

CITY OF HIGHLAND REGULAR MEETING OF THE HISTORIC AND CULTURAL PRESERVATION BOARD AGENDA

REGULAR MEETING

February 1, 2024

5:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Pamela Bible, Chair

Patrick Sandford, Vice Chair

Tony Mauricio, Member

Gail Shelton, Member

Hugh Walker, Member

STAFF

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Angela Tafolla, Associate Planner

Camille Duarte, Administrative Assistant III



MISSION STATEMENT

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

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

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The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office at (909) 864-6861 Ext. 226, at least 72 hours prior to the meeting.

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 Historic and Cultural Preservation Board, less than 72 hours prior to that meeting, are available for public inspection at Highland City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

Submission of Public Comments: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 4:00 p.m. on February 1, 2024 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 1, 2024 agenda, please identify the agenda item number in the subject line.

Members of the public will be permitted to make public comments in person.

**HISTORIC AND CULTURAL PRESERVATION BOARD
REGULAR MEETING AGENDA
February 1, 2024 - 5:00 P.M.**

CALL TO ORDER

Pledge of Allegiance

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

To address the Historic and Cultural Preservation Board please complete a speaker form located at the entrance and give it to the Administrative Assistant prior to the beginning of the meeting. Your name will be called when it is your turn to speak. Individual speakers are limited to three minutes each. Comments received via email by February 1, 2024, 4:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

1. Election of Chair and Vice Chair

RECOMMENDATION: Staff recommends the Historic and Preservation Board conduct an Election for Chair and Vice Chair.

CONSENT CALENDAR

2. Minutes from December 7, 2023 Special Meeting.

RECOMMENDATION: That the Historic and Cultural Preservation Board approve the minutes, as submitted.

BUSINESS ITEMS

3. Code of Ethics – Annual Review

RECOMMENDATION: That the Historic and Cultural Preservation Board review the current Code of Ethics and make any recommendations or changes, if needed, to the City Council.

4. Preparation for the 26th Annual Citrus Harvest Festival in 2024.

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss the logistics of the Festival and direct Staff as necessary.

ANNOUNCEMENTS

ADJOURN

I, Camille Duarte, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 25th of January 2024 by 4:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: January 25, 2024



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: February 1, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III *CD*

SUBJECT: Election of Chair and Vice Chair

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board conduct an Election for Chair and Vice Chair

FISCAL IMPACT: None

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

BACKGROUND: In accordance with Highland Municipal Code Section 2.20.050, the Historic & Cultural Preservation Board will annually meet on the first Thursday of February to appoint a Chair and Vice Chair for the coming year. The current Chair will turn the meeting over to Staff, who will take nominations and the vote for Chair. After the appointment of the Chair, Staff will turn the meeting over to the newly appointed Chair who will then take nominations and the vote for Vice Chair.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>Camille Duarte</i>		<i>Lawrence Mainez</i>	
Recording Secretary		Community Development Director	



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: February 1, 2024

FROM: Lawrence A. Mainez, Community Development Director

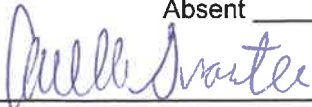
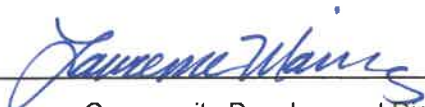
REVIEWED BY: Kim Stater, Assistant Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III 

SUBJECT: Minutes from the December 7, 2023 Historic and Cultural Preservation Board Special Meeting

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board approve the Minutes as submitted.

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

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

MINUTES
HISTORIC AND CULTURAL PRESERVATION BOARD SPECIAL MEETING
December 7, 2023

CALL TO ORDER

The regular meeting of the Historic and Cultural Preservation Board of the City of Highland was called to order at 5:00 p.m. by Chair Bible at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present: Chair Pamela Bible
 Vice Chair Patrick Sandford
 Member Gail Shelton

Absent: Member Tony Mauricio

Staff Present: Kim Stater, Assistant Community Development Director
 Angela Tafolla, Associate Planner

Member Shelton led the Pledge of Allegiance.

COMMUNITY INPUT

None

CONSENT CALENDAR

1. Minutes from November 2, 2023 Special Meeting.

A MOTION was made by Vice Chair Sandford, seconded by Member Shelton, to approve as amended. Motion carried, 4-0.

BUSINESS ITEMS

2. Preparation for the 26th Annual Citrus Harvest Festival in 2024.

Assistant Community Development Director Stater stated with respect to entertainment, the decision was to move forward with the Highland Music Company. I will reach out to the schools before we fill in with other alternatives. I know it was an issue last year for the middle school and high school because it is difficult when the festival sits in the middle of their break, but it should be ok this year. Should we talk about the Festival Honoree?

Member Shelton stated once again, I nominate Pamela Bible.

Vice Chair Sandford stated all do respect, as noted Member Mauricio is not here today and I spoke to him that he was not going to attend tonight. He let me know that he hopes to weigh in on the topic of who the honoree should be. I would recommend we wait till January 2024 to revisit the topic.

Assistant Community Development Director Stater stated we have five categories, and one member is assigned to each.

Chair Bible stated I will go with vendors again.

Vice Chair Sanford stated is it ok if I am assigned to the car show and entertainment?

Assistant Community Development Director Stater stated yes.

Chair Bible stated if we do not have someone assigned to Administration/Marketing I can be assigned to that as well.

Assistant Community Development Director Stater stated the most important thing in the beginning of the year for staff is to send out the vendor applications. It is strange because it is on the fifth Saturday in the month and Easter is the next day. The City of Redlands was nice enough to offer us the show mobile at no charge and with the exception we needed to have it towed. It was the tow company Bill and Wags and we set that up and it was always between \$300-500. Last year, Redlands said for liability purposes, our staff will tow it and we will bring it to you, and we will pick it up. It was much better when Redlands brought it to us.

Vice Chair Sanford stated the person that brought the train had a great outcome. I know it did not come out of our budget, but he did well with how much he made.

Assistant Community Development Director Stater stated he indicated that he will be back next year. We will find out if he knows other people that have children's activities that might be interested in attending. I did not see any change in the kids contest except having a bunny that is placed around the event for kids to find.

Member Shelton stated we casually talked about that. We suggested the kids will receive a prize at the end if you find the bunny which will be hidden somewhere during the festival.

Member Bible suggested to hide something more festival related like an orange.

Assistant Community Development Director Stater stated that is a great idea. Regarding the best landscaping and restoration, we did not select one last year because we wanted the Church. Was the one we did not choose on Pacific street?

Chair Bible stated we already chose the Pythian Hall. The best restoration was the house on Pacific Street with the house painted green. Another suggestions to consider are Shorty's Garage and the Cowin house on Church Street for this year's awards.

All members agreed to continue the decision until list of previous winners is confirmed.

Associate Planner Tafolla stated I will make a spreadsheet with the winners from the last two years.

Historic and Cultural Preservation Board receives and files Staff's report.

3. A status of Certificate of Appropriateness Applications for properties within Highland Historic District.

Assistant Community Development Director Stater stated the bank has pulled the permit to reroof and we just need you to secure the roof, so it stops getting additional damage inside. The owner is doing this for us and for himself to protect his own investment at this point, but he eventually would do a full remodel that may or may not need to come to the board for approval. Regarding the museum off of Pacific Street the owner thought it would be fun if I could give little tours for the Citrus Harvest Festival and he always mentioned having tours once a month or twice a month one or opportunities to have weddings on the property. His idea is growing, and they do want to live there, but they do want to use it as a venue that the public has pretty frequent access to. It is permissible by code and the owners would come to the board for approval as well as Planning Commission.

Historic and Cultural Preservation Board receives and files Staff's report.

ANNOUNCEMENTS

None.

