to mudslides, debris flows, and flash floods thereby increasing the number of people at risk during such events; and

WHEREAS, the City Council further determines that the construction of ADUs in areas without appropriate sewer systems is detrimental to the local water quality, and public health and safety. ADUs proposed to be served by On-Site Wastewater Treatment Systems (OWTS) (e.g., septic systems) require review and approval from the local health officer per Government Code section 66314(d)(9). In this case, the City's local health officer is the County of San Bernardino Department of Public Health. The County's approval process requires all proposed (new) and modified septic systems in the City of Highland to be submitted to the State Water Quality Control Board for evaluation and approval. The extensive minimum standards and technical requirements (also derived from the California Plumbing Code) for the treatment and disposal of sewage through the use of OWTS on small lots in established neighborhoods, when no connection to a sewer is available, conflicts with the state's ADU legislation standards. These conflicts include, but are not limited to, minimum lot size, setbacks from septic tanks and leach fields, and setback from structures and existing water service lines. For these reasons and others, the State Water Quality Control board is denying ADUs based on current statewide OWTS policy. Accordingly, this ordinance continues the City's current practice of prohibiting the construction of ADUs in areas not serviced by sewer systems as it would be detrimental to the public health and safety; and

WHEREAS, the City of Highland Planning Commission held a public hearing at the Highland City Hall Council Chambers in Highland, California, on April 1, 2025 at 6:00 p.m., and, notice of said public hearings having been duly given as required by law and in accordance with the provisions of the Highland Municipal Code, heard and considered evidence for and against said Municipal Code Amendment, and investigated and made findings and recommendations in connection herewith. At the conclusion of the public hearing on April 1, 2025, the City of Highland Planning Commission adopted Resolution No. 25-___ recommending that the City Council adopt this Ordinance; and

WHEREAS, the City Council, at a regular meeting, considered the Ordinance on _____, 2025, at 6:00 p.m., at a duly noticed public hearing as prescribed by law, at which time the City staff and interested persons had an opportunity to and did

testify either in support or opposition to this matter. At the conclusion of the public hearing, the City Council closed the public hearing and considered the entire record of information received at the public hearings before the Planning Commission and City Council.

Section 2. Section 16.44.180(Accessory Dwelling Units) of Chapter 16.44 (Specific Use Development Standards) of Title 16 (Land Use and Development Code) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text and deletions shown in strikethrough text:

"16.44.180 Accessory dwelling units and junior accessory dwelling units.

A. Intent. This section is intended to provide reasonable regulations for the development of accessory dwelling units ("ADUs") and junior ADUs ("JADUs") in certain residential areas on lots developed or proposed to be developed concurrently with single-family residential or multifamily residential dwellings in compliance with state law regarding ADUs and JADUs (Chapter 13 of Division 1 of Title 7 of the Government Code). ADUs and JADUs contribute needed housing to the community's housing stock and are intended to provide livable housing at lower cost while providing greater security, companionship and family support for the occupants. In addition, the regulations in this section are intended to ensure that ADUs and JADUs located in residential districts do not adversely impact adjacent residential parcels or the surrounding neighborhood, have access to adequate water and sewer services, will have limited impacts on traffic flow and public safety, and are developed in a manner which protects the integrity of the residential district, while providing for needed housing opportunities for owners of eligible parcels. Moreover, the regulations are intended to ensure that ADUs are not constructed in high fire severity zones as this poses a great risk to the public health and safety in the event of a fire and the need to quickly evacuate residents.

B. Definitions. The following words shall have the meanings set forth below, unless the context otherwise permits or requires:

1. "Accessory dwelling unit" or "ADU" has the meaning ascribed in Government Code Section 66313(a), as the same may be amended from time to time.

2. "Attached ADU" means an ADU that is constructed as a physical expansion (i.e., addition) of the primary dwelling and shares a common wall with the primary dwelling.

3. "Detached ADU" means an ADU that is constructed as a separate structure from the primary dwelling, which does not share any walls with the primary dwelling.

4. "Existing structure" means an existing single-family dwelling, multifamily dwelling, or other accessory structure that can be safely converted into habitable space under the California Building Standards Code, as amended by the city, and other applicable law.

5. "Junior accessory dwelling unit" or "JADU" has the meaning ascribed in Government Code Section 66313(d), as the same may be amended from time to time.

6. "Primary dwelling" means the existing or proposed single-family dwelling or multifamily dwelling on the lot where an ADU would be located.

7. "Public transit" has the meaning ascribed in Government Code Section 66313(m), as the same may be amended from time to time.

C. General Requirements and Application Procedure.

1. An application for an ADU or JADU shall be considered ministerially, without discretionary review or a hearing, pursuant to either "planning review" or a streamlined "building permit only" review. The city shall act on the application within 60 days from the date the city receives a completed application if there is an existing single-family dwelling or multifamily dwelling on the lot. If the application to create an ADU or JADU is submitted with a permit application to create a new single-family dwelling on the lot, the city may delay acting on the application for the ADU or JADU until the city acts on the permit application to create the new single-family dwelling, but the application to create the ADU or JADU shall still be considered ministerially without discretionary review or public hearing under either the planning review or building permit only review. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. Table 16.44.180 summarizes the level of ministerial review required for various types of ADUs.

Table 16.44.180 - Ministerial ADU Review

Applications Subject to "Planning Review" (See HMC 16.44.180(D))	**Applications Subject to "Building Permit Only" Review (See HMC 16.44.180(E))**
Any application for an ADU that is not eligible for "building permit only" review.	• One ADU within the space of an existing or proposed single-family dwelling or an accessory structure. The ADU may expand the physical dimensions of an existing accessory structure by not more than 150 square feet to allow for ingress and egress. The space must have

	exterior access from the proposed or existing single-family dwelling. The rear and side yard setbacks must be sufficient for fire and safety. • A JADU that meets the requirements of Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code. • One detached, new construction ADU, so long as the ADU does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling unit, a total floor area of 800 square feet, and a height of 16 or 18 feet as provided in Government Code Section 66321(b)(4)(A)-(C), as applicable. • Multiple ADUs within the portions of an existing multifamily dwelling, in spaces not used as living space. Examples include conversion of storage rooms, boiler rooms, passageways, attics, basements, and garages. Each ADU must comply with state building standards for dwellings. The number of ADUs that may be created within a multifamily dwelling is equal to 25 percent of the number of existing multifamily dwelling units, or one ADU, whichever is greater. • Not more than eight detached ADUs on a lot with an existing multifamily dwelling; however, the number of ADUs cannot exceed the number of existing units on the lot. The ADUs are subject to a 16 or 18-foot height limit as provided in Government Code Section 66321(b)(4)(A)-(C), as applicable, and must maintain at least a four-foot rear and side yard setback, unless the existing multi-family dwelling has a rear or side setback of less than four feet • Not more than two detached ADUs on a lot with a proposed multifamily dwelling. The ADUs are subject to a 16 or 18-foot height limit as provided in Government Code Section 66321(b)(4)(A)-(C), as

	applicable, and must maintain at least a four-foot rear and side yard setback.

2. All ADUs and JADUs shall satisfy the requirements of the California Building Standards Code, as amended by the city.

3. In accordance with state law, ADUs are an accessory use or an accessory structure to the primary dwelling on the lot. ADUs shall not be considered to exceed the allowable density for the lot.

4. The application for the planning review ADU or building permit only ADU or JADU must be signed by the owner(s) of the parcel of land.

D. Planning Review ADUs. Except as otherwise set forth in subsection E of this section regarding building permit only ADUs (Government Code Section 66323 ADUs and JADUs), the city shall not approve an application for a new ADU unless the ADU satisfies all of the standards below. An application for a new ADU that satisfies each of the below standards shall be approved by the director of community development, or designee, following a ministerial review for compliance. ADUs approved pursuant to "planning review" shall comply with the following standards, unless state law mandates that different standards shall apply, in which case the mandated state law standards shall apply:

1. Location Restrictions. One ADU shall be allowed on a lot with a proposed or existing primary dwelling that is zoned residential, except as otherwise set forth herein. To protect the public health and safety, no ADUs shall be constructed in an area designated as a high fire severity zone, or in an area without adequate sewer systems (i.e., on septic tank system).

2. Development Standards.

   a. Size Restrictions. The total floor area of an attached ADU to an existing primary dwelling shall not exceed fifty percent of the gross floor area for the primary dwelling, except where such standard would prevent construction of an ADU of 850 square feet or 1,000 square feet for an ADU that provides more than one bedroom. The total floor area of an attached ADU or detached ADU that has two or more bedrooms shall not exceed 1,200 square feet. In no case shall an ADU be a smaller size than an "efficiency unit" as defined in Section 17958.1 of Health and Safety Code.

   b. Height Restrictions. A detached or attached ADU shall not exceed the height limit established for the district in which it is located, the height of the primary dwelling, or the applicable height in Government Code Section 66321(b)(4)(A)-(D), whichever is greatest.

c. Setback. No setback shall be required for an ADU that is within an existing structure or within a structure constructed in the same location and that has the same dimensions as an existing structure. For all other ADUs, the required setback from side and rear lot lines shall be four feet. ADUs shall comply with the front yard setbacks otherwise required by the Highland Municipal Code, except where the application of the front yard setbacks would not permit construction of an 800-square-foot ADU.

d. Lot Coverage. An ADU shall conform to all lot coverage requirements applicable to the zoning district in which the property is located, except where the application of the lot coverage regulations would not permit construction of an 800-square-foot ADU with four-foot side and rear yard setbacks.

e. Historic Resources. An ADU that has the potential to adversely impact any historical resource listed on the California Register of Historic Resources shall be designed and constructed in accordance with the "Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings" found at Section 68.3 of Title 36 of the Code of Federal Regulations, as amended from time to time.

3. Design and Features.

a. Design. The ADU shall have the same colors and materials of the primary dwelling, and shall comply with any objective design standards adopted by the city that are applicable to the zoning district, specific plan area, or planned unit development where the ADU is located.

b. Fire Sprinklers. ADUs are required to provide fire sprinklers if they are required for the primary dwelling, or as required under the existing California Residential Code. The construction of an ADU shall not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.

c. Entrance. An attached ADU shall have a separate exterior entrance from the primary dwelling.

4. Covenant Required. The property owner shall record a declaration of restrictions, in a form approved by the city attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (a) the ADU is to be rented only for terms of 31 days or longer.

Proof of recordation of the covenant shall be provided to the city prior to the issuance of a certificate of occupancy for the ADU.

5. Transfer. An ADU shall not be sold, transferred, or assigned separately from the primary dwelling, except when the ADU is constructed by a qualified nonprofit corporation pursuant to Government Code Section 66341. In such cases, the ADU may be separately sold to an eligible low-income buyer as defined by state law. Otherwise, the ADU may be rented, but shall not be used for short-term rentals for less than 31 consecutive days.

6. Parking Requirements.

    a. In addition to the off-street parking space(s) required for the primary dwelling, one off-street parking space shall be provided for each ADU, except when:

        i. The ADU is located within one-half mile walking distance of public transit;

        ii. The ADU is located within an architecturally and historically significant historic district;

        iii. The ADU is part of a proposed or existing primary dwelling or accessory structure;

        iv. The ADU is located in an area where on-street parking permits are required but not offered to an ADU occupant; or

        v. The ADU is located within one block of a city-approved and dedicated parking space for a car share vehicle.

    b. Off-street parking shall be permitted in setback areas in locations determined by the planning division or through tandem parking.

    c. When the ADU is created by converting or demolishing a garage, carport, covered parking structure, or uncovered parking space, replacement of parking space(s) eliminated by the construction of the ADU shall not be required as long as the ADU remains in use as a legal ADU.

7. Permits Required. Except as otherwise required herein, all construction, structural alterations or additions made to create an ADU shall comply with current development standards and building, electrical, fire and plumbing codes. The applicant shall obtain a building permit and any other applicable construction permits prior to the construction of the ADU.

E. Building Permit ADUs.

1. An applicant shall not be required to submit an application for an ADU or JADU permit under this section, and may instead seek building permit approval for an ADU and/or JADU that satisfies the requirements of Government Code Section 66323, as the same may be amended from time to time, and the California Building Standards Code, as amended by the city.

2. In addition to obtaining a building permit under this process, the applicant shall be required to obtain all other applicable construction permits prior to the construction of the ADU or JADU.

3. An ADU or JADU approved by a building permit only process shall be rented only for terms of 31 days or longer.

4. The property owner shall record a declaration of restrictions, in a form approved by the city attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (a) the ADU or JADU is to be rented only for terms of 31 days or longer; (b) the ADU or JADU is not to be sold or conveyed separately from the primary dwelling, except as permitted by Government Code Section 66341; and (c) if there is a JADU on the property, either the JADU or single-family residence shall be occupied by the owner of record, unless the owner is a governmental agency, land trust, or housing organization, and the JADU shall be restricted in size and attributes pursuant to Article 3 of Chapter 13 of Division 1 of Title 7 of the Government Code as set forth in subsection (E)(6) of this section. Proof of recordation of the covenant shall be provided to the city before a certificate of occupancy may be issued for the ADU and/or JADU.

5. Pursuant to Government Code Section 66323, the city shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

    a. One ADU and one JADU per lot with a proposed or existing single-family dwelling if all of the following apply:

        i. The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

ii. The space has exterior access from the proposed or existing single-family dwelling.

iii. The side and rear setbacks are sufficient for fire and safety.

iv. The JADU complies with the requirements of Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code as set forth in subsection (E)(6) of this section.

b. One detached, new construction ADU that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The detached ADU may be combined with a JADU described in subsection (E)(5)(a) of this section. The ADU shall be no more than 800 square feet in size, with a height limit as provided in Government Code Section 66321(b)(4)(A)-(C).

c. At least one ADU within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, spaces for living, sleeping, eating, cooking, and sanitation, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. If requested, multiple ADUs shall be allowed, up to the number of ADUs that equals 25 percent of the existing multifamily dwelling units in the structure.

d. Not more than eight detached ADUs that are located on a lot that has an existing multifamily dwelling, subject to a height limit as provided in Government Code Section 66321(b)(4)(A)-(C), and four-foot rear and side yard setbacks except where the existing multiple family dwelling has a rear or side setback of less than four feet. However, the number of ADUs shall not exceed the number of existing units on the lot.

e. Not more than two detached ADUs on a lot with a proposed multifamily dwelling, subject to a height limit as provided in Government Code Section 66321(b)(4)(A)-(C) and four-feet rear and side yard setbacks.

6. In accordance with the standards set forth in Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code, JADUs shall comply with the following requirements, unless state law is amended to set forth different standards, in which case state law standards will govern:

a. A JADU shall be a minimum of 150 square feet and a maximum of 500 square feet of gross floor area. The gross floor area of a shared sanitation facility shall not be included in the maximum gross floor area of a JADU.

b. A JADU must be contained entirely within the walls of the existing or proposed single-family dwelling. Enclosed uses within the residence such as attached garages shall be considered within the walls of the existing or proposed single-family dwelling.

c. A separate exterior entry from the main entrance to the single-family dwelling shall be provided to serve the JADU.

d. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing single-family dwelling. If the JADU does not include separate sanitation facilities, the JADU shall include a separate entrance from the main entrance to the structure, with an interior entry to the main living area.

e. A JADU shall include an efficiency kitchen, which shall consist of a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.

f. No additional parking is required for a JADU.

g. One JADU is permitted per lot zoned for single-family residences with a proposed or existing single-family residence on the lot.

h. Unless state law is amended, the JADU or the single-family residence shall be occupied by the owner of record, except where the owner is another governmental agency, land trust, or housing organization.

F. Fees and Utility Connections. ADUs and JADUs that are processed under either the planning review ADU process set forth in subsection D of this section or through the building permit only ADU process set forth in subsection E of this section, shall comply with the following:

1. ADUs and JADUs shall have adequate water and sewer services. These services may be provided from the water and sewer points of connection for the primary dwelling and need not be a separate set of services, unless the local water and sewer service provider requires a new or separate utility connection directly between the ADU and the utility if the ADU is constructed concurrently with a new single-family residence.

2. The owner of an ADU shall be subject to the payment of all sewer, water and other applicable fees, including impact fees set forth in Government Code Section 66000 et seq., except as specifically provided in California Government Code Sections 66324 and 66332(e).

3. Prior to receiving a building permit, the owner of an ADU must submit letters of service availability for water and sewer disposal to the building official.

Section 3. Environmental Review. The City Council hereby finds that this Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15282(h) which creates a statutory exemption for the adoption of an ordinance regarding second units in a single-family or multifamily residential zone by a city to implement the provisions of Article 2 (commencing with Section 66314) or Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code as set forth in Section 21080.17 of the Public Resources Code. In addition, the City Council finds that the Ordinance is exempt from further environmental review pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that amendments to the City's ADU and JADU regulations in accordance with State Law will have a significant effect on the environment.

Section 4. Submission of Ordinance to HCD. In compliance with Government Code Section 66326, the Community Development Director is hereby directed to submit a copy of this Ordinance to the Department of Housing and Community Development within 60 days after adoption.

Section 6. Certification. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same or a summary thereof to be published and posted in the manner required by law.

Section 7. Publication and Posting. Within fifteen (15) days following the passage of this Ordinance, the City Clerk shall publish and/or post this Ordinance as required by state law and City resolution.

Section 8. Effective Date. This Ordinance shall take effect thirty (30) days after passage.

PASSED, APPROVED, AN ADOPTED this ____ day of ____ 2025.

_____

Penny Lilburn, Mayor

ATTEST:

_____

Alondra Munoz, City Clerk

APPROVED AS TO FORM:

_____

Maricela E. Marroquin , City Attorney

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO)

CITY OF HIGHLAND)

I, Camille Duarte, Administrative Assistant III of the City of Highland, California, do hereby certify Resolution No. 2025-007 was duly and regularly adopted by the Planning Commission of the City of Highland, California, at a regular meeting thereof held on the 1st day of April 2025, by the following vote:

AYES: Hamerly, McCance, Miller, Thomas

NOES: None

ABSTAIN: None

ABSENT: None

Camille Duarte, Administrative Assistant III

ATTACHMENT 3

Draft Ordinance No. _____

ORDINANCE NO. ___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING TITLE 5 (BUSINESS LICENSES AND REGULATIONS), TITLE 8 (HEALTH AND SAFETY), AND TITLE 16 (LAND USE AND DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE TO UPDATE DEFINITIONS, AMEND HEIGHT STANDARDS, REVISE DESIGN REVIEW PROCESSES, UPDATE REGULATIONS FOR NON-CONFORMING PARCELS, USES AND STRUCTURES, UPDATE PROVISIONS FOR ACCESSORY STRUCTURES, DWELLING UNITS, AND ACCESSORY DWELLING UNITS, AMEND BUSINESS PARK BUILDING HEIGHT STANDARDS, MODIFY DEVELOPMENT DENSITY REQUIREMENTS, AND ESTABLISH SINGLE ROOM OCCUPANCY HOUSING STANDARDS, AND (1) ADD LOW-BARRIER NAVIGATION CENTERS AS PERMITTED USES IN THE MIXED USE (MU) ZONE AND IN THE PLANNED DEVELOPMENT (PD) ZONE, (2) SINGLE ROOM OCCUPANCIES AS A CONDITIONALLY PERMITTED USE IN THE A/EQ, R-1, R2, R-3, HDS AND VR ZONES, (3) RESIDENTIAL CARE FACILITIES SERVING SIX OR FEWER AS A PERMITTED USE IN THE A/EQ, R-1, VR, AND EHV ZONES AND AS PERMITTED USE WITH A STAFF REVIEW PERMIT IN R-2 AND R-2C ZONES, (4) RESIDENTIAL CARE FACILITIES SERVING SEVEN OR MORE AS A PERMITTED USE IN THE EHV ZONE AND CONDITIONALLY PERMITTED USE IN THE A/EQ, R-1, VR, AND R-2C ZONES, (5) UNLICENSED GROUP HOMES AS A PERMITTED USE IN THE A/EQ, R-1, VR AND EHV ZONES AND AS A PERMITTED USE WITH A STAFF REVIEW PERMIT IN THE R-2C, AND R-2 ZONES, AND (6) CHILD CARE FACILITIES SERVING 14 OR FEWER CHILDREN AS A PERMITTED USE IN ALL RESIDENTIAL ZONES, AND MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

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

Section 1. Findings and Intent.

WHEREAS, the Highland City Council adopted Resolution No. 2023-035 approving the City's 6th Cycle 2021-2029 Housing Element and related CEQA Documents. The Housing Element includes a number of programs and policies and timeframes for the implementation of those programs and policies;

WHEREAS, the California Department of Housing and Community Development (HCD) certified the City's 6th Cycle 2021-2029 Housing Element;

WHEREAS, the proposed amendments support the implementation of the Housing Element by promoting the development of affordable housing, incentivizing lot consolidation, and updating regulations for accessory dwelling units, density bonuses, and group homes and residential care facilities;

WHEREAS, the existing Chapters 5, 8, and 16 of the Municipal Code sections contain outdated guidelines, regulations, standards, and permitted land uses that need to be revised to ensure compliance with current state legislation and to address the City's housing and development goals

WHEREAS, staff has re-evaluated Chapters 5, 8, and 16 of the Municipal Code and proposed modifications that will enhance the regulatory framework, streamline processes, promote sustainable development, and protect the public health, safety, and welfare of the community ("Municipal Code Amendment");

WHEREAS, the City of Highland Planning Commission held a duly noticed public hearing at the Highland City Hall Council Chambers in Highland, California, on April 1, 2025 at 6:00 P.M., and, notice of said public hearings having been duly given as required by law and in accordance with the provisions of the Highland Municipal Code, heard and considered evidence for and against said Municipal Code Amendment, and investigated and made findings and recommendations in connection herewith. At the conclusion of the public hearing on April 1, 2025, the City of Highland Planning Commission adopted Resolution No. 25-006 recommending that the City Council adopt this Ordinance; and

WHEREAS, the City of Highland City Council held a public hearing at the Highland City Hall Council Chambers in Highland, California, on May 13, 2025 at 6:00 P.M., and, notice of said public hearings having been duly given as required by law and in accordance with the provisions of the Highland Municipal Code, heard and considered evidence for and against said Municipal Code Amendment, and investigated and made findings and recommendations in connection herewith. At the conclusion of the public hearing, the City of Highland City Council closed the public hearing.

WHEREAS, the City Council has found and determined as follows:

1. That the proposed changes to the Development Code, as set forth herein, are consistent with the goals, objectives, policies, and programs of the City of Highland General Plan, and are necessary and desirable to implement the provisions of the General Plan.

The proposed Municipal Code amendments to the Land Use and Development Code are consistent with the General Plan's goals, objectives, policies, and programs, and are necessary to implement its provisions. The amendments implement key strategies from the 2021–2029 6th Cycle Housing Element, including the removal of barriers to fair housing through elimination of the Crime-

Free Rental Housing Ordinance (Program 2), consistency with state density bonus law (Program 6). The updates also facilitate housing for special needs populations through by-right provisions for supportive housing and emergency shelters (Program 19), authorize Low-Barrier Navigation Centers (Program 27), streamline approval processes for qualifying affordable housing developments (Program 28), and establish objective design standards to increase development certainty and transparency (Program 29).

These updates ensure compliance with recent state legislation, support development goals, clarify definitions, correct ambiguities, and streamline processes. Additionally, they facilitate the implementation of the Housing Element, ensuring the City meets its housing needs under state law. By aligning with state legislation and current development needs, these amendments ensure the City's regulations are clear, effective, and promote sustainable growth, making them essential for the General Plan's implementation.

2. That the proposed changes to the Land Use and Development Code, as forth herein, will not adversely affect the public health, safety, and general welfare or result in an illogical land use pattern.

The proposed Municipal Code amendments to Title 5 (Business Licenses and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development) will not negatively impact public health, safety, or welfare, nor will they create an illogical land use pattern. These carefully designed changes aim to enhance the regulatory framework, ensure public health and safety, and promote logical, sustainable land use patterns. Additionally, the amendments incorporate state-mandated changes, ensuring compliance with recent State legislation. Consequently, the amendments will provide clear, and efficient regulations that benefit the entire City, fostering a well-balanced and thriving community.

3. The proposed revision is consistent with the purpose and intent of the remainder of this title not under consideration.

The proposed amendments to Title 5 (Business Licenses and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development) are consistent with the purpose and intent of the existing Land Use and Development Code. These amendments align with the overall goals of the Code, supporting sustainable development, public health, safety, and welfare. By updating definitions, correcting ambiguities, streamlining processes, and incorporating state-mandated changes, they enhance the regulatory framework without disrupting the foundational principles. Therefore, the changes maintain consistency with the broader Municipal Code, ensuring a coherent and comprehensive approach to city planning and development.

4. The potential environmental impacts of the proposed change of zone or revision are insignificant or there are overriding considerations which outweigh the potential impacts.

The adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) under the General Rule (14 C.C.R. Section 15061(b)(3)), which applies only to projects with the potential for significant environmental effects. This Ordinance involves amending multiple code sections to ensure compliance with state legislation, streamline processes, and promote sustainable development practices. These amendments benefit residents and developers by providing more opportunities for housing and businesses, imposing limitations through proposed guidelines and regulations, and supporting public health, safety, and welfare. There is no possibility of significant environmental effects as the Ordinance only revises Land Use and Development Code provisions to enhance regulatory clarity and compliance and does not propose any specific development projects. The potential environmental impacts of the proposed revisions are insignificant since the amendments are primarily administrative and procedural. The changes align the City's regulations with recent state laws, correct ambiguities, and improve regulatory efficiency without substantial physical changes to the environment. The benefits, such as promoting affordable housing, enhancing public health and safety, and ensuring regulatory compliance, outweigh any minimal potential impacts.

SECTION 2. Section 5.34.020, Special business license provisions – Crime free Multiple-Family Rental-Housing Program, of Chapter 5.34, Multiple-Family and Other Rental Units, of Title 5, Business Licenses and Regulations, of the Highland Municipal Code is hereby deleted in its entirety.

SECTION 3. Chapter 8.36, Heritage Trees of Title 8, Health and Safety, of the Highland Municipal Code is hereby deleted in its entirety.

SECTION 4. Section 16.06.120, L Definitions, of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to add a new definition for "Low-Barrier Navigation Center" to read as follows, with all other provisions of Section 16.06.120 remaining unchanged:

"Low-Barrier Navigation Center" means a Housing First, low barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing. A Low Barrier Navigation Center may be non-congregate and relocatable. "Low Barrier" means best practices to reduce barriers to entry, and may include, but is not limited to, the following:
(1) The presence of partners if it is not a population-specific site, such as for survivors of domestic violence or sexual assault, women, or youth.
(2) Pets.
(3) The storage of possessions.
(4) Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms."

