

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:01 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 Councilmember Chavez-Cordova.

ROLL CALL

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

REPORT FROM CLOSED SESSION

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Janel Ruiz introduced herself as the new Public Affairs Manager at Southern California Gas Company covering San Bernardino County.

Junior Carrillo thanked the City Council for their service and dedication.

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

SWEARING IN OF NEWLY ELECTED COUNCILMEMBERS

City Clerk Muñoz swore in the newly elected Councilmembers Gregory Hogan (District 1), Penny Lilburn (District 3), and Larry McCallon (District 5).

CITY COUNCIL BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2024/2025

City Clerk Muñoz opened the floor for nominations for Mayor.

Councilmember McCallon nominated Councilmember Lilburn.

City Clerk Muñoz called for any other nominations. Hearing none, she closed the floor for nominations.

Councilmember Lilburn was appointed Mayor.

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

Mayor Lilburn nominated Councilmember Solano.

Councilmember Timmer nominated Councilmember McCallon.

City Clerk Muñoz called for the vote for Councilmember Solano.

Hearing three ayes, Councilmember Solano was appointed Mayor Pro Tem.

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

Councilmember Timmer proposed Councilmember Hogan retain the Subcommittees previously held by Councilmember Chavez-Cordova.

Mayor Lilburn requested she wanted to serve on the Legislative Subcommittee, previously held by Councilmember Chavez-Cordova.

Subcommittees

Community Day of Service
Finance/Personnel
Legislative
Public Facilities
Public Safety
Public Works

Members

Hogan, Solano
McCallon, Timmer
Lilburn, Solano
Solano, Timmer
Hogan, Lilburn
McCallon, Timmer

Agency Appointments

Omnitrans
SANBAG
SBIAA
SCAG
Santa Ana River Wash Area Coordinated Planning
Activities Committee

Members

Lilburn, Alt-McCallon
McCallon, Alt-Lilburn
Lilburn Alt-McCallon
Lilburn, Alt-Solano
Hogan, Alt-Timmer

Staff Agency Appointments

Gangs & Drugs Task Force
California Intergovernmental Risk Authority (CIRA)

Members

Chief of Police
Nava-Cruz, Alt-Zamano

A MOTION was made by Councilmember McCallon, seconded by Mayor Pro Tem Solano, to move forward with the recommendations on the various Subcommittees. Motion carried, 5-0.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem Solano, seconded by Councilmember Timmer, to approve the consent calendar as submitted. 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 12, 2024 City Council Regular Meeting

Approved the Minutes as submitted.

5. Warrant Register

Approved Warrant Register No. 772 for December 10, 2024, in the amount of \$2,597,132.41 and Payroll of \$220,649.58.

6. Treasurer's Report for October 2024

Received and filed Treasurer's Report for October 2024.

7. Claim Consideration - Noel Montes

Rejected claim.

8. Claim Consideration - Maria Guadalupe Guerrero

Rejected claim.

9. Resolution No. 2024-055, 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. 2024-055, reaffirming and extending Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

RESOLUTION NO. 2024-055

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

10. 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, 2024

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, 2024.

11. AB1600 Development Impact Fee Annual Report for Fiscal Year 2023/2024 per Government Code Section 66006

Received and filed the AB1600 Development Impact Fee Annual Report for Fiscal Year 2023/2024.

12. Developer In-Lieu Fee Annual Report Fiscal Year 2023/2024

Received and filed the Developer In-Lieu Fee Annual Report for Fiscal Year 2023/2024.

13. Resolution No. 2024-056, Establishing Employee Salaries

- 1) Approved a 5% salary increase beginning January 1, 2025 for the Assistant Public Works Director; and
- 2) Adopted Resolution No. 2024-056, establishing employee salaries.

RESOLUTION NO. 2024-056
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING EMPLOYEE SALARIES

14. Easements Acceptance - Erika and Ricardo Velarde Family Revocable Living Trust - New Single Family Residence Project (7415 Via Deldene)

- 1) Accepted Grants of Easement for sidewalk purposes and community trail purposes from Erika and Ricardo Velarde; and
- 2) Directed the City Clerk to record the Grants of Easements.

15. Second Reading of Ordinance No. 467 - City of Highland Community Facilities District No. 2024-001 (Highland Park) Authorizing the Levy of a Special Tax Therein

Conducted a second reading, read by title only, and waived further reading of 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 CITY OF
HIGHLAND COMMUNITY FACILITIES DISTRICT NO. 24-001 (HIGHLAND PARK)
AUTHORIZING THE LEVY OF A SPECIAL TAX THEREIN

16. Budget Adjustments for Emergency Preparedness and Response Efforts as a Result of the Line Fire for Fiscal Year 2024/2025

- 1) Approved a budget adjustment in the amount of \$200,001 from the General Fund reserves, Economic Uncertainty fund balance (001-2550), to be expended from 001.1450.4260 for immediate emergency preparedness and response efforts. This adjustment will bring the total budget emergency preparedness and response efforts to \$300,000 for Fiscal Year 2024/2025; and
- 2) Authorized the City Manager to approve contracts and purchase orders up to the total budgeted amount of \$300,000 for emergency preparedness and response efforts.

CITY COUNCIL PUBLIC HEARING17. Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2025/2026

Mayor Lilburn stated she would abstain from this item due to a conflict of interest; she is employed at the Highland Senior Center. She asked Mayor Pro Tem Solano to open the public hearing.

Mayor Pro Tem Solano opened the public hearing for the Community Development Block Grant Funds for Fiscal Year 2025/2026.

Assistant Community Development Director Stater stated each year, the City of Highland receives funding from the U.S. Department of Housing and Urban Development (HUD) through the County of San Bernardino. This year, the anticipated allocation is \$378,381, reflecting a decrease of approximately 5% from the previous year. The City of Highland has received seven applications, two of which pertain to construction projects, while the remaining five are for public service initiatives. The City Council cannot allocate more than 15% of the total funding to public service projects.

The construction projects under consideration include the Highland Code Enforcement initiative and the street improvements on 11th Street and Spark Street, with a total requested amount of \$350,000. However, the total available funding is \$321,624. If the City Council decides to fully fund all public service programs, the available amount of \$56,757 will be exhausted, despite the total requested amount for these programs being \$84,000.

Mayor Pro Tem Solano asked if there were any questions from staff? Seeing none, she referred to several speaker slips that were submitted.

Minky Balon spoke in support of the Highland Sam Racadio Library.

Molly Widdicombe spoke in support of the Girls on the Run program.

Jason Waitschies spoke in support of the Highland YMCA.

Evelia Zazueta spoke in support of the Highland YMCA.

Jackeline Moratoya spoke in support of the Highland YMCA.

Jeff Novak spoke in support of the Highland Senior Center.

Linda Sowell Spoke in support of the Highland Senior Center.

Mayor Pro Tem Solano confirmed there were no additional speaker slips and closed the public hearing and brought it back to City Council for deliberation.

Councilmember Timmer stated due to a reduction in available funds, it would be appropriate if construction projects were prioritized first. Specifically, recommend allocating \$120,000 to the City of Highland Code Enforcement and \$201,624 for the construction of street improvements, totaling the full \$321,624.

A MOTION was made by Councilmember Timmer, seconded by Councilmember McCallon, to fund the Community Development Block Grant Funds Fiscal Year 2025/2026 construction and community improvement project applications in the following allocation amounts: Application Number HIGH25CN-001 Enhanced Code Enforcement within the low-and moderate-income target areas \$120,000; Application Number HIGH25CN-002 street improvements in target areas including 11th Street and Sparks Street for a total \$321,624. Motion carried, 4-0, with Mayor Lilburn abstaining.

Mayor Pro Tem Solano moved forward with the second motion for the public service project programs.

Councilmember Timmer stated with limited funds, it is recommended we propose maintaining our support for the existing organizations and unfortunately, we do not have the funds to add a new organization. He suggested the following allocation amounts: Central Little League for \$14,000, Highland Senior Center for \$22,700, Highland Family YMCA for \$12,057, and San Bernardino County Library for \$8,000. This totals approximately \$56,757.

A MOTION was made by Councilmember Timmer, seconded by Councilmember McCallon, to fund the Community Development Block Grant Funds Fiscal Year 2025/2026 Application for public service project programs in the following amounts: Application Number HIGH25PS-012 Central Little League, scholarships for youth baseball and softball for \$14,000; Application Number HIGH25PS-013 Highland Senior Center Service, activities and services to improve quality of life for \$22,700; Application Number HIGH25PS-026 Highland Family YMCA, provide health and wellness activities for \$12,057; Application Number HIGH25PS-048 San Bernardino County Library, adult literacy programs for \$8,000. Motion carried, 4-0, with Mayor Lilburn abstaining.

CITY COUNCIL LEGISLATIVE

18. First Amendment to the Revised and Restated Solid Waste Franchise Agreement Between the City of Highland and Burrtec Waste Industries, Inc., to Incorporate Senate Bill 1383 Requirements

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

Mayor Lilburn referred to the speaker slip that was submitted for this item.

Phil Goodrich representing East Valley Water District spoke in support of incorporating the Senate Bill 1383 requirements.

A MOTION was made by Councilmember McCallon, seconded by Councilmember Timmer, to approve and authorize the Mayor to execute the First Amendment to the Revised and Restated Solid Waste Franchise Agreement between the City of Highland and Burrtec Waste Industries, Inc., to incorporate Senate Bill 1383 requirements. Motion carried, 5-0.

19. Tract 19915 - Assignment Agreement (Century Communities)

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

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

- 1) Adopt Resolution No. 2024-057, to accept the replacement subdivision bonds;
- 2) Authorize the Mayor to sign the "Assignment and Assumption Agreement" for Tract 19915; and
- 3) Approve the release of the improvement bonds for Tract 19915 posted by the original owner. Motion carried, 5-0.

RESOLUTION NO. 2024-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, APPROVING THE "ASSIGNMENT" AGREEMENT, AND ACCEPTING
THE SUBDIVISION REPLACEMENT BONDS FOR TRACT NO. 19915
(CENTURY COMMUNITIES)

20. Appoint Three (3) Members 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.

Councilmember McCallon nominated all three (3) incumbents Patrick Sandford, Jeffrey Staggs, and Hugh A. Walker.

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

City Clerk Muñoz called for the vote of Patrick Sandford, Jeffrey Staggs, and Hugh A. Walker.

City Council unanimously reappointed Patrick Sandford, Jeffery Staggs, and Hugh A. Walker.

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

Director of Administrative Services/City Treasurer Nava-Cruz stated the Highland Sheriff's Department for the period of November 11 through December 8 received a total 2,687 calls for service, made 263 reports, 100 arrests, issued 69 citations, conducted 235 traffic enforcement stops, responded to 38 traffic collisions, 22 transient calls, and towed 11 vehicles.

The Highland Fire Department for the month of November received 639 calls for service, some of which included: 474 medical aids, 31 traffic collisions, 6 structure fires, 13 vegetation fires, and 4 vehicle fires.

The Administrative Services/Finance Department for the month of November issued 98 business licenses, renewed 236 business licenses, issued 58 dog licenses, 63 yard sale permits, and 169 account payable checks.

The Highland Newsletter is available for residents to stay informed about the latest events in Highland, while providing helpful resources.

Human Resources is currently recruiting two (2) vacancies: Assistant Engineer/Associate Engineer/Senior Civil Engineer for the Public Works Department, and an Administrative Assistant III for the Code Enforcement/Building and Safety Department. Anyone interested can apply on our website.

On Thursday, December 12 from 10:00 a.m. to 12:00 p.m., the San Bernardino County Mobile Food Pantry will be held at the Highland Community Park.

Operation Santa Claus is scheduled to begin at Fire Station No. 3 on December 16, Highland Police Station on December 17, and at Fire Station No. 2 December 18. Each event will be held from 6:00 p.m. to 8:00 p.m.

On Thursday, December 19 at 6:00 p.m., a Storm Prep Community Meeting will be held at the Highland Police Station.

For the month of October, Burrtec completed 188 illegal dumping work orders.

The Director of Real Estate Development for Costco informed staff they are pleased with the substantial progress being made and both the warehouse and gas service will be operational by March 8, 2025.

The Lowes Shopping Center located off Greenspot Road is undergoing exterior remodeling.

A new Grocery Outlet Store has commenced its tenant improvements to open shop where the former Staples Office Supplies used to be and anticipates opening in the next couple of months.

In late November, Robertson's Ready Mix submitted a Design Review Application to the Planning Commission to construct a new 6000-square foot vehicle maintenance facility. This building will be located along the south side of 3rd Street, east of Palm Avenue. The project will feature a prefabricated metal structure and will include enhancements to the surrounding site and right-of-way.

Highland Village Plaza, situated at the northwest corner of Base Line and Boulder Avenue, has responded positively to Code Enforcement notices concerning inadequate landscaping, maintenance, and repairs associated with the building trellises. The new owners, along with their property management team have initiated the replacement and improvements are anticipated to be completed within the next few months.

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

Mayor Pro Tem Solano thanked City Council for appointing her to her new role.

Councilmember Hogan is looking forward to serving his community.

Mayor Lilburn is thankful and excited to serve the community as Mayor.

ANNOUNCEMENTS

None

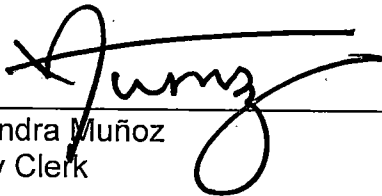
CLOSED SESSION

None

ADJOURN

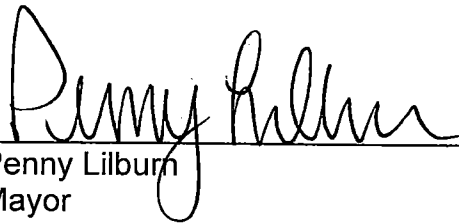
There being no further business, Mayor Lilburn adjourned the meeting at 7:14 p.m. in memory of Derek Bellefeuille Sr.

Submitted By:

A handwritten signature in black ink, appearing to read "Alondra", written over a horizontal line.

Alondra Muñoz
City Clerk

Approved By:

A handwritten signature in black ink, appearing to read "Penny Lilburn", written over a horizontal line.

Penny Lilburn
Mayor