

# WORK PROGRAM



2023-2024



February 22, 2023

Highland City Council and Community:

The 2023/2024 Work Program is the document that will guide the City over the next two years. The Council and staff had three public meetings, reviewed the issues, and prepared the document which will provide the direction over this period of time.

The City Council has used this process in giving policy direction to the organization for over 30 years. It has proven to be an extremely effective policy tool.

The Work Program has been recognized by the League of California Cities as one of the truly outstanding strategic planning programs in the State. In 2001 the Work Program was awarded the prestigious Helen Putnam Award of Excellence.

This year there were 31 new work items. As a result of the prioritization process, 28 work items received a high/urgent priority and were placed on the time table. The organization will focus its energies on these items during the next two years.

I want to thank the City Council and staff for the time and energy that was put into this important process.

Sincerely,

Joseph Hughes  
City Manager

## BACKGROUND

This marks the 34th consecutive year in which the City has successfully completed the Work Program process. The process begins every other December when Staff prepares a list of proposed Work Items to be considered by the City Council. In addition, Staff completes an in-depth analysis of their ongoing work in a time utilization study which determines the amount of time available for any new work items.

The following is the rating system that was used to rank the Work Items:

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

### Ranges

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

This year there are 31 Work Items of which 28 (90%) are Urgent or High Priorities that were given dates of accomplishments as shown in the Work Item Time Table.

It is not possible to foresee all of the issues that may arise in the next two years. When new issues do appear, Staff will bring them forward to the City Council to be prioritized taking the overall 2023-2024 Work Program into consideration. With this program in place Staff has the direction to move forward and accomplish the community's most pressing needs.



# CITY OF HIGHLAND 2023/2024 GOALS AND OBJECTIVES TIME TABLE

URGENT AND HIGH PRIORITY ITEMS								
<i>ADMINISTRATION - CITY CLERK/PERSONNEL/CITY ATTORNEY</i>								
GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Explore the need to purchase and implement an updated version of Financial Management Software from existing vendor or competitor								X
<i>PUBLIC SAFETY - FIRE/POLICE</i>								
GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Firearm Detection Canine			X					
(2) Side by Side Off-Road Utility Vehicles				X				
Replacement Command Post Vehicle				X				
Purchase of Fire Training Structure								X
Purchase of Backup Power Supply Industrial Generators for Fire Station No 1 & 2		X						
<i>PUBLIC WORKS/ENGINEERING/MAINTENANCE/PUBLIC SERVICES</i>								
GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Determine Funding Level and Prioritize Project Locations for 5 - Year City - Wide Pavement Management Program		X						

**PUBLIC WORKS/ENGINEERING/MAINTENANCE/PUBLIC SERVICES Continued...**

GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Initiate Development of the Highland/San Bernardino 5th Street Corridor Improvement Project				X				
Seek Grant Funding to Complete Right-of-Way and construction of the Highland/Redlands Connector Project				X				
Complete Construction of the City Creek/Alabama Street Bikeway Project								X
Complete Right-of-Way and obligate Federal Funds for construction of the Base Line Bridge over City Creek								X
Complete Environmental and Initiate Design of Orange Street Bridge over Plunge Creek Overflow								X
Implement of the Project Approval & Environmental Documents Phase of the Victoria Interchange Project								X
Implement of the Project Approval & Environmental Documents Phase of the 5th Street Interchange Project								X
Implement Strategies to Balance Landscape Maintenance District Budget								X
Aurantia Park Trash and Recycle Dumpster Enclosure			X					
Improve City Hall Solid Waste Enclosure to Increase Security and Prevent Illegal Dumping			X					
Paint City Hall Exterior Stucco and Trims					X			
Fire Station #3 HVAC System Replacement and Modification						X		
Replace Fuel Dispensing System at Police Station							X	

**COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT**

GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Residential Solar On-line Permitting		X						
Airport Gateway Specific Plan				X				
Annex Southeast Corner of Victoria & 5th Street			X					

**COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT Continued...**

GOAL/OBJECTIVE	2023				2024			
	1ST	2ND	3RD	4TH	1ST	2ND	3RD	4TH
Host the Annual Citrus Harvest Festival	X				X			
Community Trails Signage (Trail Identification and Way Finding Signage)				X				
Jeffrey Court Refinance (term extension & unit upgrades)							X	
Adoption of Vehicle Miles Traveled (VMT) Guidelines							X	
Wakeland Affordable Housing Agreement and Ground Lease (Central Ave)		X						



# CITY OF HIGHLAND

## 2023/2024

# GOALS AND OBJECTIVES RANKING

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

### ADMINISTRATION - CITY CLERK/PERSONNEL/CITY ATTORNEY

GOAL/OBJECTIVE	JC	PL	LM	AS	JT	AVERAGE
Explore Updating City Logo	P	LP	P	P	P	P
Explore the need to purchase and implement an updated version of Financial Management Software from existing vendor or competitor	HP	HP	HP	HP	UP	HP+

### PUBLIC SAFETY - FIRE/POLICE

GOAL/OBJECTIVE	JC	PL	LM	AS	JT	AVERAGE
Firearm Detection Canine	HP	UP	HP	HP	P	HP
(2) Side by Side Off-Road Utility Vehicles	P	HP	HP	P	HP	HP-
Replacement Command Post Vehicle	P	HP	HP	HP	HP	HP-
(1) Side by Side Off-Road Utility Vehicle	P	P	P	P	UP	P+
Purchase of Fire Training Structure	P	HP	HP	HP	HP	HP-
Purchase of Backup Power Supply Industrial Generators for Fire Station No 1 & 2	HP	HP	HP	UP	HP	HP+

**PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES**

<b>GOAL/OBJECTIVE</b>	<b>JC</b>	<b>PL</b>	<b>LM</b>	<b>AS</b>	<b>JT</b>	<b>AVERAGE</b>
Determine Funding Level and Prioritize Project Locations for 5 - Year City - Wide Pavement Management Program	UP	HP	HP	UP	HP	HP+
Initiate Development of the Highland/San Bernardino 5th Street Corridor Improvement Project	UP	HP	HP	HP	HP	HP+
Seek Grant Funding to Complete Right-of-Way and construction of the Highland/Redlands Connector Project	HP	P	HP	HP	HP	HP-
Complete Construction of the City Creek/Alabama Street Bikeway Project	UP	P	HP	HP	LP	HP-
Complete Right-of-Way and obligate Federal Funds for construction of the Base Line Bridge over City Creek	HP	HP	UP	HP	UP	HP+
Complete Environmental and Initiate Design of Orange Street Bridge over Plunge Creek Overflow	HP	HP	HP	HP	HP	HP
Implement of the Project Approval & Environmental Documents Phase of the Victoria Interchange Project	HP	UP	HP	HP	HP	HP+
Implement of the Project Approval & Environmental Documents Phase of the 5th Street Interchange Project	HP	HP	UP	HP	HP	HP+
Implement Strategies to Balance Landscape Maintenance District Budget	UP	P	HP	HP	HP	HP
Aurantia Park Trash and Recycle Dumpster Enclosure	HP	HP	HP	HP	HP	HP
Improve City Hall Solid Waste Enclosure to Increase Security and Prevent Illegal Dumping	HP	HP	HP	HP	HP	HP

***PUBLIC WORKS/ENGINEERING/PUBLIC SERVICES Continued...***

<b>GOAL/OBJECTIVE</b>	<b>JC</b>	<b>PL</b>	<b>LM</b>	<b>AS</b>	<b>JT</b>	<b>AVERAGE</b>
Paint City Hall Exterior Stucco and Trims	HP	HP	LP	HP	UP	HP-
Fire Station #3 HVAC System Replacement and Modification	UP	UP	HP	HP	HP	HP+
Replace Fuel Dispensing System at Police Station	HP	HP	HP	HP	HP	HP

***COMMUNITY DEVELOPMENT/BUILDING & SAFETY/CODE ENFORCEMENT***

<b>GOAL/OBJECTIVE</b>	<b>JC</b>	<b>PL</b>	<b>LM</b>	<b>AS</b>	<b>JT</b>	<b>AVERAGE</b>
Residential Solar On-line Permitting	UP	P	P	HP	P	HP-
Airport Gateway Specific Plan	P	HP	HP	HP	P	HP-
Annex Southeast Corner of Victoria & 5th Street	P	UP	HP	HP	UP	HP+
Host the Annual Citrus Harvest Festival	UP	HP	P	HP	P	HP-
Community Trails Signage (Trail Identification and Way Finding Signage)	HP	HP	P	HP	HP	HP-
Historically and Culturally Significant Art Program	UP	HP	P	HP	D	P+
Jeffrey Court Refinance (term extension & unit upgrades)	HP	HP	HP	HP	UP	HP+
Adoption of Vehicle Miles Traveled (VMT) Guidelines	P	UP	HP	UP	P	HP
Wakeland Affordable Housing Agreement and Ground Lease (Central Ave)	UP	UP	HP	HP	HP	HP+

# WORK PROGRAM 2023/2024

## RATING SYSTEM

URGENT PRIORITY (8 Points) -	Critically important that this item be completed during the two-year period. (So important that it would be all right if it were the only item accomplished - although there maybe more than one)
HIGH PRIORITY (6 Points) -	Very important that this item be completed during the two-year period.
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DELETE (0 Points) -	This item should be removed from the Work Program.

### Ranges

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

# CITY OF HIGHLAND

## HOURS FOR ON-GOING ACTIVITIES

### 2023/2024

**ADMINISTRATION**

**STAFF MEMBERS:**

Chuck Dantuono, Director of Administrative Services  
 Leticia Nava-Cruz, Asst. Director of Administrative Services  
 Michelle Gomez, Accountant  
 Lia Dominguez, Accounting Assistant II  
 Debbie Ludolph, Accounting Assistant II  
 Betty Hughes, City Clerk  
 Alondra Munoz, Deputy City Clerk  
 Lissette Nock, Administrative Assistant III  
 Bianey Fleming, Administrative Assistant I  
 Shawn Kasner, Administrative Services Manager

ACTIVITY	CD	LN-C	MG	LD	DL	BH	AM	LN	BF	SK	Total Hours	Legal Req.
<b>Daily</b>												
General Clerical	155	180	60	50	10	150	150	595	30		1380	
Deposits & Deposits Review	75	60	100	208							443	
Dog Licensing (New)		10	10	312	10						342	yes
Cash Register		10	10	312	10						342	
Cash Log	25	5	5						100		135	
Postage/Mail		5	5		100						110	
Administration	80	30									110	
Petty Cash		20									20	
Computer/Equipment/Network										803	803	
Council Mail						50					50	
Internal/External Requests						110	200				310	
Mail									150		150	
Receptionists Duties								200	920		1120	
Records Management						150	250	155	105		660	
Scanning/Archiving Permanent Records						50	200	315	375		940	
<b>Weekly</b>												
Accounts Payable/Warrants	13	24	30	150	700						917	yes
Accounts Receivable	3	50	110								163	
Purchase Orders	13	15		104	5						137	yes
Purchasing	2			153							155	
Business Licenses (New)		5	5	5	270						285	yes
Parking Cite Administration		5	42								47	yes



ACTIVITY	CD	LN-C	MG	LD	DL	BH	AM	LN	BF	SK	Total Hours	Legal Req.
City Audit	100	100	5								205	yes
Special Purpose Audits	10	20									30	yes
Budget	250	150	10			20				5	435	yes
Fee Study	20	20	5								45	yes
Grants	5	65	63								133	yes
W-2's and 1099's		10			10						20	yes
Award Applications	2										2	
State Controller's Reports		20									20	yes
AB 1600 DIF/Dev Fees annual reports	2	2									4	yes
AB 2766 AQMD annual report		5									5	
ROPS & SA Debt	5										5	yes
Work Program	10	2									12	
Fixed Asset Inventory		15									15	yes
Annual Payroll Tax Reports		6	4								10	yes
Investment Policy/Reports	5										5	yes
CFD Tax Levy/Admin	130										130	yes
FPPC Filings (campiagn/ethics)						120	40				160	yes
Goals & Objectives	20		15	14	14	20					83	
IT Contract Maintenance										10	10	
<b>Miscellaneous</b>												
Personnel	125	15						20			160	yes
IT	30										30	
Disaster Preparedness		5									5	
Benefits	26	40									66	yes
Staff Reports	35	12				40	10				97	
Worker's Compensation Claims	10	4									14	yes
Seminars/Conferences/Meetings	15	15	15	4	2						51	
Personnel/Benefits Requests	5	26	10								41	
Investments/Wires	15	10									25	
Financial Software Maintenance	3	20									23	
General Ledger Maintenance	3	15									18	
Refuse Liens		10	10								20	yes
Bids						20	15	5			40	yes





# CITY OF HIGHLAND HOURS FOR ON-GOING ACTIVITIES 2023/2024

**PUBLIC WORKS DEPARTMENT**

**STAFF MEMBERS:**

Carlos Zamano, Public Works Director/City Engineer  
 Matt Bennett, Assistant Public Works Director  
 Melissa Morgan, Public Services Manager  
 Jim Richardson, Public Works Manager  
 Ben Booth, Senior Civil Engineer  
 Carlos Florez, Public Works Coordinator  
 Denise Moreno, Volunteer Services Coordinator  
 Salli Wilson, Code Compliance Officer  
 Angel Halloway, Senior Maintenance Worker  
 Brandon Coleman, Maintenance Worker II  
 Gerald Peck, Maintenance Worker I  
 Jack Avon, Maintenance Worker I  
 Kevin Layne, Maintenance Worker II  
 Ryan Ramos, Maintenance Worker I  
 Jay Tuttle, Assistant Engineer  
 Christine Looper, Engineering Technician II

ACTIVITY	CZ	MB	MM	JR	BB	CF	DM	SW	GP	AH	BC	RR	JA	KL	JT	CL	Total Hours	Legal Req.
<b>Administration:</b>																		
Management Staff Meetings	40	40	40	40													160	
Department Meetings	24	35	35	55	35	15			35	35	35	35	35	35	20	35	464	
General Supervision/Coordination	100	100	150	150		75	15									15	240	
Goals/Budget Preparation	50	50	50	60		15											270	
City Stds./Dept. Policies/Staff Reports	80	60	40	20	20										15	35	150	
City Council Subcommittees	60	30	30	30													64	
SBCTA/Flood Control Meetings	60	4																
Administrative Support						100									5	1,042	1,147	
Weekly Newsletter/Construction Project Updates	40	10	10	5	10	40										52	167	
Energy Leadership Meetings				5														
<b>Mandated Programs:</b>																		
Solid Waste		4	375			300		950									1,629	YES
NPDES	10	20	650			900											1,580	YES
<b>Total On-Going Activities</b>	<b>1,622</b>	<b>1,625</b>	<b>1,635</b>	<b>1,605</b>	<b>1,605</b>	<b>1,725</b>	<b>27,067</b>											
<b>Staff Time Available</b>	<b>1,725</b>	<b>27,600</b>																
<b>Time Available for Goals Per Year</b>	<b>103</b>	<b>100</b>	<b>90</b>	<b>120</b>	<b>120</b>												<b>533</b>	
<b>Total Hrs. Available for 2-Year Work Prog.</b>	<b>206</b>	<b>200</b>	<b>180</b>	<b>240</b>	<b>240</b>												<b>1,066</b>	



**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Explore Updating City Logo

**DEPARTMENTS RESPONSIBLE:** City Clerk

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Work with a Subcommittee on gathering ideas for developing a new City logo and obtain City Council approval on final design.

Funding Source: General Fund

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

- Giving our logo a more polished and contemporary feel
- Compatibility with website

The intent is not to replace the City logo in all locations but only update where feasible such as City letterhead, business cards and website.

**3. ORIGIN OF ISSUE:**

COUNCIL \_\_\_\_\_

STAFF  X

GEN. PLAN \_\_\_\_\_

BOARD/COMMISSION \_\_\_\_\_

OUTSIDE REQUEST \_\_\_\_\_

LEGAL OBLIGATION \_\_\_\_\_

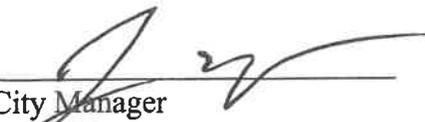
**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 20-30.

**5. ARE CONTRACT SERVICES REQUIRED? Yes.**  
**IF SO, WHAT TYPE?** Graphic Artist Vendor.

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.**

REVIEWED BY:

PROPOSED BY:

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
City Clerk

12/28/22  
\_\_\_\_\_  
DATE

1/3/2023  
\_\_\_\_\_  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Explore the need to purchase and implement an updated version of Financial Management Software from existing vendor or competitor.

**DEPARTMENTS RESPONSIBLE:** Finance.

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Tyler Technologies will stop supporting our current Financial Management Software, Eden Inforum Gold, on March 1, 2027. Tyler Technologies has extended an offer to migrate to another Tyler Technologies product named Enterprise (Munis) at no relicensing cost to the City. Finance staff has met with Tyler and received a quote for conversion and implementation. Conversion and implementation will take approximately 2 years.

Funding Source: General Fund/Building Services.

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

Whether the City purchases the software from Tyler Technologies or a competitor, this item is essential because the current product will become obsolete on March 1, 2027. Tyler Technologies is a member of Sourcewell. As a member of Sourcewell, the City can take advantage of competitive pricing. Since 1995, the City has a long-standing relationship with Tyler Technologies and their products are very user friendly. Staff will also look at their competitors' products. Finance wanted to bring this item to the City Council's attention as an upcoming substantive item for the 2025-2027 biennial budget.

**3. ORIGIN OF ISSUE:**

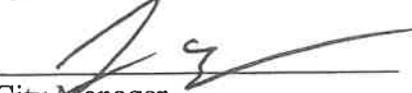
COUNCIL	___	STAFF	<u>X</u>
GEN.PLAN	___	BOARD/COMMISSION	___
OUTSIDE REQUEST	___	LEGAL OBLIGATION	___

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 10 hours.

**5. ARE CONTRACT SERVICES REQUIRED?** Not currently. This item is for informational purposes about a substantial purchase in the next Work Program & Budget. **IF SO, WHAT TYPE?** N/A.

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22?** No.

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/25/22  
\_\_\_\_\_  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Director of Administrative Services

12/29/22  
\_\_\_\_\_  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Firearm Detection Canine

**DEPARTMENTS RESPONSIBLE:** Police Department

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

A firearm detection canine would be used to locate illegal firearms, ammunition and improvised explosive weapons during routine traffic enforcement, search warrants and complex criminal investigations. This item would reduce the number of weapons used in local crimes.

Funding Source: General Fund

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

Both legal and illegal firearms used in criminal acts, are becoming more and more prevalent in our community. On average, Deputies assigned to the Highland Station, seize a firearm almost every day. These are often used in crimes or located on narcotics dealers and even transients. Typically, these firearms are found to be ghost guns. A ghost gun is an unregistered firearm or firearm manufactured without serial numbers so it cannot be traced.

A firearm detection canine would help locate these weapons in an effort to combat their use in criminal activity. This program would require the purchase of the animal and a specially equipped vehicle. It would also require ongoing food and veterinary care for the life of the dog. An existing Deputy Sheriff position assigned to the Quality of Life Team, would be used as the handler.

**3. ORIGIN OF ISSUE:**

COUNCIL\_\_\_

STAFF  X

GEN.PLAN\_\_\_

BOARD/COMMISSION

OUTSIDE REQUEST\_\_\_

LEGAL OBLIGATION

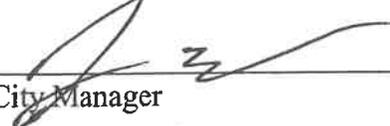
**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 1**

**5. ARE CONTRACT SERVICES REQUIRED? Yes**

**IF SO, WHAT TYPE?** Amending the contract with the SB County Sheriff's Dept.

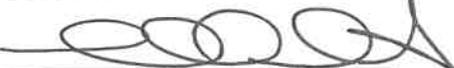
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/21/22  
\_\_\_\_\_  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Director of Administrative Services

12/29/22  
\_\_\_\_\_  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** (2) Side by Side Off-Road Utility Vehicles

**DEPARTMENTS RESPONSIBLE:** Police Department

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

The Police Department is requesting (2) multi-purpose side by side off-road utility vehicles for use during regular enforcement and special events.

Funding Source: General Fund

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

With increasing crime and homeless issues occurring in the washes, hills and unpaved areas around the city, more robust and specialized off-road vehicles are needed. Currently, the Police Department has a single side by side Mule. However, it is primarily designed as farm equipment and not adequate for law enforcement operations in terms of speed and capability.

Purchasing two specially designed side by side utility vehicles will allow deputies to access and patrol more remote and off-road areas experiencing increases in homeless camps and illegal activity. Two vehicles would allow multiple employees and supervisors to work together and allow for prisoner transport and/or movement of equipment and property. In addition to their use in routine enforcement, the utility vehicles would be used for special events such as the Citrus Harvest Festival, 4th of July Parade, Immanuel Baptist Church fireworks show, YMCA 5k-10k run, and our local Bike Classic. Often with crowds of pedestrians at these events, it is difficult to maneuver around with a larger patrol car.

**3. ORIGIN OF ISSUE:**

COUNCIL

STAFF

GEN.PLAN

BOARD/COMMISSION

OUTSIDE REQUEST

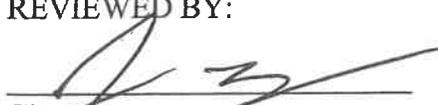
LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 5**

**5. ARE CONTRACT SERVICES REQUIRED? No IF SO, WHAT TYPE? N/A**

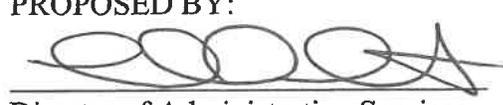
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Director of Administrative Services

12/29/22  
DATE

**2023 AND 2024**  
**PROPOSED NEW WORK ITEM**

**ITEM:** Replacement Command Post Vehicle

**DEPARTMENTS RESPONSIBLE:** Police Department

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

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

Funding Source: General Fund

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

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

**3. ORIGIN OF ISSUE:**

COUNCIL\_\_\_

STAFF

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BOARD/COMMISSION

OUTSIDE REQUEST\_\_\_

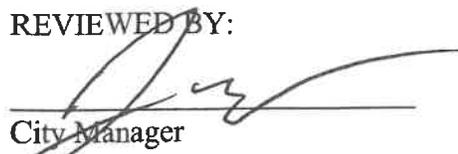
LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 10**

**5. ARE CONTRACT SERVICES REQUIRED? No IF SO, WHAT TYPE? N/A**

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

REVIEWED BY:

  
City Manager

12/29/22  
DATE

PROPOSED BY:

  
Director of Administrative Services

12/29/22  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** (1) Side by Side Off-Road Utility Vehicle

**DEPARTMENTS RESPONSIBLE:** Fire Department

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

The Fire Department is requesting a multi-purpose side by side off-road utility vehicle for use during special events.

Funding Source: Fire Department Equipment Reserve Fund

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

Purchasing a specially designed side by side utility vehicle will allow fire department personnel to access more remote and off-road areas. In addition to their use in remote areas of the city, the utility vehicle would be used for special events such as the Citrus Harvest Festival, 4th of July Parade, Immanuel Baptist Church fireworks show, YMCA 5k-10k run, and our local Bike Classic. Often with crowds of pedestrians at these events, it is difficult to maneuver around with a larger fire engine.

**3. ORIGIN OF ISSUE:**

COUNCIL\_\_\_

STAFF X

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OUTSIDE REQUEST\_\_\_

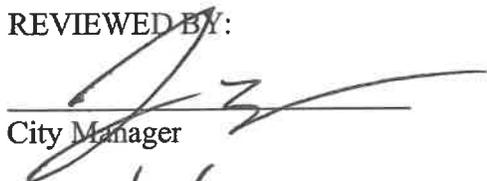
LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 5**

**5. ARE CONTRACT SERVICES REQUIRED? No IF SO, WHAT TYPE? N/A**

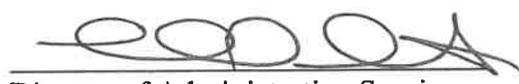
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/25/22  
\_\_\_\_\_  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Director of Administrative Services

12/29/22  
\_\_\_\_\_  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Purchase of Fire Training Structure

**DEPARTMENTS RESPONSIBLE:** Fire Department

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

The Fire Department is requesting a multi-purpose fire training structure with the goal of providing a better training experience for fire professionals.

**Funding Source:**

- #1. Fire Department Equipment Reserve Fund.
- #2. San Manuel.
- #3. CAL FIRE.

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

Purchasing a multi-purpose fire training structure will serve your current and future firefighters for decades to come.

The city currently possesses land/space to build a fire training structure behind Fire Station 3. A fire training structure would greatly enhance manipulative fire ground safety and tactics for commercial and residential structure fires which include force entry, search & rescue, ventilation, and self-firefighter rescue. Objective is to provide a training structure for firefighters to continue performing real life fire ground operations in a secured safe controlled environment. Exercising skills through training is critical for the safety and performance for the City's Firefighters as well as the life safety of the public within Highland.

**3. ORIGIN OF ISSUE:**

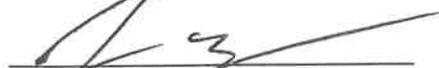
COUNCIL ___	STAFF
GEN.PLAN ___	BOARD/COMMISSION
OUTSIDE REQUEST ___	LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 90**

**5. ARE CONTRACT SERVICES REQUIRED? Yes.  
IF SO, WHAT TYPE? Contractor.**

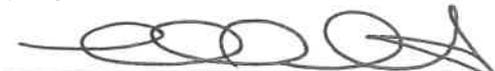
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Director of Administrative Services

12/29/22  
DATE

**2023 AND 2024**  
**PROPOSED NEW WORK ITEM**

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

**DEPARTMENTS RESPONSIBLE:**

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

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

Funding Source: Fire Department equipment reserve account.

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

Currently generators at Fire Station 1 and Fire Station 2 are not Backup Power Supply Systems / Industrial Generators that can support normal fire station operations. Both fire stations have been utilizing large portable generators. Fire Station 1 and Fire Station 2 generators can only generate enough power to sustain a refrigerator and a smaller A/C unit, leaving each fire Station's personnel with no other option but having to resort to monitoring hand-held radios to receive critical dispatch information. Apparatus bay doors are left in an unlocked position to pull fire engines in and out of the apparatus bays. This also delays response to 911 emergencies because personnel must manually close bay doors. Manual operated bay doors leave the fire station unsecured during power outages due to wind events and other power loss events.

With the purchase of two new industrial generators, both Fire Stations will be able to continue normal operations responding to emergencies and safeguarding civilians when power is lost to a fire station due to a wind event or grid failure.

Since the last Work Program, we've been coordinating with Southern California Edison to obtain power usage for Fire Station No. 1 & Fire Station No. 2, so we have the correct spec for the power module to support our needs. Once completed, we will obtain the purchase price for the generators through Sourcewell and present this to the City Council. If approved, we anticipate a project start date in quarter 1 of next year.

**3. ORIGIN OF ISSUE:**

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**GEN.PLAN**\_\_\_

**OUTSIDE REQUEST**\_\_\_

**STAFF** **X**

**BOARD/COMMISSION**

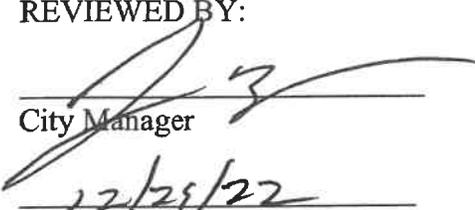
**LEGAL OBLIGATION**

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 50**

5. **ARE CONTRACT SERVICES REQUIRED?** Yes  
**IF SO, WHAT TYPE?** Yes. General Construction Contractor / Electrical Contractor

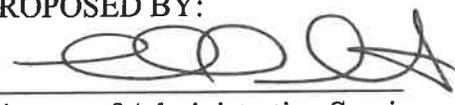
6. **IS THIS A CARRY-OVER ITEM FROM 2021-22?** Yes

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/25/22  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Director of Administrative Services

12/29/22  
DATE

**2023 AND 2024**  
**PROPOSED NEW WORK ITEM**

**ITEM:** Determine Funding Level and Prioritize Project Locations for 5-Year City-Wide Pavement Management Program

**DEPARTMENTS RESPONSIBLE:** Public Works/Engineering

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

- Utilizing information included in the final report of the Pavement Management Program, which will be available in the first quarter of 2023, develop a priority list of locations for pavement projects based on various maintenance strategies such as crack seal, slurry seal, overlay and rehabilitation.
- Identify potential fund sources for implementation of the Pavement Management program City-wide.
- Obtain City Council policy direction relative to allocation of City resources and long-term fund level to implement the Pavement Management Program
- Based on the amount of anticipated City funds to be allocated to the Pavement Management Program, select street locations for pavement projects for incorporation in the City's future 5-year Capital Improvement Programs and Measure I 5-year CIP's.

Funding Source: Gasoline Tax (SB-1), Measure I Local Street Program Pass-Thru funds, CDBG funds, General Capital Financing (MOE and Pavement Impact Fee) and CalRecycle RAC Grant funds

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

The City-wide Pavement Maintenance Program is an effective tool to quantitatively analyze and evaluate pavement conditions, and to develop the best strategies to maintain pavement of the City's 152 centerline miles of streets. Proper planning and construction of pavement projects, which is supported by an appropriate level of available funding, is essential for the City to keep its streets in good conditions for an extended period of time. Additionally, the proposed multi-year pavement program with specific street locations will facilitate better coordination of construction projects among the City and the various public agencies and utilities.

