

CITY OF HIGHLAND REGULAR MEETING OF THE COMMUNITY TRAILS COMMITTEE AGENDA

REGULAR MEETING

February 8, 2024

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

MEMBERS

Erwin Fogerson, Vice Chair

Richard Bowman, Member

Michael McMillan, Member

Brent Merideth, Member

Clayton Troxell, Member

STAFF

Lawrence A. Mainez, Community Development Director

Kim Stater, Assistant Community Development Director

Travis Trejo, Assistant Planner

Camille Duarte, Administrative Assistant III

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.

Visit the City's Website at: www.cityofhighland.org

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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 accommodation to include 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 Planning Commission, less than 72 hours prior to that meeting, are available for public inspection at Highland City Hall, 27215 Base Line, Highland, CA 92346, during normal business hours.

Submission of Public Comments: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 5:00 p.m. on February 8, 2024 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 8, 2024 agenda, please identify the agenda item number in the subject line.

Members of the public will be permitted to make public comments in person.

**COMMUNITY TRAILS COMMITTEE
REGULAR MEETING AGENDA
FEBRUARY 8, 2024 - 6:00 P.M.**

CALL TO ORDER

Pledge of Allegiance

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

To address the Community Trails Committee please complete a speaker form located at the entrance and give it to the Administrative Assistant prior to the beginning of the meeting. Your name will be called when it is your turn to speak. Individual speakers are limited to three minutes each. Comments received via email by February 8, 2024, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes.

1. Election of Chair and Vice Chair

RECOMMENDATION: Staff recommends the Community Trails Committee conduct an Election for Chair and Vice Chair.

CONSENT CALENDAR

2. Minutes from January 11, 2024 Special Meeting.

RECOMMENDATION: That the Community Trails Committee approve the minutes as submitted.

BUSINESS ITEMS

3. Code of Ethics – Annual Review

RECOMMENDATION: That the Historic and Cultural Preservation Board review the current Code of Ethics and make any recommendations or changes, if needed, to the City Council.

4. 2024 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members select attendance time slots for the 2024 Citrus Harvest Festival and discuss CTC booth activities.

5. 28th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's verbal presentation regarding the Community Trails Day Event and provide Staff with comments and / or recommendations as appropriate.

ANNOUNCEMENTS

ADJOURN

I, Camille Duarte, Administrative Assistant III of the City of Highland, California, certify that I caused to be posted this agenda on or before the 1st of February 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: February 1, 2024



Camille Duarte, Administrative Assistant III



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 8, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III *CD*

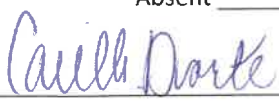
SUBJECT: Election of Chair and Vice Chair

RECOMMENDATION: Staff recommends the Community Trails Committee conduct an Election for Chair and Vice Chair

FISCAL IMPACT: None

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: In accordance with Highland Municipal Code Section 2.32.040, the Community Trails Committee will annually meet on the second Thursday of February to appoint a Chair and Vice Chair for the coming year. The current Chair will turn the meeting over to Staff, who will take nominations and the vote for Chair. After the appointment of the Chair, Staff will turn the meeting over to the newly appointed Chair who will then take nominations and the vote for Vice Chair.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 8, 2024

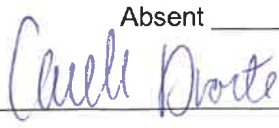
FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Camille Duarte, Administrative Assistant III

SUBJECT: Minutes from the January 11, 2024 Community Trails Committee Special Meeting.

RECOMMENDATION: Staff recommends the Community Trails Committee approve the Minutes as submitted.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>2</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 Recording Secretary		 Community Development Director	

**COMMUNITY TRAILS COMMITTEE
SPECIAL MEETING MINUTES
January 8, 2024**

CALL TO ORDER

The regular meeting of the Community Trails Committee of the City of Highland was called to order at 6:00 p.m. by Vice Chair Fogerson at the Donahue Council Chambers, 27215 Base Line, Highland, California.

Present:	Vice Chair	Erwin Fogerson
	Member	Richard Bowman
	Member	Michael McMillan
	Member	Brent Merideth
	Member	Clayton Troxell

Staff Present: Lawrence Mainez, Community Development Director
Carlos Zamano, City Engineer
Scott Rice, Consultant Landscape Architect
Travis Trejo, Assistant Planner
Camille Duarte, Administrative Assistant III

Pledge of Allegiance led by Vice Chair Fogerson.

