MINUTES
CITY COUNCIL REGULAR MEETING
NOVEMBER 24, 2020

This meeting was conducted as a videoconference meeting in the Donahue Council Chambers, 27215 Base Line, Highland, California. All votes during the meeting were conducted by roll call.

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor McCallon.

ROLL CALL

Present: Chavez, Lilburn, McCallon, Solano, Timmer
Absent: None

REPORT FROM CLOSED SESSION

No meeting.

SPECIAL PRESENTATIONS

None

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

City Clerk Hughes read public comment received from Dave Saran regarding Emmerton Lane neighborhood's appreciation of the City of Highland addressing their concerns.

City Clerk Hughes read public comment received from Tony Mesa regarding Emmerton Lane neighborhood's appreciation of the City of Highland addressing their concerns.

City Clerk Hughes read public comment received from Paul Christin regarding Emmerton Lane neighborhood's appreciation of the City of Highland addressing their concerns.

An email was received from Mark Strain prior to the deadline but was not read aloud as it ended up in junk mail. His email referenced Emmerton Lane neighborhood's appreciation of the City of Highland addressing their concerns.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Timmer, seconded by Mayor Pro Tem Lilburn, to approve the consent calendar as submitted. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances
   Waived the reading of all Ordinances in their entirety and read by title only.

2. Minutes – November 10, 2020 City Council Regular Meeting
   Approved the Minutes as submitted.

3. Claim Consideration – Jayleen Monge, Marley Monge and Sherry Monge
   Rejected claim.

4. Warrant Register
   Approved Warrant Register No. 713 for November 24, 2020, in the amount of $720,470.31 and Payroll of $105,352.07.

5. Treasurer's Report for October 2020
   Received and filed Treasurer's Report for October 2020.

6. Records Destruction Authorization
   Approved the destruction of certain records.

7. Notice of Completion – Bid No. 2019-09, "City-Wide Traffic Signal Battery Backup System Replacement" (Project sig19002)
   1. Accepted Project No. str19001 (Bid No. 2019-09, "City-Wide Traffic Signal Battery Backup System Replacement") as complete;
   2. Authorized the Mayor to sign the Notice of Completion; and
   3. Directed the City Clerk to file the Notice of Completion.

8. Bid Award – Bid No. 2020-08, "City-Wide Concrete Maintenance"
   1. Allowed the apparent lowest bidder, Command Performance Constructors, Inc. (CPC), to withdraw its bid; and
   2. Awarded the contract for Bid No. 2020-08, "City-Wide Concrete Maintenance", Bid Schedule A, to the responsive low bidder, Above All Names Construction.

9. Proposed City of Highland Community Development Block Grant (CDBG) Applications for Fiscal Year 2021-2022
   1. Approved the City's application for Enhanced Code Enforcement that supports a portion of the salary and benefits of a Code Compliance Officer, Administrative Assistant and Community Development Director; and
   2. Approved the City's application to construct pavement improvements and ancillary work on Cunningham Street from 9th Street to Base Line.

CITY COUNCIL PUBLIC HEARING

No public hearing.

CITY COUNCIL LEGISLATIVE

10. Adoption of Joint Powers Agreement and Bylaws for California Intergovernmental Risk Authority, which Permits the Merger of Public Agency Risk Sharing Authority of California and the Redwood Empire Municipal Insurance Fund

Director of Administrative Services Dantuono gave a brief review of the staff report.

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Solano, to adopt Joint Powers Agreement (Attachment 1) and Bylaws (Attachment 2) for the California Intergovernmental Risk Authority, which permits the merger of the Public Agency Risk Sharing Authority of California and the Redwood Empire Municipal Insurance Fund. Motion carried on a roll call vote, 5-0.

11. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)

City Manager Hughes stated he would like to bring the Council up to speed on a few items. First off, he would like to give the Council his COVID update. Right now, county-wide, we have 87,542 confirmed cases. This is up from the 70,000 two weeks ago so there has been a 17,000-person increase. County-wide testing has gone up dramatically and we are now over one million people tested. Last week it was 888,000 tested and now we are up over a million. Deaths, county-wide, are 1,129 when two weeks ago it was 1,096. Unfortunately, hospitalizations, ICU units and ventilators are all trending up and the numbers are keeping us in the purple tier and those numbers are also trending upwards. With the holidays coming up, we have Thanksgiving this week and then we have Christmas and New Year's, he expects the numbers will continue to rise over these next two months. As of right now parks are still open for passive recreation use. The State did issue new guidelines for opening playgrounds so our playgrounds will now be opened for use. We also wanted to get those open due to vandalism as people are constantly cutting the fences to get into the playgrounds. It is just an ongoing issue to try to keep those closed off but with the new state guidelines we can now reopen at least the playground equipment. The City of Highland is continuing our COVID Complaint Business Program. The County of San Bernardino also extended their program with the County's program going through December 13 and the City's program will go through December 14. The December 14 date is a hard date, meaning we will have to have all the information completed from the business on December 14. All businesses in the City will get another crack at the money and they must have everything to the County by the 13th and to the City by the 14th. The County continues to have the COVID Compliance Hotline at (909) 387-3911. Also, City Hall did have a COVID exposure event, so we ended up having to close City Hall yesterday. We had the building cleaned today and we will be back open to the public tomorrow. Staff is here running the Zoom meeting from City Hall

tonight, so we are back up in City Hall as of this evening. He wanted to bring the Council up to speed on a couple other issues as well. The Dennis Johnson Memorial that is going to be located at Church Street and Lemon street had the new stone plaque arrive a couple of days ago with a special bench and the oak tree being planted a couple of weeks ago. Staff is in the process of designing the concrete stand for the stone plaque. As expected, the memorial will be completed before Christmas. The Local Early Action Planning (LEAP) grant in the amount of $150,000 which is being used to upgrade our permitting software and help expedite permits and entitlements for housing development. Staff is in the process of finishing a detailed needs assessment that will be the basis of the future Request for Proposal (RFP) for the software companies. Staff anticipates the RFP to be completed by the end of December. Staff has also been working regarding the Regional Transportation Plan (RTP) grant which is a $1.5 million grant to improve parkland in the City. Staff did participate in an orientation last week which is one of the last requirements before receiving an approval contract. So, we still have not gotten the actual contract yet, but we are looking good on that. Also, grading will be starting out in the Greenspot area by the Mediterra tract for the first phases of that development. Bid advertisement is under way for two federally funded safe routes to school projects. They include infill paving, construction of curbs, gutter, sidewalk, driveway approach, curb ramps and relocation of fences, water meters, and mailboxes on Ninth Street from Cunningham Street to Palm, and McKinley and from Ninth Street to Base Line. In-pavement lighted crosswalks will also be constructed at the intersection of Church Avenue, Norwood Street, Base Line and Valaria Drive. Bids will be opened November 30, 2020, and the bid award is expected to come before the Council on January 12. Construction will be funded by 90% federal funds and is anticipated to begin early February 2021. The two projects will benefit Lankershim and Thompson Elementary schools. Finally, just some stats from the police department. Total calls for service in the last two weeks were 1,694, 114 reports and 57 arrests. For activities coming up we have a blood drive on November 30 and on December 21.

12. Council Member Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Mayor Pro Tem Lilburn stated on November 25 the Highland Senior Center will be handing out four hundred Thanksgiving lunches to seniors in a grab and go style.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:19 p.m.

Submitted By:

Betty Hughes, MMC
City Clerk

Approved By:

Penny Lilburn
Mayor