



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
October 8, 2024 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

COUNCILMEMBERS

Penny Lilburn, Mayor
District 3

Larry McCallon, Mayor Pro Tem
District 5

Jesse Chavez-Cordova, Councilmember
District 1

Anaeli Solano, Councilmember
District 2

John P. Timmer, Councilmember
District 4

STAFF

Carlos Zamano, City Manager
Lawrence Mainez, Community Development Director
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Octavio Duran Jr., Public Works Director/City Engineer
Maricela Marroquin, City Attorney
Alondra Muñoz, City Clerk

MISSION STATEMENT

*Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community.
The City Council and the staff of Highland are dedicated to providing the quality of public facilities and
services that its citizens are willing to fund and will do so as efficiently as possible.*

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodations, including interpreters.

Pursuant to Government Code Section 54957.5, 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 City Council less than 72 hours prior to that meeting are available for public inspection at City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

**CITY COUNCIL REGULAR MEETING
OCTOBER 8, 2024 - 6:00 p.m.
AGENDA**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

To address the City Council, please complete a speaker form located at the entrance and give it to the City Clerk prior to the beginning of the meeting. Your name will be called when it is your turn to speak. State Law prohibits the City Council from acting on any item not on the agenda. Individual speakers are limited to three (3) minutes each.

For those wishing to make public comments by email to be read aloud at the meeting, please submit your comments by 5:00 p.m. on October 8, 2024, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the October 8, 2024 agenda, please identify the agenda item number in the subject line. Emailed comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

CITY COUNCIL CONSENT CALENDAR

1. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
2. Minutes - September 10, 2024 Joint Regular City Council & Special Housing Authority Meeting
RECOMMENDATION: Approve the Minutes as submitted.

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3. Minutes - September 12, 2024 City Council Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.
 4. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 770 for October 8, 2024, in the amount of \$2,172,775.33 and Payroll of \$135,368.62.
 5. Treasurer's Report for August 2024
RECOMMENDATION: That the City Council receive and file Treasurer's Report for August 2024.
 6. Claim Consideration - Linda Benjamin
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
 7. Declare Three (3) Seats Vacant on the Historic and Cultural Preservation Board
RECOMMENDATION: That the City Council:
 - 1) Declare three (3) seats vacant on the Historic and Cultural Preservation Board; and
 - 2) Direct the City Clerk to advertise the vacancies on the Historic and Cultural Preservation Board.
 8. Selection of an Event Date and Budget for the 27th Annual Citrus Harvest Festival
RECOMMENDATION: The Historic and Cultural Preservation Board recommends the City Council:
 - 1) Select March 29, 2025 as the Event Date for the Citrus Harvest Festival, with a Rain Date of April 5, 2025; and
 - 2) Adopt the budget.
 9. Resolution No. 2024-____, a Resolution of the City Council of the City of Highland, California Reaffirming and Extending Proclamation of a Local Emergency in the City of Highland as a Result of the Line Fire
RECOMMENDATION: That the City Council adopt Resolution No. 2024-____, extending the Proclamation of a Local Emergency in the City of Highland because of the Line Fire.
 10. Proposed City of Highland Community Development Block Grant (CDBG) Applications for Fiscal Year 2025/2026 Including One for Enhanced Code Enforcement and One for Pavement Rehabilitation and Ancillary Work on Two Streets: Sparks Street between Victoria Avenue and Cunningham Street and 11th Street between Los Feliz Drive and Victoria Avenue
RECOMMENDATION: That the City Council:
 - 1) Approve the City's application for Enhanced Code Enforcement that supports a portion of the salary and benefits of a Code Enforcement Officer, Administrative Assistant, and Community Development Director; and
 - 2) Approve the city's application to construct pavement rehabilitation and ancillary work on Sparks Street and Victoria Avenue within the CDBG Low-Moderate Income eligible block area boundaries.
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CITY COUNCIL PUBLIC HEARING

The order of business for Public Hearings shall be:

- 1) Mayor opens Public Hearing;
- 2) Staff presentation;
- 3) Applicant/Representative presentation;
- 4) Speakers in favor of proposal;
- 5) Speakers in opposition to proposal;
- 6) Applicant rebuttal;
- 7) Mayor closes Public Hearing;
- 8) Council discussion, motion and vote.

Once the Public Hearing is closed, no further testimony is taken.

11. General Plan Amendment (GPA 24-001) and Zone Change (ZC 24-001) from Low Density/Single-Family Residential (LD/R-1) to Planned Development (PD); Conditional Use Permit (CUP 23-010) for the Development of a 79-unit Small Lot Single-Family Community; Design Review Application (DRA 24-003) for the Related Site Plan, Building Elevations, Landscaping, and Grading Plan; Tentative Tract Map No. 20693 (TTM 24-001) to Subdivide Three (3) Parcels Into 79 Single-Family Lots and Common Areas; Adoption of a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program (ENV 24-002) for the Adoption of Mitigation Measures for Potential Impacts
RECOMMENDATION: The Planning Commission recommends the City Council:
- 1) Adopt Resolution No. 2024-_____, approving a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program (ENV 24-002), and direct staff to file a Notice of Determination with the San Bernardino County Clerk of the Board of Supervisors;
 - 2) Adopt Resolution No. 2024-_____, approving General Plan Amendment (GPA 24-001) to change the land use designation of the site from Low Density (LD) Residential to Planned Development (PD);
 - 3) Introduce Ordinance No. _____, approving Zone Change (ZC 24-001), changing the zoning designation of the site from Single-Family (R-1) Residential to Planned Development (PD);
 - 4) Adopt Resolution No. 2024-_____, approving Conditional Use Permit (CUP 23-010) for a 79-unit single-family Planned Development and related improvements, subject to the Conditions of Approval and Findings of Facts;
 - 5) Adopt Resolution No. 2024-_____, approving Design Review Application (DRA 24-003) for the Site Plan, Building Elevations, Conceptual Grading Plan, and Conceptual Landscape Plan for the residential development, subject to the Conditions of Approval, Design Directives, and Findings of Fact; and
 - 6) Adopt Resolution No. 2024-_____, approving Tentative Tract Map No. 20693 (TTM 24-001) for the subdivision of three (3) parcels into 79 single-family lots and common areas, subject to Conditions of Approval and Findings of Fact.

CITY COUNCIL LEGISLATIVE

12. Rejection of Bids - Bid No. 2024-05, "Bledsoe Creek Storm Drain (Line "A") and Slope Repair" (Project No. sdr17001)
RECOMMENDATION: That the City Council:
- 1) Reject all bids;
 - 2) Direct staff to modify the project scope as necessary; and
 - 3) Re-advertise for construction bids at a later date for Bid No. 2024-05, "Bledsoe Creek Storm Drain (Line "A") and Slope Repair" (Project No. sdr17001)
13. Construction and Construction Management Services Contract Awards - Bid No. 2024-02, "Highland Natural Parkland Trail Project" (Project No. tra20001)
RECOMMENDATION: That the City Council:
- 1) Award the construction contract for Bid No. 2024-02, "Highland Natural Parkland Trail Project" to the responsible low bidder, HL Hitchcock Construction, Inc., in the amount of \$1,434,882.50;
 - 2) Approve the proposal from Engineering Resources of Southern California, Inc. (ERSC) to provide Construction Management and Inspection Services (CM Services) in the amount of \$190,011.00;
 - 3) Authorize the City Manager to approve amendments to the ERSC task order up to 10% of the proposal amount; and
 - 4) Approve a budget adjustment to transfer \$229,178 from the General Capital Financing fund balance (Account No. 023-2510) to be expended from the Trails Construction fund (Account No. 023-3890-6816).
14. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
15. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS**CLOSED SESSION****CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and/or (d)(3):
One case.

ADJOURN**Regular Meetings**

Effective March 1, 2022, pursuant to Resolution No. 2022-001, the regular City Council meetings will be held once a month on the second Tuesday of each month. The next regular meetings of the City Council for 2024 are as follows: November 12; December 10.

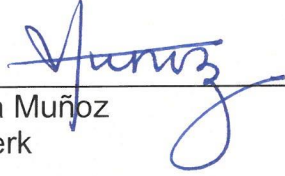
I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before October 3, 2024, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: October 3, 2024



Alondra Muñoz
City Clerk