ADJOURN

There being no further business Chair Bible declared the meeting adjourned at 5:42 p.m.

Submitted by:

Approved by:

Camille Duarte, Administrative Assistant III

Pamela Bible, Chair



STAFF REPORT

TO THE HISTORIC & CULTURAL PRESERVATION BOARD

DATE: February 1, 2024

FROM: Kim Stater, Assistant Community Development Director

PREPARED BY: Betty Hughes, MMC, City Clerk
Alondra Muñoz, Deputy City Clerk

SUBJECT: Code of Ethics – Annual Review

RECOMMENDATION: That the Historic and Cultural Preservation Board review the current Code of Ethics and make any recommendations or changes, if needed, to the City Council.

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 Code of Ethics was adopted by the City Council in January 2004. The Code is being brought forward for its annual review to all the Boards, Commissions and/or Committees for recommendations, if any.

g:\clerk\betty\staff reports\2024 staff reports\2024 code of ethics hcpcb.doc

Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	



CITY OF HIGHLAND CODE OF ETHICS

PREAMBLE

The citizens and businesses of Highland are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the City of Highland's commitment to excellence, the effective functioning of democratic government therefore requires that:

- ✓ public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- ✓ public officials be independent, impartial and fair in their judgement and actions;
- ✓ public office be used for public good, not for personal gain; and
- ✓ public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Highland City Council has adopted a Code of Ethics for members* of the City Council and of the City's boards, commissions and committees to assure public confidence in the integrity of local government and its effective and fair operation.

PRINCIPLES

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Highland and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Highland City Council, boards, commissions and committees.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of California and the City of Highland in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards, commissions and committees, the staff or public.

4. Respect for the Process

Members shall perform their duties in accordance with the processes and rules or order established by the City Council, boards, commissions and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts, and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgement or action or give the appearance of being compromised.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources

Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Highland, nor shall they allow the inference that they do.

14. Policy Role of Members

Members shall respect and adhere to the council-manager structure of Highland City government. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

15. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the City, the Highland Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for City Council, applicants to boards and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understand the City of Highland Code of Ethics. In addition, the Code of Ethics shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update it as necessary.

18. Compliance and Enforcement

The Highland Code of Ethics expresses standards of ethical conduct expected for members of the Highland City Council, boards and commissions. Members themselves have the primary responsibility to assure that the ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as reprimand, formal censure, or loss of committee assignments. The City Council also may remove members of boards and commissions from office.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council, board or commission decision.

Adopted by the Highland City Council
January 27, 2004

* For ease of reference in the Code of Ethics, the term "member" refers to any member of the Highland City Council or any of the City's boards, commissions and committees established by City ordinance or Council policy.



STAFF REPORT

TO THE HISTORIC AND CULTURAL PRESERVATION BOARD

DATE: February 1, 2024

FROM: Lawrence A. Mainez, Community Development Director

REVIEWED BY: Kim Stater, Assistant Community Development Director *KS*

PREPARED BY: Angela Tafolla, Associate Planner *AT*

SUBJECT: Preparation for the 26th Annual Citrus Harvest Festival in 2024

RECOMMENDATION: Staff recommends the Historic and Cultural Preservation Board discuss the logistics of the Festival and direct Staff as necessary.

FISCAL REVIEW: The Festival Account has a balance of \$1,401.47. Separately, the Home Tour Account has a balance of \$1,639.91. Expenses are estimated to be \$14,950 while the expected revenues are \$15,400. Attached is the 2024 Citrus Harvest Festival Budget (Attachment 1).

Traditionally, Staff time spent is not charged to the CHF fund. Planning, Public Works, and Finance Departments spend many hours on the event. Personnel costs are estimated at \$18,000.

