

CITY OF HIGHLAND CITY COUNCIL AGENDA

REGULAR MEETING

June 13, 2023

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

CITY COUNCIL MEMBERS

Larry McCallon, Mayor

Penny Lilburn, Mayor Pro Tem

Jesse Chavez-Cordova, Council Member

Anaeli Solano, Council Member

John P. Timmer, Council Member

STAFF

Joseph A. Hughes - City Manager

Chuck Dantuono - Director of Administrative Services/City Treasurer

Betty Hughes - City Clerk

Lawrence Mainez - Community Development Director

Carlos Zamano - Public Works Director/City Engineer

Maricela Marroquin - City Attorney

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

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 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.

Submission of Public Comments: 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 June 13, 2023, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the June 13, 2023 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

**CITY COUNCIL REGULAR MEETING
JUNE 13, 2023 - 6:00 p.m.**

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

Proclamation

Fatherhood Awareness Month

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 taking action on any item not on the agenda. Individual speakers are limited to three minutes each.

Comments received via email by June 13, 2023, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Email 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 – May 9, 2023 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Minutes – May 16, 2023 City Council Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.
4. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 754 for June 13, 2023, in the amount of \$1,792,494.91 and Payroll of \$334,132.49.
5. Treasurer's Report for April 2023
RECOMMENDATION: That the City Council receive and file Treasurer's Report for April 2023.
6. Claim Consideration – Araceli Fuentes
RECOMMENDATION: George Hills Company recommends Council reject claim.
7. Claim Consideration – Amit Anand
RECOMMENDATION: George Hills Company recommends Council reject claim.
8. Claim Consideration – Sylvia Horner
RECOMMENDATION: George Hills Company recommends Council reject claim.
9. Claim Consideration – Johnathan Nieves
RECOMMENDATION: George Hills Company recommends Council reject claim.
10. Claims Consideration – Michelle Aurora Mendoza, Pierre Anthony Luna and Santiago Luna
RECOMMENDATION: George Hills Company recommends Council grant the Applications for Leave to Present Late Claims and reject claims.

11. Claims Consideration – Becki De Lloyd and Andrew De Lloyd
RECOMMENDATION: George Hills Company recommends Council reject claims.
12. Declare One (1) Seat Vacant on the Community Trails Committee
RECOMMENDATION: That the City Council:
1) Declare one (1) seat vacant on the Community Trails Committee; and
2) Direct the City Clerk to advertise the vacancies on the Community Trails Committee.
13. Resolution No. 2023-_____ Confirming the Authority of the City Treasurer pursuant to Government Code Section 53607
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Resolution No. 2023-_____ confirming the authority of the City Treasurer pursuant to Government Section 53607.
14. Resolution No. 2023-_____ Establishing the Appropriations Limit for Fiscal Year 2023/2024 for the City of Highland in Accordance with the Provisions of Division 9 of Title 1 of the California Government Code
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Resolution No. 2023-_____ establishing the Appropriations Limit for Fiscal Year 2023/2024 for the City of Highland in accordance with the provisions of Division 9 of Title 1 of the California Government Code.
15. Resolution No. 2023-_____ Rendering the Annual Statement of Investment Policy for Fiscal Year 2023/2024
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council adopt Resolution No. 2023-_____ rendering the Annual Statement of Investment Policy for Fiscal Year 2023/2024.
16. Resolution No. 2023-_____ Establishing Personnel System Rules, Amending and Superseding all Prior Resolutions
RECOMMENDATION: That the City Council approve Resolution No. 2023-_____ establishing personnel system rules, amending and superseding all prior resolutions.
17. Resolution No. 2023-_____ Implementing on July 1, 2023, a 5% Across-the-Board Adjustment for All Employees and Implementing on July 1, 2024, a 5% Across-the-Board Adjustment for All Employees and Other Adjustments
RECOMMENDATION: That the City Council approve Resolution No. 2023-_____ implementing on July 1, 2023, a 5% across-the-board adjustment for all employees (except interns) and implementing on July 1, 2024, a 5% across-the-board adjustment for all employees (except interns) and other adjustments.

