



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
February 11, 2025 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

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 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
FEBRUARY 11, 2025 - 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, please submit your comments by 5:00 p.m. on February 11, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 11, 2025 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 - January 28, 2025 Special City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.

3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 774 for February 11, 2025, in the amount of \$492,286.99 and Payroll of \$113,969.18.
4. Claim Consideration - Juan R. Gutierrez
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
5. Resolution No. 2025-___ Establishing Employee Salaries
RECOMMENDATION: That the City Council:
 - 1) Adopt Resolution No. 2025-___ Establishing Employee Salaries;
 - 2) Approve the following budget adjustment: Transfer \$21,630 from 001-2516 (General Fund-Service Enhancement) to be expended from 001-1450-3010 (General Government-Salaries); and
 - 3) Approve the attached job description.
6. Easement Acceptance/Javier A. Gonzalez - "5th Street Tow Yard" Project (24989 5th Street)
RECOMMENDATION: That the City Council:
 - 1) Accept Grant of Easement for 5th Street right-of-way dedication from Javier A. Gonzalez; and
 - 2) Direct the City Clerk to record the Grant of Easement.
7. Bid Award - Bid No. 2025-01, "City of Highland Janitorial Maintenance Contract"
RECOMMENDATION: That the City Council award the bid for Bid No. 2025-01 "City of Highland Janitorial Maintenance Contract" (Base Bid and Additive Items) to the lowest responsive bidder, Base Hill, Inc. in the amount of \$95,109.42 per year.
8. Construction and Construction Management Services Contract Award - Bid No. 2025-02, "FY 23/24 & 24/25 CDBG Pavement Improvement Project" (Project No. ola24001)
RECOMMENDATION: That the City Council:
 - 1) Award the construction contract for Bid No. 2025-02, FY 23/24 & 24/25 CDBG Pavement Improvement Project to the responsible low bidder, Hardy & Harper, Inc., in the amount of \$578,000; and
 - 2) Approve the proposal from TKE Engineering, Inc. (TKE) to provide construction management and inspection services (CM Services) in the amount of \$78,300.

CITY COUNCIL LEGISLATIVE

9. Hardy & Harper, Inc. Contract Change Order - Greenspot Road Median and Parkway Improvements Project (Project No. str23002)
RECOMMENDATION: That the City Council:
 - 1) Authorize contract change orders up to 13.11% of the original construction contract with Hardy & Harper, Inc. for the Greenspot Road Median and Parkway Improvements Project; and
 - 2) Authorize the City Manager to sign a Letter Reimbursement Agreement with East Valley Water District (EVWD).
10. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.

11. Councilmember 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.

ADJOURNRegular 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: 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 February 6, 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: February 6, 2025



Alondra Muñoz
City Clerk