



City of Highland

Larry McCallon, Member
District 5

Jimmy Saldana, Member
District 2

Finance/Personnel Subcommittee Special Meeting Agenda

August 11, 2026 at 5:30 PM
City Hall Upright Conference Room
27215 Base Line, Highland, CA 92346

Staff

Carlos Zamano, City Manager
Lawrence Mainez, Community Development Director
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Lissette Nock, Deputy City Clerk
Michelle Gomez, Assistant Director of Administrative Services
Octavio Duran Jr., Public Works Director/City Engineer

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 Brown Act, any writings or documents provided to a majority of the legislative body regarding any item on this agenda, that are not exempt from disclosure under the California Public Records Act, will be made available for public inspection at City Hall, 27215 Base Line Highland, CA 92346, during normal business hours. Such documents will also be made available on the City's website at www.highlandca.gov.

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.

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 \$500 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.

Call to Order

Roll Call

Public Comment

Limited to items on this agenda only. To address the Finance/Personnel Subcommittee, please complete a speaker form located at the entrance prior to the beginning of the meeting. For those wishing to make public comments by email, please submit your comments by 4:30 p.m. on August 11, 2026, to publiccomment@highlandca.gov. Please identify the agenda item number in the subject line. Emailed comments will be distributed to the Subcommittee and retained as part of the public record; however, submissions will not be read out loud during the meeting.

Business Items

1. Minutes - July 20, 2026 Finance/Personnel Subcommittee Special Meeting

Approve the Minutes as submitted.

2. Special Event Permit Application (SEP 26-004) by the Highland Area Chamber of Commerce Requesting Approval of the Annual 'Discover Highland 5K/10K Run' and Co-Sponsorship by the City to Waive Public Works and Police Department Fees

Review the Chamber's request and make a recommendation to the City Council whether to:

1. Approve Special Event Permit SEP 26-004 subject to the conditions of approval;
2. Authorize the use of the City Logo for promotional items; and
3. Consider a request by the Highland Area Chamber of Commerce for Co-Sponsorship and waiving of City Police fees and Public Works traffic control fees in the amount of approximately \$10,158.50.

Adjourn

Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted on our website at www.highlandca.gov 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) at least twenty-four (24) hours prior to the meeting per Government Code Section 54956.



Staff Report

to the Finance/Personnel Subcommittee

Agenda
Item
No.1.

Date: August 11, 2026
From: Carlos Zamano, City Manager
Reviewed By: Alondra Muñoz, City Clerk
Prepared By: Lissette Nock, Deputy City Clerk
Subject: Minutes - July 20, 2026 Finance/Personnel Subcommittee Special Meeting

Recommendation:

Approve the Minutes as submitted.

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 Finance/Personnel Subcommittee is required to maintain an official record of its proceedings. Minutes serve as the permanent record of actions taken by the Finance/Personnel Subcommittee and provide transparency to the public regarding the business conducted at each meeting. In accordance with standard practice, the draft minutes from the July 20, 2026 Finance/Personnel Subcommittee Special Meeting have been prepared and are submitted for the Finance/Personnel Subcommittee's review and approval.

Attachments:

1. Minutes July 20, 2026 Finance/Personnel Subcommittee Special Meeting

Call to Order

The Finance/Personnel Subcommittee special meeting was called to order at 4:05 p.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

Roll Call

Present: McCallon, Saldana

Absent: None

Public Comment

None

Business Items

1. Minutes - May 19, 2026 Finance/Personnel Subcommittee Special Meeting
Approved the Minutes as submitted.
2. 2026 Development Impact Fees (DIF) Update
Reviewed and recommended that the proposed 2026 Development Impact Fee (DIF) Adjustment and continuation of the DIF rate lock at the building permit application stage be brought back for a follow-up with recommendations provided by Subcommittee Members.
3. Artificial Intelligence (AI) Policy
Reviewed and recommended the Artificial Intelligence (AI) Policy be brought back for a follow-up with recommendations provided by the Subcommittee Members.

Adjourn

There being no further business, Member Saldana adjourned the meeting at 4:45 p.m.

Submitted By:

Approved By:

Lisette Nock, Deputy City Clerk

Subcommittee Member



Staff Report

to the Finance/Personnel Subcommittee

Agenda
Item
No.2.

Date: August 11, 2026

From: Carlos Zamano, City Manager

Reviewed By: Lawrence Mainez, Community Development Director
Kim Stater, Assistant Community Development Director

Prepared By: Tiffany Martinez, Assistant Planner

Subject: Special Event Permit Application (SEP 26-004) by the Highland Area Chamber of Commerce Requesting Approval of the Annual 'Discover Highland 5K/10K Run' and Co-Sponsorship by the City to Waive Public Works and Police Department Fees

Recommendation:

Review the Chamber's request and make a recommendation to the City Council whether to:

1. Approve Special Event Permit SEP 26-004 subject to the conditions of approval;
2. Authorize the use of the City Logo for promotional items; and
3. Consider a request by the Highland Area Chamber of Commerce for Co-Sponsorship and waiving of City Police fees and Public Works traffic control fees in the amount of approximately \$10,158.50.

Fiscal Impact:

The City Council has adopted a policy whereby no fee will be collected for processing a Special Event Permit. Application costs to the City are time and materials for preparation of the Staff Report and advertisement. With respect to the event itself, the City's Police Department identified a cost of \$7,802.00 for required services and the City's Public Works identified a cost of \$2,356.50. The Chamber is asking the City 'Co-Sponsor' the event and to waive these fees.

During consideration of the Chamber's Co-Sponsorship request last year, the City Council noted that they may not be able to provide ongoing financial support in the future. Staff is asking the Finance/Personnel Subcommittee to review the request and make a recommendation to the City Council whether to Co-Sponsor the event and waive City fees totaling \$10,158.50.

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 Highland Area Chamber of Commerce is seeking approval for its Annual Discover

Highland 5K/10K Run. Additionally, they are requesting Co-Sponsorship for Police Department and Public Works expenses (see Attachment 1). The run is scheduled for Saturday, October 10, 2026, from 8:00 a.m. through 11:00 a.m. The route will begin at Arroyo Verde Elementary School, go north on Church Street, east on Base Line, south on Weaver Street and west on Greenspot Road and north again back to Love Street (see Attachment 2). The Event is anticipated to draw approximately 350 participants.

The Highland Area Chamber of Commerce is seeking assistance to install and remove an event street banner across Base Line.

Co-sponsorship Request: Highland Area Chamber of Commerce has requested City co-sponsor to help assist with Police Department expenses and Public Works traffic control support fees in the amount of \$10,158.50

The Special Event Permit Application has been circulated to all the City's Departments for comments and conditions, (see Attachment 3).

Attachments:

1. Co-Sponsor Request Letter
2. Site Plan
3. Department Conditions

Attachment 1
Co-Sponsor Request Letter



... HIGHLAND ...
Area Chamber of Commerce

**2026 Highland Area
Chamber of Commerce
Board of Directors**

Jane Bouch, President
Avon Recruitment and Sales

Lilibeth Johnson-Mee, Treasurer
Wings of Hope Hospice

Chris Marin, Secretary
Marin Rentals

Miguel Cantos, Vice President
Cantos Jewelry

Samantha Stilwell, Director
Yuhaavaitam of San Manuel Nation

Maria Bynes, Director
Brown And Bigelow

Stephen Bynes, Director
Brown and Bigelow

Imad Darwish, Director
NDP Appliances

Manuel Hernandez Jr, Director
Home Instead

Marvin Hernandez, Director
Highland Family YMCA

Thomasene Knox, Director
Mary Kay Skincare/Cosmetics

Patricia Lozano, Director
California University of Science
and Medicine

Jody Scott, Director

Chris Nielsen,
Executive Director

July 14, 2026

City of Highland
27215 Base Line Street
Highland, CA 92346

On behalf of the Highland Area Chamber of Commerce Discover Highland Run committee, please allow me to say "Thank you" for our continued partnership with the City of Highland and share my excitement about our 6th Annual Discover Highland 5/10K Run Event. It has grown each year. We are working on a goal of three hundred fifty participants at this year's run. This letter serves as a formal request for sponsorship of the Run on Saturday, October 10, 2026.

The Run will start and finish at the Arroyo Verde School. Registration will open at 7am and the Run will start at 8am. Both the Start & Finish lines will be located in the school parking lot, and sponsors will have the opportunity to set up displays in the Registration area. We are contacting Burttec Waste for recycling and trash bins, and an adequate number of portable restrooms - meeting the requirements set forth by the City - will be provided at the site. The route will remain the same as in prior years — North on Church Street, East on Baseline, South on Weaver, West on Greenspot, and North on Church Street. 10K runners will repeat the loop.

As a sponsor, we would respectfully request a fee waiver for public safety services, permit fees and any other fees associated with the City of Highland sponsoring the Run. In return, we will provide recognition through our media, marketing, and promotional opportunities. This event will provide an opportunity for both the Highland Area Chamber of Commerce and the City of Highland to highlight our local community to participants from all over Southern California.