18. Resolution No. 2023-_____ Amending the City of Highland Premium Only Plan
RECOMMENDATION: That the City Council approve Resolution No. 2023-_____ amending the City of Highland Premium Only Plan.
19. Gift Policy
RECOMMENDATION: That the City Council approve the amended Gift Policy.
20. San Manuel Community Grant Fund Restricted Grant Agreement
RECOMMENDATION: That the City Council authorize the City Manager to sign the attached San Manuel Community Credit Fund Restricted Grant Agreement with San Manuel Band of Mission Indians pertaining to a Multi-Purpose Fire Training Structure to be constructed at Fire Station No. 3.
21. Resolution No. 2023-_____ Approving a Wildland Protection Agreement (WPA) with the State of California for Fiscal Year 2023/2024
RECOMMENDATION: That the City Council approve Resolution No. 2023-_____ approving the Department of Forestry and Fire Protection (Cal Fire) Wildland Protection Agreement (WPA) for July 1, 2023 - June 30, 2024.
22. Cooperative Fire Protection Agreement (Automatic Aid Agreement) between the City of Highland and the U.S. Forest Service
RECOMMENDATION: That the City Council authorize the Mayor and Cal Fire Chief Ron Janssen to execute the Cooperative Fire Protection Agreement on behalf of the City.
23. Agreement with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for the Collection of Special Taxes, Fees and Assessments for Fiscal Year 2023/2024
RECOMMENDATION: That the City Council approve the Agreement with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for the Collection of Special Taxes, Fees and Assessments for Fiscal Year 2023/2024.
24. Resolution No. 2023-_____ Establishing the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2023/2024
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council adopt Resolution No. 2023-_____ establishing the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2023/2024 and file with the County Auditor-Controller Resolution No. 2023-_____ with the tax roll.
25. Resolution No. 2023-_____ Establishing the Annual Special Tax for Community Facilities District No. 2001-1 for Fiscal Year 2023/2024
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council adopt Resolution No. 2023-_____ establishing the Annual Special Tax for Community Facilities District No. 2001-1 for Fiscal Year 2023/2024 and file with the County Auditor-Controller Resolution No. 2023-_____ with the tax roll.

26. Resolution No. 2023-_____ Establishing the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2023/2024
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council adopt Resolution No. 2023-_____ establishing the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2023/2024 and file with the County Auditor-Controller Resolution No. 2023-_____ with the tax roll.
27. Resolution No. 2023-_____ Authorizing the Levy of a Special Tax in Community Facilities District No. 2022-01 (Mediterra) for Fiscal Year 2023/2024
RECOMMENDATION: That the City Council acting in its capacity as the legislative body of Community Facilities District No. 2022-01 (Mediterra) adopt Resolution No. 2023-_____ authorizing the levy of a special tax for this district for Fiscal Year 2023/2024.
28. Contract Renewal – Bid No. 2020-01, “Facilities and Parks Landscape Maintenance Contract”
RECOMMENDATION: That the City Council extend the Facilities and Parks Landscape Maintenance agreement with RP Landscape & Irrigation, Inc.
29. Contract Award – Bid No. 2023-04, “Landscape Maintenance Districts”
RECOMMENDATION: That the City Council award the contract for Landscape Maintenance Districts to the responsive low bidder, RP Landscape & Irrigation, in the amount of \$234,447.00.
30. KOA Contract 2nd Amendment for Professional Services – City Creek/Alabama Street Bikeway Project (Project No. str17001)
RECOMMENDATION: That the City Council approve a second contract amendment to the Professional Services Agreement with KOA Corporation (KOA) to extend the term of the contract until the City Creek/Alabama Street Bikeway Project is completed.
31. Easement Acceptance/CHIPT Highland 210, L.P. for “American Rentals” Facilities Project (Adjacent Easterly to 27111 5th Street)
RECOMMENDATION: That the City Council:
1) Accept the Grant of Easement for Road and Drainage purposes from CHIPT Highland 210, L.P.; and
2) Direct the City Clerk to record the Grant of Easement.
32. Fiscal Year 2023/2024 Senate Bill 1 Projects List
RECOMMENDATION: That the City Council adopt Resolution No. 2023-_____ approving the list of projects for Fiscal Year 2023/2024 funded by SB 1: The Road Repair and Accountability Act of 2017.

33. Hernandez, Kroone & Associates – Professional Services Contract Addendum No. 2
RECOMMENDATION: That the City Council:
- 1) Approve Addendum No. 2 to Professional Services Contract with Hernandez, Kroone & Associates to reflect a change in the billing rate schedule; and
 - 2) Authorize the Mayor to sign the Addendum.

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.

34. Public Hearing and Consideration of the Adjustment in the Residential and Commercial Refuse Collection Rates and Annual Property Tax Roll Billing in Accordance with the Current Franchise Agreement dated August 1, 2018
RECOMMENDATION: The Public Works Subcommittee recommends the City Council:
- 1) Adopt Resolution No. 2023-_____ establishing rates for residential and commercial/industrial refuse collection and rescinding Resolution No. 2022-031 effective July 1, 2023, in the event that the City Council determines that a majority protest does not exist. Approval requires a two-thirds vote of the members of the City Council; and
 - 2) Adopt Resolution No. 2023-_____ providing for the levy and collection of solid waste program fees by the County Tax Collector in the same manner and at the same time as general taxes, in the event that the City Council determines that a majority protest does not exist. Approval requires a two-thirds vote of the members of the City Council.
35. Consolidated Landscape and Lighting District 96-1 – Annual Report (Fiscal Year 2023/2024)
RECOMMENDATION: That the City Council approve Resolution No. 2023-_____ ordering the continued maintenance of improvements in Consolidated Landscape and Lighting District No. 96-1 confirming the Engineer's Report, and levying the assessment for Fiscal Year 2023/2024.

36. Street and Drainage Maintenance District 96-1 – Annual Report (Fiscal Year 2023/2024)
RECOMMENDATION: That the City Council approve Resolution No. 2023-_____ ordering the continued maintenance of improvements in Street and Drainage Maintenance District No. 96-1, confirming the Engineer's Report, and levying the assessment for Fiscal Year 2023/2024.
37. Revisions to the City of Highland 6th Cycle 2021-2029 Housing Element in Response to Comments by the California Department of Housing and Community Development pursuant to Government Code Section 65585(h), Related to General Plan Amendment No. GPA-21-003 Adopted on January 25, 2022
RECOMMENDATION: The Planning Commission recommends the City Council adopt Resolution No. 2023-_____ approving revisions to the 6th Cycle Housing Element.
38. Resolution No. 2023-_____ Adopting a Biennial Budget for Fiscal Years 2023-2025
RECOMMENDATION: That the City Council adopt Resolution No. 2023-_____ adopting a Biennial Budget for Fiscal Years 2023-2025.

CITY COUNCIL LEGISLATIVE

39. Special Event Permit Application (SEP 23-003) by the Highland Area Chamber of Commerce for the "Discover Highland 5K and 10K Community Run" and Request for Co-Sponsorship
RECOMMENDATION: That the City Council:
- 1) Approve Special Event Permit SEP 23-003 subject to the conditions of approval;
 - 2) Authorize the use of the City logo for promotional items; and
 - 3) Approve a request by the Highland Area Chamber of Commerce for co-sponsorship and waiving of City police fees and Public Works traffic control fees in the amount of approximately \$10,485.86.
40. Purchase of New Type 6 Wildland Fire Engine
RECOMMENDATION: That the City Council:
- 1) Authorize the City Manager to opt out of the purchase of the Type III Wildland Fire Engine with Boise Mobile Equipment; and
 - 2) Approve the purchase of a Type 6 Fire Engine through HGACBuy, a cooperative purchasing program for governments.
41. Appoint Three (3) Members of the Public to the Planning Commission
RECOMMENDATION: That the City Council appoint three (3) members of the public to the Planning Commission.

42. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
43. 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.

2023

July 11; August 8; September 12; October 10; November 14; December 12

I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before June 8, 2023, 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: June 8, 2023


Betty Hughes, MMC
City Clerk