COMMUNITY INPUT (ITEMS NOT ON THE AGENDA)

Public Speaker Bob Hitchman stated the Annual Trails Day event in June 2023 was great. It was a beautiful day; it was well organized and there was a ton of people who participated. Last meeting, we spoke about how we had problems with the motorcyclists on the trails and I had to speak to the Sheriff's Department about the man who pulled a weapon to shoot the motorcyclist because he was mad. They said they would get involved but that was 6 months ago and since then I have not seen anything. The captain said he was going to bring an off-site team to try to catch him but that does not work because you have to have it in real time. All the interpretive signs are all gone, they are all vandalized.

Vice Chair Fogerson asked is it possible to have a maintenance plan that we discuss at each meeting?

Community Development Director Mainez stated we cannot take any action since this is only community input. I follow up and invite our Public Works Manager Jim Richardson to our meeting, and he can give us an overview.

New Member Clayton Troxell introduced himself to the members and staff.

CONSENT CALENDAR

1. Minutes from May 18, 2023 Special Meeting.

A MOTION was made by Member McMillan, seconded by Member Bowman, to approve as submitted. Motion carried, 5-0.

2. Rules and Responsibilities

Community Development Director Mainez presented the staff report.

Trails Committee received and filed Staff's presentation on Rules and Responsibilities.

BUSINESS ITEMS

3. 2024 Citrus Harvest Festival

Assistant Planner Trejo presented the staff report. What time slots work best for you all?

Member Bowman stated I will come set the booth up in the morning.

Member Merideth stated I am available for all shifts. I can take the lunch shift as well.

Member Fogerson stated I am open all day.

Member McMillan stated mornings do not work for me since I am in Palm Springs, but I can try to make it in the afternoon.

Member Troxell stated I need to overlook my schedule.

Community Development Director Mainez stated if you need more time to think about it you may reach out to Assistant Planner Trejo. Does anyone have any suggestions on what we should display?

Member Merideth stated we need more ability to place the displays. We had great posters, and we did not have many places to put them on, maybe more easels. If we can get more maps printed out to hand out to residents would be great as well.

Assistant Planner Trejo stated these are great ideas, we can finalize this at the next meeting.

Trails Committee received and filed Staff's update on the 2024 Citrus Harvest Festival.

4. Update on the Recreational Trails Program Grant (RTP)

Assistant Planner Trejo presented the staff report.

Community Development Director Mainez stated if our Consultant Landscape Architect Rice or City Engineer Zamano could give us a timeline regarding this project.

Consultant Landscape Architect Rice stated the excellent news is we finally made it through the environmental process. We are at a point where we are going to get these plans out to bid. The contractor is going to have to procure a certain graphic, it does not matter what the graphic is, it does change the price. Realistically, we are looking at March 2024 and with a three-month bid process, we could work at the location in June or July. Regarding the construction timeframe, there's not a lot of work to do, but we have to provide the contractor with a big enough window since there is a lot of work on the streets right now.

City Engineer Zamano stated a critical task that was completed at the end of last year was the agreement and without it we cannot get reimbursed for the work that we have done so far. Luckily, the agreement came in and City Council authorized City Manager Hughes to sign it. We are currently in the process of working with the State Parks and Recreation Department to get things underway. I think the project could be completed before the next rainy season. This is going to be an interesting project for a contractor because it is not exactly the easiest area to work, the contractor is going to have to take their equipment up and down and regrade the area that has been eroded over time to provide better drainage. We are also going to improve how it works functionally to make sure it is long term. In the two-year budget that City Council approved, I included some extra funds in this project with the expectation that we were going to bid later and that the bid may come in higher. We do not know what the bids are going to be priced at, however, fortunately we have been doing a better job now of pricing out these projects.

Vice Chair Fogerson stated these kind of projects are very hard to estimate because they are so unusual, and the access is always hard. Is there any environmental permits? Do you have a nesting bird survey?

City Engineer Zamano stated there are certain provisions that we have to do such we cannot be working during the nesting bird season.

Community Development Director Mainez stated there's a couple of features that I was hoping our Consultant Landscape Architect Rice could articulate the staging education component, we still have the bridge there, but I am not sure the bridge is going to be a part of the project.