I appreciate your consideration and look forward to working together again this year. Please feel free to contact me at (909) 864-4073 office or my cell at 909-838-8991 or via email at hcoc@highlandchamber.org.

Sincerely,

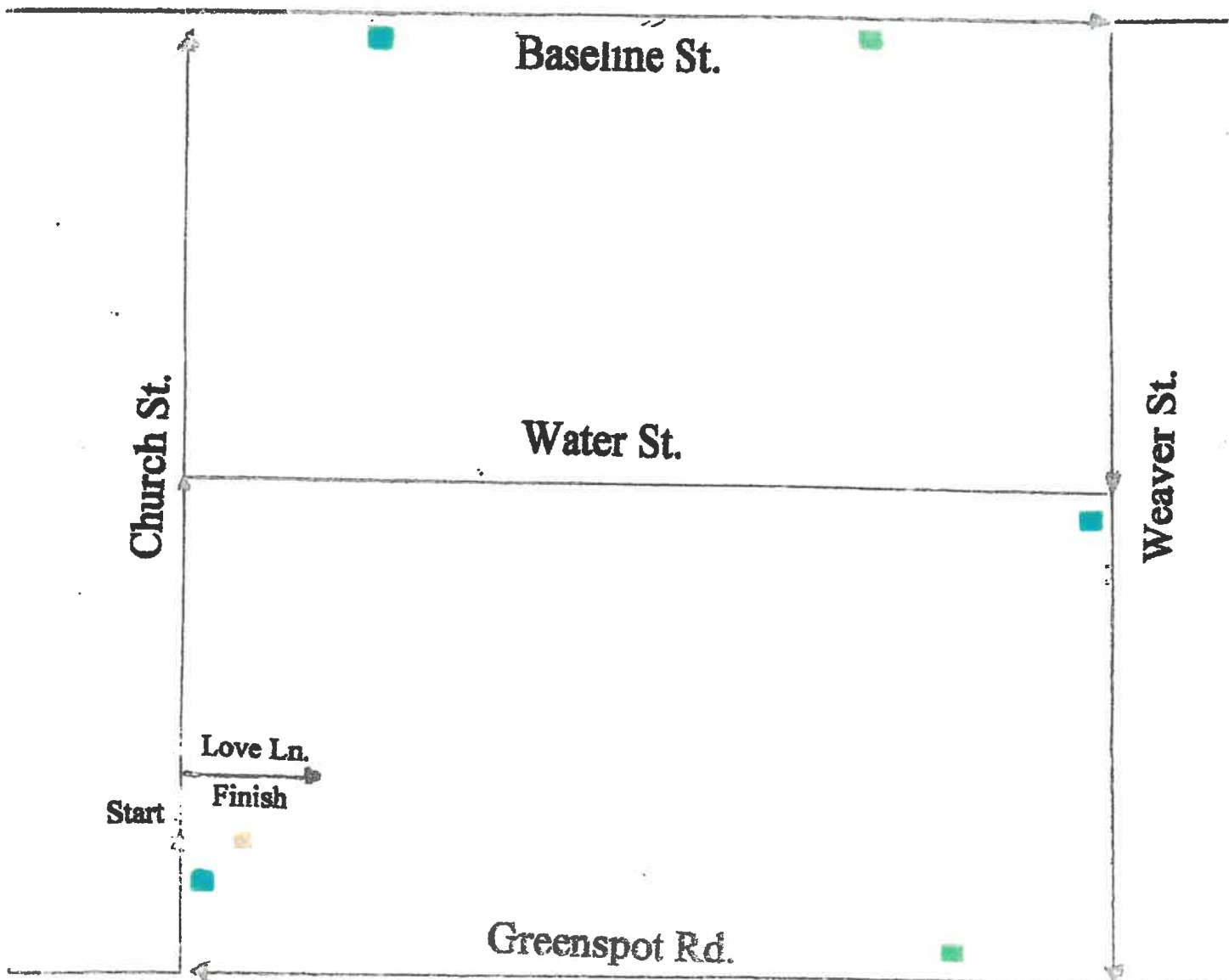
Chris Nielsen
Executive Director / Run Co-Chair
Highland Area Chamber of Commerce
27255 Messina Street / PO Box 455
Highland, CA 92346
Office (909) 864-4073 Cell (909) 838-8991
www.HighlandChamber.org

Attachment 2

Site Plan

Highland Area Chamber of Commerce

Discover Highland 5K & 10K Run Map



 = Water Station  = Vendors  = Portable Toilet

5K Run: Start on Church by Tree Closest to driveway entrance of school, Right on Baseline St., Right on Weaver St., Right on Greenspot Rd, Right on Church St. Right on Love Ln. to Finish.

10K Run: Start same as 5K Run. Do a Second lap of the 5K Run Course. Finish On Love Lane.

Attachment 3
Department Conditions

CITY OF HIGHLAND
PLANNING DIVISION CONDITIONS OF APPROVAL

Date: August 11, 2026
Applicant: Highland Area Chamber of Commerce
File/Index: Special Event Permit (SEP-26-004)
Proposal: Discover Highland Run
Location: Various Streets including Church Street, Base Line, Weaver Street, Greenspot Road, and Love Street near Arroyo Verde Elementary School.

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 include Police, Engineering/Public Works, Fire Marshal, Building & Safety, and Public Services. All required on-site and off-site conditions shall be completed prior to the event date, except where noted.

Special Event Permit No. 26-004 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 as authorized by Special Event Permit No. 26-004.
2. The subject event shall be in compliance with the approved plans on file with the City of Highland Planning Division.
 - a. The Site Plan is included as Exhibit "A".
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. Times of said event is as follows:
 - a. Saturday, October 10, 2026, event time 8:00 am – 11:00 pm, with set up and tear down likely to occur between 6:00 am and 12:00 pm.
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, 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 Applicant 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. No intensification of use event scope and nature described in the application (i.e., SEP-26-004), 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.
10. The Applicant shall comply with all Federal, State, and Local laws.
11. A written notice with the event details shall be distributed a minimum of two weeks prior to the event informing all businesses directly affected by the race day street closures.

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.

