



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
June 11, 2024 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

COUNCILMEMBERS

Penny Lilburn, Mayor
District 3

Larry McCallon, Mayor Pro Tem
District 5

Jesse Chavez-Cordova, Councilmember
District 1

Anaeli Solano, Councilmember
District 2

John P. Timmer, Councilmember
District 4

STAFF

Carlos Zamano, City Manager/Public Works Director/City Engineer
Chuck Dantuono, Director of Administrative Services/City Treasurer
Lawrence Mainez, Community Development Director
Maricela Marroquin, City Attorney
Alondra Muñoz, City Clerk

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.

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 accommodations, including 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.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

Public Comment: 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 11, 2024, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the June 11, 2024 agenda, please identify the agenda item number in the subject line. All email comments shall be subject to the same rules as would otherwise govern speaker comments at the City Council meeting. Members of the public will be permitted to make public comments in person.

CITY COUNCIL REGULAR MEETING JUNE 11, 2024 - 6:00 p.m.

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

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 acting on any item not on the agenda. Individual speakers are limited to three minutes each. Comments received via email by June 11, 2024, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Emailed 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.

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2. Minutes - May 14, 2024 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
 3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 766 for June 10, 2024, in the amount of \$5,874,167.67 and Payroll of \$226,762.66.
 4. Treasurer's Report for April 2024
RECOMMENDATION: That the City Council receive and file Treasurer's Report for April 2024.
 5. Claim Consideration - Daniel Lazaro
RECOMMENDATION: George Hills Company recommends City Council reject the claim.
 6. 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 vacancy on the Community Trails Committee.
 7. Declare One (1) Seat Vacant on the Historic and Cultural Preservation Board
RECOMMENDATION: That the City Council:
 - 1) Declare one (1) seat vacant on the Historic and Cultural Preservation Board; and
 - 2) Direct the City Clerk to advertise the vacancy on the Historic and Cultural Preservation Board.
 8. Declare One (1) Seat Vacant on the Planning Commission
RECOMMENDATION: That the City Council:
 - 1) Declare one (1) seat vacant on the Planning Commission; and
 - 2) Direct the City Clerk to advertise the vacancy on the Planning Commission.
 9. November 5, 2024 General Municipal Election - Proposed Resolutions Calling the November 5, 2024, General Municipal Election; Consolidating the General Municipal Election with the Statewide Election; and Adopting Regulations for Candidate Statements
RECOMMENDATION: That the City Council:
 - 1) Adopt Resolution No. 2024-_____ calling and giving notice of the holding of the General Municipal Election to be held on November 5, 2024;
 - 2) Adopt Resolution No. 2024-_____ requesting San Bernardino County to consolidate the General Municipal Election with the statewide election; and
 - 3) Adopt Resolution No. 2024-_____ establishing regulations for candidate statements.
 10. Resolution No. 2024-_____ 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. 2024-_____ confirming the authority of the City Treasurer pursuant to Government Code Section 53607.
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11. Resolution No. 2024-_____ Establishing the Appropriations Limit for Fiscal Year 2024/2025 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:
- 1) Adopt Resolution No. 2024-_____ establishing the Appropriations Limit for Fiscal Year 2024/2025 for the City of Highland in accordance with the provisions of Division 9 of Title 1 of the California Government Code; and
 - 2) Adopt Resolution No. 2024-_____ amending 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.
12. Resolution No. 2024-_____ Rendering the Annual Statement of Investment Policy for Fiscal Year 2024/2025
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Resolution No. 2024-_____ rendering the Annual Statement of Investment Policy for Fiscal Year 2024/2025.
13. Resolution No. 2024-_____ Amending the City of Highland Premium Only Plan
RECOMMENDATION: That the City Council approve Resolution No. 2024-_____ amending the City of Highland Premium Only Plan.
14. Agreement with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for the Collection of Special Taxes, Fees, and Assessments for Fiscal Year 2024/2025
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 2024/2025.
15. Resolution No. 2024-_____ Establishing the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2024/2025
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council:
- 1) Adopt Resolution No. 2024-_____ establishing the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2024/2025; and
 - 2) File with the County Auditor-Controller Resolution No. 2024-_____ with the tax roll.
16. Resolution No. 2024-_____ Establishing the Annual Special Tax for Community Facilities District No. 2001-1 for Fiscal Year 2024/2025
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council:
- 1) Adopt Resolution No. 2024-_____ establishing the Annual Special Tax for Community Facilities District No. 2001-1 for Fiscal Year 2024/2025; and
 - 2) File with the County Auditor-Controller Resolution No. 2024-_____ with the tax roll.
17. Resolution No. 2024-_____ Establishing the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2024/2025
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council:
- 1) Adopt Resolution No. 2024-_____ establishing the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2024/2025; and
 - 2) File with the County Auditor-Controller Resolution No. 2024-_____ with the tax roll.
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18. Contract Renewal - Bid No. 2018-12 "Facilities and Parks Janitorial Service Maintenance Agreement"
RECOMMENDATION: That the City Council:
- 1) Extend the Facilities and Parks Janitorial Maintenance Agreement with Base Hill, Inc. dba Jan Point for one year; and
 - 2) Approve a 15.8% increase to the contract.
19. Fiscal Year 2024/2025 Senate Bill 1 Project List
RECOMMENDATION: That the City Council adopt Resolution No. 2024-_____ approving the list of projects for Fiscal Year 2024/2025 funded by Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017.
20. Resolution Authorizing the Levy of a Special Tax in Community Facilities District No. 2022-01 (Mediterra) for Fiscal Year 2024/2025
RECOMMENDATION: That the City Council, acting in the capacity as the legislative body for Community Facilities District (CFD) No. 2022-01 (Mediterra), adopt Resolution No. 2024-_____ authorizing the levy of a special tax for this district for Fiscal Year 2024/2025.