Consultant Landscape Architect Rice stated the bridge is a very expensive item, so we hope so. The bridge would allow a much more accessible connection to what Community Development Director Mainez is describing that we call that an educational area. The topography is ready, there is a perched area where there is a beautiful view of the wash and the mountains. The trail is fairly wide before you get to the education area is where it crosses through kind of a ravine, and that is where the bridge would go over. Most hikers and mountain bikers will have no problem getting to that point; however, we are setting it up so that that there is an ability to get people out there. A realistic estimate to add the bridge into the project is edging it.

Member Merideth stated I was hoping there would be ability for Highland to do a package deal on bridges to replace where the Shelton Trail, about a mile north where it got washed out in 2010. What happens to the existing signs that are there?

Consultant Landscape Architect Rice stated they are slowly disappearing and falling apart.

Member McMillan asked do you envision the trail system being closed during construction?

Consultant Landscape Architect Rice stated absolutely. From the western edge of the project, it would not affect anything going towards Shelton Trail west, but just the liability of having the project equipment out there, I do not think they are going to pull the equipment every night. From the Natural Parkland Trailhead all the way to Plunge Creek would be closed during that time.

Trails Committee received and filed Staff's update on the Recreational Trails Program Grant (RTP).

5. Update on the Highland/Redlands Regional Connector Project (bikeway/trail along Orange Street between City of Highland and City of Redlands)

Assistant Planner Trejo presented the staff report.

City Engineer Zamano stated we intended to construct the entire project, however due to the environmental mitigation impact, with the San Bernardino kangaroo rat, we unfortunately had to forfeit the funds that we received from ATP. SBCTA is helping both Highland and Redlands through the Federal Carbon Reduction Program to help fund the areas of the project outside of the environmentally sensitive area. City of Redlands is going out to bid soon for their portion of the project and on our side, we should be going out to bid within the next few months. SBCTA is currently looking at trying to reduce the impact area on Orange Street by revising the scope of work in an effort to try to bring down the cost. The sensible way to do that is to reduce the footprint of how much we are impacting. The ATP funds that will be requested will help cover the construction and environmental mitigation fees that are part of the cost of the project. City of Highland and Redlands would then be required to contribute a share of the cost to the grant. The grant will contribute 80% of the cost and the 20% will be shared by the agencies.

Member Merideth asked on the Class 2 portion, what kind of bikes lanes are being proposed?

City Engineer Zamano stated single line. We have limited room on Orange Street to construct the bike lane in this area. it is a six-foot-wide bike lane and there is a left turn pocket also to the single lane which one lane going north, one lane going south.

Member Merideth stated that is unfortunate. The speed limit on Orange Street is 50 mph, but the bike lane is only 6 feet.

City Engineer Zamano stated my mistake, I was speaking on the section of Orange Street north of Greenspot Road. The portion that is within the environmentally sensitive will be Class 1. There will be a separation between the bicyclists, pedestrians, and motorists. This center portion of the project will not be ready to construct for at least another two to three years.

Trails Committee received and filed Staff's update on the Highland/Redlands Regional Connector Project and provide comments as appropriate.

6. 28th Annual Community Trails Day

Assistant Planner Trejo presented the staff report.

Community Development Director Mainez stated recently I spoke to San Bernardino Valley Municipal Water District and gave me an update on their Master Plan working through the process for that large parcel they own for water reclamation and conservation. They pitched the idea of using the event again as an outreach effort to the public and

receive comments on their Master Plan, but they did indicate that they want to downsize the event this year. They do not want a food truck, only a couple of booths, so it is a budgeting issue for them.

Assistant Planner Trejo stated our budget for this year is \$1200 and majority of budget will be allocated towards advertising through several different avenues. We did receive the street banner last year so we will have that for this year. The banner will be placed above Base Line near the freeway by the Starbucks 30 days prior to the event.

Vice Chair Fogerson stated option two is going to be very difficult because they have a project in construction. As you know enhanced recharges being built and it involves a lot in this area right here (pointing to PowerPoint) and have construction vehicles at that location. Of course, Option 3 is going to take an agreement with Flood Control along the access Road because we do not have an MOU with Flood Control, so you will need a day use permit from them. If you have an event that is off of a major street where people have a chance to see that there is an event, we might get people who stop out of curiosity. At the Tres Logos property, it is harder for people to find the location because it is hidden.

Member Merideth stated if we do option two, just a suggestion we can put the staging point closer to the bridge and give the people the option to go around the borrow pit. Another option is to just hang around the bridge with a couple of tents that would adjust option two.

Vice Chair Fogerson stated there is a lot of liability with option two.

Member Bowman stated I think option 3 be a good because you have good visibility up and down Greenspot Road and more locals live out in that area.

Vice Chair Fogerson stated I agree. There is also trails by the new homes off Greenspot Road.

Community Development Director Mainez stated yes, Beazer Homes.

Vice Chair Fogerson stated you can go up Plunge Creek, up and around but it does go through the HOA so we might have to speak to them.

Community Development Director Mainez stated Assistant Planner Trejo will show us a list of trails for the next meeting in that area. Is everyone ok with the date of June 1st, 2024 for the Annual Trails Day?

A MOTION was made by Member McMillan, seconded by Member Merideth, to approve the Annual Trails Day on June 1st, 2024. Motion carried, 5-0.

ANNOUNCEMENTS

Member Merideth stated regarding the Costco on Greenspot Road and the existing bike lanes which are the minimum width and color it is going to get extremely busy with the new construction. I am wondering if the City of Highland would consider painting those bike lanes green at a bare minimum and do curb protection or improved safety.

City Engineer Zamano stated currently we do not have anything in the works under the five-year Capital Improvement Program to do such an improvement on Greenspot Road, however we do have some median and parkway improvements. We can look at that and see if we have enough in the budget to incorporate the striping, which is a reasonable ask that you are requesting.

Community Development Director Mainez stated just to add to the Rules of Order, since it is announcements, we cannot make any decisions. We can give some thought to it and bring it back as an agenda item or a formal recommendation to City Council, this will have to go to a subcommittee and City Manager approval.

City Engineer Zamano stated that would only be true if we were going to be adding cost. What I can do is share this notice to our City Manager that the Committee is asking for this request and if we have enough in our budget then we could proceed with that.

Community Development Director Mainez stated it is discussion tonight and it is not a formal directive or approval. Other members need to see an exhibit to see what exactly is being proposed, it is just a formality.

City Engineer Zamano stated that is a good idea. We do have some green painted bike lanes on 5th Street and Del Rosa Drive with the SNRC project which is a small portion.

ADJOURN

There being no further business, Vice Chair Fogerson declared the meeting adjourned at 7:42 P.M.

Submitted by:

Approved by:

Camille Duarte,
Administrative Assistant III

Erwin Fogerson,
Community Trails Committee Vice Chair



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 8, 2024

FROM: Lawrence Mainez, Community Development Director

PREPARED BY: Betty Hughes, MMC, City Clerk
Alondra Muñoz, Deputy City Clerk

SUBJECT: Code of Ethics – Annual Review

RECOMMENDATION: That the Community Trails Committee review the current Code of Ethics and make any recommendations or changes, if needed, to the City Council.

FISCAL IMPACT: None

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: The Code of Ethics was adopted by the City Council in January 2004. The Code is being brought forward for its annual review to all the Boards, Commissions and/or Committees for recommendations, if any.

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Approved _____	Motion _____	Second _____	Agenda Item No. <u>3</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Community Development Director	

CITY OF HIGHLAND CODE OF ETHICS



PREAMBLE

The citizens and businesses of Highland are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the City of Highland's commitment to excellence, the effective functioning of democratic government therefore requires that:

- ✓ public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- ✓ public officials be independent, impartial and fair in their judgement and actions;
- ✓ public office be used for public good, not for personal gain; and
- ✓ public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Highland City Council has adopted a Code of Ethics for members* of the City Council and of the City's boards, commissions and committees to assure public confidence in the integrity of local government and its effective and fair operation.

PRINCIPLES

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Highland and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Highland City Council, boards, commissions and committees.

2. Comply with the Law

Members shall comply with the laws of the nation, the State of California and the City of Highland in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

3. Conduct of Members

The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards, commissions and committees, the staff or public.

4. Respect for the Process

Members shall perform their duties in accordance with the processes and rules or order established by the City Council, boards, commissions and committees governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. Conduct of Public Meetings

Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts, and they shall abstain from participating in deliberations and decision-making where conflicts may exist.

9. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgement or action or give the appearance of being compromised.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources

Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

13. Advocacy

Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Highland, nor shall they allow the inference that they do.

14. Policy Role of Members

Members shall respect and adhere to the council-manager structure of Highland City government. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

15. Independence of Boards and Commissions

Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.

