

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:00 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 Timmer.

ROLL CALL

Present: Chavez-Cordova, Lilburn, McCallon, Solano, Timmer
Absent: None

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Leonard Mayes stated his concerns about street vendors.

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

Erika Gomez thanked the Highland Sheriff's Department for their prompt response to calls. She commended city staff for the Base Line Interchange sign.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Solano, to approve the consent calendar as submitted with Councilmember Timmer abstaining from Item No. 2. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances

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

2. Minutes - June 11, 2024 City Council Regular Meeting

Approved the Minutes as submitted.

3. Warrant Register

Approved 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

Received and filed Treasurer's Report for May 2024.

5. Claim Consideration - Kacee Gearone Cross

Rejected claim.

6. Staff Agency Appointment - California Intergovernmental Risk Authority (CIRA)

Adopted Resolution No. 2024-031 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.

RESOLUTION NO. 2024-031

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, CONFIRMING THE APPOINTMENT OF THE DIRECTOR AND ALTERNATE DIRECTOR TO THE CIRA BOARD OF DIRECTORS (RESCINDING RESOLUTION NO. 2023-050)

7. Resolution No. 2024-032 Authorizing Investment of the City of Highland Monies in the Local Agency Investment Fund (LAIF)

Adopted Resolution No. 2024-032 authorizing investment of the City of Highland monies in the Local Agency Investment Fund (LAIF).

RESOLUTION NO. 2024-032

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) & REPEALING RESOLUTION NO. 2024-008

8. Resolution No. 2024-033 Approving a Wildland Protection Agreement (WPA) with the State of California for Fiscal Year 2024/2025

- 1) Adopted Resolution No. 2024-033 approving the Department of Forestry and Fire Protection (CalFire) Wildland Protection Agreement (WPA) for July 1, 2024 through June 30, 2025; and
- 2) Approved 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).

RESOLUTION NO. 2024-033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CALFIRE) WILDLAND PROTECTION AGREEMENT (WPA) FOR JULY 1, 2024 TO JUNE 30, 2025

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

- 1) Adopted Resolution No. 2024-034 authorizing the City of Highland to enter into the Settlement Agreement with Kroger Co., pertaining to National Opioid Litigation;
- 2) Authorized the City Manager to execute any necessary documents; and
- 3) Authorized that these funds be allocated to the County.

RESOLUTION NO. 2024-034

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
AUTHORIZING THE CITY TO ENTER INTO A SETTLEMENT AGREEMENT
WITH KROGER COMPANY AND OTHER RELATED DOCUMENTS
PERTAINING TO THE NATIONAL OPIOID LITIGATION

10. Household Hazardous Waste Used Oil Payment Program

Authorized 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.

11. Contract Renewal - Bid No. 2020-01, "Facilities and Parks Landscape Maintenance"

- 1) Extended the Facilities and Parks Landscape Maintenance Agreement with RP Landscape and Irrigation, Inc. for one year; and
- 2) Approved a 15.8% increase to the contract.

12. Contract Renewal - Bid No. 2023-04, "City of Highland Landscape Maintenance Districts (LMD) Contract"

- 1) Extended the Landscape Maintenance Districts (LMD) Contract with RP Landscape and Irrigation, Inc. for one year; and
- 2) Approved a 13.2% increase to the contract.

13. Notice of Completion - Bid No. 2023-01, "Highland Community Park Perimeter Fence and Gates Project"

- 1) Accepted the Highland Community Park Perimeter Fence and Gates Project (Bid No. 2023-01) Project as complete;
- 2) Authorized the Mayor to sign the Notice of Completion; and
- 3) Directed 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"
 - 1) Accepted the City Hall Roof Top Coat and Coping for Existing Polyurethane Foam Roof System Project (Bid No. 2023-05) as complete;
 - 2) Authorized the Mayor to sign the Notice of Completion; and
 - 3) Directed 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)
 - 1) Approved the revised contract for specific service rates with Willdan Associates for Building and Safety Inspection and Plan Check Services; and
 - 2) Directed 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)
 - 1) Approved the revised contract service rates with Charles Abbott Associates, Inc. for Fire Prevention, Fire Plan Check, and Inspection Services (Fire Marshal Services); and
 - 2) Authorized the Mayor to execute Addendum No. 1 to the contract.

CITY COUNCIL PUBLIC HEARING

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)

Mayor Lilburn opened the Public Hearing.

Mayor Lilburn introduced Director of Administrative Services Nava-Cruz.

Director of Administrative Services Nava-Cruz stated the Resolution pertains to the annual mining tax adjustment. The Consumer Price Index (CPI) for Riverside, San Bernardino, and Ontario areas was applied, showing a 4.02% increase from May 2023 to May 2024 and staff suggests a mining tax adjustment of 4.02%. If approved, the adjustment would be retroactive to July 1, 2024.

Mayor Lilburn asked if anyone from the public wanted to speak for or against the item.

