

# COMMUNITY TRAILS AGENDA

## REGULAR MEETING

**DATE:** November 10, 2016  
**TIME:** 5:00 p.m.  
**LOCATION:** Highland City Hall  
Leo Donahue Council Chambers  
27215 Base Line  
Highland, CA 92346

### MEMBERS

Mark Lyons, Vice Chairman  
Dan Bautista, Member  
Laura Beachtel, Member  
Joseph Ellis, Member  
Dennis Johnson, Member

### STAFF

Lawrence A. Mainez, Community Development Dir.  
Kim Stater, Asst. Community Development Dir.  
Tom Thornsley, Associate Planner  
Brandy Littleton, Administrative Assistant III

CITY OF HIGHLAND  
27215 BASE LINE • HIGHLAND, CALIFORNIA 92346  
PHONE (909) 864-6861; FAX (909) 862-3180  
Website: [www.cityofhighland.org](http://www.cityofhighland.org)



The City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to attend or participate in this meeting, please call the City Clerk's Office at (909) 864-6861 Ex. 226, at least 48 hours prior to the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the Community Trails Committee, less than 72 hours prior to that meeting, are available for public inspection at Highland City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

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**COMMUNITY TRAILS COMMITTEE  
REGULAR MEETING AGENDA  
November 10, 2016  
5:00 P.M.**

**1.0 CALL TO ORDER**

Pledge of Allegiance

**2.0 REORGANIZATION OF THE COMMUNITY TRAILS COMMITTEE**

**2.1 Election of Chairman**

RECOMMENDATION: That the Community Trails Committee conduct an Election for Chairman.

**3.0 COMMUNITY INPUT**

Citizens wanting to address the Community Trails Committee will be asked to give their name, address, and the subject to be addressed on a speaker form and return it to the Recording Secretary. **Comments are limited to three minutes and are meant to be an opportunity to express one's views and not to debate the issues.**

**4.0 CONSENT CALENDAR**

**4.1 Minutes of July 14, 2016, Regular Meeting**

RECOMMENDATION: Approve the minutes, as submitted.

**5.0 NEW BUSINESS**

**5.1 Appoint a Community Trails Committee Member to Serve on the Street Naming Committee**

RECOMMENDATION: That the Community Trails Committee appoint one (1) member to serve on the Street Naming Committee.

**5.2 Wash Plan Trails Master Plan – Draft Final Presentation**

RECOMMENDATION: That the Community Trails Committee hear the San Bernardino Valley Water Conservation District's presentation on the Wash Plan Trails Master.

5.3 Consideration of the 2017 Community Trails Day Date and Event Location Options

RECOMMENDATION: That the Community Trails Committee discuss the 23<sup>rd</sup> Annual Community Trails Day Event and provide Staff with recommendations to establish a date and location for hosting of this event for City Council consideration.

5.4 Consideration of Interpretive Sign Topics at the Iron Bridge Shade Shelter

RECOMMENDATION: That the Community Trails Committee hear Staff's presentation on the 5<sup>th</sup> Street/Greenspot Road Bikeway Improvements and the discussion on interpretive sign options for installation in the area of the shade structure at the Iron Bridge and provide comments, as appropriate.

5.5 Code of Ethics Annual Review

RECOMMENDATION: That the Community Trails Committee review the current Code of Ethics and make any recommendations or changes, if needed, to the City Council.

5.6 Establishing Future Agenda Items for the Next Regular Meeting

RECOMMENDATION: That the Community Trails Committee provide staff with direction for future topics of discussion at the next scheduled meeting.

**6.0 ANNOUNCEMENTS**

**7.0 ADJOURN**

The next Community Trails Committee regular meeting is tentatively scheduled for December 8, 2016.

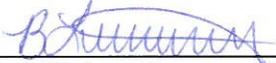
I, Brandy Littleton, Community Development Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 7<sup>th</sup> of November, 2016, by 5:30 p.m. on our website at [www.cityofhighland.org](http://www.cityofhighland.org) and in the following designated areas:

Highland Branch Library  
7863 Central Avenue

Fire Station No. 1  
26974 Base Line

City Hall  
27215 Base Line

Date: November 7, 2016

  
\_\_\_\_\_  
Brandy Littleton, Community Development Administrative Assistant III



# STAFF REPORT

## TO THE COMMUNITY TRAILS COMMITTEE

**DATE:** November 10, 2016

**FROM:** Lawrence A. Mainez, Community Development Director

**PREPARED BY:** Brandy Littleton, Community Development Administrative Assistant III

**SUBJECT:** Election of Chairman

**RECOMMENDATION:** That the Community Trails Committee conduct an Election for Chairman.

**BACKGROUND:** In accordance with Highland Municipal Code Section 2.32.040 the Community Trails Committee will annually meet to appoint a Chairman and Vice Chairman for the coming year. On July 14, 2016, Chairman Brent Merideth resigned from the Community Trails Committee, leaving the Chairman position vacant. Therefore, it would be appropriate to open nominations and elect a Chairman, at this time.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2.1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	