PROJECT REVIEW:

1. Entertainment – Patrick

- Contests
 - a. *Find the Orange (similar to elf on the shelf)*
 - b. *Citrus contest cancelled due to fruit fly infestation*
- Entertainment Schedule
 - a. *Citrus High School Jazz Band confirmed 12/11*
 - b. *Highland Music Company confirmed on 12/12*

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>Chelle Grate</i>		<i>Lawrence Mainez</i>	
Recording Secretary		Community Development Director	

- c. *Folklorico Dancers confirmed on 12/11 (afternoon performance)*
 - Festival Honoree
 - a. *Nominated - Pam Bible*
 - Stage – City of Redlands Show Mobile no longer available to Highland –
 - o Review stage rental quotes and choose an option (Attachment 7).
- 2. Car Show – **Patrick**
 - Discuss Potential Sponsors
 - Car Show Layout
 - a. Jeff Staggs will help determine layout.
 - Jeff Staggs will remain the point of contact
 - a. *When should winners be announced during the festival?*
- 3. Home & Walking Tour – **Gail & Tony**
 - Discuss Tour Options
 - a. Bullhorn/Megaphone ordered 1/22/24.
 - b. Provide more directional signage and event schedules throughout the event.
 - c. *Charge for home tours?*
- 4. Vendors – **Pam**
 - Discuss Specialty Vendors and Demonstrators – Lowe's, Historic Reenactors, and SB County Animal Control
 - *Train vendor contacted and confirmed over the phone on 12/11 by Kim S.*
 - *Dreamy Bubble House Vendor confirmed participation on 12/27.*
 - *Face Painter vendor application received 1/17/24.*
 - *As of 1/22/24 twenty-five vendor applications have been received:*
 - o *6 Food Vendors*
 - o *4 Historic Demonstrators*
 - o *1 Government Agency*
 - o *1 City of Highland*
 - o *13 Direct Sale Vendors*
- 5. Admin/Marketing – **New member**
 - *Save the date flyer has been posted on the City Website, City Facebook and City Nextdoor App.*
- 6. Sponsor Levels – For the past several years, the contributions were as follows:
 - 1 – Title Sponsor, \$2,500
 - 5 – Co-Sponsors, \$1,000 each
 - 5 – Additional Sponsors, \$500 each
 - 10 – Citrus Supporters, \$100 each
 - 1 – Print Media Sponsor (*SB Sun?/Redlands Daily Facts?/Redlands Community News*)

*Historic and Cultural Preservation Board Meeting of
February 1, 2024*

- Attachments:
1. Citrus Harvest Festival (CHF) Budget
 2. CHF Contests
 3. Entertainment Schedule
 4. CHF Potential Honorees
 5. Citrus Harvest Festival Layout
 6. List of 2024 Vendors
 7. Stage Rental Quotes

ATTACHMENT 1

Citrus Harvest Festival (CHF) Budget

2024 Citrus Harvest Festival Budget

FESTIVAL EXPENDITURES	
Item / Description	2024 Budget
Advertising – Print Media Sponsor	0
Advertising - Redlands Daily Facts / SB Sun	1,250
Advertising - East Highlands Ranch Newsletter	700
‘Peach Jar’ School District Electronic Newsletter	500
Hot 103.9 Radio Advertisement	1400
Historic Demonstrators/Exhibitors (16 x \$200 ea) (1 x \$300)	1700
Entertainment DJ & MC (Highland Music Co. \$1,300)	1500
Bands (Roy Orbison)	250
Balloons street decorations	1,200
Insurance	1,800
Street Banner over Base Line (date modification)	0
Portable toilets	1,100
Posters Boards (\$800), Flyers (\$85), print marketing materials	600
Mobile Stage (Towing)	0
Paper materials, copying, postage	500
Tables w/ umbrella & chairs for food court & stage area	800
Signs for parking & festival activities	0
Contest ribbons (126) & Plaques (2 Honorees + 4 Home Restoration)	550
Kid’s activities	100
Miscellaneous supplies (Game Truck)	300
Staff shirts (4 x \$25)	100
Contest materials	200
Car show dash plaques	500
TOTAL	\$15,050

Item / Description	2024 Budget
Sponsorship	11,000
Retail vendor Booth spaces (70 x \$40) (63 in 2023)	2,800
Food vendor booth spaces (8 x \$200) (7 in 2023)	1,600
TOTAL	\$15,400

CURRENT BALANCE: \$1,401	PROJECTED BALANCE: \$1,051
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ATTACHMENT 2

CHF Contests

CONTEST	CATEGORIES	NO. WINNERS (total)	PRIZE
COLORING	Pre-K & K	1 st , 2 nd , & 3 rd place for each grade (2x3 = 6 total)	Ribbon & Prizes for all (6)
POETRY	Grades 1-3	1 st , 2 nd , & 3 rd place for each grade (3x3 = 9 total)	Ribbon & Prizes for all (9)
CITRUS LABEL	Grades 4-12	1 st , 2 nd , & 3 rd place for each grade (9x3 = 27 total)	Ribbon & Prizes for all (27)
BAKING	1. Cake/Cupcake/Bread/Muffin 2. Cookie/Bar 3. Pie/Tart 4. Jam/Jelly/Relish/Salsa	Adults - 1 st , 2 nd , & 3 rd place for each category (12 total) Kids – 1 st , 2 nd , 3 rd (No jams) (9 total)	Ribbon for all (21) Prizes for 1 st place only
CITRUS GROWING	1. Orange – Largest, Best Flavor, Best Appearance 2. Lemon – Largest, Best Flavor, Best Appearance	1st for each category (6 total)	Ribbons for 1st place only (6 total)
GOOD NEIGHBOR AWARD	1 - Best Landscaping 1 - Best Restoration	(2 total)	Plaques
Ugly Dog	1 – Ugliest 1 – Cutest 1 – Best Costume	1 st place (3 total)	Ribbons (3)
Pie Eating	1 – 5-11 1 – 12-18	1 st Place (2 total)	Ribbons (2)

ATTACHMENT 3

Entertainment Schedule

EVENT SCHEDULE

2024 HIGHLAND CITRUS HARVEST FESTIVAL

- 10:15 am Citrus Valley High School Jazz Band**
- 11:00 am Beattie Middle School (tentative)**
- 11:45 am Announce Winners for the:**
 * **Baking Contest**
 * **Coloring, Poetry, Citrus Label Design Contests**
- 12:00 am The Highland Music Co.**
- 12:45 pm Presentation of Festival Honoree:**
- 1:00 pm The Highland Music Co.**
- 1:45 pm Announce Winners for the:**
 * **Car Show**
 * **Citrus Growing Contest**
 * **Best Landscaping – 6986 Church Ave.**
 * **Restoration Award – 6905 Palm Ave.**
- 2:15 pm * Ugly Dog Contest &**
 * **Pie Eating Contest**
- 2:30 pm Ballet Folklorico Cultural**

ATTACHMENT 4

CHF Potential Honorees

Citrus Harvest Festival Honorees

- 2004 Kay Beattie
- 2005 Kim Clinton Adams Wilson
- 2006 Jo Meade
- 2007 Rick Hartmann
- 2008 Don & Elizabeth Kiel
- 2009 Bill Calvert
- 2010 George & Pauline Murillo
- 2011 Bud & Margaret Wright
- 2012 Laurie Frymire, Dennis Johnson, & Ross Jones
- 2013 Arnott Family
- 2014 Kim Stater (**Chamber Sponsored Festival**)
- 2015 Charles Kiel (**Chamber Sponsored Festival**)
- 2016 Nancy Alexander
- 2017 Charles Roberts
- 2018 Jodi Scott & Margaret Hill
- 2019 Curtis Allen
- 2022 San Manuel Band of Mission Indians
- 2023 Sam Racadio & Highland Community News (Hector Hernandez)
- 2024 Potential Honorees
 - Pam Bible

ATTACHMENT 5

Citrus Harvest Festival Layout



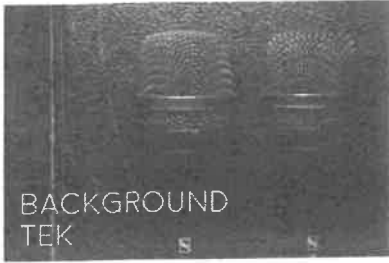
ATTACHMENT 6

List of 2024 Vendors

[illegible]

ATTACHMENT 7

Stage Rental Quotes



ESTIMATE

Francisco Saucedo/Background Tek
25597 Cottonwood Rd
Loma Linda, California 92354
United States

Fax: null
Mobile: 909.252.8133
Toll free: null

BILL TO
City of Highland
James Morales

Jamezzm@yahoo.com

Estimate Number: 2
Estimate Date: January 17, 2024
Valid Until: February 16, 2024
Estimate Total (USD): **\$3,590.00**

Items	Quantity	Price	Amount
20x16x4ft Stage -20 piece 4x4ft Artfox EZ stage modules -4ft Height -Three-side railing -Stair set	1	\$1,190.00	\$1,190.00
24x20ft Top shade - Global Truss structure - 16ft height - Sun shade covers top and overhangs for back shade. - Suitable for rigging - Permit Pulled with city	1	\$700.00	\$700.00
Service - Delivery & Pick up	1	\$300.00	\$300.00
Service - Set up and Tear Down Labor for Stage	1	\$500.00	\$500.00
Service - Set up and Tear Down Labor Top Shade	1	\$900.00	\$900.00
Subtotal:			\$3,590.00
Total:			\$3,590.00
Estimate Total (USD):			\$3,590.00



ESTIMATE

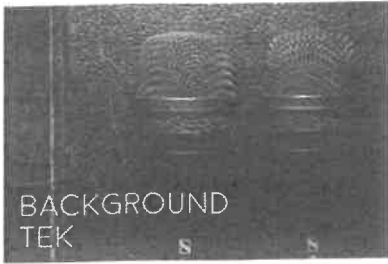
Francisco Saucedo/Background Tek
25597 Cottonwood Rd
Loma Linda, California 92354
United States

Fax: null
Mobile: 909.252.8133
Toll free: null

Notes / Terms

20x16ft stage w/rails - 4ft height

24x20ft Top shade structure, 12in box truss



ESTIMATE

Francisco Saucedo/Background Tek
25597 Cottonwood Rd
Loma Linda, California 92354
United States

Fax: null
Mobile: 909.252.8133
Toll free: null

BILL TO
City of Highland
James Morales

Jamezzm@yahoo.com

Estimate Number: 3
Estimate Date: January 17, 2024
Valid Until: February 16, 2024
Estimate Total (USD): **\$1,550.00**

Items	Quantity	Price	Amount
20x16x4ft Stage -20 piece 4x4ft Artfox EZ stage modules -2ft Height -Three side railing -Stair set	1	\$750.00	\$750.00
Service - Delivery & Pick up	1	\$300.00	\$300.00
SERVICE - SET UP & TEAR DOWN Labor for Stage	1	\$500.00	\$500.00
Subtotal:			\$1,550.00
Total:			\$1,550.00
Estimate Total (USD):			\$1,550.00

Notes / Terms
24x20x2ft Stage

R 11.0.0+

RENTAL DEPT. HOURS

M - F 9:30 - 5:00
Sat. 9:30 - 4:00CLOSED SUNDAYS
& MAJOR HOLIDAYS

909-796-3388 partyplusrental.com

Everything You Need to Plan the Perfect Event

LOCATION

24831 Redlands Blvd.
Loma Linda, CA 92354-4013
(909) 796-3388 or FAX (909) 796-6020
partyplusrental.com
info@partyplusrental.com

FOOD SERVICE ITEMS MUST BE RETURNED RINSED FREE OF FOOD, OR AN ADDITIONAL CLEANING FEE WILL BE CHARGED. SETUP AND TEARDOWN CAN BE ARRANGED WITH ADDITIONAL FEES.