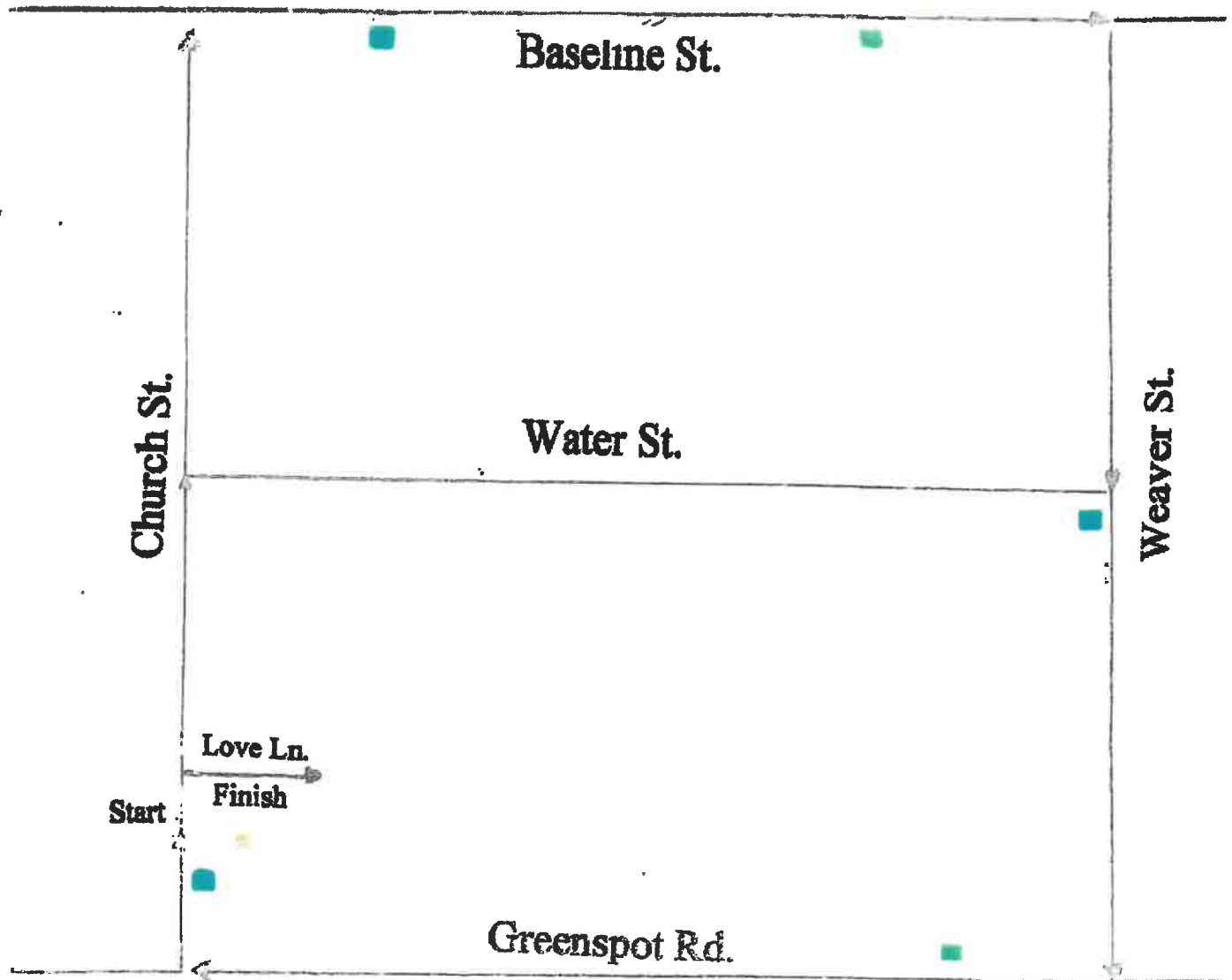
Maintenance

14. All trash, litter, debris, etc. that may be generated by the participants and organizer of the event shall be the responsibility of the applicant or property owner.

Exhibit "A"

Site Plan

Highland Area Chamber of Commerce Discover Highland 5K & 10K Run Map



 = Water Station  = Vendors  = Portable Toilet

5K Run: Start on Church by Tree Closest to driveway entrance of school, Right on Baseline St., Right on Weaver St., Right on Greenspot Rd, Right on Church St. Right on Love Ln. to Finish.

10K Run: Start same as 5K Run. Do a Second lap of the 5K Run Course. Finish On Love Lane.



AGENCY COMMENT SHEET

COMMUNITY DEVELOPMENT Planning Division

SPECIAL EVENT PERMIT

Project Planner: Tiffany Martinez

Request for Comments: July 14, 2026

Comments Due: July 27, 2026

This Application has been filed with the Community Development Department's, Planning Division. Please review the attached information and return this sheet with your comments and/or recommendations. **IF WE RECEIVE NO COMMENTS BY THE ABOVE REFERENCED DUE DATE, THEN WE WILL ASSUME YOU HAVE NO CONCERNS.** You need not return the attachments.

PROJECT:	SEP 26-004
DESCRIPTION:	Discover Highland 5k & 10k run. The run route starts and finishes at the Arroyo Verde School; north on Church St, east on Base Line, south on Weaver, west on Greenspot, and north on Church. Approximately 500 runners will participate.
LOCATION:	Staging area at Arroyo Verde Elementary – see attachment
EVENT DATE & TIME:	Saturday, October 10, 2026 - 8 am – 11 am
APPLICANT:	Highland Area Chamber of Commerce

THE FOLLOWING COMMENTS AND/OR RECOMMENDATIONS APPLY TO THE ABOVE REFERENCED ITEM(S) (Comments may be attached on your company letter head):

Please see attached Public Works cost for services

Engineering / Public Works

8-3-26

SIGNATURE

AGENCY

DATE

FIRE • BUILDING & SAFETY • CODE • ENGINEERING • EMAIL/PUBLIC WORKS • PUBLIC SERVICES • EMAIL/CALFIRE

Discover Highland 5K & 10K Run

Public Works Cost Estimate for Services

Saturday, 10/10/2026

Public Works Pre Event / No Parking Posting	Units (Hours)	Unit Price	Total
Senior Maintenance Worker - Pre Event Set Up (10-8-25)	4	81 \$	324.00

Public Works Set up (Saturday 10-10-26) Overtime Rates Apply

Senior Maintenance Workers (2 @ 2 Hours)	4	121.5 \$	486.00
Maintenance Worker I	2	174 \$	348.00
Maintenance Worker II	2	190.5 \$	381.00
Misc Signs from stock (Detour, road closed, etc.)	From stock - NC		

Public Works Removal (Saturday 10-10-26) Overtime Rates Apply

Senior Maintenance Worker	1	121.5 \$	121.50
Maintenance Worker I (2 @ 2 Hours)	4	174 \$	696.00

\$ 2,356.50



SHANNON D. DICUS, SHERIFF-CORONER

July 16, 2026

City of Highland
27215 Base Line Street
Highland, CA 92346

Re: Discover Highland 5k & 10k Run (SEP 26-004)

On October 10, 2026, the Highland Chamber of Commerce will once again host the Discover Highland 5k & 10k run. Several hundred people are expected to either participate in the run and/or visit the vendor area at Arroyo Verde Elementary School.