# STAFF REPORT

## TO THE COMMUNITY TRAILS COMMITTEE

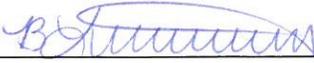
**DATE:** November 10, 2016

**FROM:** Lawrence A. Mainez, Community Development Director

**PREPARED BY:** Brandy Littleton, Community Development Administrative Assistant III

**SUBJECT:** Minutes from the July 14, 2016 Regular Meeting.

**RECOMMENDATION:** Staff recommends the Community Trails Committee approve the minutes, as submitted.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4.1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

**REGULAR MINUTES  
COMMUNITY TRAILS COMMITTEE  
July 14, 2016**

**1.0 CALL TO ORDER**

The regular meeting of the Community Trails Committee of the City of Highland was called to order at 5:03 p.m. by Chairman Merideth in the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Chairman	Brent Merideth
	Vice Chairman	Mark Lyons
	Members	Joseph Ellis
		Dennis Johnson
		Julio Silva

Absent: None

Staff Present: Tom Thornsley, Associate Planner  
Brandy Littleton, Community Development Administrative Assistance III

The Pledge of Allegiance was led by Chairman Merideth.

**2.0 COMMUNITY INPUT**

There was none.

**3.0 CONSENT CALENDAR**

**3.1 Minutes of May 12, 2016, Regular Meeting.**

**A MOTION** was made by Vice Chairman Lyons and seconded by Chairman Merideth to approve the minutes, as submitted.

Motion carried, 5-0.

**4.0 NEW BUSINESS**

**4.1 Review of the Public Works' Standard Drawings for Community Trails and Accessory Elements**

Associate Planner Thornsley Presented the Staff Report.

Member Johnson, in regards to safety, questioned why we would design for walkers and riders to be on the same path, at the same time. Associate Planner Thornsley clarified that they would not necessarily be the same path; but on multipurpose trails, that is all the room we have allocated. Associate Planner Thornsley stated there are three (3) basic types of

trails: the Multipurpose Trail, Class I Bicycle Trails, and Dual-Use trails. Member Johnson asked if there would be a situation where the first phase can be expanded. Associate Planner Thornsley responded there would have to be a designated easement width that we want now, for Developers to develop the trail with new development. Member Johnson stated other agencies may dedicate easements. Associate Planner Thornsley responded that it is complicated to use other agencies rights-of-way. Member Johnson suggested asking for more easement upfront rather than settling. Chairman Merideth requested the maximum width to be (14') fourteen feet rather than (12') twelve feet and asked if the fences could be optional, as it can deter from the natural beauty of the trail. Vice Chairman Lyons concurred with Chairman Merideth and stated if the fences are not optional, they should designate proper height of fences for a more open feel.

Drawing 501, Chairman Merideth stated DG trails get muddy in the rain and hard surfaced trails would allow more options for transportation. Associate Planner Thornsley responded that this was one trail option and new trail options could be created later. Member Johnson questioned if these options were presented to the BIA. Associate Planner Thornsley responded that it is up to the community, not the BIA; this is a matter of design concept appropriateness rather than cost. Member Johnson asked if these were flexible drawings. Associate Planner Thornsley responded they are to a point, but at the time that the subdivision map would come in, we would be defining what it is they need to design in to their project.

Vice Chairman Lyons requested the reference to trail fence be changed to rail fence.

Drawing 500, Member Johnson questioned the trail in relation to being an equestrian trail. Associate Planner Thornsley responded multipurpose trails were intended for pedestrians and horses as mountain bikes were not around when these concepts were designed. Member Johnson asked if it was an issue. Associate Planner Thornsley responded that these trails should suffice.

Vice Chairman Lyons inquired about requiring water bars on the trails.

Drawing 502, Vice Chairman Lyons requested the term Trail Fence be replaced with Rail Fence, for consistency. Associate Planner Thornsley explained that the term identifies a fence for the trail; not the specific type of fencing.

Associate Planner Thornsley indicated that requirements on fencing could entail two rails, rather than three rails. The Committee concurred to this option.

Vice Chairman Lyons indicated PVC railing is easily damaged and suggested a wooden fence, if any fence is necessary.

Vice Chairman Lyons indicated that a step-through does not work well on the Aplin Trail for baby buggies. Chairman Merideth stated the goal-post design deters motorbikes better but still wants to allow baby carriages to pass.

Member Johnson left the dais at 6:24 pm.

Member Ellis left the dais at 6:37 pm.

The committee designed a trail design with a twelve foot trail and varied placement of the sidewalk and landscape buffer.

The committee designed a Class I Bicycle trail with varied improvement areas no less than eight feet wide and a twelve foot easement.

The committee designed a dual trail design that is paved and multiuse with four feet DG and eight feet pavement for 2-way bike traffic.

#### 4.2 Establishing Future Agenda Items for the Next Regular Meeting

Associate Planner Thornsley Presented the Staff Report.

#### 5.0 **ANNOUNCEMENTS**

Chairman Merideth resigned from his position.

#### 6.0 **ADJOURN**

There being no further business, Chairman Merideth declared the meeting adjourned at 7:24 pm.

