



# CITY OF HIGHLAND

## CITY COUNCIL AGENDA

**Regular Meeting**  
**December 10, 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

Gregory Hogan, Councilmember Elect  
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  
DECEMBER 10, 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 December 10, 2024, to the City Clerk at [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). If you are submitting a public comment pertaining to an item on the December 10, 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.*

**ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED COUNCILMEMBERS**

|                |            |
|----------------|------------|
| Gregory Hogan  | District 1 |
| Penny Lilburn  | District 3 |
| Larry McCallon | District 5 |

**CITY COUNCIL BUSINESS**

1. Appointment of Mayor and Mayor Pro Tem for 2024/2025  
RECOMMENDATION: That the City Council choose one of its members as Mayor and another of its members as Mayor Pro Tem.
2. Membership on Various Council Subcommittees, Ad Hoc, and Agency Organizations  
RECOMMENDATION: That the City Council review and revise as appropriate the current membership on various Council Committees, Ad Hoc, and Agency Appointments.

**CITY COUNCIL CONSENT CALENDAR**

3. Waive the Reading of All Ordinances  
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
4. Minutes - November 12, 2024 Regular City Council Meeting  
RECOMMENDATION: Approve the Minutes as submitted.
5. Warrant Register  
RECOMMENDATION: Approve Warrant Register No. 772 for December 10, 2024, in the amount of \$2,597,132.41 and Payroll of \$220,649.58.
6. Treasurer's Report for October 2024  
RECOMMENDATION: That the City Council receive and file Treasurer's Report for October 2024.
7. Claim Consideration - Noel Montes  
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
8. Claim Consideration - Maria Guadalupe Guerrero  
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
9. Resolution No. 2024-\_\_\_\_, a Resolution of the City Council of the City of Highland, California Reaffirming and Extending Proclamation of a Local Emergency in the City of Highland as a Result of the Line Fire  
RECOMMENDATION: That the City Council adopt Resolution No. 2024-\_\_\_\_, continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.



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10. The Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion Letter, and the Gann Limit (Appropriations Limit) Letter. All Reports are for Fiscal Year Ended June 30, 2024  
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2024.
11. AB1600 Development Impact Fee Annual Report for Fiscal Year 2023/2024 per Government Code Section 66006  
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council receive and file the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2023/2024.
12. Developer In-Lieu Fee Annual Report for Fiscal Year 2023/2024  
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council receive and file the Developer In-Lieu Fee Annual Report for Fiscal Year 2023/2024.
13. Resolution No. 2024-\_\_\_\_ Establishing Employee Salaries  
RECOMMENDATION: That the City Council:
- 1) Approve a 5% salary increase beginning January 1, 2025 for the Assistant Public Works Director; and
  - 2) Adopt Resolution No. 2024-\_\_\_\_, establishing employee salaries.
14. Easements Acceptance - Erika and Ricardo Velarde Family Revocable Living Trust - New Single Family Residence Project (7415 Via Deldene)  
RECOMMENDATION: That the City Council:
- 1) Accept Grants of Easement for sidewalk purposes and community trail purposes from Erika and Ricardo Velarde; and
  - 2) Direct the City Clerk to record the Grants of Easements.
15. Second Reading of Ordinance No. 467 - City of Highland Community Facilities District No. 2024-001 (Highland Park) Authorizing the Levy of a Special Tax Therein  
RECOMMENDATION: That the City Council conduct a second reading, read by title only, and waive further reading of Ordinance No. 467.
16. Budget Adjustments for Emergency Preparedness and Response Efforts as a Result of the Line Fire for Fiscal Year 2024/2025  
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council:
- 1) Approve a budget adjustment in the amount of \$200,001 from the General Fund reserves, Economic Uncertainty fund balance (001-2550), to be expended from 001.1450.4260 for immediate emergency preparedness and response efforts. This adjustment will bring the total budget emergency preparedness and response efforts to \$300,000 for Fiscal Year 2024/2025; and
  - 2) Authorize the City Manager to approve contracts and purchase orders up to the total budgeted amount of \$300,000 for emergency preparedness and response efforts.
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**CITY COUNCIL PUBLIC HEARING**

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*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. Allocation of the City of Highland's Community Development Block Grant Funds for Fiscal Year 2025/2026  
RECOMMENDATION: That the City Council prioritize funding of Fiscal Year 2025/2026 Community Development Block Grant Applications.

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**CITY COUNCIL LEGISLATIVE**

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18. First Amendment to the Revised and Restated Solid Waste Franchise Agreement Between the City of Highland and Burrtec Waste Industries, Inc., to Incorporate Senate Bill 1383 Requirements  
RECOMMENDATION: That the City Council approve and authorize the Mayor to execute the First Amendment to the Revised and Restated Solid Waste Franchise Agreement between the City of Highland and Burrtec Waste Industries, Inc., to incorporate Senate Bill 1383 requirements.
19. Tract 19915 - Assignment Agreement (Century Communities)  
RECOMMENDATION: That the City Council:
- 1) Adopt Resolution No. 2024-\_\_\_\_, to accept the replacement subdivision bonds;
  - 2) Authorize the Mayor to sign the "Assignment and Assumption Agreement" for Tract 19915; and
  - 3) Approve the release of the improvement bonds for Tract 19915 posted by the original owner.
20. Appoint Three (3) Members of the Public to the Historic and Cultural Preservation Board  
RECOMMENDATION: That the City Council appoint three (3) members of the public to the Historic and Cultural Preservation Board.
21. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)  
RECOMMENDATION: Discussion and possible action.
22. 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 2025 are as follows: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 12, December 9.

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before December 5, 2024, by 5:30 p.m., on our website at [www.cityofhighland.org](http://www.cityofhighland.org) and in the following designated areas: Highland Branch Library (7863 Central Avenue), Fire Station No. 1 (26974 Base Line), and City Hall (27215 Base Line).

Date: December 5, 2024

  
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Alondra Muñoz  
City Clerk