

**MINUTES
CITY COUNCIL REGULAR MEETING
DECEMBER 12, 2023**

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor McCallon at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Josue Zapata, Centerpoint Church, and the Pledge of Allegiance was led by Mayor McCallon.

ROLL CALL

Present: Chavez-Cordova, Lilburn, McCallon, Solano, Timmer
Absent: None

REPORT FROM CLOSED SESSION

City Attorney Marroquin stated the City Council met in closed session pursuant to Government Code Section 54956.8 regarding real property negotiations pertaining to the property at 26377 9th Street. Direction was given to staff but no reportable action being taken.

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

CITY COUNCIL BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2023/24

City Clerk Hughes opened the floor for nominations for Mayor.

Council Member McCallon nominated Council Member Lilburn for Mayor.

City Clerk Hughes called for any other nominations. Hearing none, the floor is now closed for nominations.

City Clerk Hughes called for the vote for Council Member Lilburn.

Hearing three ayes, Council Member Lilburn has been appointed Mayor.

City Clerk Hughes opened the floor for nominations for Mayor Pro Tem.

Council Member Chavez-Cordova nominated himself.

Council Member Timmer nominated Council Member McCallon.

City Clerk Hughes called for any other nominations. Hearing none, the floor is now closed for nominations.

City Clerk Hughes called for the vote for Council Member Chavez-Cordova. Two ayes were said.

City Clerk Hughes called for the vote for Council Member McCallon. Three ayes were said.

Council Member McCallon has been appointed Mayor Pro Tem.

2. Membership on Various Council Subcommittees, Ad Hocs and Agency Organizations

Mayor Lilburn read the existing committees and asked if anyone suggested changes to these?

Council Member Timmer responded the existing committees have been working well and have good representation. He recommends the City Council continue with the same committees and operate as they are.

With a general consensus, Mayor Lilburn continued by reading the Agency Appointments. She inquired if the Santa Ana River Wash Area Coordinated Activities Committee is still established?

Council Member Chavez-Cordova stated they have not met for a whole year. It was previously discussed removing it from the list?

City Clerk Hughes responded they cancelled one committee (San Bernardino Valley Municipal Water District) but this committee is still standing. They have met only once this past year, but it is her understanding that the committee is still needed.

Mayor Pro Tem McCallon stated the SCAG committee meets only once a year for the annual General Assembly. He finds it beneficial if another City Council Member fills this appointment since he will already be there representing the South Coast Air Quality Management District (AQMD).

Council Member Timmer suggested the existing alternate be made the primary appointment and ask another City Council Member if they want to be alternate.

Mayor Lilburn asked which other City Council Member is interested?

Council Member Solano replied she will volunteer herself.

City Council unanimously proceeded to appoint Mayor Lilburn the primary appointee for the SCAG agency appointment and Council Member Solano the alternate.

CITY COUNCIL CONSENT CALENDAR

Mayor Lilburn requested to pull item number 17 for additional discussion.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to approve the consent calendar with the exception of item number 17. Motion carried on a roll call vote, 5-0.

3. Waive the Reading of All Ordinances

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

4. Minutes - November 14, 2023 City Council Regular Meeting

Approved the Minutes as submitted.

5. Warrant Register

Approved Warrant Register No. 760 for December 12, 2023, in the amount of \$2,056,979.03 and Payroll of \$241,928.82.

6. Treasurer's Report for October 2023

Received and filed Treasurer's Report for October 2023.

7. Records Destruction Authorization

Approved the destruction of certain records.

8. The Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion Letter, and the Gann Limit (Appropriations Limit) Letter. All Reports are for Fiscal Year Ended June 30, 2023.

Received and filed the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2023.

9. AB1600 Development Impact Fee Annual Report for Fiscal Year 2022/2023 per Government Code Section 66006

Received and filed the AB1600 Development Impact Fee Annual Report for Fiscal Year 2022/2023.

10. Developer In-Lieu Fee Annual Report for Fiscal Year 2022/2023

Received and filed the Developer In-Lieu Fee Annual Report for Fiscal Year 2022/2023.

11. Staff Agency Appointment - CIRA

Adopted Resolution No. 2023-050, appointing Leticia Nava-Cruz, Assistant Director of Administrative Services, as the city's Director of the Board of Directors of CIRA, and Chuck Dantuono, Director of Administrative Services/City Treasurer, as the Alternate Director.

RESOLUTION NO. 2023-050

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, CONFIRMING THE APPOINTMENT OF THE DIRECTOR AND
ALTERNATE DIRECTOR TO THE CIRA BOARD OF DIRECTORS
(RESCINDING RESOLUTION NO. 2020-003)

12. City of Highland 2023 Emergency Operations Plan

Adopted Resolution No. 2023-051, approving and adopting the City of Highland 2023 Emergency Operations Plan.

