

CITY OF HIGHLAND CITY COUNCIL AGENDA

REGULAR MEETING

December 12, 2023
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-Cordova, Council Member
Anaëli 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

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 to be read aloud at the meeting, please submit your comments by 5:00 p.m. on December 12, 2023, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the December 12, 2023 agenda, please identify the agenda item number in the subject line.

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.

**CITY COUNCIL REGULAR MEETING
DECEMBER 12, 2023 - 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 12, 2023, 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.

CITY COUNCIL BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2023/24
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 Hocs and Agency Organizations
RECOMMENDATION: That the City Council review and revise as appropriate the current membership of various Council Committees, Ad Hocs 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 14, 2023 City Council Regular Meeting
RECOMMENDATION: Approve the Minutes as submitted.
5. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 760 for December 12, 2023, in the amount of \$2,056,979.03 and Payroll of \$241,928.82.
6. Treasurer's Report for October 2023
RECOMMENDATION: That the City Council receive and file Treasurer's Report for October 2023.
7. Records Destruction Authorization
RECOMMENDATION: That the City Council approve the destruction of certain records.
8. 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, 2023
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, 2023.

9. AB1600 Development Impact Fee Annual Report for Fiscal Year 2022/2023 per Government Code Section 66006
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2022/2023.
10. Developer In-Lieu Fee Annual Report for Fiscal Year 2022/2023
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the Developer In-Lieu Fee Annual Report for Fiscal Year 2022/2023.
11. Staff Agency Appointment - CIRA
RECOMMENDATION: That the City Council adopt Resolution No. 2023 - _____, appointing Leticia Nava-Cruz, Assistant Director of Administrative Services, as the city's Director of the Board of Directors of CIRA, and Chuck Dantuono, Director of Administrative Services/City Treasurer, as the Alternate Director.
12. City of Highland 2023 Emergency Operations Plan
RECOMMENDATION: That the City Council adopt Resolution No. 2023 - _____, approving, and adopting the City of Highland 2023 Emergency Operations Plan.
13. Contract Renewal - 2020-08 "Citywide Concrete Maintenance"
RECOMMENDATION: That the City Council:
1) Extend the Citywide Concrete Maintenance contract with Above All Names Construction Services, Inc. for one (1) year; and
2) Approve a 3% increase to the contract unit prices.
14. Contract Renewal - 2020-09 "Citywide Traffic Striping and Pavement Marking Maintenance Contract"
RECOMMENDATION: That the City Council:
1) Extend the Citywide Traffic Striping and Pavement Marking Maintenance contract with Interstate Striping & Signs, Inc. for one (1) year; and
2) Approve an 11.15% increase to the contract unit prices.
15. Easement Acceptance - Ariel Garcia for "2-SFR Residential Project" (Southeast corner of Base Line and Elm Street)
RECOMMENDATION: That the City Council:
1) Accept the Grant of Easement for Road and Drainage purposes from Ariel Garcia; and
2) Direct the City Clerk to record the Grant of Easement.
16. IDC Consulting Engineers, Inc. Contract Amendment for the Orange Street Bridge at Plunge Creek Overflow Project (Project No. brq12001)
RECOMMENDATION: That the City Council approve a contract amendment to the Professional Services Agreement with IDC Consulting Engineers, Inc. (IDC) to extend the term of the contract until the Orange Street Bridge at Plunge Creek Overflow Project is completed.

17. A Request for a Special Event Permit (SEP-23-011) by the Redlands Bicycle Classic for its Annual Highland Circuit Bicycle Race on Wednesday, April 10, 2024
RECOMMENDATION: That the City Council:
- 1) Authorize the one-day Highland Circuit bicycle race as part of the Redlands Bicycle Classic on various streets in Highland subject to the Conditions of Approval; and
 - 2) Approve the Redlands Bicycle Classic request for co-sponsorship (waiving of city fees in the amount of approximately \$24,034.28).

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.

No public hearing.

CITY COUNCIL LEGISLATIVE

18. Bid Award – Bid No. 2023-06, “Citywide Pedestrian Signal Head and Pedestrian Push Button Upgrades” (Project No. sig21001)
RECOMMENDATION: That the City Council award the construction contract for Bid No. 2023-06, “Citywide Countdown Pedestrian Signal Head and Pedestrian Push Button Upgrades” Project to the responsible low bidder, Econolite Systems, Inc., in the amount of \$109,697.58.
19. 2024 Community Events
RECOMMENDATION: That the City Council discuss Community Events and direct staff accordingly.
20. Appoint Two (2) Members of the Public to the Community Trails Committee
RECOMMENDATION: That the City Council appoint two (2) members of the public to the Community Trails Committee.
21. City Manager Report and Comments (Work Program, Regional/Legislative/Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.

22. 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.

2024

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

I, Alondra Muñoz, Deputy City Clerk, certify I caused to be posted this Agenda on or before December 7, 2023, 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: December 7, 2023



Alondra Muñoz
Deputy City Clerk