**3. ORIGIN OF ISSUE:**

**COUNCIL**

**GEN.PLAN**

**OUTSIDE REQUEST**

**STAFF X**

**BOARD/COMMISSION**

**LEGAL OBLIGATION**

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80**

**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**  
Engineering

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes**

REVIEWED BY:

  
\_\_\_\_\_

City Manager

12/29/22  
DATE

PROPOSED BY:

  
\_\_\_\_\_

Public Works Director

12/29/2022  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Initiate Development of the Highland/San Bernardino 5<sup>th</sup> Street Corridor Improvement Project

**DEPARTMENTS RESPONSIBLE:** Engineering

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

- Initiate discussions with City of San Bernardino, IVDA, San Manuel Band of Mission Indians and East Valley Water District for a joint project for 5<sup>th</sup> Street between Victoria Avenue and Del Rosa Drive.
- Seek approval of cooperative agreement with participating agencies.
- Seek potential grant funding to construct the proposed 5<sup>th</sup> Street improvements.

Funding Source: Gasoline Tax (SB-1), Measure I Local Street Program Pass-Thru funds, City of San Bernardino, County of San Bernardino, IVDA, San Manuel Band of Mission Indians, and EVWD.

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

The pavement condition for 5<sup>th</sup> Street is in very poor condition. The proposed joint pavement rehabilitation project will provide a good and safe roadway surface to support traffic circulation and emergency services.

**3. ORIGIN OF ISSUE:**

COUNCIL

GEN.PLAN

OUTSIDE REQUEST

STAFF X

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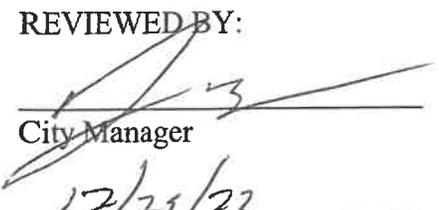
LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 60**

**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**  
Engineering

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

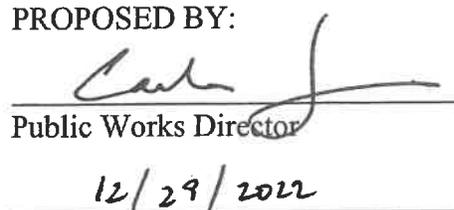
REVIEWED BY:

  
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City Manager

DATE

12/29/22

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

DATE

12/29/2022

**2023 AND 2024**  
**PROPOSED NEW WORK ITEM**

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

**DEPARTMENTS RESPONSIBLE:** Engineering

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

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

Funding Source: Federal ATP grant, SBCTA TDA Article 3 grant, and City of Redlands

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

Construction of this project was funded through ATP Cycle 2 grant. However due to extremely high environmental mitigation measures for the San Bernardino Kangaroo Rat required by the California Department of Fish and Wildlife (CDFW), the cities of Highland and Redlands were forced to cancel the ATP funds. With environmental and design phases complete, this project will compete well for ATP Cycle 7 Grant cycle. SBCTA has offered to take the lead with preparation of this grant application. The proposed widening and improvement of Boulder Avenue/ Orange Street will provide an adequate and safer link of travel between the cities of Highland and Redlands.

**3. ORIGIN OF ISSUE:**

**COUNCIL**

**GEN.PLAN X**

**OUTSIDE REQUEST**

**STAFF X**

**BOARD/COMMISSION**

**LEGAL OBLIGATION**

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 60**

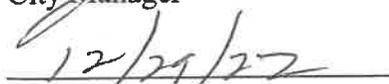
**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**

Right of Way, Construction Management and Inspection Services

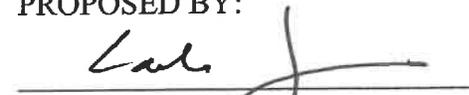
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes**

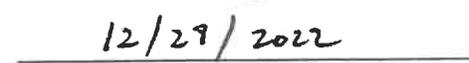
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City Manager

  
\_\_\_\_\_  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

  
\_\_\_\_\_  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Complete Construction of the City Creek/Alabama Street Bikeway Project

**DEPARTMENTS RESPONSIBLE:** Engineering

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Complete construction of the proposed bikeway/walkway on the west City Creek levee.

Funding Source: Federal ATP grant, Measure I Local Street Program Pass-Thru funds, and City of San Bernardino

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

The proposed widening and improvement of Alabama Street and the proposed bikeway/walkway on the City Creek levee will improve traffic safety on Alabama Street and promote active transportation in the City.

**3. ORIGIN OF ISSUE:**

**COUNCIL**

**STAFFX**

**GEN.PLANX**

**BOARD/COMMISSION**

**OUTSIDE REQUEST**

**LEGAL OBLIGATION**

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 60**

**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**  
Construction Management and Inspection Services

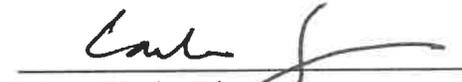
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

12/29/2022  
DATE

**2023 AND 2024**  
**PROPOSED NEW WORK ITEM**

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

**DEPARTMENTS RESPONSIBLE:** Engineering

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

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

Funding Source: Federal Highway Bridge Program grant, and City RDA bond proceeds

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

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

**3. ORIGIN OF ISSUE:**

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**BOARD/COMMISSION**

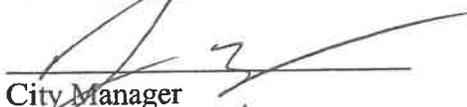
**LEGAL OBLIGATION**

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 120

**5. ARE CONTRACT SERVICES REQUIRED?** Yes      **IF SO, WHAT TYPE?**  
Engineering and Right of Way Services

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22?** Yes

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

12/29/2022  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

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

**DEPARTMENTS RESPONSIBLE:** Engineering

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

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

Funding Source: Federal Highway Bridge Program Grant, and City Development Impact Fee

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

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

**3. ORIGIN OF ISSUE:**

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OUTSIDE REQUEST

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BOARD/COMMISSION

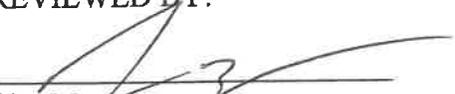
LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 100**

**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**  
Environmental and Engineering Services

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

12/29/2022  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

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

**DEPARTMENTS RESPONSIBLE:** Engineering

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

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

Funding Source: Indian Gaming Special Distribution Grant, San Manuel Community and Credit Fund and San Manuel Band of Mission Indians

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

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

**3. ORIGIN OF ISSUE:**

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OUTSIDE REQUEST <input checked="" type="checkbox"/>	LEGAL OBLIGATION <input checked="" type="checkbox"/>

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80**

**5. ARE CONTRACT SERVICES REQUIRED? Yes**      **IF SO, WHAT TYPE?**  
Environmental and Engineering Services

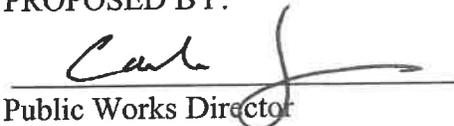
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

12/29/2022  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Implementation of the project approval and environmental document phase of the 5<sup>th</sup> Street Interchange Project.

**DEPARTMENTS RESPONSIBLE:** Engineering

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

- The Project Approval and Environmental Document (PAED) for the proposed 5<sup>th</sup> Street Interchange project includes eastbound on and off ramp additional lanes and widening of 5<sup>th</sup> Street at SR-210 to ultimate width.
- Negotiate funding contributions from CEMEX/Robertson's Ready Mix
- Prepare Request for Proposal, select consultants for the PAED work.
- Begin PAED work.