Submitted by:

Approved by:

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Brandy Littleton, Administrative Assistant III  
Community Development

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Mark Lyons, Vice Chairman  
Community Trails Committee



# STAFF REPORT

## TO THE COMMUNITY TRAILS COMMITTEE

**DATE:** November 10, 2016

**FROM:** Lawrence A. Mainez, Community Development Director

**PREPARED BY:** Brandy Littleton, Community Development Administrative Assistant III

**SUBJECT:** Appointment a Community Trails Committee Member to Serve on the Street Naming Committee

**RECOMMENDATION:** That the Community Trails Committee appoint one (1) member to serve on the Street Naming Committee.

**PUBLIC NOTICE:** No Public Notice is required prior to the Community Trails Committee taking action on this item.

**BACKGROUND:** Per City Council Resolution No. 2001-006, the Street Naming Committee consists of one member from the Community Trails Committee, the Historic and Cultural Preservation Board, and the Greater Highland Area Chamber of Commerce Board of Directors who lives in the City. The members of the Committee, Board, and Chamber are selected by their individual entity and serve for a period of two (2) years.

On February 11, 2015, the Community Trails Committee appointed Michael Haynes to the Street Naming Committee who later resigned on December 3, 2015 with his term set to expire March 2017

The member of the Community Trails Committee to serve on the Street Naming Committee is appointed by a majority vote of the Community Trails Committee. Therefore, it would be appropriate for the Community Trails Committee to elect a member to serve on the Street Naming Committee.

Attachment: Resolution No. 2001-006

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5.1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

RESOLUTION NO. 2001 - 006

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,  
CALIFORNIA, ESTABLISHING A STREET NAMING COMMITTEE AND  
RESCINDING RESOLUTION NO. 92-54**

**WHEREAS**, in order for the City of Highland (hereinafter the "City") to develop and maintain a cohesive and logical system for the naming of streets within the City it is necessary to establish a Street Naming Committee to devise a system for the naming of streets and to prepare a list of acceptable street names within the City for use by developers; and

**WHEREAS**, the Street Naming Committee has been a useful tool in providing direction to the development community and staff; and

**WHEREAS**, the City Council feels it is in the best interest of the City to maintain the Street Naming Committee and by the reorganization of the Street Naming Committee it would be more efficient and provide greater input on the selection of street names.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Highland does hereby establish the Street Naming Committee (herein referred to as the "Committee").

**SECTION 1. Membership - Number and Term.**

The Committee shall consist of three members including a member of the Community Trails Committee, Historic and Cultural Preservation Board, and a member of the Highland Area Chamber of Commerce Board of Directors. Each of the Committee members shall be appointed by a majority vote of the Community Trails Committee, Historic and Cultural Preservation Board, and of the Highland Area Chamber of Commerce Board of Directors in which they will represent on the Street Naming Committee. All appointments to the Committee shall be residents of the City.

The appointment to the Committee shall be for a two (2) year term and shall serve without compensation.

**SECTION 2. Community Development Director as Secretary.**

The Community Development Director or designee shall act as Secretary to the Committee.

**SECTION 3. Organization and Meetings.**

The time, manner and location of meetings, and the selection of Chairman and Vice Chairman of the Committee shall be established by Resolution of the City Council.

**SECTION 4. Powers and Duties.**

- A. The Committee shall adopt rules of procedure for conducting its business as established by Resolution of the City Council.
- B. The duties of the Committee shall include, but are not limited to the following:
  - 1. Establish by informal policy a procedure for the naming of streets within the City.
  - 2. Establish by informal policy a list of approved street names and/or types of approved street names.
  - 3. Approve the street names as deemed necessary for a particular development and/or tract.
  - 4. Review request for change of a street name(s) and make recommendation of the change(s) to the City Council as deemed necessary.
  - 5. Receive input from members of the public about potential street names and add to the list of approved street names.

**SECTION 5. Rescinding Resolution No. 92-54.**

Resolution No. 92-54 is hereby rescinded in its entirety.

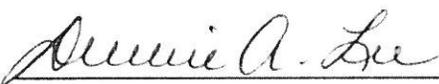
**SECTION 6. Severability.**

It is the intention of the City Council in adopting this Resolution that each provision, section, sentence, clause and phrase shall be given effect and enforced to the extent legally possible without regard to whether any other provision, section, sentence, clause or phrase is found to be invalid or unenforceable.

**PASSED, APPROVED AND ADOPTED** this 27th day of March, 2001.

  
\_\_\_\_\_  
John R. Starbuck, Mayor

ATTEST:

  
\_\_\_\_\_  
Debbie A. Lee, CMC, City Clerk

STATE OF CALIFORNIA    )  
COUNTY OF SAN BERNARDINO)  
CITY OF HIGHLAND        )

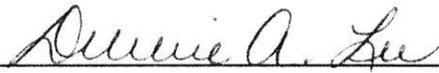
I, DEBBIE A. LEE, City Clerk of the City of Highland, California, do hereby certify Resolution No. 2001 - 006 was duly and regularly adopted by the City Council of the City of Highland, California, at a regular meeting thereof held on the 27th day of March, 2001, by the following vote:

AYES:       Brown, Rucker, Sundquist, Timmer, Mayor Starbuck

NOES:       None

ABSTAIN:   None

ABSENT:     None

  
\_\_\_\_\_  
DEBBIE A. LEE, CITY CLERK



# STAFF REPORT

## TO THE COMMUNITY TRAILS COMMITTEE

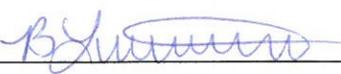
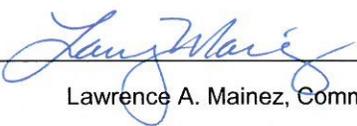
**DATE:** November 10, 2016

**FROM:** Tom Thornsley, Associate Planner

**SUBJECT:** Wash Plan Trails Master Plan - Draft Final Presentation.

**RECOMMENDATION:** Staff recommends the Community Trails Committee (CTC) hear the San Bernardino Valley Water Conservation District's presentation on the Wash Plan Trails Master.

