



CITY OF HIGHLAND

CITY COUNCIL AND HOUSING AUTHORITY AGENDA

**City Council Regular Meeting and Housing Authority Special Meeting
September 10, 2024 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland, CA 92346**

CITY COUNCIL/HOUSING AUTHORITY MEMBERS

Penny Lilburn, Mayor/Housing Authority Chair
District 3

Larry McCallon, Mayor Pro Tem/Housing Authority Vice Chair
District 5

Jesse Chavez-Cordova, Councilmember/Housing Authority Member
District 1

Anaeli Solano, Councilmember/Housing Authority Member
District 2

John P. Timmer, Councilmember/Housing Authority Member
District 4

STAFF

Carlos Zamano, City Manager

Lawrence Mainez, Community Development Director

Leticia Nava-Cruz, Director of Administrative Services/City Treasurer

Maricela Marroquin, City Attorney

Octavio Duran Jr., Public Works Director/City Engineer

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.

AGENDA

CALL TO ORDER - CITY COUNCIL REGULAR MEETING

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

1. Proclamation
Childhood Cancer Awareness Month
2. County of San Bernardino Community Development and Housing Department (CDH)
Community Development Block Grant (CDBG) 5 Year Consolidated Plan

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 September 10, 2024, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the September 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.

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 - August 13, 2024 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Minutes - August 22, 2024 City Council Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.
4. Minutes - August 29, 2024 City Council Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.
5. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 769 for September 10, 2024, in the amount of \$2,388,770.99 and Payroll of \$239,213.02.
6. Treasurer's Report for July 2024
RECOMMENDATION: That the City Council receive and file Treasurer's Report for July 2024.
7. Year-End Budget Adjustments for Fiscal Year 2023/2024
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council approve the Fiscal Year 2023/2024 Year-End Budget Adjustments for Expenditures and Revenues.
8. Second 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: That the City Council conduct the second reading of Ordinance No. 465, 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 approving an environmental exemption.
9. Contract Renewal - 2022-06 Highland HVAC Systems Maintenance, Monitoring, and Repair Contract
RECOMMENDATION: That the City Council:
 - 1) Extend the 2022-06 Highland HVAC Systems Maintenance, Monitoring, and Repair Contract with F.M. Thomas Air Conditioning, Inc. for one year; and
 - 2) Approve a 13.2% increase to the contract.
10. Community Development Block Grant (CDBG) Subrecipient Contract Between the City of Highland and Central Little League to Provide Youth Baseball and Softball Programs
RECOMMENDATION: That the City Council:
 - 1) Approve the Contract; and
 - 2) Authorize execution by the Community Development Director.

11. Community Development Block Grant (CDBG) Subrecipient Contract Between the City of Highland and the Highland Family YMCA to Provide Health and Wellness Programs and Resources
RECOMMENDATION: That the City Council:
- 1) Approve the Contract; and
 - 2) Authorize execution by the Community Development Director.
12. Community Development Block Grant (CDBG) Subrecipient Contract Between the City of Highland and Highland District Council on Aging, Inc. to Provide for Senior Programs, Activities, and Services to Improve Quality of Life, Physical Fitness, Social Programs, Daily Interaction, and Nutrition to Low- and Moderate-Income Seniors
RECOMMENDATION: That the City Council:
- 1) Approve the Contract; and
 - 2) Authorize execution by the Community Development Director.
13. Bid Award - Bid No. 2024-04, "Purchase of One New Vehicle" (HP-)
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council:
- 1) Award Bid No. 2024-04 to Courtesy Chevrolet Center in the amount of \$65,187.67;
 - 2) Approve the quote from West Coast Lights and Sirens to perform the outfitting of the new vehicle in the amount of \$37,241.28 through our Sourcewell Cooperative Purchasing Program Contract No. 97402; and
 - 3) Approve a budget adjustment transfer of \$2,169.97 from 007.2100. (DIF Fund balance) to be expended from 007.8330.6060 (Vehicles).

CITY COUNCIL PUBLIC HEARING

No public hearing.