RENTAL CHARGES ARE FOR TIME OUT, WHETHER USED OR NOT. LATE FEES ARE CHARGED AT 50% OF THE RENTAL TOTAL OR \$5.00 WHICHEVER IS MORE PER DAY LATE.

DAMAGE WAIVER COVERAGE REFUSED

CANCELLATION POLICY

THE FOLLOWING FEES APPLY TO CANCELLATIONS DAY OF DELIVERY OR PICK-UP 75%, 2 DAYS PRIOR TO EVENT 50%, 3-7 DAYS 25%. NO CANCELLATIONS ON LINEN WITHIN 7 DAYS OF EVENT.

WE WOULD LIKE TO TAKE A SECOND TO SAY THANK YOU
FOR SUPPORTING US DURING THESE UNCERTAIN TIMES.
WE ARE GRATEFUL FOR CUSTOMERS LIKE YOU THAT KEEP ALLOWING
US TO PROVIDE GREAT CUSTOMER SERVICE TO OUR COMMUNITIES.

Customer ID=====Contract Number
039202 INQUIRY ONLY -- QUOTE 1-338489-01

01/22/24

CITY OF HIGHLAND
27215 BASELINE
HIGHLAND, CA 92346CITY OF HIGHLAND
27215 BASELINE
HIGHLAND, CA 92346

864-6861

P/O number: QUOTE
EVENT DAY\SAT TIME\9AM DWC\YES SETUP\
CONTACT PERSON\ANGELA TAFOLLA EXT. 258
PH#909-557-5329CELL DEPT\
EMAIL\ATAFOLLA@CITYOFHIGHLAND.ORG
SITE CONTACT:KIM STATER 951-295-8039
DEL AND P/U WITH 338487

Inq'd: MON 01/22/24 14:53
Deliv'r: SAT 03/30/24
Out: SAT 03/30/24 09:00
Pickup: SAT 03/30/24
Due: SAT 03/30/24 16:00

Item No.====Qty=Description=====Rate Info=====Unit==Extended

250-1620	1	STAGE, 16'X20'	CA FM	700.00	700.00	
		Discount:		Your price:	630.000	630.00
250-0004	20	STAGE, 4'X4' PCS				
250-0002	30	STAGE, LEGS BLJX				
250-9999	1	STAGE, TURN KEY				
250-0018	1	4'HIGH \$45.00 PER SEC.	FM	0.00	0.00	
		Discount:		Your price:	0.000	0.00
250-0001	1	STAGE, STEP UNIT BLJX	PA FM	35.00	35.00	
		Discount:		Your price:	31.500	31.50
250-0016	11	RAIL, GUARD RAIL 4'X42"HIGPA	FM	20.00	20.00	
		Discount:		Your price:	18.000	198.00

Receipts Summary Summary

>>>>>Do not pay from this invoice<<<<<

STAGING	859.50
10% Damage waiver	85.95
Total	945.45

Count on items at delivery has been checked; Delivery Initials: _____
Count on P/U has been checked; Pick up Initials: _____

Customer _____ Driver _____
Customer _____ Driver _____

RETURN EQUIPMENT BY:

SAT 03/30/24 16:00

Customer authorizes Party Rentals to count items _____ Customer _____
Customer is responsible for missing or damaged items except for items covered under D.W.C.
I accept the damage waiver, (if waiver decline please initial front side) as provided on the reverse side and agree to pay the above described additional charges thereof.

I have read and understand the instructions regarding the use and care of the rented equipment.
I further acknowledge that I have read and understand the rental contract and agree to be bound by all of the terms, conditions and provisions thereof. I hereby acknowledge that I have received a full and correct copy of this rental contract.

THIS IS YOUR CONTRACT. READ BOTH SIDES BEFORE SIGNING.
Authorization is given to charge missing/damaged items, cleaning charges, additional delivery and rental charges and amounts of charges incurred per item returned to the site. Please customer to read rental contract terms.

Signature _____ Date _____
Signature _____ Date _____