RESOLUTION NO. 2023-051

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, APPROVING THE ADOPTION OF THE CITY OF HIGHLAND
2023 EMERGENCY OPERATIONS PLAN

13. Contract Renewal - 2020-08, "Citywide Concrete Maintenance"

- 1) Extended the Citywide Concrete Maintenance contract with Above All Names Construction Services, Inc. for one (1) year; and
- 2) Approved a 3% increase to the contract unit prices.

14. Contract Renewal - 2020-09, "Citywide Traffic Striping and Pavement Marking Maintenance Contract"

- 1) Extended the Citywide Traffic Striping and Pavement Marking Maintenance Contract with Interstate Striping & Signs, Inc. for one (1) year; and
- 2) Approved an 11.15% increase to the contract unit prices.

15. Easement Acceptance - Ariel Garcia for "2-SFR Residential Project" (Southeast corner of Base Line and Elm Street)

- 1) Accepted the Grant of Easement for Road and Drainage purposes from Ariel Garcia; and
- 2) Directed the City Clerk to record the Grant of Easement.

16. IDC Consulting Engineers, Inc. Contract Amendment for the Orange Street Bridge at Plunge Creek Overflow Project (Project No. brg12001)

Approved a contract amendment to the Professional Services Agreement with IDC Consulting Engineers, Inc. (IDC) to extend the term of the contract until the Orange Street Bridge at Plunge Creek Overflow Project is completed.

ITEM REMOVED FROM THE CONSENT CALENDAR

17. A Request for a Special Event Permit (SEP-23-011) by the Redlands Bicycle Classic for its Annual Highland Circuit Bicycle Race on Wednesday, April 10, 2024

Mayor Lilburn stated she requested City Manager Hughes pull the item because she wanted further discussion. The City of Highland sponsors a lot of events such as the YMCA Highland Run, Discover Highland Run, Citrus Harvest Festival, 4th of July Parade, Halloween Festival, and the Redlands Bicycle Classic. Approximately \$22,000 is being spent this year for these events on public safety out of the City of Highland's budget. If the city spends that amount every year on those events, that is a lot of money that is taken away for potential use for our public safety fund. The intention is not to deny the co-sponsorship of the Redlands Bicycle Classic this year, but merely to have the City Council have a discussion on this.

City Manager Hughes responded he would like to make a suggestion. For the current year, the Redlands Bicycle Classic is far along. The event has been planned out in excess of a year in advance. It is probably appropriate if staff brought it back to the City Council through a staff report, with an outline of all special events and how much each one costs to the city each year. If changes were suggested, it would not be for the following year but for 2025 because there is a lot of planning that goes into these events, and they might already be planning for 2024.

Mayor Lilburn responded she is in agreement with the proposal. Although, she sees the financial need for our public safety and wants to ensure residents are getting the care they need for public safety.

City Manager Hughes responded her point is understandable, although these costs have already been budgeted for. Staff is not asking for more money; it is a budgeted item. Staff will assist in putting a staff report together with the requested information for further review by the City Council.

Council Member Timmer stated, historically the City Council has chosen to sponsor and have certain events in the city. To ensure the public safety of the citizens who participate in some of these activities, law enforcement is required to be there for public safety issues. If law enforcement was not to be provided for these activities, then discussions would be whether these events should even be held. Without public safety and police at these events, it is creating an unsafe environment for the citizens and the participants of these events. The city has been doing this for a long time, the city chose to have these events, they are good for the community and the area. Having law enforcement present is an integral part of public safety to make sure these events go on safely.

Mayor Lilburn responded that she agrees with Council Member Timmer, she does not mind debating it. Her argument is, if some of these events can pull their own weight with some of the revenue they generate, it would be less of a burden the city would have to take from its public safety.

A MOTION was made by Council Member Timmer, seconded by Council Member Chavez-Cordova, to:

- 1) Authorize the one-day Highland Circuit bicycle race a part of the Redlands Bicycle Classic on various streets in Highland subject to the Conditions of Approval; and
- 2) Approve the Redlands Bicycle Classic request for co-sponsorship (waiving of city fees in the amount of approximately \$24,034.28). Motion carried on a roll call vote, 5-0.

CITY COUNCIL PUBLIC HEARING

None

CITY COUNCIL LEGISLATIVE

18. Bid Award - Bid No. 2023-06, "Citywide Pedestrian Signal Head and Pedestrian Push Button Upgrades" (Project No. sig21001)

Public Works Director/City Engineer Zamano gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Mayor Pro Tem McCallon to award the construction contract for Bid No. 2023-06, "Citywide Countdown Pedestrian Signal Head and Pedestrian Push Button Upgrades" project to the responsible low bidder, Econolite Systems, Inc., in the amount of \$109,697.58.