Funding Source: City Measure I Arterial Funds, City Development Impact Fees, and SBCTA Freeway Interchange Program Funds,

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

Construction of these interchange improvements at SR-210/5<sup>th</sup> Street will provide direct, safe and efficient freeway access for vehicular and truck traffic.

**3. ORIGIN OF ISSUE:**

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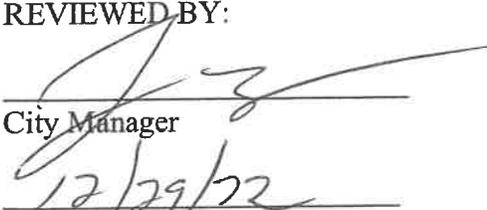
LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 160**

**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**  
Environmental and Engineering Services

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes**

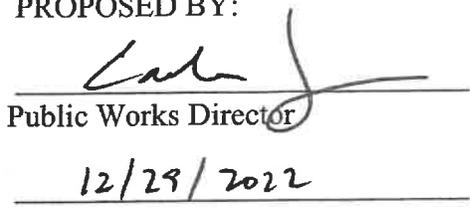
REVIEWED BY:

  
\_\_\_\_\_  
City Manager

DATE

12/29/22

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

DATE

12/29/2022

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Implement Strategies to Balance Landscape Maintenance District Budget

**DEPARTMENTS RESPONSIBLE:** Public Works/Public Services

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

- Evaluate various options to reduce expenditures and/or increase revenues such as:
  - a. Reduction of maintenance services;
  - b. Increase hardscape;
  - c. Increase annual assessment for zones that have a deficit.
- Develop viable strategies for implementation to balance the district's annual budget.
- Conduct public outreach to gain understanding and support from affected residents and businesses.

Funding Source: General Fund and Assessment District

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

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

**3. ORIGIN OF ISSUE:**

COUNCIL

STAFF

GEN.PLAN

BOARD/COMMISSION

OUTSIDE REQUEST

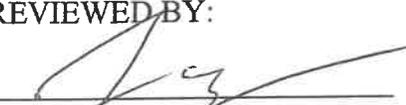
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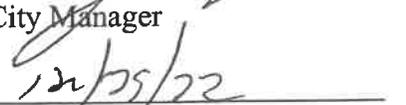
**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80**

**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**  
Assessment Engineering Services and Legal Services

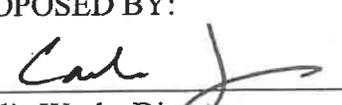
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes**

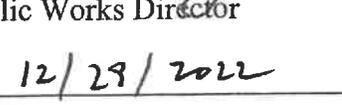
REVIEWED BY:

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

  
\_\_\_\_\_  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Aurantia Park Trash and Recycle Dumpster Enclosure

**DEPARTMENTS RESPONSIBLE:** Public Works/Engineering

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Install trash and recycle dumpster enclosure to manage trash and recyclables on site.

Funding Source: General Funds

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

Aurantia Park is one of the City's most used parks and does not have on site trash or recyclable containers for disposal of trash, dog waste, and recyclable materials. This work item would allow staff and janitorial service to manage waste and recyclables on site.

**3. ORIGIN OF ISSUE:**

COUNCIL

STAFF

GEN.PLAN

BOARD/COMMISSION

OUTSIDE REQUEST

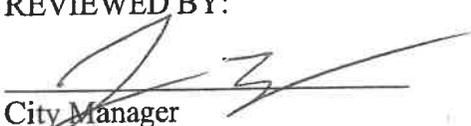
LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 32**

**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**  
Concrete/Masonry, Fencing/Ironwork and Paint.

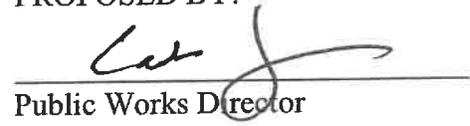
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

12/29/2022  
DATE

**2023 AND 2024**  
**PROPOSED NEW WORK ITEM**

**ITEM:** Improve City Hall Solid Waste Enclosure to Increase Security and Prevent Illegal Dumping

**DEPARTMENTS RESPONSIBLE:** Public Works/Public Services

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

- Prepare design improvements to include solid roof and cage structure
- Construct solid waste enclosure

Funding Source: General Fund and General Capital Finance

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

The City Hall solid waste enclosure is currently open and accessible to the public which results in continuous illegal dumping and scavenging incidents. Improving the facility with a solid roof and a cage structure will allow staff to secure the area to minimize these occurrences.

**3. ORIGIN OF ISSUE:**

COUNCIL

STAFF

GEN.PLAN

BOARD/COMMISSION

OUTSIDE REQUEST

LEGAL OBLIGATION

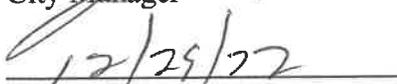
**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 20**

**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**  
Construction

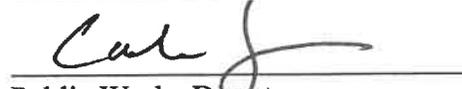
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

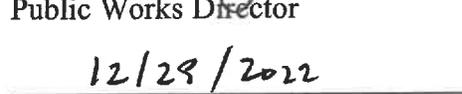
REVIEWED BY:

  
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City Manager

  
\_\_\_\_\_  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

  
\_\_\_\_\_  
DATE

**2023 AND 2024**  
**PROPOSED NEW WORK ITEM**

**ITEM:** Paint City Hall Exterior Stucco and Trims

**DEPARTMENTS RESPONSIBLE:** Public Works

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Power wash, preparation and painting of City Hall.

Funding Source: General Funds

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

City Hall wood trim is in need of treatment for protection from elements and stucco is degrading in appearance.

**3. ORIGIN OF ISSUE:**

COUNCIL\_\_

STAFF X

GEN.PLAN\_\_

BOARD/COMMISSION

OUTSIDE REQUEST\_\_

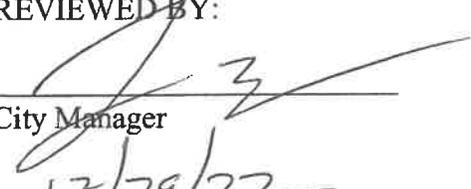
LEGAL OBLIGATION\_\_

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 25**

**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**  
Painting, Miscellaneous surface repairs

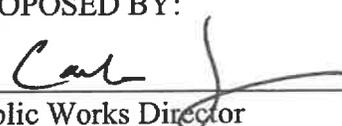
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

12/29/2022  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Fire Station #3 HVAC System Replacement and Modification

**DEPARTMENTS RESPONSIBLE:** Public Works

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Remove existing HVAC system components and install new energy efficient system with ducted distribution throughout, including new thermostats and controls.

Funding Source: General Funds

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

In recent years the ageing HVAC system at Fire Station #3 has required frequent repairs. The current system is very specialized with proprietary controls and requires technical ability to perform maintenance and repairs. Several system components are currently inoperable, and repairs would be costly. The current system has been operating in bypass mode which is inefficient with very limited control. The proposed new system would be a conventional HVAC system with non-proprietary controls that would be more accessible to available technicians and flexible for occupants and staff.

**3. ORIGIN OF ISSUE:**

COUNCIL

STAFF

GEN.PLAN

BOARD/COMMISSION

OUTSIDE REQUEST

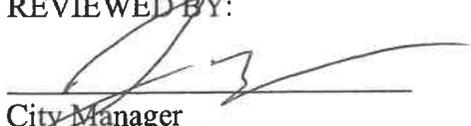
LEGAL OBLIGATION

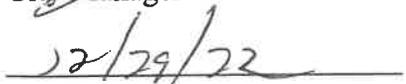
**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 32**

**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**  
Mechanical Engineering Services and HVAC Contractor.

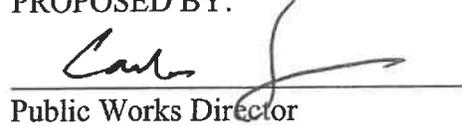
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Public Works Director

  
\_\_\_\_\_  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Replace Fuel Dispensing System at Police Station

**DEPARTMENTS RESPONSIBLE:** Public Works

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Replace existing fuel control and dispensing equipment for gas and diesel tanks.

Funding Source: General Funds

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

The fuel dispensing equipment at the Police Station is obsolete and repair parts are not readily available in the event there is a failure. Due to upgraded emission standards, new equipment that is available is not compatible with the existing system. As result, the pedestals, pumps, and controller need to be replaced at the same time.

**3. ORIGIN OF ISSUE:**

COUNCIL\_\_\_

STAFF X

GEN.PLAN\_\_\_

BOARD/COMMISSION

OUTSIDE REQUEST\_\_\_

LEGAL OBLIGATION\_\_\_

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 32**

**5. ARE CONTRACT SERVICES REQUIRED? Yes IF SO, WHAT TYPE?**  
Fuel System Contractor

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

REVIEWED BY:



City Manager

12/29/22

DATE

PROPOSED BY:



Public Works Director

12/29/2022

DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Residential Solar On-line Permitting

**DEPARTMENTS RESPONSIBLE:** Building & Safety

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Staff to develop a streamlined permitting process for the installation of small residential rooftop solar energy systems and residential energy storage systems. The permitting process would include the implementation of an online/web based, permitting platform that verifies code compliance and allows for permit issuance online (using iWorQ services).

Funding Source: General Fund

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

This work program item will align with the State Energy Resources Conservation and Development Commission (Energy Commission), which includes administering programs for the installation of solar energy systems.

The City currently offers expedited review under Ordinance 401 (expedited & streamlined process for residential solar). The proposed on-line permitting process would significantly reduce or even eliminate delays in processing solar permits.

**3. ORIGIN OF ISSUE:**

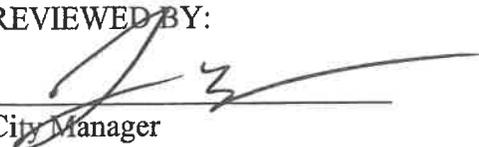
COUNCIL	__	STAFF	<u>X</u>
GEN.PLAN	__	BOARD/COMMISSION	
OUTSIDE REQUEST	__	LEGAL OBLIGATION	<u>X</u>

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 40**

**5. ARE CONTRACT SERVICES REQUIRED? No IF SO, WHAT TYPE?**

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

DATE

12/29/22

PROPOSED BY:

  
\_\_\_\_\_  
Community Development Director

DATE

12/29/22

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Airport Gateway Specific Plan

**DEPARTMENTS RESPONSIBLE:** Planning / Public Works

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Coordinate with SBIA, IVDA, City of San Bernardino, County of San Bernardino, EVWD and the San Manuel Band of Mission Indians to draft and adopt a Specific Plan for the corridor. Identify goals, vision and administrative procedures that will ensure the success north of the San Bernardino International Airport. During this process, the City will evaluate its existing Business Park and Industrial Zoning District permitted uses, and standards. The City will review the boundaries of the Business Park and Industrial Zoning District and explore ways to facilitate employment generating uses.

Funding Source: SBIAA/IVDA Funded (nominal General Fund – Planning Division to conduct public meetings)

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?  
WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

It is in the City's best interest to have input into the regional plan and work collaboratively with all other agencies affected. The City's Business Park and Industrial Zoning Districts are strategically located close to the San Bernardino International Airport with exceptional access to SR210. The Districts also provide some of the best opportunity areas for local employment for the City. A detailed evaluation of the City's existing Business Park and Industrial Zoning District uses, and standards are necessary to ensure the districts are permitting the appropriate mix of uses consistent with the General Plan goals inclusive of the Economic Development Element.

**3. ORIGIN OF ISSUE:**

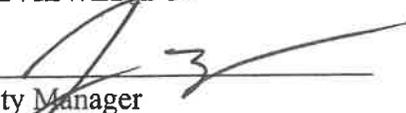
<u>COUNCIL</u> <u>X</u>	STAFF
GEN.PLAN <u>    </u>	BOARD/COMMISSION
OUTSIDE REQUEST <u>X</u>	LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 120

**5. ARE CONTRACT SERVICES REQUIRED?** No.      **IF SO, WHAT TYPE?**

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22?** Yes.

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
\_\_\_\_\_  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Community Development Director

12/29/22  
\_\_\_\_\_  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Annex Southeast Corner of Victoria & 5<sup>th</sup> Street

**DEPARTMENTS RESPONSIBLE:** Planning / Finance

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

A warehouse/logistics development proposal at the southeast corner of Victoria and 5<sup>th</sup> Street straddles the boundary of the City of Highland and City of San Bernardino with the majority located in Highland. A Local Agency Formation Commission (LAFCO) annexation application for approximately .5 acres from San Bernardino to Highland is proposed.

Funding Source: Developer-funded Entitlement Application Fees

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

Allow for the orderly development of Business Park uses in the City and adjust boundaries between the Cities in a way that provides for the ease of entitling the project and the provision of services following entitlement. It would be best if the entire property were one jurisdiction. The developer, San Bernardino staff and Highland staff agree that Highland is the logical choice as it contains most of the project footprint.

**3. ORIGIN OF ISSUE:**

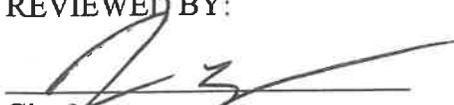
COUNCIL	___	STAFF	<u>X</u>
GEN.PLAN	___	BOARD/COMMISSION	
OUTSIDE REQUEST	<u>X</u>	LEGAL OBLIGATION	

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 160**

**5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?**

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
\_\_\_\_\_  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Community Development Director

12/29/22  
\_\_\_\_\_  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Host the Annual Citrus Harvest Festival

**DEPARTMENTS RESPONSIBLE:** Planning / Public Works / Public Services / Finance

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Coordinate the 2023 and 2024 Citrus Harvest Festivals (25<sup>th</sup> and 26<sup>th</sup> Annual). Manage the vendors, historic home tour, car show, entertainment, marketing, and other aspects of the event.

Funding Source: Prior year's proceeds and General Fund

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL?  
WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

To foster public awareness of the City's citrus heritage, Historic District, and cultural resources.

**3. ORIGIN OF ISSUE:**

COUNCIL

GEN.PLAN

OUTSIDE REQUEST

STAFF

BOARD/COMMISSION

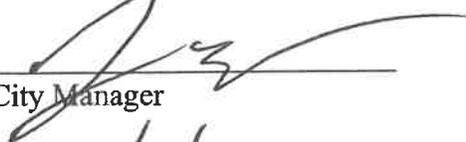
LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 300+**

**5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?**

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
\_\_\_\_\_  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Community Development Director

12/29/22  
\_\_\_\_\_  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Community Trails Signage (Trail Identification and Way Finding Signage)

**DEPARTMENTS RESPONSIBLE:** Planning / Public Works

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

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

Funding Source: State Recreational Trails Grant and General Fund

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

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

**3. ORIGIN OF ISSUE:**

<input type="checkbox"/> COUNCIL	<input type="checkbox"/> STAFF
<input type="checkbox"/> GEN.PLAN	<input checked="" type="checkbox"/> BOARD/COMMISSION <u>CTC</u>
<input type="checkbox"/> OUTSIDE REQUEST	<input type="checkbox"/> LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80**

**5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?**

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? Yes**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

DATE

12/28/22

PROPOSED BY:

  
\_\_\_\_\_  
Community Development Director

DATE

12/29/22

**2023 AND 2024**  
**PROPOSED NEW WORK ITEM**

**ITEM:** Historically and Culturally Significant Art Program

**DEPARTMENTS RESPONSIBLE:** Planning

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Develop and implement a review and approve process for requests to install murals and artwork around the City with a focus on local historical and cultural significant images and events. This program is intended to reduce graffiti in the City and create an attractive community identity. It is envisioned that all proposed murals and artwork will be reviewed by the Planning Commission and City Council prior to installation.

Funding Source: General Fund, Business Donations, Grants

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

The City's General Plan Chapter 10, Community Design Element Policies and Goals encourages the City to continue to identify opportunities to incorporate public art in conjunction with development and capital improvement projects. Once initiated, the work program will create a unified and attractive community identity. In addition, several billion dollars a year are spent in dealing with the illegal graffiti vandalism issues in the United States. If graffiti is not controlled or cleaned up quickly it can seriously affect the perception of crime within a community. The perception impacts the quality of life in Highland, decreases the value of real estate, and impacts local businesses. This Work Program is intended to deter and reduce graffiti, and to help the City's public works graffiti clean-up efforts.

**3. ORIGIN OF ISSUE:**

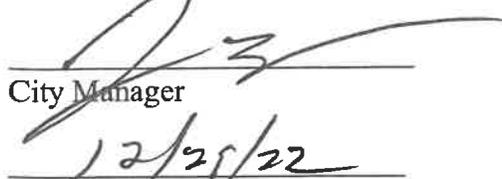
COUNCIL <u>    </u>	STAFF <u>X</u>
GEN.PLAN <u>X</u>	BOARD/COMMISSION
OUTSIDE REQUEST <u>    </u>	LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM:** 100

**5. ARE CONTRACT SERVICES REQUIRED? No. IF SO, WHAT TYPE?**

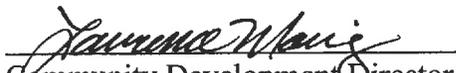
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

DATE

PROPOSED BY:

  
\_\_\_\_\_  
Community Development Director

DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Jeffrey Court Refinance (term extension & unit upgrades)

**DEPARTMENTS RESPONSIBLE:** Housing Authority

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

Facilitate the early repayment of loans by Housing Ventures I of their outstanding debts to the Housing Authority/Former Redevelopment Agency related to Jeffrey Court Senior Apartments on Central Avenue. The repayment will be accompanied by the extension of affordable housing covenants on the property for an additional 24 years. The repayment will assist Housing Ventures I in refinancing the project and making funds available for interior and exterior upgrades to Jeffrey Court.

Funding Source: Housing Authority

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

The project's refinancing will upgrade and improve Jeffrey Court and will extend its affordable housing covenants. This will further the Housing Authority's goals to create and maintain affordable housing in Highland.

**3. ORIGIN OF ISSUE:**

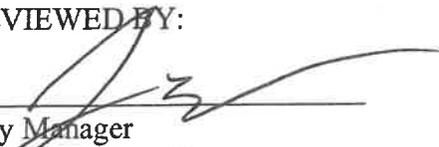
COUNCIL <u>    </u>	STAFF <u>  X  </u>
GEN.PLAN <u>    </u>	BOARD/COMMISSION
OUTSIDE REQUEST <u>  X  </u>	LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 240**

**5. ARE CONTRACT SERVICES REQUIRED? Yes. IF SO, WHAT TYPE?**  
Housing Consultant (TKE) and Special Legal Counsel (RWG).

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
\_\_\_\_\_  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Community Development Director

12/29/22  
\_\_\_\_\_  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Adoption of Vehicle Miles Traveled (VMT) Guidelines

**DEPARTMENTS RESPONSIBLE:** Planning / Engineering

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

The State has found that local government agencies should review a project's traffic-related impacts in terms of "Vehicle Miles Traveled" instead of the more antiquated "Level of Service" method. The State as well as San Bernardino County have initiated modeling that determines traffic impacts and appropriate mitigation. However, it is a city's prerogative to adopt its own standards specific to its land use patterns and traffic circulation so long as it is in keeping with the overall state guidelines.

Funding Source: Planning / Public Works Division General Fund

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

It would provide for more individualized standards relevant to the City of Highland instead of relying on the county-wide model.

**3. ORIGIN OF ISSUE:**

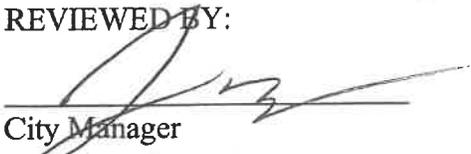
COUNCIL___	STAFF <u>X</u>
GEN.PLAN___	BOARD/COMMISSION
OUTSIDE REQUEST___	LEGAL OBLIGATION

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 80**

**5. ARE CONTRACT SERVICES REQUIRED? Unknown. IF SO, WHAT TYPE?**

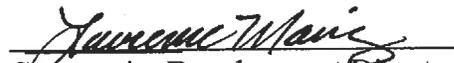
**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.**

REVIEWED BY:

  
\_\_\_\_\_  
City Manager

12/29/22  
DATE

PROPOSED BY:

  
\_\_\_\_\_  
Community Development Director

12/29/22  
DATE

**2023 AND 2024  
PROPOSED NEW WORK ITEM**

**ITEM:** Wakeland Affordable Housing Agreement and Ground Lease (Central Ave)

**DEPARTMENTS RESPONSIBLE:** Housing Authority

**1. WHAT ARE THE KEY ELEMENTS OF THE WORK ITEM?**

The project is to secure an Affordable Housing Agreement (AHA) between the Highland Housing Authority/City of Highland and Wakeland Housing and Development Corporation. The AHA and related Ground Lease will detail the development of an approximately 89 unit affordable senior housing community on 3.75 acres owned by the Housing Authority. Wakeland is a non-profit housing organization that responded to the Authority's inquiry for a development partner to further the Authority's efforts in building new affordable senior apartments in Highland.

Funding Source: Housing Authority

**2. WHY SHOULD THIS WORK ITEM BE CONSIDERED BY THE CITY COUNCIL? WHAT IS THE SIGNIFICANCE OF THIS WORK ITEM?**

It has been a long term goal of the Housing Authority to develop affordable senior housing units at its property at 7433 Central Avenue. The 3.75 acre property was purchased for this purpose which will construct approximately 89 affordable housing units with modern amenities to lower income senior citizens.

**3. ORIGIN OF ISSUE:**

<b>COUNCIL</b> ___	<b>STAFF</b> <u>X</u>
<b>GEN.PLAN</b> ___	<b>BOARD/COMMISSION</b>
<b>OUTSIDE REQUEST</b> ___	<b>LEGAL OBLIGATION</b>

**4. ESTIMATED WORK HOURS TO COMPLETE WORK ITEM: 200**

**5. ARE CONTRACT SERVICES REQUIRED? Yes. IF SO, WHAT TYPE?**  
Housing Consultant (TKE) and Special Legal Counsel (RWG).

**6. IS THIS A CARRY-OVER ITEM FROM 2021-22? No.**

REVIEWED BY:



City Manager

12/29/22  
DATE

PROPOSED BY:

  
Community Development Director

12/29/22  
DATE