The Wash Plan Trails Master Plan (final draft) provides guidance for the development of a recreational trail system on the Santa Ana River Wash. The plan considers hiking, biking and equestrian use. The City of Highland provided comments on the draft. Jeff Beehler with the San Bernardino Valley Water Conservation District will make a short presentation about this master plan and the next steps in implementing the project.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5.2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Lawrence A. Mainez, Community Development Director	



# STAFF REPORT

## TO THE COMMUNITY TRAILS COMMITTEE

**DATE:** November 10, 2016

**FROM:** Tom Thornsley, Associate Planner

**SUBJECT:** Consideration of the 2017 Community Trails Day Date and Event Location Options

**RECOMMENDATION:** Staff recommends the Community Trails Committee (CTC) discuss the 23<sup>rd</sup> Annual Community Trails Day Event, and provide staff with recommendations to establish a date and location for hosting of this event for City Council consideration.

**PUBLIC NOTICE:** As required by City Council Resolution, notice of the CTC's meeting was posted at the City's three designated posting locations. In addition, the agenda was posted on the City's Website. No further noticing is required.

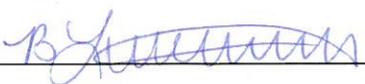
**BACKGROUND/ ANALYSIS:** Planning the Community Trails Day event is an involved process that takes several months to coordinate. Selecting a date and location within the next month or so will afford staff ample time to plan and coordinate an efficacious event.

The annual 2017 Citrus Harvest Festival is scheduled for March 25, 2016. Typically, the trails day even has taken place two week later which would be April 8, 2016. Staff is researching whether there other local events scheduled in our area to avoid overlap of competing events.

Staff has offered three (3) sites to serve as the location of the 2017 Community Trails Day. These locations include the City Creek levee between Highland Avenue and Base Line, Red Hill – North Fork Trail Loop, and Red Hill – Plunge Creek – Aplin Trail Loop.

The following graphic depicts each of the three (3) locations.

Staff is requesting the CTC consider each of the following event location options. Alternatively, the CTC can provide staff direction to investigate additional locations not included in the following list.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>53</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Lawrence A. Mainez, Community Development Director	

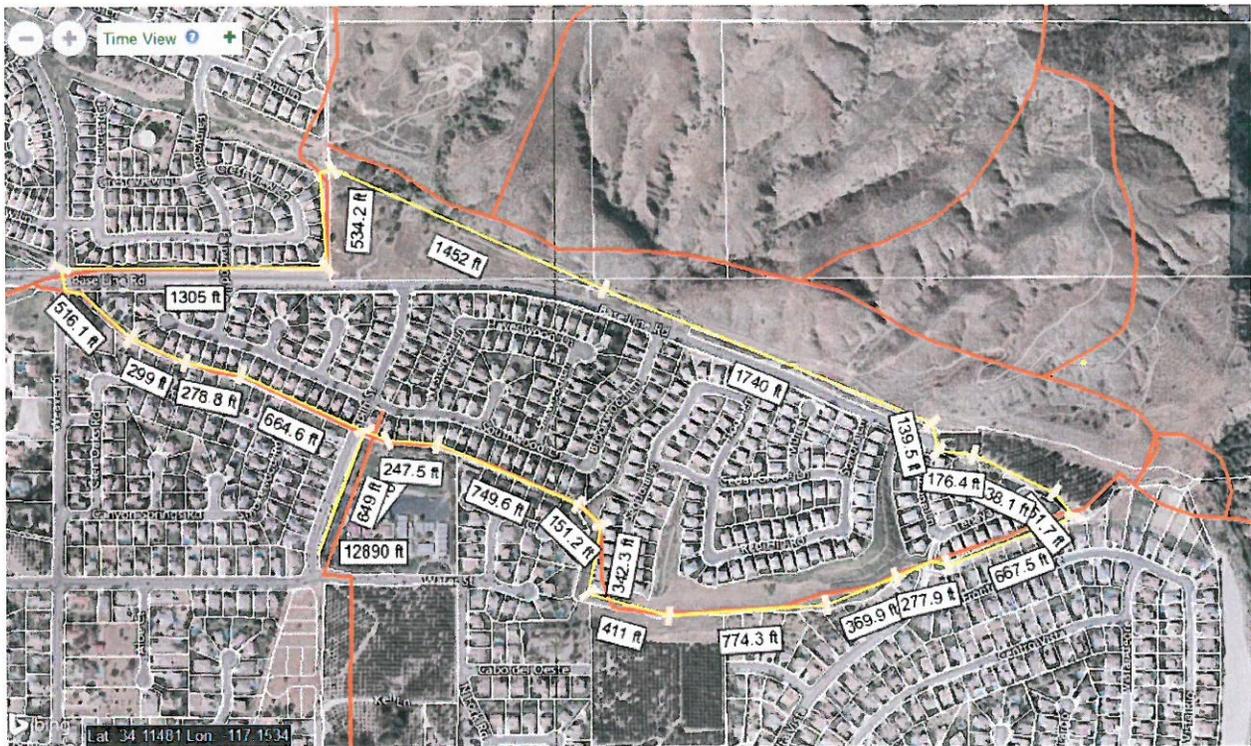
**Option 1 - City Creek Levee between Highland Avenue and Base Line:**



The aerial above depicts the area of City Creek which is in the process of being formally recognized as a community trail. This site was utilized for Community Trails Day in 2011. Staging for the event occurred at Canyon Oaks Park. The site offers an approximately 2.4 mile route along the levee(s) containing City Creek and follows City Creek along both the east and west levees. The site offers views of City Creek, open vistas, and the San Bernardino mountains to the north. Staff would have to coordinate the event in with the San Bernardino County Flood Control to ensure access at Base Line and Highland Avenue to ensure a loop route would be available for participants.



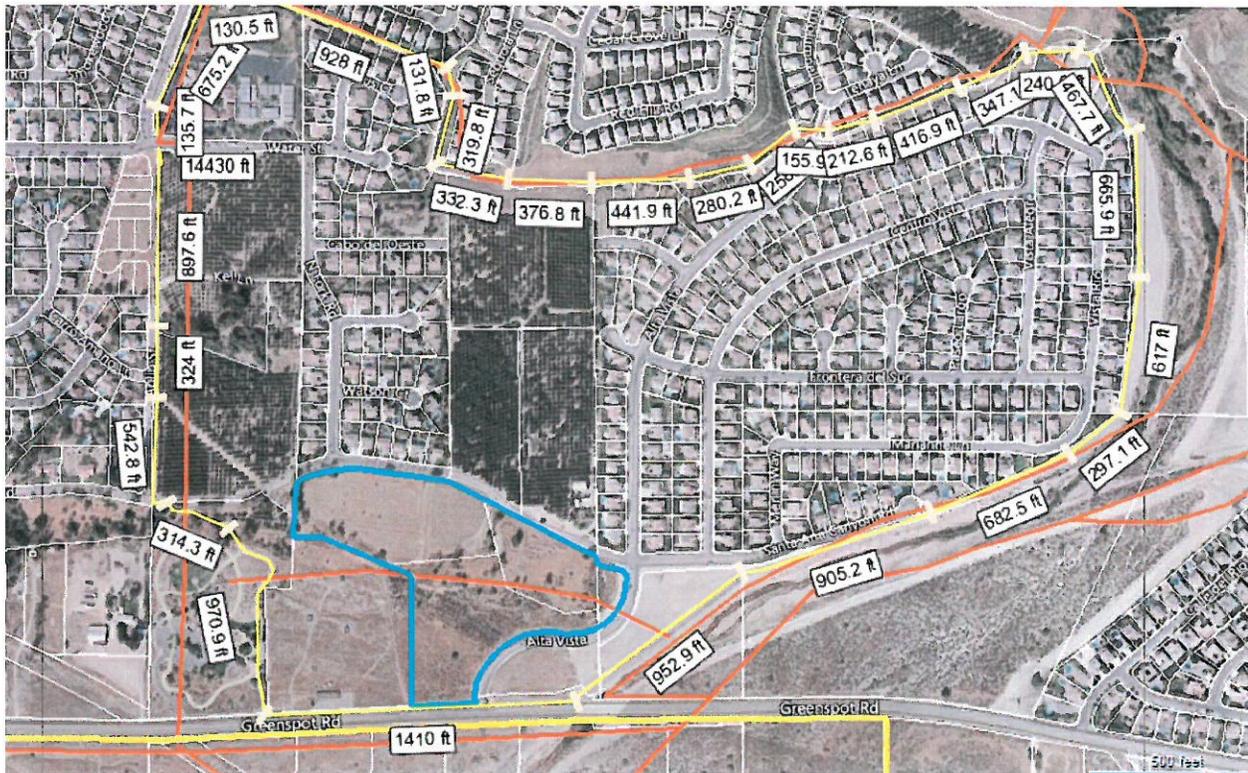
## Option 2 – Red Hill – North Fork Trail Loop



This option could be staged and begin at Cram Elementary School and taking hikers on a loop of trails but primarily the Red Hill and North Fork Trails with small portions on the Shelton and Aplin Trails. This loop is approximately 2.5 miles long. The property owner of the missing trail easement along the Red Hill Trail has completed the survey for establishing the easement. Staff expects that the easement will be complete by year's end.

The North Fork Trail passes by the Natural Parkland Trail which could be included as a side trip for those wanting a longer and more invigorating hike. This trail has been utilized for previous Community Trails Day events and would add approximately 0.8 miles to the hike for a total of 3.3 miles.

### Option 3 – Red Hill – Plunge Creek – Aplin Trail Loop



This option could also be staged at Cram Elementary School or Aurantia Park will take hikers along Red Hill, Plunge Creek, Aplin Trail. This loop is approximately 2.8 miles. We will need to coordinate with San Bernardino Flood Control for an access permit because the Plunge Creek Trail is not formally designated. This trail segment is upon the service road long the northwest side of the creek. There is no formal trail along the north side of Greenspot Road from Plunge Creek to Aurantia Park but there is a sidewalk. From the park hiker may be able to travel on the new segment of the Aplin Trail that will be installed with the residential tract currently under development.

#### Other Considerations:

Staff has provided the two attached maps for your review of trails available throughout the city. Please feel free to consider and bring forward ideas for other trails we can consider for our annual event.

#### Attachments:

General Plan Multi-Use Trails FIGURE 5-6  
Constructed Community Trails Map



# STAFF REPORT

## TO THE COMMUNITY TRAILS COMMITTEE

**DATE:** November 10, 2016

**FROM:** Tom Thornsley, Associate Planner

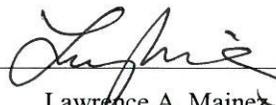
**SUBJECT:** Consideration of Interpretive Signs topics at the Iron Bridge Shade Shelter.

**RECOMMENDATION:** Staff recommends the Community Trails Committee (CTC) hear staff's presentation on the 5<sup>th</sup> Street/Greenspot Road Bikeway Improvements and the discussion on interpretive sign options for installation in the area of the shade structure at the Iron Bridge and provide comments as appropriate.

**PUBLIC NOTICE:** As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

**BACKGROUND:** The design documents for the implementation of the 5<sup>th</sup> Street/Greenspot Road Bikeway Improvements are complete and ready to go out to bid for construction. The shade structure and interpretive signs are two component of this comprehensive public works project which includes:

- a) Roadway improvements on Greenspot Road between Santa Paula Street and the city limits south of Santa Ana River, on Old Greenspot Road from Greenspot Road to Santa Ana Canyon Road, on Old Greenspot Road from Santa Ana Canyon Road to the Water Treatment Facility driveway south of the Old Iron Bridge to provide eight (8) foot wide class II bike lanes in each direction;
- b) Adjoining Old Greenspot Road near the Old Iron Bridge over the Santa Ana River: Design and construct Major Trail Node Kiosk (shade structure);
- c) Site planning and installation of bike racks and appurtenances, including concrete pads and access, and signage at various locations throughout the City. The sites include the following locations:
  - City Hall at 27215 Base Line
  - Fire Station No. 1 at 26974 Base Line
  - Fire Station No. 2 at 29507 Base Line

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5.4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Lawrence A. Maine, Community Development Director	

- Fire Station No. 3 at 7649 Sterling Avenue
  - Police Station at 26985 Base Line
  - Aurantia Park at 29700 Greenspot Road
  - Highland Grove Elementary School Park at Parking Lot on Webster Street near intersection of Boulder Avenue
  - Post Office at 7745 Boulder Avenue
- d) Site planning and specification for installation of way-finding signs at various locations (approximately 30 locations) along 5th Street/Greenspot Road between Tippecanoe Avenue and the city limits south of the Santa Ana River.
- e) Interpretive signs in the area of the shade structure to provide points of interest to those passing through.

The shade structure's design incorporates elements which relate to Highland's history. Specifically, the roof structure's design resembles that of a historic packinghouse utilizing corrugated metal panels and a raised roof cap. The vertical support structures resemble the support structure of the bridge by incorporating steel lattice to connect each of the steel posts. Finally, the City's logo will be added at each end of the shade structure just below the roof cap. Staff has attached copies of the completed design document along with three perspectives for the CTC's reference.

**ANALYSIS:** Staff has begun coordination with Stone Imagery, the company that did the signs for the Natural Parklands Trail Education Project, to define the options available for the development of the interpretive signs. Based on our discussions we can commit to five or six signs. The theme and content of these signs has not yet been determined while the method of mounting and installation has been conceptually developed.

