



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
August 13, 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
Lawrence Mainez, Community Development Director
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Octavio Duran Jr., Public Works Director/City Engineer
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.

CITY COUNCIL REGULAR MEETING AUGUST 13, 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 (3) minutes each.

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 August 13, 2024, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the August 13, 2024 agenda, please identify the agenda item number in the subject line. 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.
2. Minutes - July 9, 2024 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.

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3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 768 for August 13, 2024, in the amount of \$6,509,493.39 and Payroll of \$387,413.55.
 4. Treasurer's Report for June 2024
RECOMMENDATION: That the City Council receive and file Treasurer's Report for June 2024.
 5. Claim Consideration - Maria Vargas
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
 6. Claim Consideration - Anita Padilla
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
 7. Conflict of Interest Code Update
RECOMMENDATION: That the City Council:
 - 1) Receive and file the 2024 Local Agency Biennial Notice; and
 - 2) Adopt Resolution No. 2024-____, amending the city's Conflict of Interest Code and rescinding Resolution No. 2022-046.
 8. Renewal of the Joint Use of Facilities Agreement with the Redlands Unified School District to Utilize the Playing Fields of Highland Grove Elementary and Beattie Middle School, Located at the Southwest Corner of Webster Street and Eucalyptus Avenue as a Public Park
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council approve the renewal of the Joint Use of Facilities Agreement with the Redlands Unified School District (District) to use the playing fields of Highland Grove Elementary and Beattie Middle School as a public park.
 9. Upgrading the City's Current Financial Management Software (Work Program HP+)
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council approve the Financial Management Software contract with Tyler Technologies.
 10. Contract Maintenance Agreements with San Bernardino County (Public Works-Transportation) and San Bernardino County Flood Control District
RECOMMENDATION: That the City Council:
 - 1) Approve the Contract Maintenance Agreements for a term up to five years with San Bernardino County (Public Works-Transportation) and San Bernardino County Flood Control;
 - 2) Authorize the Public Works Director/City Engineer to approve contract work projects up to \$60,000 per roadway project and \$45,000 per drainage project, subject to overall annual maximum amount of \$100,000; and
 - 3) Authorize the Mayor to execute both agreements.
 11. Tract 18893-1 Grant Deed Transfer Ownership of Lot "C" WQMP Basin from City of Highland to D.R. Horton (Developer)
RECOMMENDATION: That the City Council:
 - 1) Accept the Grant Deed to D.R. Horton; and
 - 2) Direct the City Clerk to record the Grant Deed.
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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.

12. Introduction and First Reading of an Ordinance to Amend Title 5, Chapter 5.04, Sections 5.04.160 and 5.04.240 of the City of Highland Municipal Code (Business License)
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council:
- 1) Introduce and conduct the first reading of Ordinance No. ____, amending sections 5.04.160 (License Fee-Payment Due Dates) and 5.04.240 (Penalty for Delinquency-Action to Collect) of Title 5 (Business Licenses and Regulations) of the Highland Municipal Code establishing a single annual business license fee renewal date and amending penalties and procedures for collecting penalties for delinquent business license fees; and
 - 2) Make a finding of exemption under the California Environmental Quality Act (CEQA) and instruct staff to file a Notice of Exemption with the County Clerk of the Board.

CITY COUNCIL LEGISLATIVE

13. Measure I 5-Year Capital Improvement Plan (2024/2025 – 2028/2029)
RECOMMENDATION: That the City Council:
- 1) Approve the Measure I Capital Improvement Plan Expenditure Strategy (2024/2025 – 2028/2029); and
 - 2) Approve Resolution No. 2024-____, adopting the Measure I 5-Year Capital Improvement Plan (2024/2025 – 2028/20269).
14. Appoint One (1) Member of the Public to the Planning Commission
RECOMMENDATION: That the City Council appoint one (1) member of the public to the Planning Commission.
15. Appoint One (1) Member of the Public to the Historic and Cultural Preservation Board
RECOMMENDATION: That the City Council appoint one (1) member of the public to the Historic and Cultural Preservation Board.
16. Designation of Voting Delegate and Alternate for the League of California Cities (Cal Cities) Annual Conference
RECOMMENDATION: That the City Council appoint a Voting Delegate and Alternate for the Annual Conference scheduled for October 16-18, 2024, in Long Beach.

17. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
18. 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: September 10; October 8; November 12; December 10.

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before August 8, 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: August 8, 2024



Alondra Muñoz
City Clerk