The runs are held on a closed course made up of four major city streets. Highland Sheriff's Station personnel will be responsible for traffic management and event security. In order to staff appropriately, and ensure public safety, we will have to bring in personnel on overtime.

The event is officially held from 8:00 am until 11:00 am, although traffic closures start well before the race and affect many of the surrounding neighborhoods and businesses.

This year's event will be staffed with the following personnel, each working a 6-hour shift from 6:00 am to noon. 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 noon, the on-scene supervisor will send employees home as appropriate.

Overtime costs are figured at the County's current 2026/2027 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)	\$1,182.00
7	Deputy Sheriffs	\$6,426.00
1	Sheriff's Service Specialist	\$194.00
8	Citizen on Patrol / Explorer Scouts	<u>No Cost</u>

Total Overtime Amount \$7,802.00

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 participants and spectators expected to enter the city and covers the required traffic control to ensure a safe event.

If you have any questions, please reach out to me.

Juan Aguirre

Juan Aguirre, Sergeant
Highland Sheriff's Station



SHANNON D. DICUS
SHERIFF-CORONER
SAN BERNARDINO COUNTY

Interoffice Memo

DATE: June 24, 2026

PHONE: 909-387-0640

FROM: CAROLINA MENDOZA, CHIEF DEPUTY DIRECTOR
Bureau of Administration

A handwritten signature in black ink, appearing to be "CM", enclosed within a circular scribble.

TO: ALL USERS

SUBJECT	FY 2026/27 UPDATED FEE SCHEDULE
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The Fiscal Year 2026/27 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 1, 2026.

Please use the attached FY 26/27 Fee Schedule to update your schedules/forms to account for the updated fees.

Thank you.

CM/bc

**SECTION 38. 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	Actual Cost
1) Initial deposit (per letter)	\$30.00
NOTE: The requestor shall pay an initial deposit to cover the cost of producing a letter certifying no criminal arrest record present in San Bernardino County. The initial deposit does not cover the cost associated with research and verification of criminal arrest history, when present.	
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	\$80.00
3) Digital images up to 10 images	\$99.00
4) Each additional digital image over 10	\$5.00
5) 3D images copy to digital format	\$151.00
e) Concealed weapon permits (reservists exempt):	
1) License, new:	
A) Standard - two year	\$158.00
B) Judicial – three year	\$158.00
2) License, renewal:	
A) Standard – two year	\$80.00
B) Judicial – three year	\$80.00

Effective: July 1, 2026

1	NOTE: The first 50% of the license fee shall be collected upon filing of the	
2	initial or renewal application. The balance of the fee shall be collected	
3	upon issuance of the license.	
4	3) Concealed weapon permit, new – 16-hour training	\$90.00
5	4) Concealed weapon permit, renewal – 8-hour training	\$45.00
6	In addition to license and training fees, concealed weapon permit applicants	
7	are required to pay applicable Department of Justice and fingerprinting live	
8	scan fees (Penal Code section 26190).	
9	5) Concealed weapon permit, modification – additional weapon, duplicate,	
10	or address change	\$16.00
11	NOTE: A pass-through processing fee of \$5.00 will be charged for both	
12	new and renewal applications. This fee is not retained by the County.	
13	f) Fingerprinting live scan	\$32.00
14	g) Response to subpoena duces tecum	\$15.00
15	h) C.A.D. record search	\$85.00/hour
16	1) Government background check	\$33.00
17	i) Public Records Act requests requiring programming and computer services	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
18	(Government Code section 7922.575)	
19		
20		
21		
22		
23		
24		
26		
27		
28	j) In-custody letters for bail bondsmen	\$30.00

1	k) Aircraft fees:	
2	1) Helicopter (UH-1H)	\$3,392.00/hour
3	2) Helicopter (B-212)	\$3,892.00/hour
4	3) Helicopter (Airbus H125)	\$2,877.00/hour
5	4) Helicopter (B-412)	\$3,379.00/hour
6	5) Airplane (King Air)	\$2,219.00/hour
7	6) Airplane (Airvan GA8)	\$1,127.00/hour
8	l) Private policing by Sheriff's Department:	
9	1) Sheriff Reserve Deputy	\$65.00/hour
10	2) Sheriff Deputy	\$153.00/hour
11	3) Sheriff Detective	\$169.00/hour
12	4) Sheriff Sergeant	\$197.00/hour
13	m) Administrative charges for explosive permits:	
14	1) Permit application	\$88.00
15	2) Permit:	
16	A) 100 lbs. explosive or less	\$2.00
17	B) Over 100 lbs.	\$10.00
18	3) Magazine/site inspection:	
19	A) Retail outlets of black sporting powder and smokeless powder	\$209.00
20	B) Manufacturer's wholesale/retail outlets of other explosives	\$257.00
21	C) All other storage magazines/sites	\$172.00
22	n) Verification of vehicle equipment citation correction	\$25.00
23	o) Vehicle releases	\$159.00
24	Fee will be waived upon presentation of sufficient proof that the vehicle was	
25	stolen. Sufficient proof includes evidence that the owner timely reported to law	
26	enforcement that the vehicle was stolen.	
27	p) Repossession recovery fee	\$15.00
28	q) Contract polygraph exams:	

