

MINUTES
CITY COUNCIL REGULAR MEETING
March 12, 2024

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 Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Willie Hicks, Harvest Care Church, and the Pledge of Allegiance was led by Mayor Pro Tem McCallon.

ROLL CALL

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

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

Battalion Chief Brown introduced Carlos Haynie, a new Firefighter Paramedic at Fire Station #1.

Captain Jiles introduced Sergeant Juan Aguirre, a new member of the Highland Police Station.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Jody Scott spoke regarding concerns about the Jeffrey Court Senior Apartments.

Jane Bouch representing the Highland Chamber of Commerce spoke regarding upcoming events.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to approve the consent calendar as submitted. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances

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

2. Minutes - February 13, 2024 City Council Special Meeting
Approved the Minutes as submitted.
3. Minutes - February 13, 2024 City Council Special Meeting
Approved the Minutes as submitted.
4. Minutes - February 13, 2024 City Council Regular Meeting
Approved the Minutes as submitted.
5. Warrant Register
Approved Warrant Register No. 763 for March 12, 2024, in the amount of \$990,727.65 and Payroll of \$225,305.08.
6. Treasurer's Report for January 2024
Received and filed Treasurer's Report for January 2024.
7. Claim Consideration - Anthony Aquino
Rejected claim.
8. Claim Consideration - Luis Munguia
Rejected claim.
9. Code of Ethics
Reviewed the current Code of Ethics and made no recommendations or changes.
10. Consideration to Approve Amendment No. 4 to the Joint Powers Authority Agreement with San Bernardino Council of Governments Services Including an Increase to the Member Dues by \$18,124
Approved Amendment No. 4 to the Joint Powers Authority Agreement with San Bernardino Council of Governments.
11. Amendment No. 1 to the Contract Maintenance Agreement with San Bernardino County Department of Public Works - Transportation
 - 1) Approved Amendment No. 1 to the Contract Maintenance Agreement for another term; up to five years, with San Bernardino County Department of Public Works - Transportation; and
 - 2) Authorized the Mayor to execute Amendment No. 1.

12. 28th Annual Highland Community Trails Day Event

Approved Saturday, June 1, 2024 as the date for the 28th Annual Highland Community Trails Day Event.

13. Equipment Purchase for Public Works

- 1) Waived formal contract procedures per Municipal Code Section 2.40.100;
- 2) Approved the purchase of a new skip loader via a contract through Sourcewell (Formerly known as the National Joint Power Alliance) Contract No. 11723-JDC between Sourcewell and John Deere;
- 3) Approved a proposal in the amount of \$127,166.65 from RDO Equipment Company; and
- 4) Declared existing equipment 1985 Massey Fergusson 50E (Equipment No. 101) surplus and to be auctioned by the Auction Company of Perris, CA.

14. Review of the City's 2023 General Plan Implementation Annual Report in Accordance with Government Code Section 65400 and 65588

Received and filed the 2023 General Plan Annual Report.

CITY COUNCIL PUBLIC HEARING

15. Request for an Extension of Time for Tentative Parcel Map 19958, Tentative Tract Map 20090, the East Highlands Ranch Planned Unit Development (EHR PUD) Development Agreement, Impact Fees Development Agreement, and make a Finding that no Further Environmental Review is Required Pursuant to CEQA Guidelines Section 15162 Related to the Blossom Trails 137-unit Single-Family Residential Subdivision on 25.5 Acres Generally Located at the Southwest Corner of Greenspot Road and Church Street

Mayor Lilburn opened the public hearing.

Mayor Lilburn introduced Assistant Community Development Director Stater to present the item.

Assistant Community Development Director Stater stated the application submitted by S-P Deerfield represents the extension of the Blossom Trails residential housing tract within the master plan community of East Highlands Ranch (EHR). This 137-unit single-family development is situated on the southwest corner of Greenspot Road and Church Street, west of East Highlands Village. Originally approved in 2018, the tract has received multiple extensions, with the current expiration set for March 2024. The Applicant Camille Bahri is now seeking a final two-year extension as per the East Highlands Ranch Development Agreement. Both the Development Agreement and the corresponding Development Impact Fee Agreement are set to expire this October.

The extension of these agreements is crucial for the successful completion of the project. They can be extended for up to five years. The Development Agreement secures the land use entitlements for the project within planning areas 40 and 42, where Blossom Trails is located. It maintains a reduced fee schedule in line with the infrastructure developed in EHR over time. At the Planning Commission meeting on February 20, there was a discussion about potentially increasing the Development Impact Fees (DIF). Staff and the Applicant had a prior agreement to implement a five percent annual escalator. Despite one Planning Commissioner's concern that this escalator might not be adequate, the Planning Commission recommended that the City Council approve the requested extensions as outlined in the staff report.

Applicant Bahri thanked the City Council for considering another extension for this recent delay.

Mayor Lilburn asked if there were any further questions. Seeing none, she closed the public hearing and brought it back to the City Council for deliberation.

Mayor Lilburn asked Assistant Community Development Director Stater if there was a five percent escalator?

Assistant Community Development Director Stater stated yes, there is a five percent escalator.

Mayor Pro Tem McCallon asked if five percent is the minimum?

Assistant Community Development Director Stater stated on page five of the staff report, the document outlines the implementation starting November of this year. Initially, there will be a five percent increase this year followed by an additional five percent annually. According to 'Exhibit C' of the Ordinances, this escalation will continue by five percent each year unless the City Council decides otherwise through the standard DIF process. The higher the value between the five percent increase and the approved DIF process will be implemented.

Council Member Timmer stated this has been an ongoing project and would recommend the City Council move forward with the Planning Commission's four recommendations for approval.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to:

- 1) Adopt Resolution No. 2024-006 approving a two-year Extension of Time for Tentative Tract Map No. 20090 (TTM 17-001/EXT 24-002);
- 2) Adopt Resolution No. 2024-007 approving a two-year Extension of Time for Tentative Parcel Map No. 19958 (TMP 17-002/EXT 24-002);
- 3) Introduce and conduct first reading of Ordinance No. 463 to amend the East Highlands Ranch Development Agreement, extending the term by five (5) years (EXT 24-001); and

- 4) Introduce and conduct the first reading of Ordinance No. 464 to amend the East Highlands Ranch Impact Fees Development Agreement, extending the term by five (5) years (EXT 24-001). Motion carried, 5-0.

RESOLUTION NO. 2024-006

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A TWO-YEAR EXTENSION OF TIME APPLICATION (EXT 24-002) FOR TENTATIVE TRACT MAP NO. 20090 (TTM 17-001) RELATED TO THE PROPOSED 137-UNIT BLOSSOM TRAILS HOUSING DEVELOPMENT WITHIN PLANNING AREAS 40 AND 42 OF THE EAST HIGHLANDS RANCH PLANNED UNIT DEVELOPMENT, AND MAKING A FINDING THAT NO FURTHER ENVIRONMENTAL REVIEW IS REQUIRED PURSUANT TO CEQA GUIDELINES SECTION 15162

RESOLUTION NO. 2024-007

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A TWO-YEAR EXTENSION OF TIME (EXT 24-002) FOR TENTATIVE PARCEL MAP NO. 19958 (TPM 17-002) RELATED TO THE PROPOSED 137-UNIT "BLOSSOM TRAILS" HOUSING DEVELOPMENT WITHIN PLANNING AREAS 40 AND 42 OF THE EAST HIGHLANDS RANCH PLANNED UNIT DEVELOPMENT, AND MAKING A FINDING THAT NO FURTHER ENVIRONMENTAL REVIEW IS REQUIRED PURSUANT TO CEQA GUIDELINES SECTION 15162

City Clerk Muñoz introduced Ordinance No. 463 and Ordinance No. 464:

ORDINANCE NO. 463

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING A FOURTH AMENDMENT TO THE DEVELOPMENT AGREEMENT BETWEEN S-P DEERFIELD, LLC AND S-P EAST HIGHLANDS, LLC AND THE CITY OF HIGHLAND WITHIN THE EAST HIGHLANDS RANCH PLANNED UNIT DEVELOPMENT

ORDINANCE NO. 464

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING FOURTH AMENDMENT TO THE IMPACT FEES DEVELOPMENT AGREEMENT BY AND BETWEEN S-P EAST HIGHLANDS, LLC AND S-P DEERFIELD, LLC AND THE CITY OF HIGHLAND FOR THE EAST HIGHLANDS RANCH PLANNED UNIT DEVELOPMENT, AND MAKING FINDINGS THAT NO FURTHER CEQA REVIEW IS REQUIRED PURSUANT TO CEQA GUIDELINES SECTION 15162

which titles were read.

CITY COUNCIL LEGISLATIVE

16. Final Action on Employment Agreement between Carlos Zamano and the City of Highland

City Attorney Marroquin stated the agreement presented is for final consideration to appoint Carlos Zamano as City Manager. The terms include an annual salary of \$235,788, with bilingual pay included. Additionally, there is a one-time offer to repurchase 100 hours of accrued vacation leave without affecting the annual 60 hours of vacation leave available for purchase. He would receive the same cost of living adjustment as other city employees, a \$700 monthly vehicle allowance, and a combined contribution to the ICMA Deferred Compensation Plan. The city would match each \$2.00 of his voluntary contributions with a \$1.00, up to the maximum limit of \$30,500 for 2024. He would maintain his current benefits, including a \$1,500 monthly cafeteria plan, life insurance, and CalPERS retirement at two percent at 55.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Chavez-Cordova, to authorize the Mayor to execute the City Manager Employment Agreement between Carlos Zamano and the City of Highland. Motion carried, 5-0.

17. Development Impact Fee Reimbursement for Greenspot Road Improvements - Tentative Tract Map 18893

Public Works Director/City Engineer Zamano stated as part of the construction conditions of DRA-012-007/East Valley Water District Administrative Office and Corporate Yard, they were obligated to contribute an in-lieu of the design and construction of the landscape median along their property's frontage, amounting to \$63,237.00. This payment was a requirement, and now there is a request for reimbursement since the project is completed.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Solano, to approve the Greenspot Road improvement reimbursement to Sunland, LLC in the amount of \$63,237. Motion carried, 5-0.

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

City Manager Zamano stated the vacant Administrative Assistant III position will be filled by the end of the month. Lissette Nock, who previously held the position was promoted to Deputy City Clerk on March 1. On the same day, Alondra Muñoz, who previously held the Deputy City Clerk, was promoted to City Clerk.

The City of Highland is finalizing a professional services agreement with Ralph Anderson and Associates for the recruitment of the Public Works Director/City Engineer position.

On Saturday, March 23 from 8:00 a.m. to 12:00 p.m., the Highland Improvement Team (HIT) will conduct a cleanup for the Citrus Harvest Festival.

On Monday, March 25 from 12:00 p.m. to 4:00 p.m., a Blood Drive will be held at the Highland Police Station.

For the month of February, Burrtec completed 131 illegal dumping work orders.

City Hall is undergoing roof construction and is expected to be completed by March 19.

On Saturday, March 30 from 10:00 a.m. to 3:30 p.m., Highland will have its annual Citrus Harvest Festival.

On February 20, the Planning Commission conducted a study session to learn about a 157-room hotel proposed by Sagemont Hotels. This is being proposed at the Town Center Policy Area northeast of the Tractor Supply Store that is currently under construction.

Costco anticipates starting construction in July or August of this year.

On March 13, Cuca's Mexican Restaurant will have their grand opening.

TREH Partners has started construction on the Greenspot Crossings/Marketplace project, located on the northside of Greenspot Road across from Lowes Shopping Center.

The Highland Sheriff's Department for the period of February 12 through March 10, received a total of 2,923 calls, made 250 reports and 122 arrests.

The Highland Fire Department for the month of February received 608 calls for service which include: 469 medical, 29 traffic collisions, 11 structure fires, and 8 vehicle fires.

Mayor Lilburn asked City Manager Zamano if Public Works is keeping up with all the potholes due to rain?

City Manager Zamano stated that yes, Public Works is managing all potholes within the city.

Mayor Lilburn thanked the Public Works Department for keeping up with the potholes and graffiti.

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

Council Member Chavez-Cordova mentioned his attendance at the Highland Chamber of Commerce Installation Dinner in February.

Council Member Timmer expressed excitement about witnessing construction within the city.

Mayor Pro Tem McCallon stated he will be taking a trip and will return on March 24.

Mayor Lilburn congratulated Alondra Muñoz for Employee of the Year and congratulated American Legion Post 421 for the Citizens Award, both awarded at the Highland Chamber of Commerce Installation Dinner.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

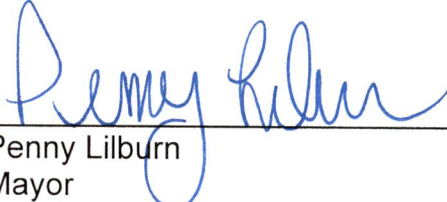
There being no further business, Mayor Lilburn adjourned the meeting at 6:32 p.m. in memory of Marsha "Sue" Lambie, Lynnette Castillo, and Linda McKeough.

Submitted By:



Alondra Muñoz
City Clerk

Approved By:



Penny Lilburn
Mayor