CITY COUNCIL LEGISLATIVE

14. Measure I Capital Project Needs Analysis (FY 2025/2026 - FY 2029/2030)
RECOMMENDATION: That the City Council approve the Five-Year Capital Project Needs Analysis (FY 2025/2026 - FY 2029/2030) for the Measure I Major Street and Freeway Interchange Programs.
15. Construction and Construction Management Services Contract Award - Bid No. 2024-02, "Highland Natural Parkland Trail Project" (City Project No. tra20001)
RECOMMENDATION: That the City Council:
- 1) Award the construction contract for Bid No. 2024-02, "Natural Parkland Trail Project" to the responsible low bidder HL Hitchcock Construction, Inc. in the amount of \$1,434,882.50;
 - 2) Approve the proposal from Engineering Resources of Southern California, Inc. (ERSC) to provide construction management and inspection services in the amount of \$190,011.00; and
 - 3) Authorize the City Manager to approve a task order for construction management services and contract amendments up to 10% of the proposal amount.

16. Resolution of Intention to Establish City of Highland Community Facilities District No. 24-001 (Highland Park) Generally on Base Line east of Isabella Villa Court
RECOMMENDATION: That the City Council:
- 1) Adopt Resolution No. 2024-____, entitled: A Resolution of Intention of the City Council of the City of Highland to Establish Community Facilities District No. 24-001 (Highland Park); and
 - 2) Authorize the Levy of a Special Tax Within City of Highland Community Facilities District No. 24-001 (Highland Park).
17. Declare Two (2) Seats Vacant on the Community Trails Committee
RECOMMENDATION: That the City Council:
- 1) Declare two (2) seats vacant on the Community Trails Committee; and
 - 2) Direct the City Clerk to advertise the vacancy on the Community Trails Committee.
18. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
19. 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 CITY COUNCIL REGULAR MEETING

CALL TO ORDER - CITY COUNCIL AND HOUSING AUTHORITY SPECIAL MEETING**ROLL CALL****PUBLIC COMMENT (LIMITED TO ITEMS ON THIS AGENDA ONLY)**

To address the Housing Authority on ITEMS ON THIS AGENDA ONLY, 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 minutes each.

Comments received via email at publiccomment@cityofhighland.org by September 10, 2024, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Emailed comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

BUSINESS ITEMS

1. Minutes - July 9, 2024 Special Meeting
RECOMMENDATION: Approve the Minutes as submitted.

CITY COUNCIL AND HOUSING AUTHORITY PUBLIC HEARING

The order of business for Public Hearings shall be:

- 1) Chair 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) Chair closes Public Hearing;
- 8) Housing Authority discussion, motion and vote.

ONCE THE PUBLIC HEARING IS CLOSED NO FURTHER TESTIMONY IS TAKEN

2. Second Amendment of the Ground Lease with Housing Venture I, Enabling the Refinancing and Loan Funds to Make Repairs and Improvements Related to the Jeffrey Court Senior Apartments, and Extend the Ground Lease Term for an Additional Twenty-Six (26) Years, Enacting a New Fifty-Five (55) Year Term, and First Amendment of the Regulatory Agreement between the Housing Authority, the City of Highland, and Lessee to Extend the Term of the Affordability Covenant by an Additional Twenty-Six (26) Years
RECOMMENDATION: That the City Council and Housing Authority:
 - 1) Adopt City Council Resolution No. 2024-____ approving the First Amendment of Regulatory Agreement between the Housing Authority, the City of Highland, and Housing Venture I, and making a finding of exemption under the California Environmental Quality Act;

- 2) Adopt Housing Authority Resolution No. 2024-____ approving the Second Amendment of the Ground Lease with Housing Venture I, enabling the refinancing and loan funds to make repairs and improvements related to the Jeffrey Court Senior Apartments, and extending the Ground Lease Term for an additional twenty-six (26) years, and the First Amendment of the Regulatory Agreement between the Housing Authority, the City of Highland, and Lessee to extend the term of the affordability covenant by an additional twenty-six (26) years; and
- 3) Direct the Housing Authority Secretary/City Clerk to file a Notice of Exemption with the San Bernardino County Clerk of the Board of Supervisors.

ADJOURN JOINT CITY COUNCIL AND HOUSING AUTHORITY MEETING**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: October 8; November 12; December 10.

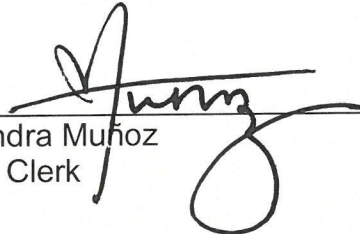
I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before September 5, 2024, by 5:30 p.m., on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: September 5, 2024



Alondra Muñoz
City Clerk