

**MINUTES
CITY COUNCIL REGULAR MEETING
DECEMBER 13, 2022**

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 at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Stephen Jones, Immanuel Baptist Church, and the Pledge of Allegiance was led by Mayor Pro Tem Lilburn.

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)

None

ADMINISTER OATH OF OFFICE TO THE NEWLY APPOINTED COUNCIL MEMBERS

City Clerk Hughes swore in the newly appointed Council Members Anaëli Solano and John P. Timmer.

CITY COUNCIL BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2022/23

City Clerk Hughes opened the floor for nominations for Mayor.

Council Member Timmer nominated Council Member McCallon for Mayor.

Council Member Solano nominated Council Member Lilburn.

City Clerk Hughes called for any other nominations. Hearing none, the floor is now closed for nominations.

City Clerk Hughes called for the vote for Council Member McCallon.

Hearing three ayes, Council Member McCallon has been appointed Mayor.

Mayor McCallon opened the floor for nominations for Mayor Pro Tem.

Council Member Timmer nominated Council Member Lilburn for Mayor Pro Tem.

Mayor McCallon called for any other nominations. Hearing none, the floor is now closed for nominations.

Council Member Lilburn has been appointed Mayor Pro Tem.

2. Membership on Various Council Subcommittees, Ad Hoc and Agency Organizations

Mayor McCallon stated he would like to start with the Ad Hoc appointments, and it appears that both Ad Hoc committees can be dissolved.

City Manager Hughes responded yes, they can with the Mayor's action.

Mayor McCallon stated with that being confirmed, the General Plan Update/Housing Element Ad Hoc and the Service Station Review Ad Hoc will be dissolved as both obligations have been fulfilled.

Mayor Pro Tem Lilburn inquired about hosting more Public Safety Subcommittee meetings. Council Member Chavez confirmed he would be available for meetings.

Mayor McCallon asked Council Members if anyone desired to change committees; no one made a request.

A MOTION was made by Council Member Chavez, seconded by Council Member Solano, to keep the current memberships on the various Council Committees and Agency Appointments. Motion carried on a roll call vote, 5-0.

CITY COUNCIL CONSENT CALENDAR

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

3. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
4. Minutes – November 8, 2022 City Council Regular Meeting
Approved the Minutes as submitted.

5. Warrant Register
Approved 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
Received and filed 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
Received and filed the Annual Comprehensive Financial Report (ACFR), the Single Audit Report on Federal Award Programs, the Independent Auditors Report on Internal Controls, the Audit Conclusion Letter, and the Gann Limit (Appropriations Limit) letter. All reports are for the Fiscal Year Ended June 30, 2022.
8. AB 1600 Development Impact Fee Annual Report for Fiscal Year 2021-2022 per Government Code Section 66006
Received and filed 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
Received and filed 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
Conducted a second reading, read by title only, and waived further reading of Ordinance No. 458 repealing Ordinance Nos. 449, 450 and 454 which imposed a moratorium on vehicle fueling station uses.

ORDINANCE NO. 458

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, REPEALING ORDINANCE NOS. 449, 450 AND 454
ESTABLISHING A MORATORIUM ON THE APPROVAL OF LAND USE
ENTITLEMENTS FOR NEW VEHICLE FUELING STATIONS

11. Easement Acceptance/Fazamo, Inc. (7152 Vine Street)
 - 1) Accepted Grant of Easement for Road and Drainage purposes from the owners; and
 - 2) Directed the City Clerk to record the Grant of Easement.

12. Notice of Completion – Project No. brg04004a (Bid No. 2020-03 “Boulder Avenue Improvements”)
 - 1) Accepted Project No. brg04004a (Bid No. 2020-03 “Boulder Avenue Improvements”) as complete;
 - 2) Authorized the Mayor to sign the Notice of Completion; and
 - 3) Directed the City Clerk to file the Notice of Completion.
13. Bid Rejection – Bid No. 2022-07, “Highland Community Park Perimeter Fence and Gates Project”
 - 1) Rejected all bids;
 - 2) Directed staff to re-take item to the Public Facilities Subcommittee for review; and
 - 3) Re-advertise for construction bids.
14. Contract 2020-1, “Facilities and Parks Landscape Maintenance” – Contract Change Order #1
 - 1) Approved contract changer order #1 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

15. Resolution No. 2022-056 Establishing a Schedule of Fees and Charges for City Services

Mayor McCallon opened the public hearing.

Assistant Director of Administrative Services Nava-Cruz stated fees for service were last reviewed in 2021 and at that time a lot of the engineering fees were transferred from fixed fees to deposit-based fees. Since that time, staff has made the determination that excavation permits that are \$800 or less and right-of-way encroachment permits that are \$1,100 or less would be better suited as fixed fees. Over 400 applications have been received as of this year, and the actual costs and deposit costs align very closely, so the work in tracking those deposits doesn't seem advantageous. Going back to fixed fees on those two permit types are the only proposed changes to the fee study and all requesting parties have been notified.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to adopt Resolution No. 2022-056 establishing a revised schedule of fees and chargers for City services. Motion carried, 5-0.

RESOLUTION NO. 2022-056 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING A REVISED SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES

CITY COUNCIL LEGISLATIVE

16. First Reading of Ordinance No. 459 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)

Public Services Manager Morgan gave a brief review of the staff report.

A MOTION was made by Council Member Solano, seconded by Mayor Pro Tem Lilburn, to conduct the first reading of Ordinance No. 459 amending portions of Chapter 2.40 (Purchasing System) and making a finding of exemption under CEQA Guidelines Section 15061 (B)(3). Motion carried, 5-0.

City Clerk Hughes introduced Ordinance No. 459:

ORDINANCE NO. 459
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AMENDING PORTIONS OF CHAPTER 2.40 (PURCHASING
SYSTEM) AND MAKING A FINDING OF EXEMPTION UNDER
CEQA GUIDELINES SECTION 15061(B)(3)

which title was read.

17. Contract Renewal – 2020-09, “City-Wide Traffic Striping and Pavement Marking Maintenance Contract”

Public Works Director/City Engineer Zamano gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to:

- 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. Motion carried, 5-0.

18. Bid Award – Bid No. 2022-05, “Pacific Street Pavement Rehabilitation from Victoria Avenue to Church Avenue” (Project str20002a)

Public Works Director/City Engineer Zamano gave a brief review of the staff report.

A MOTION was made by City Council Member Solano, seconded by Council Member Chavez, to:

- 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). Motion carried, 5-0.
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

Public Works Director/City Engineer Zamano gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to adopt Resolution No. 2022-057 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 p.m., on the proposed street vacation. Motion carried, 5-0.

RESOLUTION NO. 2022-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, 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

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

City Manager Hughes stated he wanted to bring members up to date on a few items. First is the work program, blank forms have been added to your Council Members' inboxes, and requested if they can complete by December 29. Holding only one, instead of two study sessions is being suggested. The proposed date and times for this study session is at the end of January, either the 25th or the 26th. City staff has been working on their work program items, they were all due to me today. The final report for the current two-year work program will be distributed to Council Members at the end of the month.

On December 6, the Planning Commission approved the architectural renderings for a Habit Burger. That is proposed for the north side of Base Line west of the 210 freeway. With the design approved, Habit Burger can now proceed with the Building and Safety plan check and permits. The issue with the traffic signal at that location needs to be worked out as well.

In addition, on December 6, Planning Commission approved building elevations for a new American Rentals building to be relocated from its current location on 5th Street to two parcels to the east; they'll be moving into a new building.

December 12 marks the release of an EIR [environmental impact report] by the San Bernardino International Airport Authority/Inland Valley Development Agency (SBIAA/IVDA) for the anticipated Airport Gateway Specific Plan. The specific plan is a long-range planning document to be utilized by Highland and San Bernardino as land use transitions along 3rd Street, 5th Street and 6th Street, in conjunction with the growth in the development of the San Bernardino International Airport.

Weka who's the contractor for East Valley Water District putting in the 30-inch water pipeline from the Sterling National Resource Center out to the water reclamation area on Greenspot Road, is causing traffic issues along Greenspot Road. They're going to be in the location of Greenspot Road and Boulder Avenue. We've requested that they do this during the winter break for Redlands Unified School District to minimize the impacts for the three schools that are nearby. Starting on December 19 through January 6 from 7 a.m. to 5 p.m., Monday through Friday, they'll be doing work at this intersection. There will be times when turning movements are limited, they will always maintain one lane of traffic in each direction on Greenspot Road. We've also asked them to do the work during the daytime, to minimize noise impacts to neighboring residential neighborhoods. There will be some night work, but that will be limited to welding and things of that nature, avoiding heavy machinery, big vehicles and breaking of asphalt. As they proceed down along Greenspot Road there's going to be other road closures and detours that will be necessary in the next several months.

Staff will recommend awarding three construction projects at the January 10 City Council meeting. The first project is a traffic signal modification at the intersection of 9th Street and Lankershim Avenue to provide protected northbound and southbound left turns. The second project will be to construct new sidewalk on the west side of Olive Tree Lane from south of the Highland Police Station to 11th Street, and construction of sidewalk widening to accommodate potential future installation of bus shelter/bench at the southeast corner of Base Line and Boulder Avenue, on the west side of Boulder Avenue across from Highland Village Plaza entrance, and on the north side of 9th Street west of Central Avenue. This project also includes construction of new sidewalk driveways and curb ramps on Messina Street and Seine Avenue. The third project is a pavement rehabilitation project on McKinley Avenue and Cunningham Street between 9th Street and Base Line.

Statistics from the Police Department for the period of November 7 through December 11: they responded to 3,567 calls for service; made 243 reports and 141 arrests. The Fire Department for the month of November responded to 452 medical aides, 20 structure fires, 32 miscellaneous fires, 39 traffic collisions, 3 vegetation fires and 21 false alarms.

Operation Santa Claus is currently underway. December 14 will be at the Highland Police Station and December 15 will be at Fire Station #2, so you're all welcome to come by and see Santa and get your picture taken. On Saturday January 7, there will be a Highland Improvement Team (HIT). Registration will be at 7:30 a.m. and the project will be from 8 a.m. to 12 p.m. Lastly, on January 30, there will be a blood drive at the Highland Police station from 12 p.m. to 5 p.m.

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

Mayor Pro Tem Lilburn stated she attended along with Mayor McCallon the goodbye ceremony for Supervisor Janice Rutherford. The Senior Center is doing Operation Senior Claus to deliver baskets to about 100 homebound seniors with no family.

Mayor McCallon mentioned Metrolink is having issues with getting their ridership back up after COVID and their revenue is also down. They are rolling out programs for fare reductions to try and get more people back onto Metrolink.

ANNOUNCEMENTS

None

CLOSED SESSION

No meeting.

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:49 p.m. in memory of Antonio Castañeda, Richard Farrow, John Jackson, Arlene Lewis, James Polen, Terry Stapp and Lindsie Wake.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor