

**MINUTES
CITY COUNCIL REGULAR MEETING
JANUARY 12, 2021**

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 Lilburn.

ROLL CALL

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

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Solano, 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 – December 8, 2020 City Council Regular Meeting
Approved the Minutes as submitted.
3. Warrant Register
Approved Warrant Register No. 715 for January 12, 2021, in the amount of \$7,148,254.09 and Payroll of \$318,103.56.
4. Treasurer’s Report for November 2020
Received and filed Treasurer’s Report for November 2020.
5. Claim Consideration – Mercury Insurance/Billy Leever
Rejected claim.
6. Claim Consideration – Sally Franco
Rejected claim.

7. Easement Acceptance – Hwal Soo & Ok Hyun Shin Trustees – 3rd Street and 5th Street Corridors Improvement Project (Project No. str18001)
 1. Accepted the Grant of Easement for Road and Drainage purposes from Hwal Soo & Ok Hyun Shin Trustees; and
 2. Directed the City Clerk to record the Grant of Easement.

8. Declare Three (3) Seats Vacant on the Historic and Cultural Preservation Board
 1. Declared three (3) seats vacant on the Historic and Cultural Preservation Board; and
 2. Directed the City Clerk to advertise the vacancies on the Historic and Cultural Preservation Board.

9. Second Reading of Zone Change (ZC 20-001) – Ordinance No. 445 of the City of Highland Changing the Zoning of a 1.6-acre Parcel Referred to as “Phase 1B” of the Mediterra Planned Development from Agricultural/Equestrian (A/EQ) to Planned Development “PD 13-001”
 Conducted a second reading of Zone Change (ZC 20-001), read by title only, and waived further reading of Ordinance No. 445 changing the zoning of the 1.6-acre additional parcel from Agricultural/Equestrian (A/EQ) to Planned Development “PD 13-001”.

ORDINANCE NO. 445

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING ZONE CHANGE (ZC 20-001) FOR A 1.6-ACRE PARCEL FROM AGRICULTURAL/EQUESTRIAN (A/EQ) TO PLANNED DEVELOPMENT “PD 13-001” FACILITATING ITS ADDITION TO THE MEDITERRA PLANNED DEVELOPMENT (PUD 13-001/CUP 14-005)
 ASSESSOR PARCEL NUMBER: 0297-021-25

CITY COUNCIL PUBLIC HEARING

10. Ordinance No. 446 Establishing a Fee and Service Charge Revenue/Cost Comparison System and Proposed Resolution Establishing a Schedule of Fees and Charges for City Services

Mayor Lilburn opened the public hearing.

Director of Administrative Services Dantuono stated this is a public hearing of the fee study update. The last update was conducted in 2017. This update is a little late, due to two reasons. One of them is the obvious one, COVID-19 which played a little part in the delay of this and the other one was a change in the engineering department staff. We started this update right around February/March and then our previous Public Works Director retired in April which delayed it a little bit, but we try to do these updates in off budget years. The process is fairly simple, staff goes through each individual fee and we look at who is being charged a fee, we look at the amount of time they are being charged a particular fee, and we make changes accordingly. Then we update it with Rick Kremer, our consultant, the salary, benefits, building occupancy, and fixed assets. He takes everything back

and then we get the update. This update is similar to past updates, some fees decreased, some remain the same, but many increased marginally. There are no surprises in this update which is a good thing. The major change in this update is that many engineering fees went from a fixed fee to a deposit-based fee. This gives us a more accurate accounting of that fee because it's based on actual costs. We are using the same tracking system that we use for public works projects and grants. Before you tonight are the public hearing and the introduction of the Ordinance with the Resolution attached for informational purposes only. If all goes well tonight the Ordinance and Resolution will be presented at the next City Council meeting for adoption. Then if everything goes well at that meeting, the fees will go into effect sixty days after that. We took this item to the Finance Subcommittee on December 28 and the Finance Subcommittee recommended that this item be presented to the City Council. At that meeting, the Finance Subcommittee received no comments from the development community. We did send a letter, which is attached in your agenda, to the entire development community dated December 10 letting them know about all three meetings, the Finance Subcommittee meeting, tonight's public hearing and the next meeting in two weeks.

Mayor Lilburn called for any public comments.

City Clerk Hughes responded we have not received any public comments.

Mayor Lilburn stated hearing none, the public hearing is now closed.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Solano, to introduce Ordinance No. 446 establishing a fee and service charge revenue/cost comparison system. Motion carried on a roll call vote, 5-0.

Mayor Lilburn stated she read in the staff report that we do this update every two years. So, the last time we did this was back in 2017. Can she ask, is it just her or did we miss out on a lot of revenue because she is seeing the profits subsidy is almost \$500,000?