SECTION 5. Section 16.06.040, D Definitions, of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to amend the definition of "Day care facility" as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.06.040 remaining unchanged:

"Day care facility" means a facility which provides nonmedical care to children under 18 years of age in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. Day care facility includes family day care homes, infant centers, preschools, and extended day care facilities. A "family care home" is a day care facility located in a residence which regularly provides care, protection and supervision of ~~12~~**14** or fewer children from more than one other family, in the provider's own home, for periods of less than 24 hours per day, while the parent or guardians are away, and includes the following:

1. "Large family day care home" are those which provide family day care to ~~seven~~**nine** to ~~12~~**14** children, inclusive, including children who reside at the home.

2. "Small family day care home" are those which provide family day care to ~~six~~**eight** or fewer children, including children who reside at the home."

SECTION 6. Section 16.06.180, R Definitions, of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to amend the definition of "Residential care facility" to read as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.06.180 remaining unchanged:

~~"Residential care facility" - means any state-authorized, certified, or licensed facility, place, or building that is maintained and operated to provide nonmedical residential care, day treatment, therapeutic or rehabilitative care, adult day care, residential care for the elderly, transitional housing placement, alcoholism or drug abuse recovery or treatment facilities, or foster family agency services for children or adults, including the physically handicapped, mentally impaired, incompetent persons, and abused and neglected persons, as stated the California Community Care Facilities Act (Health and Safety Code Section 1500, et seq.), Health and Safety Code Section 1250, Health and Safety Code Section 1568.0831, Health and Safety Code Section 1569.85, Health and Safety Code Section 11834.23 or Welfare and Institutions Code Section 5116.~~

"Residential Care Facility" means any state-authorized, certified, or licensed facility, place, or building that is maintained and operated to provide nonmedical residential care, day treatment, therapeutic or rehabilitative care, adult day care, residential care for the elderly, transitional housing placement, alcoholism or drug abuse recovery or treatment facilities, or foster family agency services for children or adults. This includes care for individuals with physical disabilities, mental impairments, developmental disabilities,

substance recovery needs, and other vulnerable populations, as defined in the California Community Care Facilities Act (Health and Safety Code Sections 1500 et seq.). A residential care facility can also include a self-help group home that is not licensed by the State.

1. **Residential Care Facilities Serving Six or Fewer Residents (Licensed Group Home) - These facilities are considered equivalent to single-family residences and are permitted by right in all single-family residential zones, subject only to the general residential standards applicable to single-family homes.**

2. **Residential Care Facilities Serving Seven or More Residents (Licensed Group Home) - Facilities serving seven or more residents are permitted in designated residential zones, subject to discretionary review and approval. This review may include public hearings and additional criteria to ensure compatibility with surrounding land uses, in accordance with local zoning standards. Reasonable accommodations will still be available as needed to support compliance with fair housing laws and the needs of residents.**

3. **Unlicensed Group Homes (Non-licensable Services) - means any residential facility that is not licensed by the State, which, by State law, is required to be treated as a residential use of property. When serving six or fewer persons, unlicensed group homes may only be established in conjunction with a single-family dwelling."**

SECTION 7. Section 16.06.190, S Definitions, of Chapter 16.06, Definitions, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to add a definition for "Single Room Occupancy (SRO) Unit" to read as follows, with all other provisions of Section 16.06.190 remaining unchanged:

> "Single Room Occupancy (SRO) Unit" shall have the same definition as "Efficiency Unit" as defined by California Health and Safety Code section 17958.1."

SECTION 8. Subsection B of Section 16.08.090, Design Review, of Chapter 16.08, Permits and Approvals, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.08.090 remaining unchanged:

> "B. Projects Requiring Design Review. **Except as otherwise required by State law, an** ~~An~~ application for design review by the planning commission is required for all commercial, industrial, institutional, and residential projects of ~~four~~**five** or more dwelling units involving the issuance of a building permit for construction or reconstruction of a structure which meets the following criteria:
>
> 1. New construction on vacant property;

2. Structural additions which are equal to 50 percent or more of the floor area of existing on-site buildings;

3. Reconstruction projects which are equal to 50 percent or more of the floor area of existing buildings;

4. Signs as required by the sign regulations, Chapter 16.56 HMC;

5. Projects involving a substantial change or intensification of land use, such as the conversion of an existing residential structure to an office or commercial use;

6. Outdoor storage areas;

7. Landscape plans for projects requiring design review; or

8. Major public works projects, as feasible."

SECTION 9. Subsection C of Section 16.08.090, Design Review, of Chapter 16.08, Permits and Approvals, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.08.090 remaining unchanged:

"C. Projects Requiring Minor Design Review.

1. **Except as otherwise required by State law, an** ~~An~~ application for minor design review is required for residential projects with ~~three~~**four** or fewer dwelling units, **and** commercial, industrial and institutional projects not subject to design review which involve the issuance of a building permit for construction or reconstruction of a structure which meets one or more of the following criteria:

a. Structural additions which do not result in an increase of more than 50 percent of the floor area of the existing building;

b. The construction and/or placement of silos, satellite dishes, antennas, private water tanks, roof- or ground-mounted equipment visible from the public street or similar structures and equipment on existing developed properties as determined by the community development director;

c. Signs as required by Chapter 16.56 HMC;

d. Residential construction involving three or fewer dwelling units; or

e. Landscape plans for projects requiring minor design review.

2. The community development director may determine that any minor design review requires review by the planning commission."

SECTION 10. Section 16.08.100, Large Family Day Care Permit, of Chapter 16.08, Permits and Approvals, of Title 16, Land Use and Development Code, of the Highland Municipal Code is hereby deleted in its entirety.

SECTION 11. Subsections D and E of Section 16.08.150, Nonconforming Parcels, Uses and Structures, of Chapter 16.08, Permits and Approvals, of Title 16, Land Use and Development, of the Highland Municipal Code are hereby amended to read as follows, with additions shown in bold text with deletions shown in strikethrough text, with all other provisions of Section 16.08.150 remaining unchanged:

"D. Continuation and Maintenance.

1. Any nonconforming structure or use may be continued and maintained for the periods of time hereinafter set forth; provided, that there are no structural alterations, except as hereinafter provided:

a. Agricultural crops shall not be subject to the provisions of this section;

b. Agricultural uses that involve permanent structures shall be subject to the provisions of this section; however, such uses shall be permitted to make any changes or improvements that are required by any state law or local ordinance, including structural alterations that are necessary as a part thereof.

2. Any structure for which a building permit has been legally issued, and on which substantial construction has been performed in reliance thereon on the site before an amendment to the regulation or ordinance making the use or structure nonconforming, may be continued in accordance with the plans and specifications upon which the permit was issued, subject to the limitations of this section.

3. A property containing a legally established structure that does not conform with applicable development standards for front yards, side yards, rear yards, height, floor area of structures, or open space for the district in which the property is located shall be deemed to be a nonconforming structure, and may be used and maintained as provided herein.

4. A legally established sign or display which does not conform with applicable standards (see Chapter 16.56 HMC) may be used and maintained until the associated use or structure is discontinued. Off-site advertising or displays may be used and maintained as provided in HMC 16.56.190.

5. Routine maintenance and repairs may be performed on a nonconforming use, structure, or sign. However, maintenance and repairs shall not be of a nature to extend the normal life of the use, structure or sign.

6. Any legal nonconforming single-family residential structure which does not conform to current enclosed parking standards may construct a one (1) car garage or carport, provided that the property owner demonstrates that the physical limitations of the site prohibits full conformance to the Development Code standard of a two (2) car enclosed garage. Said physical limitations shall consist of any construction which would encroach upon a required front, side, street side or rear yard setback area, or the location of the existing structure(s) on site, that were legally constructed with appropriate building permit, which because of their location do not permit sufficient physical space between the structure(s) and any property where a garage, attached or detached, in conformance to the Development Code standards, could be constructed. All individual parking spaces shall conform to the Code's minimum size standards. The carport or garage shall follow the development standards of the R-1 (Single-Family) Zoning District."

E. Alterations and Enlargements of Nonconforming Uses and Structures.

1. A nonconforming use, other than those residential units or associated accessory structures listed in the exemption in subsection B of this section, shall not be moved or altered unless required by law, or unless the moving or alteration will result in the elimination of the nonconformity, except as permitted in this chapter.

2. A nonconforming use shall not be enlarged or extended in such a way as to occupy any part of the structure or site or another structure or site which it did not occupy at the time it became a nonconforming use, or in such a way as to displace any conforming use occupying a structure or site, except as permitted in this chapter. There is an exemption, however, for the residential units or associated accessory structures listed in the exemption in subsection B of this section, which may be enlarged or extended by up to 25 percent, as measured by total floor area before and after the enlargement or extension.

3. A nonconforming structure shall not be altered or reconstructed so as to increase the discrepancy between existing conditions and the standards for front yards, side yards, rear yards, height of structures, distances between structures, or usable open space prescribed in the regulations for the zone in which the structure is located. **There is an exemption, however, for the residential units or associated accessory structures listed in the exemption in subsection B of this section, which, when enlarged by the allowable 25 percent, may encroach into the permitted setbacks in alignment with the existing structures, subject to compliance with the latest adopted California Building Code."**

SECTION 12. Subsection B of Section 16.12.010, Planned Development District, of Chapter 16.12, Special Districts, of Title 16 Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text, with all other provisions of Section 16.12.010 remaining unchanged:

"B. Use Regulations.

1. Uses within a Planned Development District shall be established by a conditional use permit, planned development, or a development plan approved for the site, as determined by the community development director.

2. Uses established by the development plan shall be consistent with the text and land use map of the general plan and any applicable planned development or specific plan for the project site.

3. Prior to the approval of a district change to "Planned Development," the conditions of approval for the conditional use permit or development plan, approved in accordance with the provisions of this chapter and Chapter 16.08 HMC, shall establish the permitted and the conditionally permitted primary and accessory uses for the planned development project.

4. Sexually oriented business shall be permitted subject to provisions of Chapter 16.72 HMC.

5. Accessory dwelling units and junior accessory dwelling units are permitted if they comply with the provisions of HMC 16.44.180.

6. Low-Barrier Navigation Centers are permitted with a conditional use permit."

SECTION 13. Subsections A, B and C of Table 16.16.030, Uses Permitted Within Residential Districts, of Section 16.16.030, Use Regulations for Residential Districts, of Chapter 16.16, Residential Districts, of Title 16, Land Use and Development, of the Highland Municipal Code are hereby amended to read as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.16.030 remaining unchanged:

"

	A/EQ	R-1	R-2	R-3	R-4	HDS	VR	R-2C	EHV
A. Residential Uses									
1. Single-family detached	P	P	SR	■	■	■	P	SR	P
(2-4 dwellings per parcel)	■	C	SR	SR	■	■	■	C	■
(5+ dwellings per parcel)	■	■	C	C	SR	■	■	C	■

	A/EQ	R-1	R-2	R-3	R-4	HDS	VR	R-2C	EHV
2. Single-family attached (duplex, triplex, fourplex)	■	■	C	SR	■	■	■	SR	■
3. Multiple-family attached	■	■	C	C	SR	SR	■	C	■
Maximum 650 units (units constructed after 650 shall comply with HMC 16.12.010						SR			
4. Mobilehome subdivisions	SR	SR	C	C	■	■	■	■	■
5. Mobilehome parks	■	C	C	C	■	■	■	■	■
6. Boarding/rooming houses (7 or more residents)	■	■	C	C	C	C	■	C	■
7. Senior independent living	SR	SR	C	C	C	C	SR	C	SR
8. Board and care facilities (7 or more residents)	■	■	C	C	C	C	■	C	■
9. Senior congregate care, assisted living	■	■	C	C	C	C	■	C	■
10. Residential Care Facility									
(licensed group home) 6 or fewer persons	**P**	**P**	**SR**	■	■	■	**P**	**SR**	**P**
(licensed group home) 7 or more persons	**C**	**C**		■	■	■	**C**	**C**	**P**
(unlicensed group home)	**P**	**P**	**SR**	■	■	■	**P**	**SR**	**P**
~~9.~~**11** Senior congregate care, assisted living	■	■	C	C	C	C	■	C	■
~~10.~~**12** Convalescent care	■	■	C	C	C	C	■	C	■
~~11.~~**13** Bed and breakfast inns	C	C	C	C	C	C	C	C	C
14. Single Room Occupancies	**C**	**C**	**C**	**C**	■	**C**	**C**	■	■
~~13.~~**15** Accessory dwelling units and junior accessory dwelling units (shall comply with the provisions of HMC 16.44.180)	P	P	P	P	P	P	P	P	P
B. Commercial Uses									
1. Hotels, motels									

	A/EQ	R-1	R-2	R-3	R-4	HDS	VR	R-2C	EHV
2. Equestrian centers, riding academies, commercial stables	C	■	■	■	■	■	■	■	■
3. Massage establishments[1]	■	■	■	■	■	■	■	■	■
C. Public/Quasi-Public Uses									
1. Day nurseries, nursery schools, child care facilities per state law **(14 or fewer children)**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**
~~a. (14 or fewer children)~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~	~~SR~~
~~b. (more than 14 children)~~	~~C~~	~~C~~	~~C~~	~~C~~	~~SR~~	~~SR~~	~~C~~	~~C~~	~~C~~
2. Post office branch	■	■	■	■	■	■	■	■	■
3. Community facilities and religious institutions	C	C	C	C	■	■	C	C	C
4. Educational institutions	C	C	C	C	■	■	C	C	C
5. Fire and police stations	C	C	C	C	■	■	C	C	C
6. Public libraries and museums	■	■	C	C	■	■	C	■	C
7. Public parks and recreation	SR	SR	SR	SR	■	■	SR	SR	SR
8. Public utility and public service substations, reservoirs, pumping plants, and similar installations not including public utility offices	SR	SR	SR	SR	■	■	C	SR	SR
9. Recreational facilities (e.g., country clubs, tennis and swim clubs, golf courses), including limited commercial uses which are commonly associated and directly related to the primary use	C	C	C	C	SR	SR	C	C	C

"

SECTION 14. Subsection B of Table 16.22.030.A, Uses Permitted Within the Mixed Use District, of Section 16.22.030, Mixed Use Regulations, of Chapter 16.22, Mixed Use District, of Title 16 Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text, with all other provisions of Section 16.22.030 remaining unchanged:

"

Use [1]	Attached Mixed Use Structure	Separated Multiple Use Project
B. Residential uses		
1. Single-family detached	■	SR
2. Single-family attached (e.g., duplex, triplex, fourplex – not attached mixed use)	C	SR
3. Multiple-family attached (not mixed use)	C	SR
4. Senior independent living	C	C
5. Senior congregate care, assisted living	C	C
6. Convalescent care	C	C
7. Accessory dwelling units and junior accessory dwelling units (shall comply with the provisions of HMC 16.44.180)	P	P
8. Low Barrier Navigation Centers	**P**	**P**
9. Single Room Occupancies	**C**	**C**

"

SECTION 15. Subsection B of Table 16.24.030.A, Uses Permitted Within Employment Districts, of Section 16.24.030 Use Regulations for Employment Districts, of Chapter 16.24, Employment Districts, of Title 16, Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text, with all other provisions of Section 16.24.030 remaining unchanged:

"

Uses	BP	I	OP
B. Wholesale uses and warehousing			
1. Light wholesale, storage and distribution including wholesaling, storage, and warehousing services within enclosed buildings. Storage and wholesale to retailers from the premises of unfinished, raw and semi-refined products requiring further processing, fabrication, and manufacturing, and other storage shall be excluded from this land use type	SR	SR	■
2. General wholesale, storage, and distribution including warehousing, storage, freight handling, shipping, trucking services and terminals, storage and warehousing from the premises of unfinished, raw and semi-refined	C	SR	■

Uses	BP	I	OP
products requiring further processing, fabrication, or manufacturing. Outdoor storage shall be permitted subject to applicable screening requirements			
3. Contractor's storage yards (temporary in Business Park) including the storage of equipment, materials and vehicles for construction industry contractors (screening of outdoor storage required)	SR	SR	■
4. Recreational vehicle storage (screening of outdoor storage required)	C	SR	■
5. Vehicle storage/towing services	C	SR	■
6. Vehicle wrecking and storage	■	C	■
7. Mini storage	C	SR	■
8. Semi-trailer, tractor units, tractor-trailer combinations (whether connected or disconnected) storage, parking and/or staging	■	■	■

"

SECTION 16. Table 16.24.040.A, Industrial Site Development Minimum Standards, of Section 16.24.040, Employment District Development Standards of Chapter 16.24, Employment Districts, of Title 16 Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text and deletions shown in strikethrough text, with all other provisions of Section 16.24.040 remaining unchanged:

"

Requirement	BP	I	OP
1. Minimum parcel size	1 AC	1 AC	10 K sq. ft
2. Minimum site width (in feet)	150	200	80
3. Minimum site depth (in feet)	150	200	100
4. Minimum front building setback area (in feet)	20	20	20
5. Minimum interior side building setback area (in feet)	20	0	20
6. Minimum street side building setback area (in feet)	20	20	20
7. Minimum rear building setback area (in feet)	20	0	20
8. Maximum building height (in feet)	~~35~~**50**	50	35
9. Maximum lot coverage	60%	50%	60%

"

SECTION 17. Subsection A of Section 16.40.030 Accessory Structures, of Chapter 16.40, General Development Standards, of Title 16, Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in

bold text and deletions shown in strikethrough text, with all other provisions of Section 16.40.030 remaining unchanged:

"A. Accessory Structures within Residential Districts.

1. Accessory Structure. Except as provided below, all accessory structures, whether attached or detached, shall meet all of the site development standards applicable to the main structure as required by the zoning district in which the main structure is located.

2. Canopies/Patio Covers. Canopies/patio covers or roofs attached to the main building or connecting the main building to an accessory building may extend into a required rear yard, interior side yard, and street side yard; provided, that the portions of such structures extending into the yard:

a. Shall not exceed ~~15 feet in height~~ **1,000 square feet in area, or more than 20 feet in height,** or project closer than five feet to an interior side, street side, or rear lot line**; provided that, the canopies/patio cover is no higher than the main structure.**

b. Shall be entirely open on at least three sides excluding the necessary supporting columns, except that a roof connecting a main building and an accessory building shall be open on two sides. **Construction, projections, openings and penetrations of exterior walls of dwellings and accessory structures shall comply with separation requirements and opening protections as set forth in the California Building Code**.

c. A Staff Review Permit, approved by the Planning Commission, is required before issuing building permits for canopies or patio covers that exceed the maximum size specified above. This permit is a one-time approval and will remain valid for the lifetime of the structure.

d. Findings

Prior to acting upon an application for a Special Use Permit for a detached carport, private garage, or other detached accessory structure, the reviewing authority shall find that all of the following are true.

(1) The site for the proposed use is adequate in size and shape to accommodate said use and all yards, building coverage, setback, parking area, and other requirements of the Code.

(2) The proposed accessory structure is subordinate in size, location, and appearance to the primary residential unit.

(3) Issuance of the permit shall not be detrimental to the public health, safety, or welfare, or injurious to the property or improvements in the vicinity and district in which the use is located.

(4) The appearance of the detached accessory structure and the method of construction are compatible with the surrounding built environment.

3. Ground-Mounted Equipment. Ground-mounted equipment, including but not limited to air conditioning compressors, evaporative coolers and pool equipment, may project a maximum of four feet into the required rear yard setback, and a maximum of two feet into the required interior side yard setback, but shall be prohibited from projecting into the required front or street side yard setbacks.

4. Detached Accessory Structures.

a. A detached accessory structure may be located within an interior side yard or rear yard; provided, that when such a structure is located closer than five feet to an interior side or rear lot line, one-hour fire walls shall be installed on the side or sides located within the setback. In no case shall an accessory structure be located closer than one foot from the property line.

b. Accessory buildings shall have a maximum height of ~~15~~**20** feet **and shall not exceed 1000 square feet**; provided, however, that the accessory building is no higher than the main structure.

c. Accessory buildings shall be located at least 10 feet from any other building.

d. A Staff Review Permit, approved by the Planning Commission, is required before issuing building permits for accessory buildings that exceed the maximum size specified above. This permit is a one-time approval and will remain valid for the lifetime of the structure.

5. Projections into Yards. Porches, steps, and architectural features, such as eaves, awnings, chimneys, balconies, stairways, wing walls and bay windows, may project a maximum of three feet into any required front or rear yard area, and into any required side yard area no more than one-half of the required side yard."

SECTION 18. Section 16.40.090, Development Density, of Chapter 16.40, General Development Standards, of Title 16 Land Use and Development Code of the Highland Municipal Code is hereby amended in its entirety to read as follows:

"A. The purpose of the provisions of this section is to provide incentives for the production of specific housing types for populations, including, but not limited to, very low income, lower income, moderate income, and senior households, in

accordance with Government Code Section 65915, commonly referred to as the State Density Bonus Law. In enacting this division, it is the intent of the city to facilitate the development of the goals, objectives, and policies of the housing element of the city's general plan.

B. In addition to any other review required for a proposed housing development, applications for a density bonus shall be filed with the Community Development Department on a form approved by the Community Development Department Director. The application shall be filed concurrently with an application for a design review permit review, staff review permit, or administrative approval. At the time the application is submitted, the applicant shall pay a density bonus application fee, established by resolution of the City Council.

C. City staff shall process the application for a density bonus in the same manner as, and concurrently with, the application for a design review permit, staff review permit, or administrative approval that is required by this Code. The reviewing authority for the density bonus application shall be the same reviewing authority for the design review permit, staff review permit, or administrative approval.

D. The application shall clearly indicate the number of base units allowed by the City general plan and zoning regulations, the number of density bonus units requested, and the number of affordable units that will be included in the proposed project. The applicant should submit reasonable documentation to establish eligibility for a requested density bonus, incentives or concessions, waivers or reductions of development standards, and parking ratios, to the satisfaction of the Community Development Director.

E. For a housing development qualifying pursuant to the requirements of Government Code Section 65915, the City shall grant a density bonus in an amount specified by Government Code Section 65915. Except as otherwise required by Government Code Section 65915, the density bonus units shall not be included when calculating the total number of housing units that qualifies the housing development for a density bonus.

F. For the purpose of calculating the density bonus, the "maximum allowable residential density" shall be the greatest density allowed under the zoning ordinance, specific plan, or land use element of the general plan, or, if a range of density is permitted, the greatest allowable density for the specific zoning range and land use element of the general plan applicable to the project. If the applicable zoning ordinance, specific plan, or land use element of the general plan does not include a standard for density per acre, the developer shall prepare a base density study to calculate the number of base units pursuant to the provisions of Government Code Section 65915(o)(6).

G. The City shall grant the applicant the number of incentives and concessions required by Government Code Section 65915. The City shall grant the specific concession(s) or incentive(s) requested by the applicant, unless it makes any of the relevant written findings stated in Government Code Section 65915(d). Senior citizen housing developments that qualify for a density bonus shall not receive any incentives or concessions, unless Government Code Section 65915 is amended to specifically require that local agencies grant incentives or concessions for senior citizen housing developments.

H. For an applicant proposing to construct a housing development that conforms to the requirements of Government Code Section 65915(b) and includes a childcare facility that will be located on the premises of, as part of, or adjacent to the project, the City shall grant either an additional density bonus or a concession or incentive as provided for in Government Code Section 65915(h)(1). A proposed project shall be eligible for the density bonus or concession or incentive described in this Section only if the project is made subject to, and the project applicant agrees to adhere to the conditions of approvals set forth in Government Code Section 65915(h)(2). As used in this section, "childcare facility" shall have the same meaning as the term is defined in Government Code Section 65915 .

I. Except as restricted by Government Code Section 65915, the applicant for a density bonus may submit a proposal for the waiver or reduction of development standards that have the effect of physically precluding the construction of a housing development incorporating the density bonus and any incentives or concessions granted to the applicant. A request for a waiver or reduction of development standards should be accompanied by documentation demonstrating that the waiver or reduction is physically necessary to construct the housing development with the additional density allowed pursuant to the density bonus and incorporating any incentives or concessions required to be granted. The City shall approve a waiver or reduction of a development standard, unless it finds that:

1. The application of the development standard does not have the effect of physically precluding the construction of a housing development at the density allowed by the density bonus and with the incentives or concessions granted to the applicant;

2. The waiver or reduction of the development standard would have a specific, adverse impact, as defined in Section 65589.5(d)(2), upon health, safety, or the physical environment, and for which there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact;

3. The waiver or reduction of the development standard would have an adverse impact on any real property that is listed in the California Register of Historical Resources; or

4. The waiver or reduction of the development standard would be contrary to state or federal law.

J. The applicant may request, and the City shall grant, a reduction in parking requirements in accordance with Government Code Section 65915(p), as that section may be amended from time to time.

K. The applicant shall comply with all requirements stated in Government Code Section 65915.

L. The applicant shall enter into an agreement with the City to ensure the continued affordability of all affordable units or the continued reservation of such units for qualifying senior citizens as required by Government Code Section 65915. Prior to receiving a building permit for any project that receives a density bonus or any incentive, concession, waiver, or reduction of development standards pursuant to this section, such agreement shall be recorded as a covenant against the property. The agreement shall be on a form approved by the City Attorney.

M. For any development project that is granted a density bonus or other benefit pursuant to this section, the affordable units that qualify the project as eligible for a density bonus, must be constructed concurrently with or prior to the construction of any market rate units. In addition, the affordable units must be integrated with the market rate units so that there is a mix of affordable and market rate units, if any, in each building of the development project.

N. An applicant shall not receive a density bonus or any other incentive or concession if the housing development would be excluded under Government Code Section 65915, which includes, but is not limited to, projects that fail to "replace" existing housing units, as required by state law.

O. The provisions of this subdivision shall be interpreted to fulfill the requirements of Government Code Section 65915. Any changes to Government Code Section 65915 shall be deemed to supersede and govern any conflicting provisions contained herein.

P. Appeals of a decision to grant or deny a density bonus, or an incentive, concession or waiver of a development standard shall be governed by Highland Municipal Code Section 16.08.210."

SECTION 19. Section 16.44.270, Emergency Shelters, of Chapter 16.44, Specific Use Development Standards, of Title 16 Land Use and Development Code of the Highland Municipal Code is hereby amended to read as follows, with additions shown in bold text, with all other provisions of Section 16.44.270 remaining unchanged:

"A. Intent. This section is intended to control the establishment and operation of emergency shelters in the Business Park (BP) District to ensure that such uses do not adversely impact adjacent parcels or the surrounding neighborhood, and shall

be developed in a manner which protects the health, safety and general welfare of the nearby residents and businesses, while providing for the housing needs of a needy segment of the community.

B. Definition. As used in this code, the term "emergency shelter" shall be as defined in California Health and Safety Code Section 50801.

C. Development Standards. In accordance with the authority granted in Section 65583(a)(4)(A) of the Government Code, all emergency shelters shall comply with the following development and management standards:

1. Maximum Number of Beds/Persons. An emergency shelter for the homeless shall contain a maximum of 25 beds and shall serve no more than 25 homeless persons nightly.

2. Parking. The emergency shelter shall have not less than one off-street parking space for each 250 square feet of gross floor area, unless it is demonstrated by credible evidence that a different parking ratio is appropriate based upon the shelter's demonstrated need. **For emergency shelters located within one-half mile of a public transit stop, or those primarily serving residents who do not own vehicles, the parking requirement may be reduced to zero, provided that credible evidence is submitted to justify the reduced need and subject to approval by the Community Development Director.**

3. Client Intake Areas. The waiting and client intake areas shall be a minimum of 500 square feet in floor area and shall be designed to ensure that waiting clients are not required to wait outside the building.

4. Shelter Provider. The agency or organization that is operating the shelter shall comply with the following requirements:

a. Staff and services shall be provided to clients to assist clients to obtain permanent shelter, social and health services and income.

b. The provider shall prepare and file a management plan with the city that includes clear operational rules and standards, including, but not limited to, standards governing expulsions and lights out, security, screening of residents to ensure compatibility with services provided at the shelter, and opportunities for training, counseling, and treatment programs for residents.

5. Concentration of Uses. An emergency shelter shall not be located within 300 feet of another emergency shelter.

6. Length of Stay. Temporary shelter shall be available to an individual client for no more than 180 consecutive days.

7. Lighting. Adequate interior and exterior lighting shall be provided for security purposes.

The lighting shall be stationary, directed away from adjacent properties and public rights-of-way, and of an intensity that is compatible with the neighborhood.

8. Security. Parking and outdoor facilities shall be designed to provide security for clients, visitors, employees, neighbors and the public. On-site supervisory and security personnel shall be provided at all times during the hours the shelter is in operation, with security provided at both interior and exterior locations.

9. Trash/Recycling Enclosure. A trash/recycling enclosure is required on site. The receptacles and enclosure shall be of sufficient size to accommodate the trash generated by the uses served. All outdoor storage of trash, garbage, refuse, and other items or materials intended for discarding or recycling collection shall be screened from public view on at least three sides by a solid decorative wall not less than five feet in height, or alternatively, such material or design approved by the planning commission. The fourth side shall contain a solid metal gate maintained in working order and remaining closed except when in use.

10. Laundry Facilities. An emergency shelter is encouraged to provide laundry facilities or services adequate for the number of residents.

11. Common Facilities. An emergency shelter is encouraged to provide a central cooking and dining room, subject to applicable health and use permits, for the exclusive use of the residents and staff.

12. Sanitary Facilities. An emergency shelter shall provide and maintain sufficient interior sanitary facilities to accommodate the number of clients who could be served at the shelter.

13. Clean-Up. The operator of the emergency shelter shall maintain the exterior of the emergency shelter and its immediate surrounding area in a clean and sanitary condition, without the accumulation of trash, belongings, and human or animal waste.

14. Development Standards. A new emergency shelter shall comply with HMC 16.24.040, Employment district development standards, unless specified otherwise in this section.

15. Fire Sprinklers. Fire sprinklers shall be installed in all emergency shelters in accordance with the city's fire code."

SECTION 20. Environmental Review. The City Council finds that the adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to the General Rule (14 C.C.R. Section 15061(b)(3)) of the CEQA Guidelines, which is the

general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. This Ordinance involves amendments to multiple code sections to align with state law, expand housing and business opportunities, establish clear guidelines and regulations to ensure compatibility with community needs, and promote public health, safety, and welfare, without resulting in significant environmental impacts. There is no possibility that the Ordinance may have a significant effect on the environment since it comprehensively considers safety, aesthetics and financial implications related to such requirements. Additionally, this Amendment is not proposing development of a project.

SECTION 21. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, subsections, sentences, clause or phrases. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, clause and phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clause or phrase be declared invalid or unconstitutional, and would have passed and adopted the same even though any sections, subsections, sentences, clauses or phrases that may be held invalid had been omitted therefrom.

SECTION 22. Publication and Posting. Within fifteen (15) days following the passage of this Ordinance, the City Clerk shall publish and/or post this Ordinance as required by state law and City resolution.

PASSED, APPROVED, AND ADOPTED this _____ day of _____ 2025.

_____
Penny Lilburn, Mayor

ATTEST:

_____
Alondra Munoz, City Clerk

APPROVED AS TO FORM:

_____
Maricela E. Marroquin , City Attorney

ATTACHMENT 4

Draft (ADU) Ordinance No. _____

ORDINANCE NO. ___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTION 16.44.190 (ACCESSORY DWELLING UNITS) OF TITLE 16 (LAND USE AND DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE TO UPDATE REQUIREMENTS IN ACCORDANCE WITH STATE LAW, AND MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

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

Section 1. Findings and Intent.

WHEREAS, Senate Bill 477, effective March 25, 2024, amended Accessory Dwelling Unit Law ("ADU Law") (formerly Government Code Sections 65852.2 and 65852.22) (now Chapter 13 of Division 1 of Title 7 of the Government Code), which reorganized ADU Law and has led to references to ADU Law in the Highland Municipal Code to be no longer applicable; and

WHEREAS, the State of California adopted amendments to Government Code Section 66313, 66314, and 66323, altogether known as Senate Bill 1211, effective January 1, 2025, which further amend standards and requirements for accessory dwelling units ("ADUs"); and

WHEREAS, portions of the City's current regulations for ADUs and Junior ADUs ("JADUs") require amendment to remain consistent with State Law; and

WHEREAS, on August 24, 2021, the City Council of the City of Highland adopted Ordinance No. 448 amending regulations pertaining to accessory dwelling units and junior accessory dwelling units and determining, based on findings, that ADUs in areas that have been designated as high fire severity zones could endanger the public health and safety; and

WHEREAS, the City's current regulations for ADUs and JADUs prohibit the construction of ADUs in high fire severity zones in the City; and

WHEREAS, Staff has studied the issue of whether there should continue to be a permanent ban on the construction of ADUs in high fire severity zones, or if certain health and safety regulations should be adopted to allow ADUs to be constructed in these areas under certain parameters. As a result of careful consideration by Staff working closely with the City's Fire Marshal, and the City's Battalion Chief, it was determined to be appropriate to continue to ban all construction of ADUs in high fire severity zones due to the concentration of housing tracts with units built near each other along the foothills of the National Forest. It was further determined appropriate to

continue to ban ADUs in high fire severity zones because detached ADUs along the foothills will intrude into the rear setbacks (and others) and could result in impacts to the fuel modification zones, both designed to protect the residential neighborhoods from wildfires; and

WHEREAS, the City Council hereby determines that the construction of ADUs in areas that have been designated as high fire severity zones could endanger the public health and safety. These areas are prone to fires, and increasing the density in these areas can hinder the ability of the fire personnel to evacuate people quickly in event of a fire emergency; and

WHEREAS, on June 27, 2017, there was a 900-acre wildfire in Highland that forced the evacuation of about 200 residents. On July 12, 2017 there was a 33-acre fire that burned in the City. A few days later, on July 14, 2017, there was a 450-acre brush fire that burned around homes in the City. In the neighboring city of San Bernardino, there was a brush fire on October 21, 2019 that destroyed or damaged nine homes. On October 24, 2019, there was a wildfire in San Bernardino that burned 145 acres. According to CalFire, 7,860 fires were recorded to CalFire and the US Forest Service in 2019, an increase from the 7,571 fires in 2018. In 2020, these figures increased again to 9,639 fire incidents. In September 2020, the El Dorado Fire occurred in Yucaipa where 22,744 acres were burned, 10 structures were destroyed, and tragically, one firefighter died; and

WHEREAS, on September 5, 2024, the Line Fire broke out in Highland. The Line Fire caused conditions of extreme peril to the safety of persons and property within the City of Highland and resulted in fire damage and evacuations for parts of the City. On September 11, 2024, the City Manager declared a local emergency, which was ratified by the City Council on September 12, 2024 through the adoption of Resolution No. 2024-044. The Line Fire burned a total of 43,978 acres. The burn areas are now susceptible to mud and debris flow and possible landslides; and

WHEREAS, in January 2025, a series of fourteen wildfires affected Los Angeles County and San Diego County, forcing over 200,000 people to evacuate from their homes, destroying more than 18,000 homes and structures and damaging countless others, and burning over 57,000 acres of land. The two largest fires during this time included the Eaton Fire in Altadena and the Palisades Fire in the Pacific Palisades. During this time, the Little Mountain Fire, located in San Bernardino County also burned 34 acres; and

WHEREAS, the City is prone to strong winds which help fuel brush fires and can create a dangerous situation, particularly if there is only one escape route from the fire and streets are blocked due to on-street parking during an evacuation event. Increasing the population in high fire severity zone areas could have devastating consequences if additional people must be quickly moved from the area in the event of an emergency. According to most fuel modification and defensible space plans, there are generally areas where no combustible construction is to occur adjacent to development in the

high fire hazard severity zones. Should construction of an ADU (or any combustible construction) occur in these areas, it will compromise the design of any fuel modification and defensible space plan; and

WHEREAS, in the years after a wildfire, areas left charred by flames and devoid of vegetation can render the soil non-permeable to rainwater and increase the likelihood of mudslides, debris flows, and flash floods due to the lack of rainfall absorption in the soil. The California Governor's Office of Emergency Services (CalOES) warns that Californians who live on or below hillsides in general, but especially in areas impacted by wildfires, are at an increased risk of debris flow, or the fast-moving mass of materials such as slurries of water, rock, soil, vegetation, and even boulders and trees. Construction of ADUs in high fire severity zones increases the residential density in areas prone to mudslides, debris flows, and flash floods thereby increasing the number of people at risk during such events; and

WHEREAS, the City Council further determines that the construction of ADUs in areas without appropriate sewer systems is detrimental to the local water quality, and public health and safety. ADUs proposed to be served by On-Site Wastewater Treatment Systems (OWTS) (e.g., septic systems) require review and approval from the local health officer per Government Code section 66314(d)(9). In this case, the City's local health officer is the County of San Bernardino Department of Public Health. The County's approval process requires all proposed (new) and modified septic systems in the City of Highland to be submitted to the State Water Quality Control Board for evaluation and approval. The extensive minimum standards and technical requirements (also derived from the California Plumbing Code) for the treatment and disposal of sewage through the use of OWTS on small lots in established neighborhoods, when no connection to a sewer is available, conflicts with the state's ADU legislation standards. These conflicts include, but are not limited to, minimum lot size, setbacks from septic tanks and leach fields, and setback from structures and existing water service lines. For these reasons and others, the State Water Quality Control board is denying ADUs based on current statewide OWTS policy. Accordingly, this ordinance continues the City's current practice of prohibiting the construction of ADUs in areas not serviced by sewer systems as it would be detrimental to the public health and safety; and

WHEREAS, the City of Highland Planning Commission held a public hearing at the Highland City Hall Council Chambers in Highland, California, on April 1, 2025 at 6:00 p.m., and, notice of said public hearings having been duly given as required by law and in accordance with the provisions of the Highland Municipal Code, heard and considered evidence for and against said Municipal Code Amendment, and investigated and made findings and recommendations in connection herewith. At the conclusion of the public hearing on April 1, 2025, the City of Highland Planning Commission adopted Resolution No. 25-007 recommending that the City Council adopt this Ordinance; and

WHEREAS, the City Council, at a regular meeting, considered the Ordinance on May 13, 2025, at 6:00 p.m., at a duly noticed public hearing as prescribed by law, at which time the City staff and interested persons had an opportunity to and did

testify either in support or opposition to this matter. At the conclusion of the public hearing, the City Council closed the public hearing and considered the entire record of information received at the public hearings before the Planning Commission and City Council.

Section 2. Section 16.44.180(Accessory Dwelling Units) of Chapter 16.44 (Specific Use Development Standards) of Title 16 (Land Use and Development Code) of the Highland Municipal Code is hereby amended to read as follows, with additions shown in underlined text and deletions shown in strikethrough text:

"16.44.180 Accessory dwelling units and junior accessory dwelling units.

A. Intent. This section is intended to provide reasonable regulations for the development of accessory dwelling units ("ADUs") and junior ADUs ("JADUs") in certain residential areas on lots developed or proposed to be developed concurrently with single-family residential or multifamily residential dwellings in compliance with state law regarding ADUs and JADUs (Chapter 13 of Division 1 of Title 7 of the Government Code). ADUs and JADUs contribute needed housing to the community's housing stock and are intended to provide livable housing at lower cost while providing greater security, companionship and family support for the occupants. In addition, the regulations in this section are intended to ensure that ADUs and JADUs located in residential districts do not adversely impact adjacent residential parcels or the surrounding neighborhood, have access to adequate water and sewer services, will have limited impacts on traffic flow and public safety, and are developed in a manner which protects the integrity of the residential district, while providing for needed housing opportunities for owners of eligible parcels. Moreover, the regulations are intended to ensure that ADUs are not constructed in high fire severity zones as this poses a great risk to the public health and safety in the event of a fire and the need to quickly evacuate residents.

B. Definitions. The following words shall have the meanings set forth below, unless the context otherwise permits or requires:

1. "Accessory dwelling unit" or "ADU" has the meaning ascribed in Government Code Section 66313(a), as the same may be amended from time to time.

2. "Attached ADU" means an ADU that is constructed as a physical expansion (i.e., addition) of the primary dwelling and shares a common wall with the primary dwelling.

3. "Detached ADU" means an ADU that is constructed as a separate structure from the primary dwelling, which does not share any walls with the primary dwelling.

4. "Existing structure" means an existing single-family dwelling, multifamily dwelling, or other accessory structure that can be safely converted into habitable space under the California Building Standards Code, as amended by the city, and other applicable law.

5. "Junior accessory dwelling unit" or "JADU" has the meaning ascribed in Government Code Section 66313(d), as the same may be amended from time to time.

6. "Primary dwelling" means the existing or proposed single-family dwelling or multifamily dwelling on the lot where an ADU would be located.

7. "Public transit" has the meaning ascribed in Government Code Section 66313(m), as the same may be amended from time to time.

C. General Requirements and Application Procedure.

1. An application for an ADU or JADU shall be considered ministerially, without discretionary review or a hearing, pursuant to either "planning review" or a streamlined "building permit only" review. The city shall act on the application within 60 days from the date the city receives a completed application if there is an existing single-family dwelling or multifamily dwelling on the lot. If the application to create an ADU or JADU is submitted with a permit application to create a new single-family dwelling on the lot, the city may delay acting on the application for the ADU or JADU until the city acts on the permit application to create the new single-family dwelling, but the application to create the ADU or JADU shall still be considered ministerially without discretionary review or public hearing under either the planning review or building permit only review. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. Table 16.44.180 summarizes the level of ministerial review required for various types of ADUs.

Table 16.44.180 - Ministerial ADU Review

Applications Subject to "Planning Review" (See HMC 16.44.180(D))	**Applications Subject to "Building Permit Only" Review (See HMC 16.44.180(E))**
Any application for an ADU that is not eligible for "building permit only" review.	• One ADU within the space of an existing or proposed single-family dwelling or an accessory structure. The ADU may expand the physical dimensions of an existing accessory structure by not more than 150 square feet to allow for ingress and egress. The space must have

	exterior access from the proposed or existing single-family dwelling. The rear and side yard setbacks must be sufficient for fire and safety. • A JADU that meets the requirements of Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code. • One detached, new construction ADU, so long as the ADU does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling unit, a total floor area of 800 square feet, and a height of 16 or 18 feet as provided in Government Code Section 66321(b)(4)(A)-(C), as applicable. • Multiple ADUs within the portions of an existing multifamily dwelling, in spaces not used as living space. Examples include conversion of storage rooms, boiler rooms, passageways, attics, basements, and garages. Each ADU must comply with state building standards for dwellings. The number of ADUs that may be created within a multifamily dwelling is equal to 25 percent of the number of existing multifamily dwelling units, or one ADU, whichever is greater. • Not more than eight detached ADUs on a lot with an existing multifamily dwelling; however, the number of ADUs cannot exceed the number of existing units on the lot. The ADUs are subject to a 16 or 18-foot height limit as provided in Government Code Section 66321(b)(4)(A)-(C), as applicable, and must maintain at least a four-foot rear and side yard setback, unless the existing multi-family dwelling has a rear or side setback of less than four feet • Not more than two detached ADUs on a lot with a proposed multifamily dwelling. The ADUs are subject to a 16 or 18-foot height limit as provided in Government Code Section 66321(b)(4)(A)-(C), as

	applicable, and must maintain at least a four-foot rear and side yard setback.

2. All ADUs and JADUs shall satisfy the requirements of the California Building Standards Code, as amended by the city.

3. In accordance with state law, ADUs are an accessory use or an accessory structure to the primary dwelling on the lot. ADUs shall not be considered to exceed the allowable density for the lot.

4. The application for the planning review ADU or building permit only ADU or JADU must be signed by the owner(s) of the parcel of land.

D. Planning Review ADUs. Except as otherwise set forth in subsection E of this section regarding building permit only ADUs (Government Code Section 66323 ADUs and JADUs), the city shall not approve an application for a new ADU unless the ADU satisfies all of the standards below. An application for a new ADU that satisfies each of the below standards shall be approved by the director of community development, or designee, following a ministerial review for compliance. ADUs approved pursuant to "planning review" shall comply with the following standards, unless state law mandates that different standards shall apply, in which case the mandated state law standards shall apply:

1. Location Restrictions. One ADU shall be allowed on a lot with a proposed or existing primary dwelling that is zoned residential, except as otherwise set forth herein. To protect the public health and safety, no ADUs shall be constructed in an area designated as a high fire severity zone, or in an area without adequate sewer systems (i.e., on septic tank system).

2. Development Standards.

   a. Size Restrictions. The total floor area of an attached ADU to an existing primary dwelling shall not exceed fifty percent of the gross floor area for the primary dwelling, except where such standard would prevent construction of an ADU of 850 square feet or 1,000 square feet for an ADU that provides more than one bedroom. The total floor area of an attached ADU or detached ADU that has two or more bedrooms shall not exceed 1,200 square feet. In no case shall an ADU be a smaller size than an "efficiency unit" as defined in Section 17958.1 of Health and Safety Code.

   b. Height Restrictions. A detached or attached ADU shall not exceed the height limit established for the district in which it is located, the height of the primary dwelling, or the applicable height in Government Code Section 66321(b)(4)(A)-(D), whichever is greatest.

c. Setback. No setback shall be required for an ADU that is within an existing structure or within a structure constructed in the same location and that has the same dimensions as an existing structure. For all other ADUs, the required setback from side and rear lot lines shall be four feet. ADUs shall comply with the front yard setbacks otherwise required by the Highland Municipal Code, except where the application of the front yard setbacks would not permit construction of an 800-square-foot ADU.

d. Lot Coverage. An ADU shall conform to all lot coverage requirements applicable to the zoning district in which the property is located, except where the application of the lot coverage regulations would not permit construction of an 800-square-foot ADU with four-foot side and rear yard setbacks.

e. Historic Resources. An ADU that has the potential to adversely impact any historical resource listed on the California Register of Historic Resources shall be designed and constructed in accordance with the "Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings" found at Section 68.3 of Title 36 of the Code of Federal Regulations, as amended from time to time.

3. Design and Features.

   a. Design. The ADU shall have the same colors and materials of the primary dwelling, and shall comply with any objective design standards adopted by the city that are applicable to the zoning district, specific plan area, or planned unit development where the ADU is located.

   b. Fire Sprinklers. ADUs are required to provide fire sprinklers if they are required for the primary dwelling, or as required under the existing California Residential Code. The construction of an ADU shall not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.

   c. Entrance. An attached ADU shall have a separate exterior entrance from the primary dwelling.

4. Covenant Required. The property owner shall record a declaration of restrictions, in a form approved by the city attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (a) the ADU is to be rented only for terms of 31 days or longer.

Proof of recordation of the covenant shall be provided to the city prior to the issuance of a certificate of occupancy for the ADU.

5. Transfer. An ADU shall not be sold, transferred, or assigned separately from the primary dwelling, except when the ADU is constructed by a qualified nonprofit corporation pursuant to Government Code Section 66341. In such cases, the ADU may be separately sold to an eligible low-income buyer as defined by state law. Otherwise, the ADU may be rented, but shall not be used for short-term rentals for less than 31 consecutive days.

6. Parking Requirements.

    a. In addition to the off-street parking space(s) required for the primary dwelling, one off-street parking space shall be provided for each ADU, except when:

        i. The ADU is located within one-half mile walking distance of public transit;

        ii. The ADU is located within an architecturally and historically significant historic district;

        iii. The ADU is part of a proposed or existing primary dwelling or accessory structure;

        iv. The ADU is located in an area where on-street parking permits are required but not offered to an ADU occupant; or

        v. The ADU is located within one block of a city-approved and dedicated parking space for a car share vehicle.

    b. Off-street parking shall be permitted in setback areas in locations determined by the planning division or through tandem parking.

    c. When the ADU is created by converting or demolishing a garage, carport, covered parking structure, or uncovered parking space, replacement of parking space(s) eliminated by the construction of the ADU shall not be required as long as the ADU remains in use as a legal ADU.

7. Permits Required. Except as otherwise required herein, all construction, structural alterations or additions made to create an ADU shall comply with current development standards and building, electrical, fire and plumbing codes. The applicant shall obtain a building permit and any other applicable construction permits prior to the construction of the ADU.

E. Building Permit ADUs.

1. An applicant shall not be required to submit an application for an ADU or JADU permit under this section, and may instead seek building permit approval for an ADU and/or JADU that satisfies the requirements of Government Code Section 66323, as the same may be amended from time to time, and the California Building Standards Code, as amended by the city.

2. In addition to obtaining a building permit under this process, the applicant shall be required to obtain all other applicable construction permits prior to the construction of the ADU or JADU.

3. An ADU or JADU approved by a building permit only process shall be rented only for terms of 31 days or longer.

4. The property owner shall record a declaration of restrictions, in a form approved by the city attorney, placing the following restrictions on the property, the property owner, and all successors in interest: (a) the ADU or JADU is to be rented only for terms of 31 days or longer; (b) the ADU or JADU is not to be sold or conveyed separately from the primary dwelling, except as permitted by Government Code Section 66341; and (c) if there is a JADU on the property, either the JADU or single-family residence shall be occupied by the owner of record, unless the owner is a governmental agency, land trust, or housing organization, and the JADU shall be restricted in size and attributes pursuant to Article 3 of Chapter 13 of Division 1 of Title 7 of the Government Code as set forth in subsection (E)(6) of this section. Proof of recordation of the covenant shall be provided to the city before a certificate of occupancy may be issued for the ADU and/or JADU.

5. Pursuant to Government Code Section 66323, the city shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

    a. One ADU and one JADU per lot with a proposed or existing single-family dwelling if all of the following apply:

        i. The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

ii. The space has exterior access from the proposed or existing single-family dwelling.

iii. The side and rear setbacks are sufficient for fire and safety.

iv. The JADU complies with the requirements of Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code as set forth in subsection (E)(6) of this section.

b. One detached, new construction ADU that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The detached ADU may be combined with a JADU described in subsection (E)(5)(a) of this section. The ADU shall be no more than 800 square feet in size, with a height limit as provided in Government Code Section 66321(b)(4)(A)-(C).

c. At least one ADU within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, spaces for living, sleeping, eating, cooking, and sanitation, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. If requested, multiple ADUs shall be allowed, up to the number of ADUs that equals 25 percent of the existing multifamily dwelling units in the structure.

d. Not more than eight detached ADUs that are located on a lot that has an existing multifamily dwelling, subject to a height limit as provided in Government Code Section 66321(b)(4)(A)-(C), and four-foot rear and side yard setbacks except where the existing multiple family dwelling has a rear or side setback of less than four feet. However, the number of ADUs shall not exceed the number of existing units on the lot.

e. Not more than two detached ADUs on a lot with a proposed multifamily dwelling, subject to a height limit as provided in Government Code Section 66321(b)(4)(A)-(C) and four-feet rear and side yard setbacks.

6. In accordance with the standards set forth in Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code, JADUs shall comply with the following requirements, unless state law is amended to set forth different standards, in which case state law standards will govern:

a. A JADU shall be a minimum of 150 square feet and a maximum of 500 square feet of gross floor area. The gross floor area of a shared sanitation facility shall not be included in the maximum gross floor area of a JADU.

b. A JADU must be contained entirely within the walls of the existing or proposed single-family dwelling. Enclosed uses within the residence such as attached garages shall be considered within the walls of the existing or proposed single-family dwelling.

c. A separate exterior entry from the main entrance to the single-family dwelling shall be provided to serve the JADU.

d. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing single-family dwelling. If the JADU does not include separate sanitation facilities, the JADU shall include a separate entrance from the main entrance to the structure, with an interior entry to the main living area.

e. A JADU shall include an efficiency kitchen, which shall consist of a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.

f. No additional parking is required for a JADU.

g. One JADU is permitted per lot zoned for single-family residences with a proposed or existing single-family residence on the lot.

h. Unless state law is amended, the JADU or the single-family residence shall be occupied by the owner of record, except where the owner is another governmental agency, land trust, or housing organization.

F. Fees and Utility Connections. ADUs and JADUs that are processed under either the planning review ADU process set forth in subsection D of this section or through the building permit only ADU process set forth in subsection E of this section, shall comply with the following:

1. ADUs and JADUs shall have adequate water and sewer services. These services may be provided from the water and sewer points of connection for the primary dwelling and need not be a separate set of services, unless the local water and sewer service provider requires a new or separate utility connection directly between the ADU and the utility if the ADU is constructed concurrently with a new single-family residence.

2. The owner of an ADU shall be subject to the payment of all sewer, water and other applicable fees, including impact fees set forth in Government Code Section 66000 et seq., except as specifically provided in California Government Code Sections 66324 and 66332(e).

3. Prior to receiving a building permit, the owner of an ADU must submit letters of service availability for water and sewer disposal to the building official.

Section 3. Environmental Review. The City Council hereby finds that this Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15282(h) which creates a statutory exemption for the adoption of an ordinance regarding second units in a single-family or multifamily residential zone by a city to implement the provisions of Article 2 (commencing with Section 66314) or Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code as set forth in Section 21080.17 of the Public Resources Code. In addition, the City Council finds that the Ordinance is exempt from further environmental review pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that amendments to the City's ADU and JADU regulations in accordance with State Law will have a significant effect on the environment.

Section 4. Submission of Ordinance to HCD. In compliance with Government Code Section 66326, the Community Development Director is hereby directed to submit a copy of this Ordinance to the Department of Housing and Community Development within 60 days after adoption.

Section 6. Certification. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same or a summary thereof to be published and posted in the manner required by law.

Section 7. Publication and Posting. Within fifteen (15) days following the passage of this Ordinance, the City Clerk shall publish and/or post this Ordinance as required by state law and City resolution.

Section 8. Effective Date. This Ordinance shall take effect thirty (30) days after passage.

PASSED, APPROVED, AN ADOPTED this _____ day of _____ 2025.

_____
Penny Lilburn, Mayor

ATTEST:

_____

Alondra Munoz, City Clerk

APPROVED AS TO FORM:

_____

Maricela E. Marroquin , City Attorney

ATTACHMENT 5

April 1, 2025 – DRAFT Planning Commission Minutes

04-01-2025 Planning Commission Meeting
Item # 4 Draft Minutes

Subject: Municipal Code Amendment No. 24-001: Housing Element Implementation Ordinance of the City of Highland amending portions of Title 5 (Business License and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development Code) of the Highland Municipal Code.

Associate Planner Tafolla presented the staff report.

Chair Hamerly stated the recommendation was mentioned it was incomplete and there is an additional insert. Is it a rewriting of item # 3.

Assistant Community Development Director Stater stated on page one, my proposal would be to eliminate #1 because you are going to incorporate that into #2 and #3. So, if you eliminate #1, #2 would be "Staff recommends the Planning Commission approve resolution 2025 -___recommending the City Council. "#2 would follow as written and include and instruct staff to file the corresponding notice of exemption."

Chair Hamerly asked if what is presently item #2, would become item #1?

Assistant Community Development Director Stater stated correct. The next item would be on page 2, so #3 would become #2. The action would state "Adopt resolution 2025-___ recommending the City Council and introduce the ordinance as written." Lastly, #4 would be #3. The Planning Commission would recommend one or two options or neither to the City Council. City Council is going to consider those and direct back to the Planning Commission possibly.

Chair Hamerly asked would it affect the form of the zone, whether it is a Planned Development (PD) or a Residental-4 zone (R-4)?

Assistant Community Development Director Stater stated yes, we are looking for direction for you to make recommendation to the Council on site #1, #2, both or neither.

Community Development Director Mainez stated just to clarify, we are not asking you to select a site that we can carry up to City Council, we are selecting a site so that we can start the rezoning process, and Planning Commission will eventually see the rezoning and General Plan Amendment. We will receive everybody's comments from the public and then it goes to the City Council. Tonight is similar to a study session and to get comments from the property owners around these particular sites. The state has given us a short timeline and need this to be adopted by December 2025.

Chair Hamerly asked is it ok to split the resolution?

Community Development Director Mainez stated yes.

Chair Hamerly stated ok, we will split the resolution and make a recommendation to the City Council. We will read the first two and then come back and read the third.

Community Development Director Mainez stated that works.

Chair Hamerly opened the public hearing.

Public Speaker Vince Franco stated I would like to address the zoning proposal change specific to where the dog park is located. We are opposed to the zoning change to this simply for this high density housing residential. We bought these houses here knowing that this was a low density housing area, and the large lot size were attractive to many of us. I know you are under pressure from the state, I understand that. I am real estate salesperson. I've been selling real estate for 28 years and my experience is these high density projects cause traffic and infrastructure issues. They turn into eyesores and devalue the area in some cases, but I think my biggest gripe is conformity to the surrounding people that have been there for over 25 years at most. So, I know you have a duty to the state, however I ask that you have a duty to your residence as well equally and retain the zoning as it is as low density housing. Thank you for your time.

Public Speaker Johnny Robinson stated my family moved to Highland in 1989 when I was four years old. I remember when Lowe's was the Chicken Ranch and when we had a golfing range. I bought my first house here on Church Avenue just around the corner in 2018. I have worked really hard to save up, to move to the better part of Highland. Although I appreciate all the business that has come off Greenspot Road, however, it is nice that when you drive away from that area, the traffic gets less and less. The visual of the openness when you drive out to Greenspot Road is important and my children are young so I hope that this is the home they grow up in and we will be there for a long time. So, I think bringing more housing to the area defeats the purpose of working hard to move into an area like that.

Public Speaker Edward Bonadiman stated I am at 30195 Central Vista I have been there since 2000. A lot of you know me, most of time I am on the other side trying to get a project to go through. In this case, I totally understand what the city has to do. What always drives me crazy is that the state tells feds [inappropriate language] constantly and then the state turns and looks at the county/city and says jump right now and do what we say, and the cities and the counties do it and it is terrible. It is unfortunate that you lose your local control because the state is just so incompetent that they push its problems under local jurisdictions. I know it is a lot of work to do, I totally get it. This site by Aurantia Park is a terrible site for apartments. Everybody knows it is terrible for high density. Would it be better off planned unit development? A higher density? Condominiums where they are owned? That makes more sense, even that would not be ideal. The city has so much open space, so much opportunity to do other vacant parcels for higher density. So that is really my ask is that you, you look at something else or choose between these two.

Public Speaker Randy Ryder stated I live at 29846 Watson Court. I have been here for 20 years, and I live by the Aurantia park. We see them as single family dwellings and we look at the neighborhood as relatively safe, but honestly, if you are going to put high density in there and I really do not understand the concept. I am supportive totally of law enforcement and the Highland police out here, but we rarely see anybody out here on patrol. You are going to bring lower income people living in close proximity and you are going to have more problems. I do not know if it would work, but that trailer park on the corner of Greenspot and Boulder Avenue would be a great. Thank you.

Public Speaker Burt Young stated I have been in City of Highland since 1988. I am a former Code Enforcement Officer and a former Community Service Officer, and I ran the Crime Free Multi Housing Program. Why does that no longer exist? Did I miss something?

Community Development Director Mainez stated it was part of the state changes and required us to remove them.

Public Speaker Burt Young stated I ran the program in Rialto, and it is a rough area. I am down the street on Santa Ana Canyon Road, and I worked in these areas. I was a Senior Code Enforcement Officer, so I know about these programs. There are a lot of areas in Highland where you can go such as East Valley Water District. Like I said, I have been here since 1988. In a nice neighborhood, and we do not see the police because we do not have that many problems out there, however just reconsider if you could and take a look at some other areas. The trailer park on Boulder Avenue and Greenspot Road is an eyesore. They are dilapidated and probably up not up to code. Has anyone checked?

Public Speaker Dwayne Hunts stated I am resident of Highland. I just bought my property in March 2023. We purchased a house over across from East Valley Water District. Before purchasing here, we lived in East Highland's Ranch for seven years. We lived on Clover Hill, a beautiful area, we enjoyed it. I grew up in San Bernardino, moved out here from LA in 1989. What is the word for it? when we grew up we called it affordable living. When I grew up in San Bernardino we have heard of East Highland. There was no reason to ever go to East Highland because there is nothing in East Highland unless you live there. Where we live, in Vista Verde we have no problem paying for that house because the zoning around there would not allow for this crap I am hearing tonight two years ago. I invested in having to fix my yard for $150,000. I do not want that crap where I live, it will bring down the property value. We are going to need police around there. If I want to live around affordable living, I would not have spent half of a million on my house. I do care about the affordable living people I am related to many of them, they do not know my address and there is a reason for it. I am being real with you, I really come from this stuff. There is a reason I moved up there. Thank you for your time. Thanks for listening.

Public Speaker Bruce Lantagne pointed to his property on the PowerPoint. If these homes go up Greenspot Road will be even worse. 40-50 years ago, I could go down the two lane road and these are all wonderful neighbors that I have around me. I do not hear anything coming down from them, if you put this in they are going to hear it. This is my retirement, everything I have is in this property. I am not against rezoning; however, this is not the spot. I understand it is an improved road. The city has many more choices than here. I have lived in this city since the 1970's. I have seen when it was all rocks and there was nothing else out here. Thank you.

Public Speaker Samuel stated I live on the adjacent side of the red highlighted area. I know Bruce very well. We have worked on the water well and we have become great friends about a year now. It is a tranquil area, you can feel how wonderful this land is. I actually have development plans myself, so I am a little torn here. I have actually built a Assessory Dwelling Units (ADUs) in Loma Linda and Fontana. I was a general contractor. If you are familiar with what happened with Citrus Valley High School in the development, there was a woman named Helen that was there, and she held off for the longest time. My mother-in-law worked for her, and I feel that is the same stance that the community is taking. As a pastor, someone that mentors people and help those of low income, we cannot write them off and say they are bad people, they are going to cause the police officers to come. Corruption is from the bottom to the top. Do you know what I mean? I certainly sympathize with the need to comply with housing and as in a financial way I see an opportunity for us. The issue is purpose, what is the purpose here? I think the purpose

is to maintain the integrity of the land. I took my daughter up to the top of Seven Oaks yesterday and we went off roading up there on that trail. We appreciate the he city keeping that open and giving us opportunity to continue even though we had the Line Fire. I think overall we just want to maintain the culture of the property and there are other areas, but I do like to develop. I have done it myself. So, I just wanted to voice the concern of myself and also the beautiful Vietnamese family that lives on the same property where I live. My neighbors across the street that I have met everyone there. It seems, overwhelmingly, that they do not like the idea of something being built in this specific area, but we do appreciate the compassion to help the people.

Public Speaker Ron Arnott stated I am the owner of the other property and have owned it since 1980. A lot of the discussion here is probably best addressed to the state, where they define these laws, and we have to comply. So, what we have to do is comply which would be to maybe look a little bit farther east, but it may or may not ever take place, but at least it is complying with the requirements. One thing about culture though, and I have to say I have been in the area since 1949 while I was born in San Bernardino, and we have moved to Redlands and owned property in Highland since 1980. A lot of people come up to me and say why do you sell these orange groves? We really love to see this. We move in and do not like to see further development, but further development does need to happen. The streets get crowded, but I am thinking we should comply with the state requirement as possibility father east as an opportunity. Thank you.

Public Speaker Camille Bahri stated I am with Sunland Communities. I am here with Mr. Arnott, and he asked me to say a word, and I am encouraged by the fact that a few people have lived most likely in one of the properties I built. We certainly have done things that are quite fitting of the area and meets the needs of a common family. We are not encouraging or supporting this, but we do support staff in its effort to meet the requirements of the state, obviously. One thing that's kind of not been discussed or overlooked tonight is when you wedge a much higher density within existing conventional single family, larger lots there is going to be some resistance. There is no doubt for various reasons. The reason we support staff and the property more east, Mr. Arnott's property is because there is some separation from the existing residential, so it is not going to be that much of an impact. Also, there is a bit of a time separation, there is a need for some time for what has developed so far to reach that area. There is a lot of infrastructure that would be needed. There is need for water, extension of other infrastructure and facilities. Even if you designate 20 units per acre today in the best location, and the cost and the reception by the market is in there, it is not going to go anywhere. So, you cannot force a property owner to build it, or a property owner could not force a developer to come in and do three story apartments. The difference between us and somebody else who may do maybe 3 or 4 acres at the time as its development is that we really thrive on master plan communities. So, when you are living in a high density, whether it is an apartment or 20 units for sale you get a partial ownership in the common amenities, not only the unit that your name goes on, but it is also the undivided interest. I am very respectful of the people who are opposed of this kind of development. My son lives on the 10th floor, paying $4000 a month in rent because it is needed, but it is in a much more urban area. The market will dictate whether that will be acceptable or not. Thank you.

Public Speaker Michael stated so instead of doing 5 acres, Mr. Arnott has more property out there, we should do 10-15 acres on the east side then the numbers will be better for the state.

Public Speaker Vince Franco stated regards to the numbers, I am not sure what the state mandate is, but I am looking at the planned communities specifically by Costco. There are 546 apartment units and 200 residential multifamily units to be built. I am assuming these are approved plans; these are in motion. What does the state want?

Chair Hamerly stated they want more.

Assistant Community Development Director Stater stated the state requires the city to provide the appropriate zoning for all segments, socioeconomic throughout the city. What the state has noticed that our higher zoning, which the state equates to lower income, was disproportionate to the geography of the city and that it was not located within a high resource area. The mandate by the state is 5 acres in the high resource area. That is what the city is trying to achieve, that is why you do not see the plans on Sterling Avenue and the west side of the city.

Chair Hamerly stated just to clarify on Title 5, they can still access records, however it is only for convicted crimes not on incidents. Did I read that correctly?

Assistant Community Development Director Stater stated I heard that mentioned. It is the program itself because the program identifies potential tenants that have criminal records, and it discourages their opportunities to be placed. We have been told to eliminate it altogether.

Chair Hamerly stated under the ADU provisions, it discusses the septic systems or private sewer treatment, however given that there are sites within the city that would have enough acreage to treat waste there safely and effectively should be a minimum site size.

Building Official Wirz stated currently, we do not have a local agency management plan, so we default back to the states Onsite Wastewater Treatment Systems Policy (OWTS) policy, which dictates 2.5 acres per dwelling unit which is hard to achieve. There are some concessions based on the age of the lot and when it was formed legally. This provision started in our ordinance because of those requirements before to get a septic system approved, you have to go through the state to get approval and they were denying it. Recently the state had discussion allowing septic systems for ADU's.

Chair Hamerly asked is there a mandate if someone wanted an additional unit on their property, they would have to hook up to municipal water and sewer?

Associate Planner Tafolla stated that is correct.

Chair Hamerly asked has the state weighed in on that yet?

Associate Planner Tafolla stated the state had reviewed our previous ADU ordinance and approved it. This one will also have to be submitted to the state for review and approval.

Chair Hamerly stated regarding the group homes and residential care facilities, I understand the thresholds and how it is treated for single family zones for neighborhoods that have parking restrictions. How would those facilities be able to qualify based on number of bedrooms and or residence?

Associate Planner Tafolla stated per the state requirements; the city has to treat them the

same way we would treat a single family residential unit. We would take those items into consideration, but there is not specific standards that we apply when it relates to parking for those units.

Chair Hamerly stated we will go over the final item which is the preferred site from the two proposed areas. Were there any additional sites that showed up on the search for the high resource areas?

Community Development Director Mainez stated this exhibit started when we negotiated with the state, and they bought off on our certification. We met all the terms and the requirements; we had a really good inventory with all our future housing and the state was ready to sign off. The state reviewer is very detailed with a liberal approach to providing housing for everybody in California is a wonderful goal. The state is very familiar with our city. Our city is a very linear city what they consider Sprawl. They looked at the social economic data, the maps that the states produce monthly/yearly. The state reviewed our data and pointed out the boundary of the high resource area. This is not adorable housing, but there is a concept that the state believes 20-30 dwelling units are affordable. We narrowed it down to the corridor at Greenspot and looked at whose property is for sale. Who is developing in this area or who is not? We came down to three sites, I had to eliminate one site off Santa Ana Cayon and Alta Vista because it was bought by Diversified Pacific. In the first location there are interest for a high density product, so regardless of what happens tonight, there may be an application on this property in the future. Regarding the second site, Mr. Arnott spoke about his property, and we have discussed future vision for his property. What is on the PowerPoint in front of you is a schematic of five acres and it does look like we push as far as we can, but we are just trying to show you what 5 acres looks like. I think the appropriate zoning would be Planned Development District to allow that flexibility because there is an earthquake fault there and other geological environmental factors. It was very restrictive to the habitat and being sensitive to the neighbors.

Chair Hamerly stated when I picture high density, even disregarding the income levels that would be associated with it, but just the product itself it seems like it is ideally suited for an infill project that is already in a higher density area or Planned Development. The bigger sites are more appropriate.

Community Development Director Mainez stated I agree and putting it by the park was another interesting concept because there is some connectivity. There are trails around the area. In defense of the state, they did not pick a site specific, they just said the easterly portion of Highland.

Chair Hamerly stated the logical best fit is to put the higher density into expanding the notion of resource rich. Resource rich is what you need to function on a day-to-day basis such as schools, churches, shopping, and transit within a very close area.

Assistant Community Development Director Stater stated we made the same argument to our consultant with the Housing Element. It seemed to be the opposite of resource rich resource rich is Central Avenue by Sherrif's Department, library, and community center.

Chair Hamerly stated my recommendation would be that the best vehicle of achieving that is not to designate something that is out in a rural area as automatically Residental-4 (R-4)zone. If you have X number of acres, we need a percentage that would be for higher

density, and you can density average.

Community Development Director Mainez asked the Planning Commissioners which location do you prefer?

Commissioner Miller stated option #2.

Chair Hamerly stated option #2, however I would not go for the Residential 4 zoning, it would have to be Planned Development District.

Assistant Community Development Director Stater stated I do not think we will be successful if we do not have 5 acres. We can put it in the Planned Development that has 20 acres.

Community Development Director Mainez stated it is clear. We will make it work.

Chair Hamerly asked are you expanding solution #2 to get beyond 5 acres?

Community Development Director Mainez stated yes. It would be an overlay type ordinance tied to the Zoning Map and General Plan. That ordinance will be required to put a notation on the map referencing the 5 acre and 20 acre minimum land use.

Chair Hamerly closed the public hearing.

Commissioner McCance stated there was a typo on the resolution on page 11, to strike out regulation of marijuana use.

Chair Hamerly stated on page 47; the onsite wastewater treatment it is still a denial. There is no minimum lot size that is tied to that.

Chair Hamerly stated we are deleting item #1, and it will be individually recited under present item #2 and #3. We will split this into two separate motions.

A MOTION was made by Vice Chair Thomas and seconded by Commissioner Miller to approve Resolution No. 2025 –006 recommending the City Council approve Municipal Code amendment 24-001:

1. Introduce an Ordinance to amend Chapter 5.34 (Multiple-Family and other Rental Units) of Title 5 and amend various Chapters of Title 16 (Land Use and Development Code) of the Highland Municipal Code (HMC) for the implementation of the 6th Housing Element Programs, mandatory State Legislation updates, and to correct Municipal Code ambiguities and inconsistencies. Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the County Clerk of the Board. Motion carried, 4-0.

A MOTION was made by Vice Chair Thomas and seconded by Commissioner Miller to approve Resolution No. 2025 –007 recommending the City Council approve Municipal Code amendment 24-001:

1. Introduce an Ordinance to amend Section 16.44.180 (Accessory Dwelling Units) of Title 16 (Land Use and Development Code) of the Highland Municipal Code to implement Program 12 of the 6th Cycle Housing Element and ensure consistency with recent State housing legislation, including AB 671, AB 1332, AB 976, and AB 1033. The proposed amendment promotes the development of ADUs as a means to increase affordable housing opportunities and ensures the City's regulations remain compliant with State law. Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the County Clerk of the Board. Motion carried, 4-0.

A MOTION was made by Vice Chair Thomas and seconded by Commissioner Miller to select site two from the two proposed areas under consideration for potential rezoning to accommodate high-density multifamily residential development. Staff will use the Planning Commission's direction option #2 to prepare a formal General Plan Amendment and Zone Change for future public hearing and Council consideration. Motion carried, 4-0.

RESOLUTION NO. 2025 - 006

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING TITLE 5 (BUSINESS LICENSES AND REGULATIONS), TITLE 8 (HEALTH AND SAFETY), AND TITLE 16 (LAND USE AND DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE TO UPDATE DEFINITIONS, AMEND HEIGHT STANDARDS, REVISE DESIGN REVIEW PROCESSES, UPDATE PROVISIONS FOR ACCESSORY STRUCTURES, DWELLING UNITS, AND ACCESSORY DWELLING UNITS, MODIFY DEVELOPMENT DENSITY REQUIREMENTS, ADD LOW-BARRIER NAVIGATION CENTERS, ESTABLISH SINGLE ROOM OCCUPANCY HOUSING STANDARDS, AND MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

RESOLUTION NO. 2025 - 007

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF HIGHLAND, CALIFORNIA, RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING SECTION 16.44.190 (ACCESSORY DWELLING UNITS) OF TITLE 16 (LAND USE DEVELOPMENT CODE) OF THE HIGHLAND MUNICIPAL CODE TO UPDATE REQUIREMENTS IN ACCORDANCE WITH STATE LAW, AND MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Maricela E. Marroquin, City Attorney

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

SUBJECT: First Amendment to the City Manager Employment Agreement between Carlos Zamano and the City of Highland.

RECOMMENDATION: That the City Council authorize the Mayor to execute the First Amendment to the City Manager Employment Agreement between Carlos Zamano and the City of Highland.

FISCAL IMPACT: Total Salary of $264,920 annually.

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 March 13, 2024, the City Council selected Carlos Zamano as the top candidate for the City Manager position after an extensive recruitment process. The City Council also approved an Employment Agreement with Carlos Zamano to serve as the City Manager.

The City Council and City Manager desire to amend the Agreement to increase the compensation to the City Manager following an annual performance review. As directed by the City Council, the City Attorney drafted the attached proposed First Amendment to the Agreement which has been reviewed, accepted, and signed by Carlos Zamano. The main points of the amendment to the agreement are as follows:

- Annual salary of $252,310 or $21,025.83 monthly to be effective on March 12, 2025.
- Continue to receive bilingual pay which is 5% of the current salary. This amounts to an additional $1,051.29 per month or $12,615.50 annually. This would bring the

Approved _____ Motion _____ Second _____ Agenda Item No. 22

Denied _____ Ayes _____

Continued _____ Noes _____ File No. _____

Tabled _____ Abstain _____

Absent _____

City Clerk City Manager

annual salary to $264,920 (rounded down)

- If the City Council approves revisions to the bilingual pay structure for all City employees, then effective July 1, 2025, the base salary shall be $261,560 and bilingual pay shall be $280 per month. With the addition of the bilingual pay, the annual salary will be $264,920.

- Be provided with the same Cost-of-Living Adjustment (COLA) as City employees.

- Vehicle allowance of $800 per month.

- Be provided with a combined contribution to the ICMA Deferred Compensation Plan. For each $2.00 of voluntary contributions made, the City will contribute $1.00 up to the maximum allowed combined contribution limit. In 2025, the maximum contribution is $31,000. The City's responsibility of this amount would be $10,333 or 33%.

- Keep the same benefits that is currently being received such as: Cafeteria Plan of $1,550 per month, Life insurance, and PERS retirement 2% at 55.

- Keep the current accrued leave balances.

- Delete the provision that allows the City Manager to have a one-time opportunity to buy back 100 hours of accrued vacation leave, as the City Manager has already used this buy back option.

The City Attorney has prepared the attached First Amendment to the City Manager Agreement and has approved as to form.

Attachments:
A. Current City Manager agreement
B. Draft First Amendment to City Manager agreement

FIRST AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT

THIS FIRST AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT ("First Amendment") is entered into as of the 13th day of May, 2025 ("Effective Date"), by and between the CITY OF HIGHLAND, a general law city and municipal corporation of the State of California (the "City"), and Carlos Zamano, an individual ("Employee" or the "City Manager"). The City and the Employee are sometimes individually referred to as a "Party" and collectively as the "Parties."

RECITALS

A. On March 13, 2024, the City and City Manager entered into a City Manager Employment Agreement ("Agreement") whereby Carlos Zamano was employed to serve as the City Manager for the City of Highland.

B. The City and City Manager desire to amend the Agreement to increase the compensation to the City Manager as set forth below.

C. In consideration of these Recitals and the performance by the Parties of the promises, covenants and conditions herein contained, the Parties agree as provided in this First Amendment.

AGREEMENT

In consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

1. Section 3 of the Agreement entitled **"COMPENSATION** is hereby replaced in its entirety to read as follows:

The City agrees to provide the following compensation to Employee during the term of this Agreement:

A. Base Salary.

(1) Effective March 12, 2025, the annual base salary for the position of City Manager shall be $252,310. In addition to the annual base salary, Employee shall continue to receive bilingual pay which is 5% of his current salary. With the addition of bilingual pay, Employee's annual salary shall be $264,920 (rounded down). If the City Council approves revisions to the bilingual pay structure for all City employees, then effective July 1, 2025, the City Manger's base salary shall be $261,560 and bilingual pay shall be $280 per month. With the addition of bilingual pay, Employee's annual salary shall be $264,920. Employee's salary is compensation for all hours worked and for all services under this Agreement, including those as an Executive Director or involving any other position, office or appointment associated with the City.

(2) Employee shall receive the same Cost-of-Living Adjustment (COLA) as City employees.

(3) A merit salary increase or other salary/benefit incentives may be considered by the City Council at an annual performance review.

(4) Employee shall be paid at the same intervals and in the same manner as regular City employees.

B. Deferred Compensation. Employee shall be eligible for a combined contribution to the ICMA Deferred Compensation Plan. For each $2.00 of voluntary contributions made by the Employee, the City will contribute $1.00 up to the maximum allowed combined contribution limit.

C. Retirement. The City contracts with the California Public Employees' Retirement System ("PERS") for retirement benefits; the current City PERS plan provides 2% at 55. Employee shall receive PERS benefits on the same terms and conditions as regular management employees of the City.

D. Basic Benefits.

(1) Paid Holidays. Employee shall be entitled to the same paid holidays, on the same terms, as are provided to regular employees of the City.

(2) Vacation Leave. Employee shall retain his accrued vacation leave upon commencement of this Agreement, and shall continue to receive the maximum vacation accrual offered to regular management employees of the City during the term of this Agreement.

E. Automobile. Employee is on call twenty-four hours per day, and is expected to use, maintain and insure his personal vehicle such that it is available at all times for his use on City business. In consideration of these requirements, Employee shall receive a vehicle allowance of $800.00 per month. This allowance is intended to cover the entire cost of the Employee's automobile, including, but not limited to, purchase, depreciation, maintenance, repair, insurance and mileage. Employee shall be required to provide proof of vehicle liability insurance in the amounts and in the form and with the endorsements required by the City.

F. Cellular Phone. Employee has a City-issued cellular device to maintain communication with the City Council and City staff. Such equipment shall remain the sole property of the City and the City reserves the right to monitor the use of its equipment. Employee agrees that Employee has no privacy rights in the use of such equipment and the equipment shall be returned upon termination or separation from employment."

2. Except for the expressly amended or modified terms specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first above written.

"CITY"

Penny Lilburn, Mayor

"CITY MANAGER" / "EMPLOYEE"

Carlos Zamano, City Manager

ATTEST:

Alondra Muñoz, City Clerk

APPROVED AS TO FORM:

Maricela E. Marroquin, City Attorney

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 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. 23
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager

STAFF REPORT

TO THE CITY COUNCIL

DATE: May 13, 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. 24
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		

City Clerk

City Manager