16. Positive Work Place Environment

Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

17. Implementation

As an expression of the standards of conduct for members expected by the City, the Highland Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for City Council, applicants to boards and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understand the City of Highland Code of Ethics. In addition, the Code of Ethics shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update it as necessary.

18. Compliance and Enforcement

The Highland Code of Ethics expresses standards of ethical conduct expected for members of the Highland City Council, boards and commissions. Members themselves have the primary responsibility to assure that the ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention.

The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as reprimand, formal censure, or loss of committee assignments. The City Council also may remove members of boards and commissions from office.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council, board or commission decision.

Adopted by the Highland City Council
January 27, 2004

* For ease of reference in the Code of Ethics, the term "member" refers to any member of the Highland City Council or any of the City's boards, commissions and committees established by City ordinance or Council policy.



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 8, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner *TT*

SUBJECT: 2024 Citrus Harvest Festival

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) Members review tentative attendance time slots for the 2024 Citrus Harvest Festival and discuss CTC booth activities.

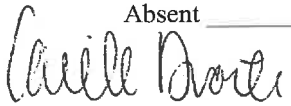
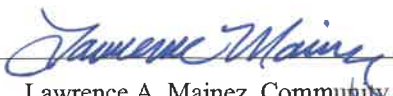
PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

BACKGROUND: The 2024 Citrus Harvest Festival is scheduled for March 30th. In previous years, members of the CTC have volunteered their time to represent the CTC at the booth and promote the Community Trails activities and resources (i.e., Trails Day Event, Mile Markers, and Adopt-A-Trail).

The event lasts approximately six hours (9:30 am – 3:30 pm) and will be divided into one (1) hour shifts. Staff will host the final hour and booth teardown. Please be prepared to review time slots to represent the CTC during the Citrus Harvest Festival.

We will be handing out flyers for promotion of this year's trails day, as well as whistles as done in previous years. A survey regarding missing trail links and opinions on future projects will be discussed. Additional activities will also be considered.

Time Slot	CTC Members/Staff	
9:30 am – 10:30 am	Staff/Richard Bowman	Booth Setup
10:30 am – 11:30 am		
11:30 am – 12:30 pm	Erwin Fogerson	
12:30 pm – 1:30 pm		
1:30 pm – 2:30 pm		
2:30 pm – 3:30 pm	Staff/Brent Meredith	Booth take down

Approved _____	Motion _____	Second _____	Agenda Item No. <u>4</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
			
Recording Secretary		Lawrence A. Mainez, Community Development Director	



STAFF REPORT

TO THE COMMUNITY TRAILS COMMITTEE

DATE: February 8, 2024

FROM: Lawrence A. Mainez, Community Development Director

PREPARED BY: Travis Trejo, Assistant Planner *TT*

SUBJECT: 28th Annual Community Trails Day

RECOMMENDATION: Staff recommends the Community Trails Committee (CTC) hear Staff's presentation for the 2024 Community Trails Day Event.

PUBLIC NOTICE: As required by City Council Resolution, notice of the CTC's Meeting was posted at the City's three designated posting locations within the City. In addition, the Agenda was posted on the City's Website. No further Notice is required.

BACKGROUND: Community Trails Day requires several months to coordinate. Early steps to ensure the event's success are choice of location, and the event date.

ANALYSIS: Staff recommends the Community Trails Committee (CTC) provide direction on the following items related to the 28th Annual Trails Day Event.

A. Trails Day Event Date

The 28th Annual Trails Day Event is to be held on Saturday, June 1st in conjunction with National Trails Day.

B. City Council Approval

The 28th Annual Community Trails Day to be held on June 1st is scheduled on the March 12th City Council Agenda for approval. The site, including the agreed upon route, will be included in the staff report.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>5</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
<i>Camille Dorte</i> Recording Secretary		<i>Lawrence Mainez</i> Lawrence A. Mainez, Community Development Director	