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.

21. Consideration of the Levy of the Annual Refuse Collection Service Charge for Fiscal Year 2024/2025 and Consideration of Annual Property Tax Roll Billing for Residential Customers in Accordance with the Current Franchise Agreement Dated August 1, 2018
RECOMMENDATION: That the City Council:
- 1) Hold a Public Hearing on the collection of the residential charge on the County Tax Roll for Fiscal Year 2024/2025; and
 - 2) Adopt Resolution No. 2024-_____, providing for the levy of the annual refuse collection service charge for Fiscal Year 2024/2025 and providing for the collection of the residential charge on the County Tax Roll provided that the City Council determines that a majority protest against collection of the charge on the County Tax Roll does not exist. Approval requires two-thirds vote of the members of the City Council.

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22. Consolidated Landscape and Lighting District 96-1 Annual Report (Fiscal Year 2024/2025)
RECOMMENDATION: That the City Council approve Resolution No. 2024-_____ 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 2024/2025.
23. Street and Drainage Maintenance District 96-1 Annual Report (Fiscal Year 2024/2025)
RECOMMENDATION: That the City Council approve Resolution No. 2024-_____ ordering the continued maintenance improvements in Street and Drainage Maintenance District No. 96-1, confirming the Engineer's Report, and levying the assessment for Fiscal Year 2024/2025.

CITY COUNCIL LEGISLATIVE

24. Allocation of the City of Highland's Community Development Block Grant Covid-19 (CDBG-CV) Funds
RECOMMENDATION: That the City Council recommend to the San Bernardino County Board of Supervisors to allocate \$112,854 in CDBG-CV funds to the Highland Senior Center for the installation of a new Heating, Ventilation, and Air Conditioning (HVAC) System.
25. Co-sponsored Community Events' Fiscal Impacts
RECOMMENDATION: That the City Council:
- 1) Discontinue the waiver of fees for the Redlands Bicycle Classic; and
 - 2) Continue to process the YMCA Fun Run at a staff level including the waiver of fees.
26. A Special Event Permit (SEP 24-002) by Immanuel Baptist Church for a Fourth of July Community Event, Fireworks, and Request for Co-sponsorship
RECOMMENDATION: That the City Council:
- 1) Approve the Special Event Permit (SEP 24-002) subject to the Conditions of Approval; and
 - 2) Approve a request by Immanuel Baptist Church for co-sponsorship and waiving of police, fire permit, and Public Works traffic control fees in the amount of \$15,989.98.
27. A Special Event Permit (SEP 24-003) 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 the Special Event Permit (SEP 24-003) subject to the Conditions of Approval; and
 - 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 \$9,458.86.
28. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
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29. 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. The next regular meetings of the City Council for 2024 are as follows: July 9; August 13; September 10; October 8; November 12; December 10.

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before June 6, 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: June 6, 2024



Alondra Muñoz
City Clerk