

CALL TO ORDER

The special 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 Tracy Johnson, Immanuel Baptist Church, and the Pledge of Allegiance was led by Councilmember Hogan.

ROLL CALL

Present: Hogan, Lilburn, McCallon,
Absent: Timmer
Vacancy: District 2 Councilmember

REPORT FROM CLOSED SESSION

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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

Brent Merideth spoke in support of agenda item no. 20, the Highland Regional Connector Project (Project No. str22002).

CITY COUNCIL BUSINESS**1. Filling the City Council District 2 Seat Vacated by Anaeli Solano**

City Manager Zamano stated City Council needs to fill the vacancy in District 2, which was created by the resignation of former Councilmember Anaeli Solano on December 20, 2024. With two years remaining in her term, state law mandates that the City Council must either appoint a successor by February 18, 2025, or call for a special election to fill the position.

To qualify for the position of City Councilmember, candidates must meet the following criteria: 1) a resident in District 2, 2) be a registered voter, and 3) be a United States citizen 18 years or older.

If the City Council decides to fill the vacant seat through appointment, the process remains at the City Council's discretion. Several methods can be employed for electing the appointee, including accepting applications, conducting interviews, and voting to appoint the new member. However, the City Council is not obligated to follow this structured approach and may choose to appoint an individual directly. Should someone be appointed to fill the District 2 seat, that individual will serve until the election on November 3, 2026.

In the event City Council fails to appoint a replacement by the deadline of February 18, 2025, City Council would be required to call for a Special Election. Consequently, the District 2 seat would remain vacant until the Special Election held on November 4, 2025. The individual elected during this election would serve the remainder of the term, concluding November 3, 2026.

The City Council seat cannot be vacant for the remainder of the term and staff is seeking guidance on how to fill the vacancy.

An estimate cost for having a Special Election would be in the range of \$181,500 through \$295,000.

Mayor Lilburn thanked City Manager Zamano for his report and opened the floor for discussion.

Councilmember McCallon inquired why there was a delay in taking action on this item by the City Council, given the resignation of former Councilmember Anaeli Solano happened in December 2024.

City Manager Zamano stated there were scheduling conflicts with City Council during the month of January.

Councilmember McCallon stated his concern with the limited timeframe of three weeks to identify and vet a candidate for appointment.

Mayor Lilburn asked, in the event City Council opted for an appointment but was unable to identify a suitable candidate, would City Council be able to proceed with the process of holding a Special Election?

City Manager Zamano indicated City Council has until February 18, 2025 to either appoint an individual or initiate a Special Election.

Mayor Lilburn suggested she would like to choose the option of appointing someone for the vacancy.

Councilmember McCallon asked how the notification for vacancy would be sent out to people who are interested and how long it will take?

City Attorney Marroquin stated the information can be posted on the city's website and through social media platforms. Alternatively, the City Council could select an individual without requiring an application process.

Mayor Lilburn stated her concern is the lack of candidates in the last few election cycles for District 2.

Councilmember Hogan asked what is the age restriction?

City Manager Zamano stated, a U.S citizen 18 years or older.

Mayor Lilburn stated she is open to trying the appointment process for the next three weeks.

Councilmember McCallon asked what kind of deadline will be put into place?

City Attorney Marroquin indicated the determination of the application and interview timeline is at the discretion of City Council. It is essential to note that a decision must be reached by February 18, 2025.

Mayor Lilburn stated City Council should know of any candidates by February 11, 2025.

Councilmember McCallon asked if the City Council would be able to conduct interviews on February 11, 2025?

City Attorney Marroquin stated yes. By February 11, 2025, City Council should know whether any applications have been submitted. The deadline for submitting applications is set for February 7, 2025. Therefore, City Council could convene a regular meeting February 11, 2025 followed by a special meeting right after where interviews can take place.

A MOTION was made by Mayor Lilburn, seconded by Mayor Pro Tem McCallon, to fill the vacancy in City Council District 2 by appointment with a deadline of February 7, 2025 for submission of applications. Motion carried on a roll call vote, 3-0, with Councilmember Timmer being absent and a Councilmember vacancy for District 2.

2. Appointment of Mayor Pro Tem for 2024/2025 Following Councilmember Resignation

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

Mayor Lilburn nominated Councilmember McCallon.

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

Councilmember McCallon was appointed Mayor Pro Tem for the period of 2024/2025.

3. Review and Revise Current Membership on City Council Subcommittees, Ad Hoc Committees, and Agency Appointments Following Councilmember Resignation

Mayor Lilburn proposed the following Subcommittees be held by the following Councilmembers:

Subcommittees

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

Members

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

Agency Appointments

Omnitrans

SBCTA

SBIAA

SCAG

Santa Ana River Wash Area Coordinated Planning

Activities Committee

Solid Waste Task Force

Members

Lilburn, Alt-McCallon

McCallon, Alt-Lilburn

Lilburn, Alt-McCallon

McCallon, No Alt

Hogan, Alt-Timmer

Lilburn, Alt-Morgan

Staff Agency Appointments

Gangs & Drugs Task Force

California Intergovernmental Risk Authority (CIRA)

Members

Chief of Police

Nava-Cruz, Alt-Zamano

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, seconded by Mayor Lilburn, to approve the consent calendar as submitted. Motion carried on a roll call vote, 3-0, with Councilmember Timmer being absent and a Councilmember vacancy on District 2.

4. Waive the Reading of All Ordinances

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

5. Minutes - December 10, 2024 Regular City Council Meeting

Approved the Minutes as submitted.

6. Warrant Register

Approved Warrant Register No. 773 for January 28, 2025, in the amount of \$6,634,976.62 and Payroll of \$384,513.77.

7. Treasurer's Report for November 2024

Received and filed Treasurer's Report for November 2024.

8. Treasurer's Report for December 2024

Received and filed Treasurer's Report for December 2024.

9. Claim Consideration - Zena McDonald

Rejected claim.

10. Claim Consideration - Abel Perez

Rejected claim.

11. Claim Consideration - Maria Guadalupe Guerrero

Rejected claim.

12. Records Destruction Authorization

Approved the destruction of certain records.

13. Resolution No. 2025-001, 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. 2025-001, continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

RESOLUTION NO. 2025-001

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

14. Resolution No. 2025-002, Establishing Employee Salaries

- 1) Reclassified the position of Administrative Services Manager to Information Technology Technician;
- 2) Retained the position of Deputy City Clerk;
- 3) Adopted Resolution No. 2025-002, a Resolution of the City Council of the City of Highland, California, establishing employee salaries; and
- 4) Directed the City Attorney to finalize the All Covered Managed Service Provider Information Technology (IT) contract and authorize the City Manager to execute the contract when final. Attached is the proposed contract, not final.

RESOLUTION NO. 2025-002

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING EMPLOYEE SALARIES

15. Contract Renewal - 2020-08, "Citywide Concrete Maintenance"

- 1) Extended the Citywide Concrete Maintenance contract with Above All Names Construction Services, Inc. for one year; and
- 2) Approved a 9.7% increase to the contract unit prices.

16. Contract Renewal - 2020-09, "Citywide Traffic Striping and Pavement Marking Maintenance"

- 1) Extended the Citywide Traffic Striping and Pavement Marking Maintenance contract with Interstate Striping & Signs, Inc. for one year; and
- 2) Approved a 5.2% increase to the contract unit prices.

17. Authorization and Purchase Agreements for Heating, Ventilation, and Air Conditioning (HVAC) System Repairs for YMCA Building

- 1) Waived formal contract procedures per Municipal Code Section 2.40.100 for which the city's best interests are served;
- 2) Approved the proposal from TRANE in the amount of \$319,000 to replace the chiller unit at the YMCA through the city's Omnia Partners cooperative purchasing program contract #RACINE-3341;
- 3) Approved the proposal from Johnson Controls to replace the climate control system at the YMCA in the amount of \$60,887.45 through the city's Sourcewell cooperative purchasing program contract #070121-JHN; and
- 4) Authorized the City Manager to sign purchase agreements with TRANE and Johnson Controls to replace the chiller unit and climate control system at the YMCA building.

18. Preparation of Annual Engineer's Report for 2025/2026 Assessments

- 1) Adopted Resolution No. 2025-003 ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and
- 2) Adopted Resolution No. 2025-004 ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.

RESOLUTION NO. 2025-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, CALIFORNIA ORDERING THE PREPARATION OF ENGINEER'S REPORT FOR CONSOLIDATED LANDSCAPE & LIGHTING DISTRICT NO. 96-1 FOR FISCAL YEAR 2025/2026

RESOLUTION NO. 2025-004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, COUNTY OF SAN BERNARDINO, CALIFORNIA ORDERING THE PREPARATION OF AN ENGINEER'S REPORT FOR STREET AND DRAINAGE MAINTENANCE DISTRICT 96-1 FOR FISCAL YEAR 2025/2026

19. 29th Annual Highland Community Trails Day Event

Approved Saturday, June 7, 2025, as the date for the 29th Annual Highland Community Trails Day event.

20. Construction and Construction Management Services Contract Award - Highland Regional Connector Project (Project No. str22002)

- 1) Awarded the construction contract for Bid No. 2024-03, Highland Regional Connector Project to the responsible low bidder, Match Corporation, in the amount of \$792,659.22;
- 2) Approved the proposal from Willdan Engineering to provide construction management and inspection services (CM Services) in the amount of \$88,500;
- 3) Authorized the City Manager to approve amendments to the Willdan Engineering task order up to 10% of the proposal amount; and

- 4) Approved a budget adjustment in the amount of \$80,275 from the Measure I Unreserved/Undesignated fund balance (017-2100) to be expended from Measure I Traffic Improvements (017-8350-6550).

CITY COUNCIL PUBLIC HEARING

None

CITY COUNCIL LEGISLATIVE

21. 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 December 30, 2024 through January 27, 2025 received a total 3,020 calls for service, made 299 reports, 131 arrests, issued 100 citations, conducted 230 traffic enforcement stops, responded to 51 traffic collisions, 24 transient calls, and towed 10 vehicles.

The Highland Fire Department for the month of December received 670 calls for service, some of which included: 519 medical aids, 23 traffic collisions, 8 structure fires, 8 vegetation fires, and 2 vehicle fires.

The Administrative Services/Finance Department for the month of December issued 57 business licenses, renewed 310 business licenses, issued 65 dog licenses, 29 yard sale permits, and 197 account payable checks.

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

The City Clerk Department for the 2024 calendar year received 345 public record requests with an average processing time of 3 days and processed 144 passport applications.

The Public Works Department is currently recruiting for an Assistant Public Works Director. Anyone interested can apply on our city website.

There are several ongoing developments on Greenspot Road, specifically between SR-210 and Boulder Avenue. Various construction projects are taking place on both sides of Greenspot Road, which many residents have likely observed. Additionally, utility work is in progress. The Greenspot Road Improvements Project aims to enhance the median by extending left-turn lanes and creating dedicated right-turn pockets. The city's contractor is making significant progress, and most of these improvements are expected to be completed within the next few weeks.

The CBDG Pavement Rehabilitation Project is out for bid, with the bid opening scheduled for Wednesday, February 5, 2025. The project encompasses pavement overlay for Cunningham Street, Fleming Street, 7th Street, Hibiscus Street, and Colwyn Avenue.

On Thursday, February 13, 2025 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.

The Highland Improvement Team (HIT) is looking for volunteers for the Compost Giveaway event that will be held on Saturday, February 22, 2025 from 8:00 a.m. to 12:00 p.m. at City Hall. Contact Volunteer Services for more information.

For the month of December, Burrtec completed 137 illegal dumping work orders and 2200 work orders for the 2024 year.

Recently, Breazer Homes completed a 54-unit development located north of Santa Ana Canyon Road. This project formalizes a segment of the city's multipurpose trail along the North Fork Canal, adjacent to Cram Elementary School.

D.R. Horton Mediterra Tract is currently progressing into its 13th phase, with a total of 122 units constructed to date. An additional 27 units are expected to be completed over the next year.

Century Homes is in the process of developing a 42-unit project located in Highland Park on Base Line, near Weaver Street.

Crestwood Communities is set to commence construction on 32 residential homes located north of Smart and Final on Base Line.

The 2025 county-wide Homeless Point in Time Count was conducted on the morning of Thursday, January 23, 2025. The city's count was led by Barrie Owens, Senior Code Enforcement Officer, with assistance from various city departments and the Highland Police Department. This year, the Highland team identified a total of 60 homeless individuals. In comparison, the total count was 100 in 2020 and 61 in 2023. The final numbers will adjust once individuals and shelters are incorporated into the overall totals. The City of Highland's estimated number of sheltered individuals is approximately 25, resulting in an overall estimated number of 85 for the 2025 Point in Time Count assessment.

Starbucks on Greenspot Road opened for business on Thursday, January 16, 2025.

Chipotle Mexican Grill on Greenspot Road opened for business on Friday, January 17, 2025.

A new Grocery Outlet Store will open shop by Lowe's and anticipates opening for business in the next few weeks.

Costco Warehouse is scheduled to open to the public on Saturday, March 8, 2025 with a gas service expected to open a week prior.

Additional retail openings are anticipated later this summer and in the fall.

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

Mayor Lilburn thanked the Highland Police Department, Burrtec Inc., and city staff for their hard work. She shared the San Bernardino International Airport (SBIAA) will host an emergency exercise on February 19. Those interested in participating or seeking further information are encouraged to contact the airport directly.

In addition, she thanked Phil Goodrich and Michael Moore from East Valley Water District for their invaluable assistance in establishing a team dedicated to the empowerment for young women at San Geronio and Indian Springs High Schools.

ANNOUNCEMENTS

None

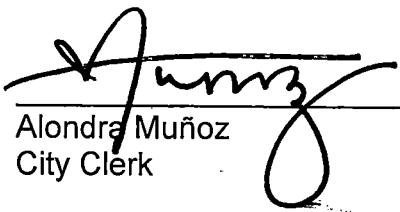
CLOSED SESSION

None

ADJOURN

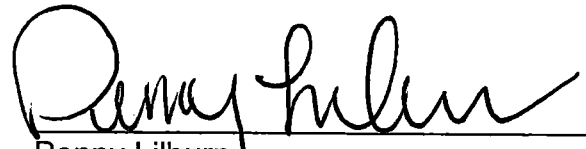
There being no further business, Mayor Lilburn adjourned the meeting at 6:50 p.m. in memory of Emma Novak, Mary Lou Navarro, and Mary Lou Brown.

Submitted By:



Alondra Muñoz
City Clerk

Approved By:



Penny Lilburn
Mayor