

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 East Valley Water District Board of Directors Phil Goodrich.

ROLL CALL

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

REPORT FROM CLOSED SESSION

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Timmer, 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 - July 9, 2024 City Council Regular Meeting

Approved the Minutes as submitted.

3. Warrant Register

Approved Warrant Register No. 768 for August 13, 2024, in the amount of \$6,509,493.39 and Payroll of \$387,413.55.

4. Treasurer's Report for June 2024

Received and filed Treasurer's Report for June 2024.

5. Claim Consideration - Maria Vargas

Rejected claim.

6. Claim Consideration - Anita Padilla

Rejected claim.

7. Conflict of Interest Code Update

- 1) Received and filed the 2024 Local Agency Biennial Notice; and
- 2) Adopted Resolution No. 2024-038, amending the city's Conflict of Interest Code and rescinded Resolution No. 2022-046.

RESOLUTION NO. 2024-038**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ADOPTING THE CITY'S CONFLICT OF INTEREST CODE AND
RESCINDING RESOLUTION NO. 2022-046**8. Renewal of the Joint Use of Facilities Agreement with the Redlands Unified School District to Utilize the Playing Fields of Highland Grove Elementary and Beattie Middle School, Located at the Southwest Corner of Webster Street and Eucalyptus Avenue as a Public Park

Approved the renewal of the Joint Use of Facilities Agreement with the Redlands Unified School District (District) to use the playing fields of Highland Grove Elementary and Beattie Middle School as a public park.

9. Upgrading the City's Current Financial Management Software (Work Program HP+)

Approved the Financial Management Software contract with Tyler Technologies.

10. Contract Maintenance Agreements with San Bernardino County (Public Works-Transportation) and San Bernardino County Flood Control District

- 1) Approved the Contract Maintenance Agreements for a term up to five years with San Bernardino County (Public Works-Transportation) and San Bernardino County Flood Control;
- 2) Authorized the Public Works Director/City Engineer to approve contract work projects up to \$60,000 per roadway project and \$45,000 per drainage project, subject to overall annual maximum amount of \$100,000; and
- 3) Authorized the Mayor to execute both agreements.

11. Tract 18893-1 Grant Deed Transfer Ownership of Lot "C" WQMP Basin from City of Highland to D.R. Horton (Developer)

- 1) Accepted the Grant Deed to D.R. Horton; and
- 2) Directed the City Clerk to record the Grant Deed.

CITY COUNCIL PUBLIC HEARING**12. Introduction and First Reading of an Ordinance to Amend Title 5, Chapter 5.04, Sections 5.04.160 and 5.04.240 of the City of Highland Municipal Code (Business License)**

Mayor Lilburn introduced Director of Administrative Services Nava-Cruz to present the item.

Director of Administrative Services Nava-Cruz introduced the first reading of an ordinance to amend Title 5, Chapter 5.04 sections 5.04.160 (License Fee-Payment Due Dates) and 5.04.240 (Penalty for Delinquency-Action to Collect) of the City of Highland Municipal Code, and to make a finding of exemption under the California Environmental Quality Act (CEQA), and instruct staff to file a Notice of Exemption with the San Bernardino County Clerk. The objective is to establish a standardized business license date, aiming to eliminate confusion amongst residents and businesses. To achieve this, business licenses will follow a calendar year format with prorated fees based on quarterly periods. After the initial adjustment, all licenses will align to start January 1 and expire December 31. Additionally, penalties for late payments will be clarified and included in the Highland Municipal Code to ensure transparency and accountability. This will also formalize the process of sending courtesy notices to remind license holders of their obligations, emphasizing that timely payment is essential, regardless of receiving a notice.

Mayor Lilburn opened the public hearing and asked if anyone from the public wanted to speak for or against the item.

Seeing none, Mayor Lilburn closed the public hearing and brought it back to City Council for questions and action.

Mayor Lilburn inquired how often does the Finance Department encounter individuals who fail to renew their business license because a renewal notice was not received?

Director of Administrative Services Nava-Cruz stated staff encounters this situation frequently. Every month, 600 business license invoice renewals are sent out and approximately 100 individuals do not submit their payments, while about 50 claim not to have received the invoice in order to avoid late fees.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Solano to:

- 1) Introduce and conduct the first reading of Ordinance No. 465, amending sections 5.04.160 (License Fee-Payment Due Dates) and 5.04.240 (Penalty for Delinquency-Action to Collect) of Title 5 (Business Licenses and Regulations) of the Highland Municipal Code establishing a single annual business license fee renewal date and amending penalties and procedures for collecting penalties for delinquent business license fees; and
- 2) Make a finding of exemption under the California Environmental Quality Act (CEQA) and instruct staff to file a Notice of Exemption with the County Clerk of the Board. Motion carried, 5-0.

City Clerk Muñoz introduced Ordinance No. 465:

ORDINANCE NO. 465

AN ORDINANCE OF CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTIONS 5.04.160 (LICENSE FEE - PAYMENT DUE DATES) AND 5.04.240 (PENALTY FOR DELINQUENCY - ACTION TO COLLECT) OF TITLE 5 (BUSINESS LICENSES AND REGULATIONS) OF THE HIGHLAND MUNICIPAL CODE ESTABLISHING A SINGLE, ANNUAL BUSINESS LICENSE FEE RENEWAL DATE AND AMENDING PENALTIES AND PROCEDURES FOR COLLECTING PENALTIES FOR DELINQUENT BUSINESS LICENSE FEES AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Which title was read.

CITY COUNCIL LEGISLATIVE

13. Measure I 5-Year Capital Improvement Plan (2024/2025 - 2028/2029)

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

A MOTION was made by Councilmember Chavez-Cordova, seconded by Councilmember Solano to:

- 1) Approve the Measure I Capital Improvement Plan Expenditure Strategy (2024/2025 - 2028/2029); and
- 2) Approve Resolution No. 2024-039, adopting the Measure I 5-Year Capital Improvement Plan (2024/2025 - 2028/2029). Motion carried, 5-0.

RESOLUTION NO. 2024-039

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ADOPTING THE MEASURE I FIVE-YEAR CAPITAL IMPROVEMENT PLAN FOR FY2024/2025 THROUGH FY2028/2029

14. Appoint One (1) Member of the Public to the Planning Commission

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

She opened the floor to nominations.

Candidate Nicole McCance introduced herself to the City Council for the Planning Commission nomination.

Fred Yaeger spoke in support of candidate Debora Wright.

Councilmember Chavez-Cordova nominated Nicole McCance.

Hearing no other nominations, City Clerk Muñoz closed the floor for nominations.

City Clerk Muñoz called for the vote of Nicole McCance.

City Council unanimously appointed Nicole McCance to the Planning Commission.

15. Appoint One (1) Member of the Public to the Historic and Cultural Preservation Board

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

She opened the floor to nominations.

Mayor Pro Tem McCallon nominated Jeff Staggs.

Hearing no other nominations, City Clerk Muñoz closed the floor for nominations.

City Clerk Muñoz called for the vote of Jeff Staggs.

City Council unanimously appointed Jeff Staggs to the Historic and Cultural Preservation Board.

16. Designation of Voting Delegate and Alternate for the League of California Cities (Cal Cities) Annual Conference

City Manager Zamano gave a brief review of the staff report.

City Council unanimously appointed Mayor Lilburn as the Voting Delegate and Councilmember Solano as the Alternate for the League of California Cities Annual Conference scheduled for October 16-18, in Long Beach.

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

City Manager Zamano stated the Highland Sheriff's Department for the period of July 8 through August 4 received a total 2,963 calls, made 360 reports, 124 arrests, 48 citations, 171 traffic enforcement stops, 45 traffic collisions, towed 22 vehicles, 41 transient calls, and 2 homicides.

The Highland Fire Department for the month of July received 671 calls for service, some of which included: 505 medical aids, 26 traffic collisions, 9 structure fires, 32 vegetation fires, and 5 vehicle fires.

For the month of July, Burrtec completed 229 illegal dumping work orders totaling 1,408 for 2024.

The 3rd/5th Street Corridor Improvement Project is still underway. The main focus is to reactivate the traffic signals. Southern California Edison (SCE) installed meters to obtain permanent power; thus, these traffic signals are expected to resume normal operation on August 30.

Two Public Works projects are currently out for bid. The first project is the Highland Natural Parkland Trail Project, located on the north side of Base Line between Aplin Street and the city limits. The scope of work involves repair and renovation of the existing damaged trail. The construction cost is \$1,560,000 and is being partially funded by a State Recreation Trails Program Grant.

The second project is the Bledsoe Creek Storm Drain and Slope Repair Project, located on the southwest corner of Highland Avenue and Rockspring Lane (southern border of the East Highlands Ranch HOA Springlake Club House). This project aims to fix the damaged storm drain outlet and create an access road for maintenance purposes. The bid opening date for both projects is scheduled for August 27. Both construction contracts are expected to be presented to the City Council for approval during the September 10 City Council meeting.

On August 10, the Public Services Department in conjunction with the San Bernardino County Fire Department's Household Hazardous Waste Program hosted a Free Used Oil Filter Exchange and Recycling event at the AutoZone on Base Line and Palm Avenue. Organizers were delighted to share 74 residents participated in this event.

A ceremonial check presentation by Congressman Pete Aguilar took place on August 7 at the parking lot of the Lowes Shopping Center on Greenspot Road to present a \$3,000,000 federal check to the city to help fund the 5th Street/SR-210 Interchange Project. The check was received by Councilmember Timmer and Councilmember Chavez-Cordova.

The National Night Out event occurred on August 6 at the Highland Police Station. Everyone who attended engaged in safety education, explored community resources, and enjoyed various activities.

On Thursday, August 22 at 10:00 a.m., a commemorative event will be held to showcase the new training facility at Highland Fire Station #3.

On Saturday, August 24 from 8:00 a.m. to 12:00 p.m., the city will host a Compost Giveaway at the City Hall parking lot.

On Thursday, August 29 at 5:30 p.m., the city will host the State of the City Address at the Sterling Natural Resource Center.

Saturday, September 7 from 8:00 a.m. to 12:00 p.m., the Highland Improvement Team (HIT) will conduct a cleanup.

O'Reilly's Auto Parts has been granted permission by the Planning Commission to construct their latest store on the empty lot at the northeast corner of Base Line and Hillview Street, across the street from Mac's Spring Shop.

The Planning Department received a Special Event Proposal Application from Immanuel Baptist Church for their Annual Harvest Festival, scheduled October 31.

Costco, located on Greenspot Road, is in the process of grading and obtaining building permits to bring construction materials on site. Staff is aiming to organize within the next few weeks, a groundbreaking event in collaboration with Costco.

18. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Councilmember Chavez-Cordova stated he decided not to run for re-election this year. He strongly believes and supports term limits, fresh perspectives, and innovative ideas and thanks everyone for their support.

Mayor Lilburn stated she attended the grand opening events for All Eyez on U Beauty Bar and Boutique and Brushketeers Dentistry for kids.

She also mentioned, she was appointed as Vice President to the San Bernardino International Airport Authority (SBIAA).

ANNOUNCEMENTS

None

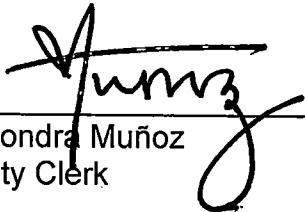
CLOSED SESSION

None

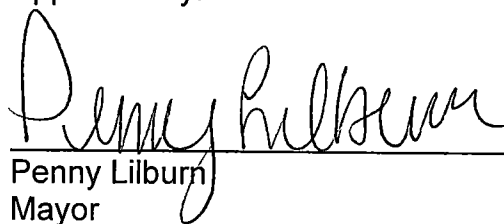
ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:37 p.m. in memory of Gerald Krause and Andres Ortega.

Submitted By:


Alondra Muñoz
City Clerk

Approved By:


Penny Lilburn
Mayor