C. Trails Day Event Location

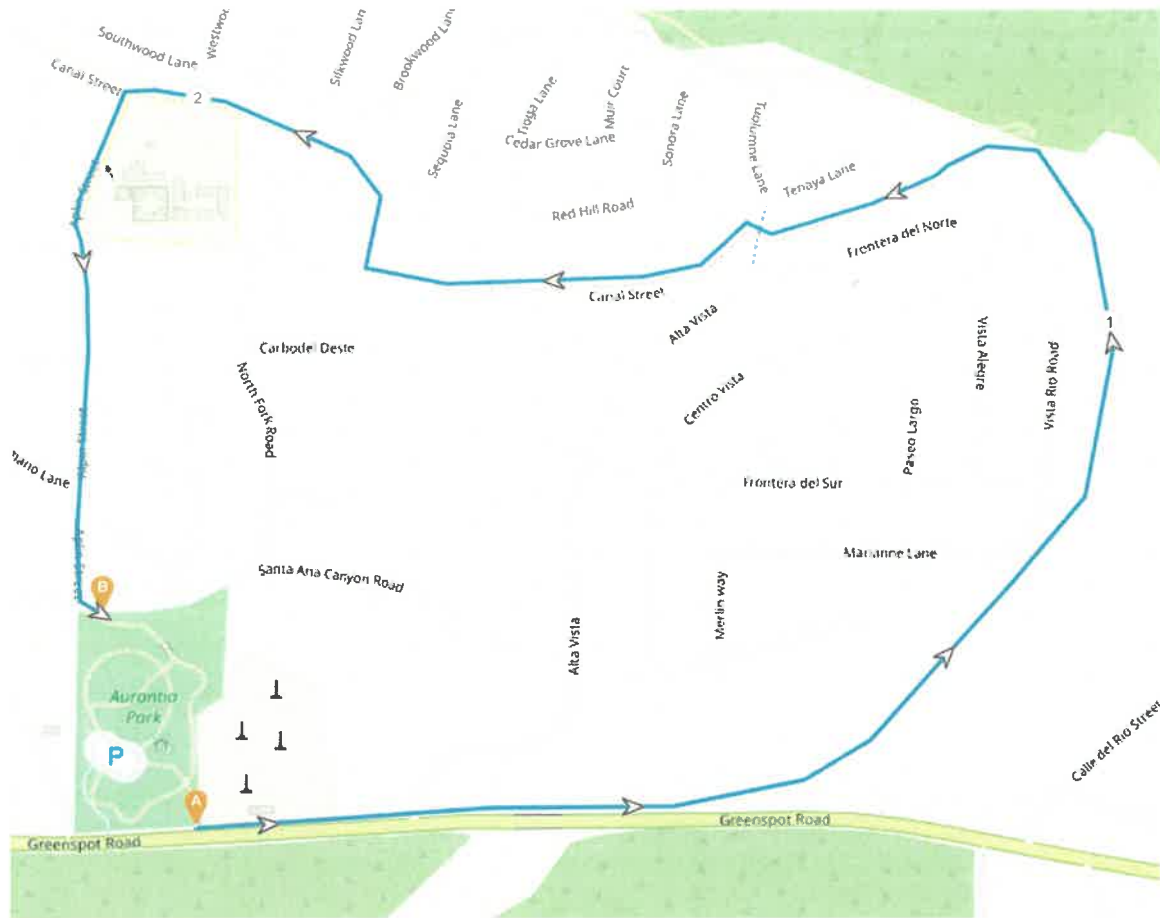
Staff has determined, with input from the Community Trails Committee, that the 28th Annual Trails Day event will be held at Aurantia Park and will utilize the City's trails for the route. Staff proposes two (2) routes for this year's event.

Option 1: Plunge Creek, Northfork Trail, and Natural Parkland Trail Loop



This loop option could be staged at Aurantia Park and will take hikers up along Plunge Creek, along Northfork, to Natural Parkland Trail, and back down the same route. This loop is approximately 2.5 miles. Staff will need to coordinate with Flood Control District for access along Plunge Creek.

Option 2: Plunge Creek, Northfork Trail, Red Hill Trail, and Aplin Trail Loop



This loop option could be staged at Aurantia Park and will take hikers up along Plunge Creek, along Northfork, to Red Hill Trail, and down the Aplin Trail. This loop is approximately 2.5 miles. Staff will need to coordinate with Flood Control District for access along Plunge Creek.

D. Event Budget

The Adopted budget for fiscal year 2023-2024 allocates a total of \$1,200.00 for the Community Trails Day Event. The majority of the budget will be allocated to advertising in the local newspaper after attempts at free ad space, snacks and drinks for the event. The Street Banner was paid for last year and will need a cost of \$40 to change the date on the sign. It will be installed along Base Line 30 days prior to the event.