



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
July 9, 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
Leticia Nava-Cruz, 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 July 9, 2024, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the July 9, 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 JULY 9, 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 July 9, 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 - June 11, 2024 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
 3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 767 for July 9, 2024, in the amount of \$2,453,322.45 and Payroll of \$217,250.86.
 4. Treasurer's Report for May 2024
RECOMMENDATION: That the City Council receive and file Treasurer's Report for May 2024.
 5. Claim Consideration - Kacee Gearone Cross
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
 6. Staff Agency Appointment - California Intergovernmental Risk Authority (CIRA)
RECOMMENDATION: That the City Council adopt Resolution No. 2024-_____ appointing Leticia Nava-Cruz, Director of Administrative Services/City Treasurer, as the city's Director to the Board of Directors of CIRA, and Carlos Zamano, City Manager as the Alternate Director.
 7. Resolution No. 2024-_____ Authorizing Investment of the City of Highland Monies in the Local Agency Investment Fund (LAIF)
RECOMMENDATION: That the City Council adopt Resolution No. 2024-_____ authorizing investment of the City of Highland monies in the Local Agency Investment Fund (LAIF).
 8. Resolution No. 2024-_____ Approving a Wildland Protection Agreement (WPA) with the State of California for Fiscal Year 2024/2025
RECOMMENDATION: That the City Council:
 - 1) Adopt Resolution No. 2024-_____ approving the Department of Forestry and Fire Protection (CalFire) Wildland Protection Agreement (WPA) for July 1, 2024 through June 30, 2025; and
 - 2) Approve the following budget adjustment for Fiscal Year 2024/2025; transfer \$8,195 from 029-2512 (Fire Department - Fund Balance) to be expended from 029-2100-4568 (Contract Services - Fire Services).
 9. Resolution Authorizing the City of Highland to Enter Into the Settlement Agreement with Kroger Co., Authorize Entry Into the Subdivision Participation Form, and Other Related Documents
RECOMMENDATION: That the City Council:
 - 1) Adopt Resolution No. 2024-_____ authorizing the City of Highland to enter into the Settlement Agreement with Kroger Co., pertaining to National Opioid Litigation;
 - 2) Authorize the City Manager to execute any necessary documents; and
 - 3) Authorize that these funds be allocated to the County.
 10. Household Hazardous Waste Used Oil Payment Program
RECOMMENDATION: That the City Council authorize the City Manager to execute the Authorization Letter for San Bernardino County (County) to apply for the Used Oil Payment Program on behalf of the City of Highland (City). This payment program funding supports the contracted mandatory Household Hazardous Waste (HHW) Program.
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11. Contract Renewal - Bid No. 2020-01, "Facilities and Parks Landscape Maintenance"
RECOMMENDATION: That the City Council:
- 1) Extend the Facilities and Parks Landscape Maintenance Agreement with RP Landscape and Irrigation, Inc. for one year; and
 - 2) Approve a 15.8% increase to the contract.
12. Contract Renewal - Bid No. 2023-04, "City of Highland Landscape Maintenance Districts (LMD) Contract"
RECOMMENDATION: That the City Council:
- 1) Extend the Landscape Maintenance Districts (LMD) Contract with RP Landscape and Irrigation, Inc. for one year; and
 - 2) Approve a 13.2% increase to the contract.
13. Notice of Completion - Bid No. 2023-01, "Highland Community Park Perimeter Fence and Gates Project"
RECOMMENDATION: That the City Council:
- 1) Accept the Highland Community Park Perimeter Fence and Gates Project (Bid No. 2023-01) Project as complete;
 - 2) Authorize the Mayor to sign the Notice of Completion; and
 - 3) Direct the City Clerk to file the Notice of Completion.
14. Notice of Completion - Bid No. 2023-05, "City Hall Roof Top Coat and Coping for Existing Polyurethane Foam Roof System Project"
RECOMMENDATION: That the City Council:
- 1) Accept the City Hall Roof Top Coat and Coping for Existing Polyurethane Foam Roof System Project (Bid No. 2023-05) as complete;
 - 2) Authorize the Mayor to sign the Notice of Completion; and
 - 3) Direct the City Clerk to file the Notice of Completion.
15. Proposed Revision to Building and Safety Contract Service Rates with Willdan Associates (Addendum No. 4)
RECOMMENDATION: That the City Council:
- 1) Approve the revised contract for specific service rates with Willdan Associates for Building and Safety Inspection and Plan Check Services; and
 - 2) Direct the Mayor to execute Addendum No. 4. to the contract.
16. Proposed Revision to the Fire Prevention, Fire Plan Review, and Inspection Services Contract (Fire Marshal Services) with Charles Abbott Associates, Inc. (CAA) (Addendum No. 1)
RECOMMENDATION: That the City Council:
- 1) Approve the revised contract service rates with Charles Abbott Associates, Inc. for Fire Prevention, Fire Plan Check, and Inspection Services (Fire Marshal Services); and
 - 2) Authorize the Mayor to execute Addendum No. 1 to the contract.
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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.

17. Consideration of a Resolution to Adjust the Business Tax on the Extraction and/or Processing of Rock, Sand, and Gravel (Aggregate) Pursuant to Title 5 (Business Licenses and Regulations), Chapter 5.17 (Business License Tax on Extraction and/or Processing of Rock, Sand, and Gravel [Aggregate]), Section 5.17.040 (Rock, Sand, and Gravel [Aggregate] Extraction and Processing Tax)
RECOMMENDATION: That the City Council adopt Resolution No. 2024-_____ fixing the Highland Business License Tax on the extraction and/or processing of rock, sand, and gravel (aggregate) for Fiscal Year 2024/2025.

CITY COUNCIL LEGISLATIVE

18. Resolution Re-Authorizing the Levy of Special Tax in Community Facilities District No. 2022-01 (Mediterra), for Fiscal Year 2023/2024
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-_____ re-authorizing the levy of a special tax for this district for Fiscal Year 2023/2024.
19. Resolution No. 2024-_____ Establishing Employee Salaries
RECOMMENDATION: That the City Council adopt Resolution No. 2024-_____ establishing employee salaries and adding the classification of Associate Engineer.
20. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
21. 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: 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 July 3, 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: July 3, 2024



Alondra Muñoz
City Clerk