

# CITY OF HIGHLAND REGULAR MEETING OF THE CITY COUNCIL AGENDA

## REGULAR MEETING

December 13, 2022

6:00 p.m.

City Hall

Donahue Council Chambers

27215 Base Line

Highland, California

## CITY COUNCIL MEMBERS

LARRY McCALLON, MAYOR

PENNY LILBURN, MAYOR PRO TEM

JESSE CHAVEZ, COUNCIL MEMBER

ANAELI SOLANO, COUNCIL MEMBER

JOHN P. TIMMER, COUNCIL MEMBER

## STAFF

Joseph A. Hughes - City Manager

Chuck Dantuono - Director of Administrative Services/City Treasurer

Betty Hughes - City Clerk

Lawrence Mainez - Community Development Director

Carlos Zamano - Public Works Director/City Engineer

Maricela Marroquin - City Attorney

## 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.

Visit the City's Website at: [www.cityofhighland.org](http://www.cityofhighland.org)

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 accommodation to include 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.

**Submission of Public Comments:** For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 5:00 p.m. on December 13, 2022, 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 13, 2022 agenda, please identify the agenda item number in the subject line.

For those wishing to make a public comment regarding a public hearing item (No. 15), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered part of the record. Please email your comments to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). All email comments shall be subject to the same rules as would otherwise govern speaker comments at the Council meeting.

Members of the public will be permitted to make public comments in person.

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**CITY COUNCIL REGULAR MEETING  
DECEMBER 13, 2022 - 6:00 p.m.**

**AGENDA**

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**REPORT FROM CLOSED SESSION**

**SPECIAL PRESENTATIONS**

## **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 taking action on any item not on the agenda. Individual speakers are limited to three minutes each.

Comments received via email by December 13, 2022, 5:00 p.m., will be read into the record, provided that the reading shall not exceed three (3) minutes. Email 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 THE NEWLY APPOINTED COUNCIL MEMBERS**

Anaeli Solano  
John P. Timmer

## **CITY COUNCIL BUSINESS**

1. Appointment of Mayor and Mayor Pro Tem for 2020/21  
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 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 8, 2022 City Council Regular Meeting  
RECOMMENDATION: Approve the Minutes as submitted.
5. Warrant Register  
RECOMMENDATION: Approve Warrant Register No. 748 for December 13, 2022, in the amount of \$3,480,936.33 and Payroll of \$333,482.66.
6. Treasurer's Report for October 2022  
RECOMMENDATION: That the City Council receive and file Treasurer's Report for October 2022.

7. 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, 2022.  
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, 2022.
8. AB 1600 Development Impact Fee Annual Report for Fiscal Year 2021-2022 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 2021-2022.
9. Developer In-Lieu Fee Annual Report for Fiscal Year 2021-2022  
RECOMMENDATION: The Finance/Personnel subcommittee recommends the City Council receive and file the Developer in-lieu Fee Annual Report for Fiscal Year 2021-2022.
10. Second Reading of Ordinance No. 458 of the City of Highland Repealing Ordinance Nos. 449, 450 and 454 Establishing a Moratorium on the Approval of Land Use Entitlements for New Vehicle Fueling Stations  
RECOMMENDATION: That the City Council conduct a second reading, read by title only, and waive further reading of Ordinance No. 458 repealing Ordinance Nos. 449, 450 and 454 which imposed a moratorium on vehicle fueling station uses.
11. Easement Acceptance/Fazamo, Inc. (7152 Vine Street)  
RECOMMENDATION: That the City Council:  
1) Accept Grant of Easement for Road and Drainage purposes from Fazamo, Inc.; and  
2) Direct the City Clerk to record the Grant of Easement.
12. Notice of Completion – Project No. brg04004a (Bid No. 2020-03 “Boulder Avenue Improvements”)  
RECOMMENDATION: That the City Council:  
1) Accept Project No. brg04004a (Bid No. 2020-03, “Boulder Avenue Improvements”) as complete;  
2) Authorize the Mayor to sign the Notice of Completion; and  
3) Direct the City Clerk to file the Notice of Completion.
13. Bid Rejection – Bid No. 2022-07, “Highland Community Park Perimeter Fence and Gates Project”  
RECOMMENDATION: That the City Council reject all bids due to excessive cost being beyond available budget funds.