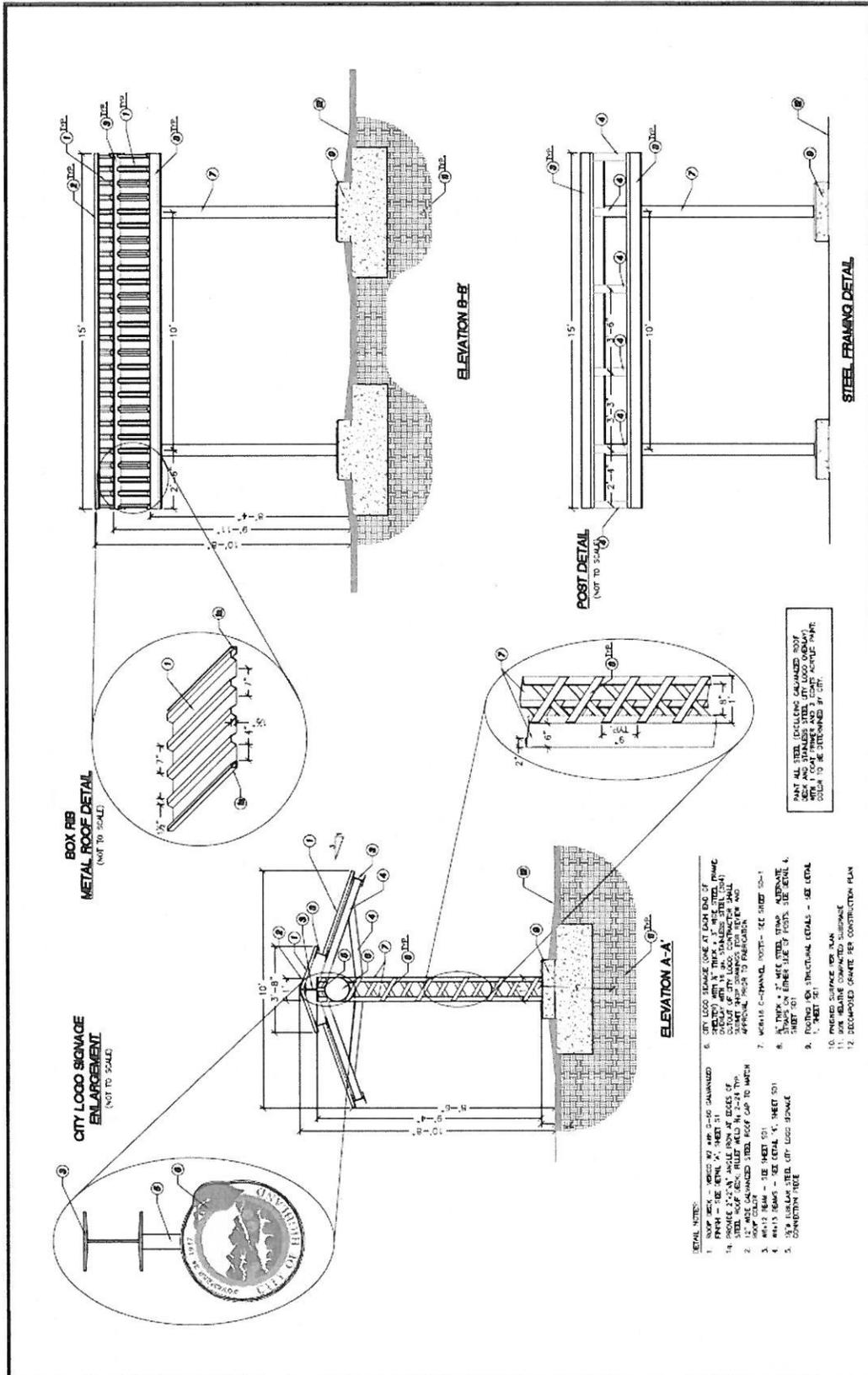
Staff has contemplated water as the theme element for the interpretive signs. The contents could include: the Seven Oaks Dam, the Santa Ana River, water conveyance for agricultural use facilitating the development of the community of Highland, and the Iron Bridge. Although some thought has been given to these items no formal commitment has been made. However, a commitment must be made in the coming days to choose the topics so that Stone Imagery can begin the process of preparing the conceptual content for each sign for staff and the Committee's consideration. At this time it would be appropriate for the Community Trails Committee to provide staff with any comments on a theme and possible content so that they may be forwarded to the designer before engineering begins construction of this project early next year.

**Attachments:**

- A. Complete Design Drawings for Proposed Shade Structure
- B. 3 digital perspectives of shade structure