Effective: July 1, 2026

1	1) Criminal exams	\$366.00
2	2) Pre-employment exams	\$225.00
3	r) Correctional education programs – Bakery and food services	Actual cost of materials
4	s) Firearm storage and related expenses (per Family Code section 6389):	
5	1) First firearm	\$80.00
6	2) Each additional firearm	\$39.00
7	3) Per day storage	\$2.00
8	t) Coroner fees:	
9	1) Coroner report of death	\$12.00
10	2) Private autopsy	\$3,846.00
11	3) Storage fee for human remains in morgue in excess of	
12	10 calendar days of Coroner notification of release	\$24.00/day,
13	(fee may be waived based on ability to pay)	not to exceed \$100.00 total
14	4) Archive retrieval	\$111.00
15	5) Body removal	\$358.00
16	6) Collection of specimens:	
17	A) DNA sample (does not include cost of tests)	\$225.00
18	B) Blood/vitreous sample (does not include cost of tests)	\$209.00
19	7) Digital images:	
20	A) Digital images up to 10 images	\$62.00
21	B) Each additional digital image over 10	\$3.00
22	8) Paraffin block re-cuts processing:	
23	A) Micro slides – regular	\$84.00/each
24	B) Micro slides – special stains	Actual Cost
25	9) Protective wear:	
26	A) Observer	\$44.00 each
27	B) Autopsy	\$50.00 each
28	10) Digital x-ray duplication	\$135.00 each

Effective: July 1, 2026

1	u) Bail bond company advertising:	
2	1) Type 1 detention facilities	\$22.00/month
3	2) Type 2 detention facilities	\$28.00/month
4	v) Background investigations required for County issued business	
5	license/operator permit (new or renewal)	\$341.00
6	w) Business licensing:	
7	1) Gun dealer permit	\$71.00
8	2) State pawnbroker permit	\$36.00
9	3) State secondhand dealer permit	\$36.00
10	4) Taxicab driver permit	\$38.00
11	5) Taxicab service:	
12	A) Application	\$34.00
13	B) Initial license	\$68.00
14	C) Annual renewal	\$97.00
15	x) Peace Officer witness deposit	\$275.00 each
16	NOTE: Additional costs, if any, over the initial \$275.00 are due and	
17	payable after all Peace Officer witness fees have been calculated.	
18	y) En route housing fee	\$246.00/day
19	z) Training course/class	Actual Cost
20	aa) Stop payment fee	\$10.00 each
21	bb) Credit card processing fee	Actual Cost
22	cc) Body-worn camera (redacted video footage)	Actual Cost
23	NOTE: Fee will be charged based on actual staff time and supplies	
24	required to produce redacted video footage.	
25	dd) Deposition fee	Actual Cost
26	NOTE: Fee will be charged based on actual staff time and supplies	
27	required to conduct the proceedings. When applicable, additional cost for	
28	mileage and transportation will be included.	



City of Highland, **FIRE PREVENTION DIVISION**, Conditions of Approval.

DATE : July 15, 2026

Page 1 of 3

APPLICANT : Highland Area Chamber of Commerce

SITE LOCATION: Various streets in East Highland (Staging Arroyo Verde Elem...)

EVENT TIME & DATE: Saturday, October 10, 2026 (Setup up 6am – Clean Up 1pm)

FILE / INDEX No.: SEP 26-004

A tiered level of mitigation options has been developed and listed below are the systems and/or modifications required for your project. Compliance with the following items is a condition of Fire Department approval of the 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 Department / Cal-Fire / California Department of Forestry and Fire Protection.

For event approval, the applicant shall comply with the currently adopted California Fire Code and all applicable appendices, statutes, codes, ordinances, standards and policies of the City of Highland Fire Prevention Division / Fire Department.

The following are general tent / air supported structure & outdoor fair & carnival requirements. For specific or detailed requirements, refer to California Fire Code & CCR T-19. The more restrictive shall apply.

1. No vehicle or internal combustion powered equipment shall be parked or located less than one hundred feet from any tent. Vehicles or other internal combustion engines necessary for the operation of the establishment and/or event, and with prior approval by the City Fire Marshal, may be parked or located less than one hundred feet from a tent or combustible structure. Said equipment and/or vehicles, shall not be located less than twenty (20) feet from same. (CFC, CCR T-19)
2. A California State Fire Marshal flame-retardant certificate must accompany this application (CCR T-19), if tent and/or air supported structures are used.

3. Fire extinguishers and other fire-protection equipment shall be provided as required. (CCR T-19 and CFC).

Minimum rating for fire extinguishers shall be:

2A-10B/C: in tents, canopies, air supported structures, vendor booths, mess halls, power generators, transformers, on fuel fired equipment, and at fuel storage areas.

40-B/C (K-Type): in / at kitchens where operation creates grease laden vapors.

Travel distance to an approved fire extinguisher, on the Mid-way, in tent enclosures and in carnival-faire areas shall not exceed seventy-five (75) feet in any direction, and shall have **"FIRE EXTINGUISHER"** signage denoting location.

One fire extinguisher minimally rated 2A-10BC shall be located **on each side of any stage** and at each cooking site.

4. Electrical and electrical wiring/generator(s) shall be installed per the California Electrical Code, inspected and approved by the Fire Marshal, City Building & Safety Official before the event. Fueling shall not be performed with the engines in operation. Extension cords that are exposed to public traffic shall be secured to prevent a tripping hazard. Cords shall be of the proper gauge, in good repair, and not be affixed to structures, extend thru doorways, windows, or walls. A cord bridge or ramp shall be provided to facilitate wheelchairs.
5. Cooking and heating equipment shall not be allowed within (20) feet of combustible materials, such as canopies and membrane structures. CFC 2404.15.6
6. A plot plan, to scale, showing location of: tent(s); carnival apparatus; power generation equipment; flammable liquid/gas storage; mid-way and/or faire event stalls relative to buildings, property lines, roads, parking and other tents shall be submitted to Fire Marshal's Office for Review and approval seven working days prior to event. A separate sheet shall be used and attached.
7. Emergency fire and rescue access lanes shall be identified on plan. Minimum width for emergency access lanes shall be twenty (20) feet and support a minimum live load for fire apparatus of 75,000 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. Emergency access lanes shall remain clear at all times to allow for quick response in the event of an emergency incident. Emergency access shall be maintained in all areas along the race route, especially those streets contained within the 'loop' as shown on the submitted map.
8. Temporary control barriers shall be erected to allow immediate removal for emergency access. Banners and signs attached to fencing shall be secured in place.

9. Provide each Race Marshal, Corner worker and Volunteer, direction on how to report emergency or other requests for assistance to minimize delay in responding.

If you have any questions or concerns regarding the above or wish to discuss other mitigation alternatives contact the City of Highland Fire Prevention.

City of Highland - Fire Prevention
909-864-6861 x 248

Building and Safety Division Conditions of Approval

Date: 07/27/2025

Applicant: Highland Area Chamber of Commerce

Site Location: Staging at Arroyo Verde Elementary and various locations mapped for run.

Event Date: Saturday, October 10th, 2026 ; 8:00 – 11:00 AM

Project: SEP 26-004

1. Where Restrooms are provided: Provide accessible restroom facilities (where clustered shall provide 5% accessible but not fewer than 1)
2. Use of E-Z Up type shade canopies are to be secured to prevent overturning.
3. 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.



Intra-office Memorandum

City of Highland

DATE: July 20, 2026

TO: Tiffany Martinez, Assistant Planner

FROM: Ryan Ramos, Public Services Coordinator

CC: Melissa Morgan, Public Services Manager

SUBJECT: SPECIAL EVENT PERMIT ISSUANCE CLEARANCE FORM (SEP 26-004)
DISCOVER HIGHLAND 5K & 10K RUN

The Public Services Division will approve this Special Event Permit with the following conditions:

1. 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.

2. 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. There must be one recycling and one organics container next to each trash receptacle throughout the duration of the event. Portable can and bottle recycling containers may be borrowed from the Public Services Division (see agreement attached). Burrtec Waste Industries can be contacted at (909) 889-1969. Any CRV generated during the event may be kept by the Chamber of Commerce.

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 909-864-6861 ext. 271



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.



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](https://www.sbcountywater.org/Report)
To dispose of hazardous waste, call the San Bernardino County Fire Dept. - CUPA Program **(909) 386-8401**