14. Contract 2020-1, "Facilities and Parks Landscape Maintenance" – Contract Change Order #1  
RECOMMENDATION: That the City Council approve a change order to include maintenance of the new landscape medians and parkways installed on Boulder Avenue from Greenspot Road to Atlantic Avenue at a cost of \$2,476 per month.

## **CITY COUNCIL PUBLIC HEARING**

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.**

For those wishing to make a public comment regarding a public hearing item (No. 15), please identify the agenda item in the subject line. Comments can be submitted any time prior to the meeting, as well as during the meeting up until the close of the public hearing on the corresponding item to be considered as part of the record. Please email your comments to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). The City Clerk shall read all email comments provided that the reading shall not exceed three (3) minutes because this is the time limit for speakers at a Council Meeting.

15. Resolution No. 2022-\_\_\_\_\_ Establishing a Schedule of Fees and Charges for City Services  
RECOMMENDATION: That the City Council adopt Resolution No. 2022-\_\_\_\_\_ establishing a schedule of fees and charges for City services.

## **CITY COUNCIL LEGISLATIVE**

16. First Reading of Ordinance No. \_\_\_\_\_ Amending Existing Portions of Chapter 2.40 (Purchasing System), Adding a New Section 2.40.150 to Address the Procurement Requirements of the Short-Lived Climate Pollutant Reduction Act known as Senate Bill 1383 and Making a Finding of Exemption Under CEQA Guidelines Section 15061(B)(3)  
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council introduce and conduct first reading, read by title only, of Ordinance No. \_\_\_\_\_, an ordinance amending portions of Chapter 2.40 (Purchasing System) and making a finding of exemption under CEQA Guidelines Section 15061(B)(3).



17. Contract Renewal – 2020-09, “City-Wide Traffic Striping and Pavement Marking Maintenance Contract”  
RECOMMENDATION: That the City Council:
- 1) Extend the City-Wide Traffic Striping and Pavement Marking Maintenance Contract with Interstate Striping & Signs, Inc., for one-year; and
  - 2) Approve a 9.6% increase to the contract unit prices.
18. Bid Award – Bid No. 2022-05, “Pacific Street Pavement Rehabilitation from Victoria Avenue to Church Avenue” (Project str20002a)  
RECOMMENDATION: That the City Council:
- 1) Award the construction contract for Bid No. 2022-05, “Pacific Street Pavement Rehabilitation from Victoria Avenue to Church Avenue (Project str20002a)” to the responsible low bidder, Matich Corporation, in the amount of \$1,591,795.00; and
  - 2) Approve a budget adjustment to transfer \$697,830 from 023-2526 (General Capital Financing for Pavement Impact Fee) to 023-3890-6530 (Street/Sidewalk Construction).
19. A Resolution of the City Council of the City of Highland Declaring its Intent to Vacate Berry Street between Cunningham Street and Hillview Street and Setting the City Council Public Hearing for January 10, 2023, at 6:00 p.m. on the Proposed Street Vacation  
RECOMMENDATION: That the City Council adopt Resolution No. 2022-\_\_\_\_\_ declaring its intent to vacate Berry Street between Cunningham Street and Hillview Street and setting the City Council Public Hearing date for January 10, 2023, at 6:00 p.m. on the proposed street vacation.
20. City Manager Report and Comments (Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)  
RECOMMENDATION: Discussion and possible action.
21. 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.

### 2023

January 10; February 14; March 14; April 11; May 9; June 13; July 11; August 8; September 12; October 10; November 14; December 12

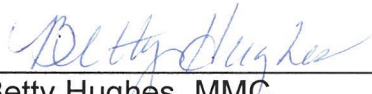
I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before December 8, 2022, by 5:30 p.m., on our website at [www.cityofhighland.org](http://www.cityofhighland.org) and in the following designated areas:

Highland Branch Library  
7863 Central Avenue

Fire Station No. 1  
26974 Base Line

City Hall  
27215 Base Line

Date: December 8, 2022

  
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Betty Hughes, MMC  
City Clerk