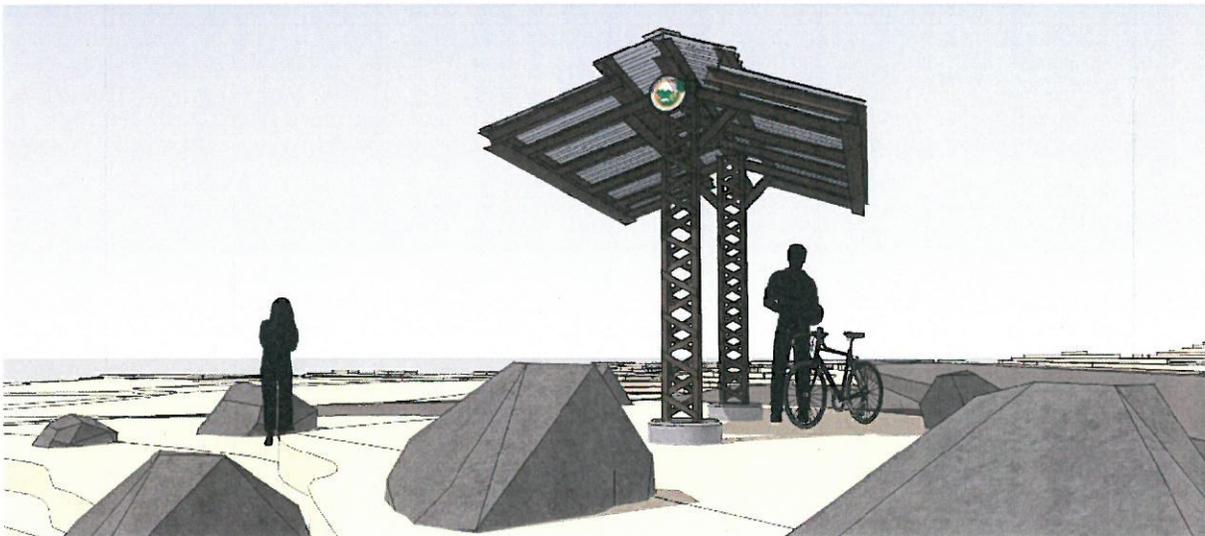
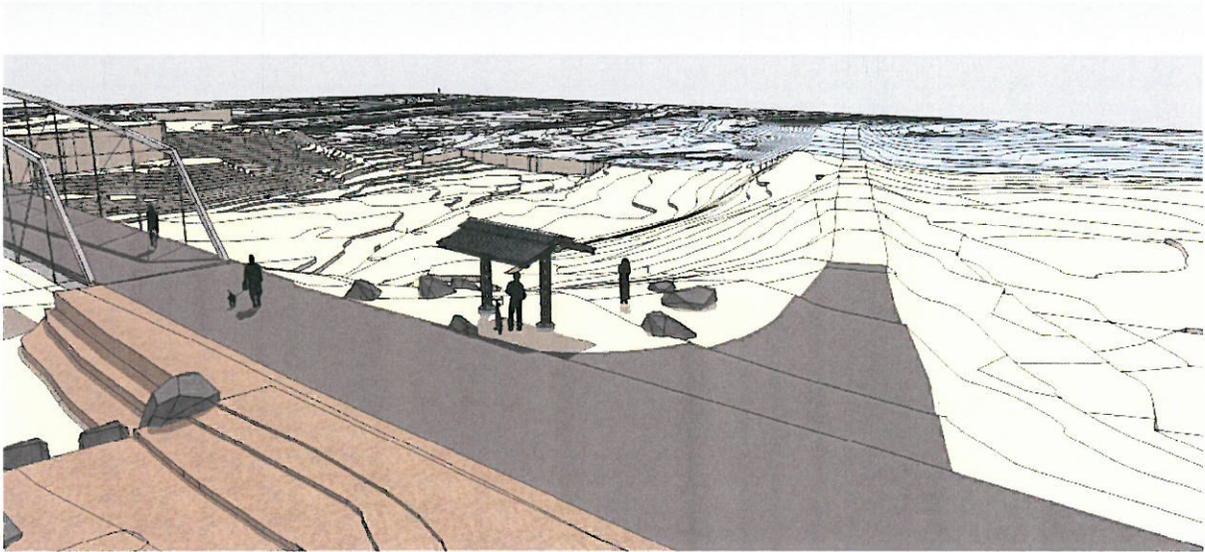
# ATTACHMENT A

## Complete Design Drawings for Proposed Shade Structure



## ATTACHMENT B

### Digital Perspectives of Proposed Shade Structure





# STAFF REPORT

## TO THE COMMUNITY TRAILS COMMITTEE

**DATE:** November 10, 2016

**FROM:** Lawrence Mainez, Community Development Director

**PREPARED BY:** Betty Hughes, MMC, City Clerk *BH*

**SUBJECT:** Code of Ethics – Annual Review

**RECOMMENDATION:** That the Community Trails Committee review the current Code of Ethics and make any recommendations or changes, if needed, to the City Council.

**FISCAL IMPACT:** None

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

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

c:\users\bhughes\documents\my documents\staffreports\2016 code of ethics ctc.doc

Approved _____	Motion _____	Second _____	Agenda Item No. <u>55</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

# CITY OF HIGHLAND CODE OF ETHICS

## PREAMBLE

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

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

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

## PRINCIPLES

### 1. Act in the Public Interest

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

### 2. Comply with the Law

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

### 3. Conduct of Members

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

#### 4. Respect for the Process

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

#### 5. Conduct of Public Meetings

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

#### 6. Decisions Based on Merit

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

#### 7. Communication

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

#### 8. Conflict of Interest

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

#### 9. Gifts and Favors

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

#### 10. Confidential Information

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

#### 11. Use of Public Resources

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

#### 12. Representation of Private Interests

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

#### 13. Advocacy

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

#### 14. Policy Role of Members

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

#### 15. Independence of Boards and Commissions

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

#### 16. Positive Work Place Environment

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

## 17. Implementation

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

## 18. Compliance and Enforcement

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

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

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

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

Adopted by the Highland City Council  
January 27, 2004

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



# STAFF REPORT

## TO THE COMMUNITY TRAILS COMMITTEE

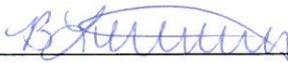
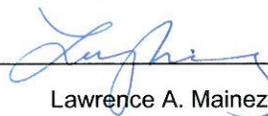
**DATE:** November 10, 2016

**FROM:** Tom Thornsley, Associate Planner

**SUBJECT:** Establishing Future Agenda Items for the next CTC Regular Meeting.

**RECOMMENDATION:** Staff recommends the Community Trails Committee provide staff with some direction as to what they would like to pursue in the coming months.

Staff will provide the Committee an update on the status of various trail projects and the finalized plans for the 2017 Community Trails Day Event. The Committee should consider and suggest direction to staff for future item(s) for discussion by the Committee at its next scheduled meeting.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5.6</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Lawrence A. Mainez, Community Development Director	