Seeing none, Mayor Lilburn closed the public hearing and brought it back to the City Council for questions and action.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Timmer to adopt Resolution No. 2024-035 fixing the Highland Business License Tax on the extraction and/or processing of rock, sand, and gravel (aggregate) for Fiscal Year 2024/2025. Motion carried, 5-0.

RESOLUTION NO. 2024-035

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, 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

City Manager Zamano gave a brief review of the staff report.

A MOTION was made by Councilmember Solano, seconded by Mayor Pro Tem McCallon to adopt Resolution No. 2024-036 re-authorizing the levy of a special tax for Community Facilities District (CFD) No. 2022-01 (Mediterra) for Fiscal Year 2023/2024. Motion carried, 5-0.

RESOLUTION NO. 2024-036

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2022-01 (MEDITERRA), RE-AUTHORIZING THE LEVY OF A SPECIAL TAX IN COMMUNITY FACILITIES DISTRICT NO. 2022-01 (MEDITERRA) FOR FISCAL YEAR 2023/2024

19. Resolution No. 2024-037 Establishing Employee Salaries

City Manager Zamano gave a brief review of the staff report.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Solano to adopt Resolution No. 2024-037 establishing employee salaries and adding the classification of Associate Engineer. Motion carried, 5-0.

RESOLUTION NO. 2024-037

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

20. 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 June 10 through July 7 received a total 3,413 calls, made 356 reports, 116 arrests, 60 citations, 260 traffic enforcement stops, 49 traffic collisions, towed 31 vehicles, and received 28 transient calls.

The Highland Fire Department for the month of June received 608 calls for service, some of which included: 459 medical aids, 31 traffic collisions, 6 structure fires, 15 vegetation fires, and 9 vehicle fires.

The modernization and upgrade of the Emergency Operating Center (EOC) is currently in progress, with an estimated completion of approximately two weeks. The new EOC will be situated at the Highland Police Station.

The 3rd/5th Street Corridor Improvement Project is still underway, with the focus on three traffic signals near 5th Street and Palm Avenue, 5th Street and Church Avenue, and 3rd Street and Palm Avenue. These traffic signals are expected to resume normal operation on July 18, with cooperation from Southern California Edison (SCE). The remaining tasks for this project include: slope paving on the southeast side of Palm Avenue and 3rd Street, constructing the northeast corner of Palm Avenue and 5th Street, rebuilding the median nose at Palm Avenue and 5th Street, laying conduit for streetlights, setting up pedestals for the streetlights and landscape median, and completing signing and striping. The entire project is set to be finished in August.

The Planning Commission has granted Cuca's Mexican Restaurant an Alcohol Beverage Control (ABC) license for the sale of alcoholic beverages.

TREH submitted a Design Review Application for a retail center located on the north side of Greenspot Road, east of SR-210. Plans include a new vehicle fueling station with a drive-thru, a self-service car wash, and a Stater Bros grocery store.

Einstein Brothers Bagels submitted plans to the Building and Safety Department for tenant improvements to open a new shop where the former Jamba Juice used to be.

Costco has planned a pre-construction meeting for July 16. The meeting will take place on-site with city staff to address logistics concerning construction activities and city inspections. Costco expects to begin grading the week of July 22.

Human Resources has named Michelle Gomez as the Assistant Director of Administrative Services and Octavio Duran as the new Public Works Director/City Engineer. Public Works Director/City Engineer Duran will begin on Monday, July 15.

On Monday, July 29 from 12:00 p.m. to 5:00 p.m., a Blood Drive will be held at the Highland Police Station.

On Tuesday, August 6 from 6:00 p.m. to 8:00 p.m., the city will host its National Night Out event at the Highland Police Station.

On Thursday, August 29 at 5:30 p.m., the city will host the State of the City Address at the Sterling Natural Resources Center.

On Saturday, August 10 from 9:00 a.m. to 2:00 p.m., Public Services will host a Used Oil Filter Exchange at the AutoZone located at 27292 Base Line.

For the month of June, Burrtec completed 235 illegal dumping work orders totaling 1,179 in the first 6 months of 2024.

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

Councilmember Solano thanked city staff for organizing the Annual Fourth of July Parade.

Councilmember Timmer thanked city staff for the rapid response in correcting the traffic signal glitch on Boulder Avenue and Optum.

Mayor Lilburn thanked city staff for all their hard work at the Annual Fourth of July Parade.

ANNOUNCEMENTS

None

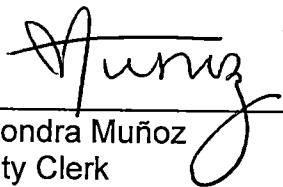
CLOSED SESSION

None

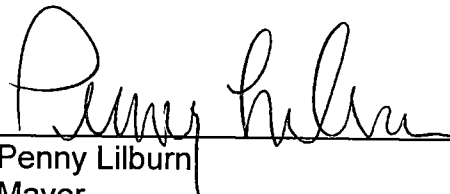
ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:33 p.m. in memory of Leola Gonzales, Angel Perez, and James F. Amrine.

Submitted By:


Alondra Muñoz
City Clerk

Approved By:


Penny Lilburn
Mayor