19. 2024 Community Events

The City Council discussed the Community Events and directed staff accordingly.

20. Appoint Two (2) Members of the Public to the Community Trails Committee

City Clerk Hughes gave a brief review of the staff report.

She opened the floor for nominations.

Mayor Pro Tem McCallon nominated incumbents Erwin Fogerson and Michael McMillan.

City Clerk Hughes closed the floor for nominations.

City Clerk Hughes called for the vote for Erwin Fogerson and Michael McMillan.

The City Council unanimously re-appointed two members of the public, Erwin Fogerson and Michael McMillan to the Community Trails Committee.

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

City Manager Hughes stated the Inland Valley Development Agency (IVDA) is working on an Inland Valley Infrastructure Corridor (IVIC) Project. They shifted gears and got away from the Airport Gateway Specific Plan and will just concentrate on the infrastructure in the area. To assist the cities of Highland and San Bernardino, IVDA will pursue grant funding for improvements within the public right-of-way.

The San Bernardino County Homeless Point-in-Time Count will be conducted on Thursday, January 25, 2024, from 6:00 a.m. to 10:00 a.m. Senior Code Enforcement Officer Owens will be coordinating the event along with the Highland Sheriff's Department.

Ross Dress for Less will be occupying the old Big Lots building next to Food 4 Less. A new phở noodle soup restaurant will be opening within the building where Dickey's Barbecue Pit used to occupy, located in the Lowes shopping center.

TREH Partners will start grading their commercial portion of the new shopping center on Greenspot Road next to SR-210 freeway and across from Lowes during the week of January 15. The first four tenants will include Starbucks, Chipotle, Ono Hawaiian BBQ, and Dave's Hot Chicken. TREH Partners is currently negotiating with two additional restaurants and a major anchor tenant. Those tenants will be announced soon.

Last week, staff attended an onsite pre-construction meeting with the new Tractor Supply store contractors at the northwest corner of Base Line and Church Avenue. Grading is anticipated to begin February, with the store opening around September or October of 2024.

The city received an application from Spring Pacific Properties to extend the Blossom Trails Tentative Map. This would facilitate 137 single family homes at the southwest corner of Greenspot Road and Church Street. The map extension will require a concurrent extension of the East Highlands Ranch development agreements set to expire October 2024.

The City Council previously approved a General Plan amendment zone change through a conditional use permit for a new vehicle fueling station at the northeast corner of Palm Avenue and 5th Street. The developer has announced that the fueling brand will be Shell, so they will submit a new sign program.

Cucas will be occupying the former Kay's Café building right next to City Hall, they have started their tenant improvements.

The new traffic signal at Mediterra Parkway and Greenspot Road is now operational. This was constructed by D.R. Horton as part of the residential development project. Patriot USICV Victoria, LLC have started on their offsite work, they are currently widening and reconstructing portions of the roadway on Victoria Avenue between Cypress Street and 6th Street and along westbound 6th Street between Victoria Avenue and Grape Street.

The City Hall Roof Coating and Sheet Metal Replacement Project was awarded to Angelus Waterproofing. Work is set to begin December 13 and is going to take 6 to 8 weeks to complete depending on weather conditions. Once this project is complete, the city will go out to bid and start the process for re-painting the exterior of City Hall.

A closed session Finance/Personnel Subcommittee meeting will be held December 21 at 10:00 a.m. for the subcommittee to discuss potential candidates for the City Manager recruitment with the consultant. First round interviews with the subcommittee will be scheduled after this meeting. Final candidates will be interviewed by the City Council at a time and date to be determined.

On Monday, January 8, 2024, a Blood Drive Committee meeting will be held at City Hall.

On Sunday, January 28 from 7:00 a.m. to 11:00 a.m., the Highland Improvement Team (HIT) will be present at the YMCA Highland Run with a water station.

On Monday, January 29, there will be a blood drive at the Highland Police Station from 12:00 p.m. to 4:00 p.m.

The Fire Department for the month of November, responded to 695 medical aids, 32 traffic collisions, four structure fires, six vegetation fires, three vehicle fires, 38 miscellaneous fires, and three false alarms.

The Highland Sheriff's Department for the period between November 13 and December 10 had 3,079 calls for service with 247 reports and 95 arrests.

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

Mayor Lilburn stated given it is City Manager Hughes' last City Council meeting, she wanted to thank him for his many years of service and everything he has done for the city. In addition, she wanted to thank Mayor Pro Tem McCallon for his term as Mayor this past year. She acknowledges his hardships throughout the year, but he was frequently there at events to represent the city.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:28 p.m.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor