

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 Pro Tem McCallon at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Al LeBrun, Immanuel Baptist Church, and the Pledge of Allegiance was led by Councilmember Chavez-Cordova.

ROLL CALL

Present: Chavez-Cordova, McCallon, Solano, Timmer
Absent: Lilburn

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

Mayor Pro Tem McCallon presented Councilmember Chavez-Cordova a Certificate of Recognition along with an engraved wooden chair to acknowledge his dedicated service to the Highland City Council.

Councilmember Chavez-Cordova thanked the City Council and staff for their hard work and appreciated the opportunity to collaborate with them.

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 Councilmember Timmer, seconded by Councilmember Solano, to approve the consent calendar as submitted. Motion carried on a roll call vote, 4-0, with Mayor Lilburn being absent.

1. Waive the Reading of All Ordinances

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

2. Minutes - October 8, 2024 Regular City Council Meeting

Approved the Minutes as submitted.

3. Minutes - October 8, 2024 City Council Special Meeting

Approved the Minutes as submitted.

4. Warrant Register

Approved Warrant Register No. 771 for November 12, 2024, in the amount of \$2,356,027.12 and Payroll of \$373,220.99.

5. Treasurer's Report for September 2024

Received and filed Treasurer's Report for September 2024.

6. Second Reading of Zone Change (ZC 24-001): Ordinance No. 466 of the City of Highland to Change the Zoning Designation of Three (3) Parcels on 8.3 acres from Single Family Residential (R-1) to Planned Development (PD) Related to a Development Consisting of 79 Single-Family Lots

Conducted a second reading of Zone Change (ZC 24-001), read by title only, and waived further reading of Ordinance No. 466, changing the zoning designation from Single-Family Residential (R-1) to Planned Development (PD).

ORDINANCE NO. 466

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING ZONE CHANGE (ZC 24-001) TO CHANGE THE ZONING DESIGNATION OF THREE (3) PARCELS FROM SINGLE FAMILY RESIDENTIAL (R-1) TO PLANNED DEVELOPMENT (PD) RELATED TO A DEVELOPMENT CONSISTING OF 79 SINGLE-FAMILY LOTS AND COMMON AREAS ON AN 8.3 ACRE SITE LOCATED ON THE WEST SIDE OF CENTRAL AVENUE, APPROXIMATELY 400 FEET SOUTH OF BASE LINE (ASSESSOR PARCEL NUMBERS 1192-341-11, 1192-361-45, AND 1192-361-47)

7. Resolution No. 2024-051, 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

Adopted Resolution No. 2024-051, continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

RESOLUTION NO. 2024-051

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY AS A RESULT OF THE LINE FIRE

CITY COUNCIL PUBLIC HEARING8. Public Hearing to Consider Calling a Special Election; Declaring the Results of the Election; and Approving Formation and Levy of Special Taxes for City of Highland Community Facilities District No. 24-001 (Highland Park) Generally Located North of Base Line, East of Club View Drive and West of the Greenbrier Place

Mayor Pro Tem McCallon opened the public hearing to consider calling a special election; declaring the results of the election; and approving formation and levy for the special taxes for City of Highland Community Facilities District No. 24-001 (Highland Park).

Public Works Director/City Engineer Duran Jr. stated the item is a proposed formation of the Community Facilities District (CFD) for the Highland Park project.

A CFD is a mechanism that allows agencies to impose a special tax to finance newly constructed improvements. This requirement is standard for all new developments, ensuring that these facilities are appropriately maintained.

The Highland Park project will consist of 46 homes, and Special Tax "A" will amount to \$1,058. This tax will cover the maintenance of various infrastructure elements, including streets, curbs, gutters, sidewalks, streetlights, and storm drains. The landscaping maintenance will be managed by the Homeowners Association (HOA).

Mayor Pro Tem McCallon asked if there were any questions or comments from the public, hearing none, he closed the public hearing and brought it back to City Council for discussion.

City Attorney Marroquin stated prior to this action, she would like to verify with the City Clerk that no majority protest was present for the official record.

City Clerk Muñoz confirmed there was not.

Mayor Pro Tem McCallon asked if there were any questions from staff, hearing none; he closed the public hearing and brought it back to City Council for a motion.

A MOTION was made by Councilmember Solano, seconded by Councilmember Timmer to adopt Resolution No. 2024-052, entitled: A resolution of formation of the City Council of the City of Highland, California, to establish City of Highland Community Facilities District No. 24-001 (Highland Park), to establish an appropriations limit therefor, to authorize the submittal of the levy of special taxes, and to submit the establishment of an appropriations limit, to the qualified electors of such Community Facilities District; and adopt Resolution No. 2024-053, entitled: A resolution of the City Council of the City of Highland, California, calling a special election and submitting to the qualified electors of City of Highland Community Facilities District No. 24-001 (Highland Park) propositions regarding the establishment of an appropriations limit and the annual levy of a special tax within the Community Facilities District. Motion carried, 3-1, with Councilmember Chavez-Cordova dissenting and with Mayor Lilburn being absent.

RESOLUTION NO. 2024-052

A RESOLUTION OF FORMATION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, TO ESTABLISH CITY OF HIGHLAND COMMUNITY FACILITIES DISTRICT NO. 24-001 (HIGHLAND PARK), TO ESTABLISH AN APPROPRIATIONS LIMIT THEREFOR, TO AUTHORIZE THE SUBMITTAL OF THE LEVY OF SPECIAL TAXES, AND TO SUBMIT THE ESTABLISHMENT OF AN APPROPRIATIONS LIMIT, TO THE QUALIFIED ELECTORS OF SUCH COMMUNITY FACILITIES DISTRICT

RESOLUTION NO. 2024-053

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, A SPECIAL ELECTION AND SUBMITTING TO THE QUALIFIED ELECTORS OF CITY OF HIGHLAND COMMUNITY FACILITIES AND SUBMITTING TO THE QUALIFIED ELECTORS OF CITY OF HIGHLAND COMMUNITY FACILITIES DISTRICT NO. 24-001 (HIGHLAND PARK) PROPOSITIONS REGARDING THE ESTABLISHMENT OF AN APPROPRIATIONS LIMIT AND THE ANNUAL LEVY OF A SPECIAL TAX WITHIN THE COMMUNITY FACILITIES DISTRICT

City Attorney Marroquin stated City Council will move forward with the opening of the election and asked the City Clerk to retrieve the ballots.

City Clerk Muñoz stated all ballots in the election have been submitted and declared the election closed.

City Attorney Marroquin stated once the City Clerk reviews the ballots, she may announce the election results.

City Clerk Muñoz stated all votes say yes.

City Attorney Marroquin confirmed with the City Clerk that she received one ballot from one owner in favor of the special tax.

City Clerk Muñoz stated that is correct.

City Attorney Marroquin stated that concludes the election. City Council could move to the consideration of the resolution declaring the results of the special election.

A MOTION was made by Councilmember Timmer, seconded by Councilmember Solano to adopt Resolution No. 2024-054, entitled: A resolution of the City Council of the City of Highland, California, declaring the results of a special election in City of Highland Community Facilities District No. 24-001 (Highland Park) and directing the recording of a notice of special tax lien. Motion carried, 3-1, with Councilmember Chavez-Cordova dissenting and with Mayor Lilburn being absent.

RESOLUTION NO. 2024-054

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, DECLARING THE RESULTS OF A SPECIAL ELECTION IN THE CITY OF HIGHLAND COMMUNITY FACILITIES DISTRICT NO. 24-001 (HIGHLAND PARK) AND DIRECTING THE RECORDING OF A NOTICE OF SPECIAL TAX LIEN

City Attorney Marroquin stated the final decision pertains to the ordinance of the City Council authorizing the levy of special tax.

A MOTION was made by Councilmember Solano, seconded by Councilmember Timmer to introduce Ordinance No. 467, entitled: An ordinance of the City Council of the City of Highland, California, acting in its capacity as the legislative body of City of Highland Community Facilities District No. 24-001 (Highland Park) authorizing the levy of special tax therein. Motion carried, 3-1, with Councilmember Chavez-Cordova dissenting and with Mayor Lilburn being absent.

City Clerk Muñoz introduced Ordinance No. 467.

ORDINANCE NO. 467

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF THE CITY
OF HIGHLAND COMMUNITY FACILITIES DISTRICT NO. 24-001 (HIGHLAND PARK)
AUTHORIZING THE LEVY OF A SPECIAL TAX THERIN

Which title was read.

CITY COUNCIL LEGISLATIVE

9. Construction and Construction Management Services Contract Awards - Greenspot Road Median and Parkway Improvements Project (Project No. str23002) - Bid No. 2024-06

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

A MOTION was made by Councilmember Timmer, seconded by Councilmember Solano to:

- 1) Award the construction contract for Bid No. 2024-06, Greenspot Road Median and Parkway Improvements Project to the responsible low bidder Hardy & Harper, Inc., in the amount of \$951,000; and
- 2) Approve a budget adjustment of \$400,660 from the "2007 RDA" fund balance Special Capital Projects (Account No. 010.2560) to be expended from Traffic Improvements (Account No. 010-3830-6550). Motion carried 4-0, with Mayor Lilburn being absent.

10. 2025 Community Events

Public Services Manager Morgan gave a brief review of the staff report.

A MOTION was made by Councilmember Chavez-Cordova, seconded by Councilmember Solano to direct staff accordingly regarding Community Events. Motion carried, 4-0, with Mayor Lilburn being absent.

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

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

She opened the floor for nominations.

Councilmember Solano nominated the two (2) incumbent applicants, Brent Merideth and Richard Bowman.

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

City Clerk Muñoz called for the vote of the two (2) applicants Brent Merideth and Richard Bowman.

City Council unanimously reappointed both members to the Community Trails Committee.

12. 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 October 8 through November 10 received a total 3,605 calls, made 412 reports, 139 arrests, 129 citations, 295 traffic enforcement stops, 73 traffic collisions, towed 57 vehicles, 35 transient calls.

The Highland Sheriff's Department is beginning to see the benefits of the newly established Deputy position for Traffic Enforcement, which received approval from City Council. In this month's report, there was a remarkable 74% rise in citation issues, increasing from 74 to 129, along with a staggering 280% increase in vehicles towed, rising from 10 to 57.

The Highland Fire Department for the month of October received 606 calls for service, some of which included: 458 medical aids, 32 traffic collisions, 10 structure fires, 19 vegetation fires, and 4 vehicle fires.

The Administrative Services/Finance Department for the month of October issued 56 business licenses. Most of the licenses were for external contractors associated with the Costco construction site and various development projects, as well as two new businesses within the city, Trendsetters Salon and Day Spa. There was a renewal of 217 business licenses, an issuance of 35 dog licenses, 77 yard sale permits, and 230 account payable checks.

The Highland Newsletter has been redesigned to keep residents informed about the latest events in Highland, while providing helpful resources.

The Public Works Department is currently recruiting two (2) vacancies: Assistant Engineer/Associate Engineer/Senior Civil Engineer, and Maintenance Worker I/II, depending on applicants' qualifications. Additionally, Ryan Ramos has been promoted from Maintenance Worker II to Public Services Coordinator.

Public Works staff provided an update to the Public Works Subcommittee on October 30 concerning the preparedness efforts following the Line Fire response. Areas impacted by the Line Fire face a heightened risk of flooding and debris flow during storms due to the loss of vegetation. Staff are collaborating with Police and Fire Departments to identify high-risk areas and implement measures to protect life and property. These initiatives may include the installation of k-rails and debris barriers where possible, weather alert response plans, advanced roadway closures and detours, as well as pre-staged equipment. San Bernardino County is undertaking similar initiatives, with staff working closely with them. Resources will be shared through the website's social media and newsletter. Be sure to sign up for the Smart 911 Telephone Emergency Notification System (TENS) to receive important messages and emergency alerts.

Staff received budget approvals from the Finance/Personnel Subcommittee to purchase equipment, materials, and contract support necessary for implementing mitigation measures or preemptively responding to emergencies. This includes buying sandbags and equipment for response, K-rails, traffic control signage, and storm-related needs. Authority granted by the Finance/Personnel Subcommittee amounts to \$200,000, just

under \$100,000. Staff will present an item to the City Council in December, requesting a budget increase of up to \$300,000 for these unanticipated efforts. The request will also seek authorization for the City Manager to spend these funds to ensure preparedness for upcoming events.

For the month of October, Burrtec completed 233 illegal dumping work orders.

On Monday, November 25 from 12:00 p.m. to 5:00 p.m., a Blood Drive will be held at the Highland Police Station.

Crestwood Communities (Crestwood) is gearing up to commence construction on their tract, which will feature 34 new single-family detached homes on small lots. This development is situated behind the Smart & Final on Base Line, within the Highland Town Center Policy area. Crestwood is currently in the second plan check with Building and Safety and has finalized their map, landscape plans, and Covenants, Conditions and Restrictions (CC&R). Groundbreaking is anticipated to take place this winter.

Staff have begun preparations for the upcoming homeless Point-In-Time Count, set for January 23, 2025. As in previous years, Senior Compliance Officer Owens will lead the effort for the city, collaborating with various city departments and the Quality of Life team to guarantee an accurate count.

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

Councilmember Timmer stated the Costco project in District 4 is constructing rebar installation and expressed enthusiasm about the progress being made.

ANNOUNCEMENTS

None

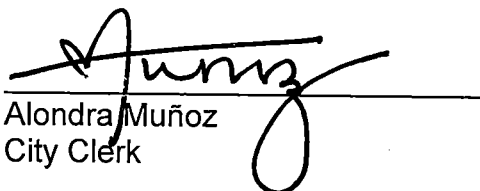
CLOSED SESSION

None

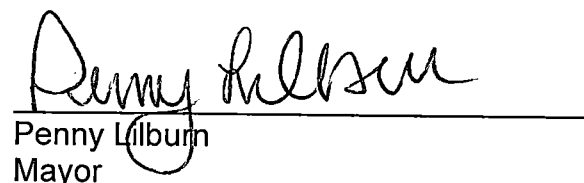
ADJOURN

There being no further business, Mayor Pro Tem McCallon adjourned the meeting at 6:35 p.m.

Submitted By:


Alondra Muñoz
City Clerk

Approved By:


Penny Lilburn
Mayor