



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Special Meeting
January 28, 2025 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

COUNCILMEMBERS

Penny Lilburn, Mayor
District 3

Larry McCallon, Councilmember
District 5

Gregory Hogan, Councilmember
District 1

John P. Timmer, Councilmember
District 4

Vacant, Councilmember
District 2

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 the meeting agenda and distributed by the City of Highland to all or a majority of the City Council 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 SPECIAL MEETING JANUARY 28, 2025 - 6:00 p.m.

NOTICE IS HEREBY GIVEN that a special meeting of the Highland City Council is hereby called to be held on January 28, 2025, at 6:00 p.m. in the City Council Chambers of City Hall located at 27215 Base Line, Highland, California. Said special meeting shall be for the purpose of conducting business in accordance with the attached Agenda.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENT (LIMITED TO ITEMS ON THIS AGENDA ONLY)

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, please submit your comments by 5:00 p.m. on January 28, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the January 28, 2025 agenda, please identify the agenda item number in the subject line.

CITY COUNCIL BUSINESS

- Filling the City Council District 2 Seat Vacated by Anaëli Solano
RECOMMENDATION: That the City Council consider whether to fill the vacancy in Council District 2 by appointment or by a special election to be held on November 4, 2025.
- Appointment of Mayor Pro Tem for 2024/2025 Following Councilmember Resignation
RECOMMENDATION: That the City Council appoint a new Mayor Pro Tem following the resignation of Councilmember Anaëli Solano.

3. Review and Revise Current Membership on City Council Subcommittees, Ad Hoc Committees, and Agency Appointments Following Councilmember Resignation
RECOMMENDATION: That the City Council review and revise as appropriate the current membership on various City Council Subcommittees, Ad Hoc, and Agency Appointments.

CITY COUNCIL CONSENT CALENDAR

4. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
5. Minutes - December 10, 2024 Regular City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
6. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 773 for January 28, 2025, in the amount of \$6,634,976.62 and Payroll of \$384,513.77.
7. Treasurer's Report for November 2024
RECOMMENDATION: That the City Council receive and file Treasurer's Report for November 2024.
8. Treasurer's Report for December 2024
RECOMMENDATION: That the City Council receive and file Treasurer's Report for December 2024.
9. Claim Consideration - Zena McDonald
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
10. Claim Consideration - Abel Perez
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
11. Claim Consideration - Maria Guadalupe Guerrero
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
12. Records Destruction Authorization
RECOMMENDATION: That the City Council approve the destruction of certain records.
13. Resolution No. 2025-____, 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. 2025-____, 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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14. Resolution No. 2025-_____ Establishing Employee Salaries
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council:
- 1) Reclassify the position of Administrative Services Manager to Information Technology Technician;
 - 2) Retain the position of Deputy City Clerk;
 - 3) Adopt Resolution No. 2025-_____ a Resolution of the City Council of the City of Highland, California, establishing employee salaries; and
 - 4) Direct the City Attorney to finalize the All Covered Managed Service Provider Information Technology (IT) contract and authorize the City Manager to execute the contract when final. Attached is the proposed contract, not final.
15. Contract Renewal - 2020-08, "Citywide Concrete Maintenance"
RECOMMENDATION: That the City Council:
- 1) Extend the Citywide Concrete Maintenance contract with Above All Names Construction Services, Inc. for one year; and
 - 2) Approve a 9.7% increase to the contract unit prices.
16. Contract Renewal - 2020-09, "Citywide Traffic Striping and Pavement Marking Maintenance"
RECOMMENDATION: That the City Council:
- 1) Extend the Citywide Traffic Striping and Pavement Marking Maintenance contract with Interstate Striping & Signs, Inc. for one year; and
 - 2) Approve a 5.2% increase to the contract unit prices.
17. Authorization and Purchase Agreements for Heating, Ventilation, and Air Conditioning (HVAC) System Repairs for YMCA Building
RECOMMENDATION: That the City Council:
- 1) Waive formal contract procedures per Municipal Code Section 2.40.100 for which the city's best interests are served;
 - 2) Approve the proposal from TRANE in the amount of \$319,000 to replace the chiller unit at the YMCA through the city's Omnia Partners cooperative purchasing program contract #RACINE-3341;
 - 3) Approve the proposal from Johnson Controls to replace the climate control system at the YMCA in the amount of \$60,887.45 through the city's Sourcwell cooperative purchasing program contract #070121-JHN; and
 - 4) Authorize the City Manager to sign purchase agreements with TRANE and Johnson Controls to replace the chiller unit and climate control system at the YMCA building.
18. Preparation of Annual Engineer's Reports for 2025/2026 Assessments
RECOMMENDATION: That the City Council:
- 1) Adopt Resolution No. 2025-_____ ordering the preparation of an Engineer's Report for Consolidated Landscape and Lighting District No. 96-1; and
 - 2) Adopt Resolution No. 2025-_____ ordering the preparation of an Engineer's Report for Street and Drainage Maintenance District 96-1.
19. 29th Annual Highland Community Trails Day Event
RECOMMENDATION: The Community Trails Committee (CTC) recommends that the City Council approve Saturday, June 7, 2025, as the date for the 29th Annual Highland Community Trails Day Event.
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20. Construction and Construction Management Services Contract Award - Highland Regional Connector Project (Project No. str22002)

RECOMMENDATION: That the City Council:

- 1) Award the construction contract for Bid No. 2024-03, Highland Regional Connector Project to the responsible low bidder, Matich Corporation, in the amount of \$792,659.22;
- 2) Approve the proposal from Willdan Engineering to provide construction management and inspection services (CM Services) in the amount of \$88,500;
- 3) Authorize the City Manager to approve amendments to the Willdan Engineering task order up to 10% of the proposal amount; and
- 4) Approve a budget adjustment in the amount of \$80,275 from the Measure I Unreserved/Undesignated fund balance (017-2100) to be expended from Measure I Traffic Improvements (017-8350-6550).

CITY COUNCIL LEGISLATIVE

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.)

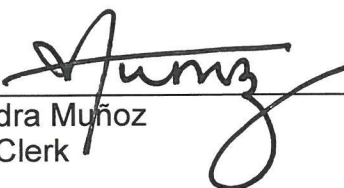
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS

ADJOURN

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before January 23, 2025, 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), and City Hall (27215 Base Line).

Date: January 23, 2025



Alondra Muñoz
City Clerk