Director of Administrative Services Dantuono stated this is why we must update our fees. If we do not, the costs keep going up and if we do not increase the revenue to catch up, we will have that subsidy and that is the exact reason that we do this update, so we do not keep subsidizing. That is the reason why we do it every two years. Also, we do it every two years so there is not a big spike in the fees either.

City Clerk Hughes introduced Ordinance No. 446:

ORDINANCE NO. 446
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AMENDING CHAPTER 2.36 (“FEES AND SERVICE CHARGES”)
OF THE HIGHLAND MUNICIPAL CODE TO PROVIDE ADDITIONAL
CATEGORIES OF FEES AND CHARGES, AND TO UPDATE AND AMEND
OTHER PROVISIONS AS APPROPRIATE

which title was read.

CITY COUNCIL LEGISLATIVE

11. Event Planning for the City’s 24th Annual Citrus Harvest Festival

Associate Planner Syed gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Mayor Pro Tem McCallon, to cancel the Citrus Harvest Festival which was scheduled for March 27, 2021. Motion carried on a roll call vote, 5-0.

12. Construction Management Services for Two Federal Safe Routes to School Projects (str11005 and str1006)

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. Approve Professional Services Agreement for construction management services with TKE Engineering (TKE) for Two Federal Safe Routes to School Projects for a not-to-exceed amount of \$262,785; and
2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount. Motion carried on a roll call vote, 5-0.

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

City Manager Hughes stated he will be giving a brief update regarding COVID-19. As it stands right now, county-wide, there has been 234,000 cases. Testing county-wide are approximately 1.9 million residents of the County who have been tested. Unfortunately, there have been 1,500 deaths in the County. There are currently 1,692 hospitalized with 341 of those who are hospitalized in the ICU. We are still in that new region, along with all Southern California, none of that has changed. The stay-at-home order is still in effect. He would like to remind everyone that the County hotline is still up and operational at (909) 387-3911. There is also a very good county website which is www.sbcovid19.com and they have a lot of very, very good information. They have a page dedicated to vaccine information and includes all the information regarding the tiers and the different phases of how the

vaccines are going to be distributed. Currently we are in Phase 1A and Tiers 1 and 2 of Phase 1A in San Bernardino County. The Council should have received a memo from him last week regarding the Work Program with all the work program items and rating sheet. If you can have your ratings back to him by January 21 that would be appreciated. We will bring the items forward for your official consideration at the first City Council meeting in February. The City has been approved to be a Passport Acceptance Facility and we anticipate the [end] of March to start providing that service to Highland residents. Public records requests - there were 164 public records requests processed in 2020. We will be starting the budget process in the beginning of February and, the City has expended our CARE Act funds. They were all expended by December 22 which was one week before the deadline. The deadline was extended; however, we had already expended our funds. We wanted to make sure we were ahead of the deadline and we met that. The Dennis Johnson Memorial located on the southwest corner of Church Street and Lemon Street is anticipated to be complete this Wednesday, January 13. The oak tree has been planted with the bench and plaque being received by staff. The concrete structure for the plaque has been made by staff and is at the Corporation Yard. It will be refined to accept the plaque on Wednesday. A planning application was submitted for the extension of time for Blossom Trails, a tract map. It is the last remaining residential planning area in East Highland Ranch. Staff anticipates the proposed 137 single family unit tract will be reviewed by the Planning Commission for recommendation to the City Council in the next two months. Planning applications were recently submitted by Vantage One, which is TREH Partners LLC, for a mixed used project called Greenspot Plaza on the northeast corner of Greenspot Road and the 210 freeway. Staff is going through the review process of that and it will be a complex application. It will ultimately go before the Planning Commission and the City Council. Work will begin on our next CDBG overlay construction project, the pre-construction meeting was held on January 7 and will be three projects folded into one. It will be Elmwood Road from Base Line to Fisher Street, Walker Street from Sterling Avenue to the east end, Elm Street from Sixth Street to Ninth Street, Del Rosa Avenue from Fourth Street to Fifth Street, and Central Avenue from Sixth Street to Ninth Street. Construction is estimated to begin February 2 and completed in April. The construction costs are \$660,000 and is funded by the CDBG as well as a Cal Recycle Grant. The city-wide Sign Replacement Project that we hired an outside contractor for, that is 95% complete. We have replaced 555 damaged or faded traffic control signs throughout the City. Public Works is scheduled to do concrete repairs in seven locations in the City. Those locations include Lankershim adjacent to the school, on Union Street, San Francisco Street, Fourteenth Street, Braemar Street and Pacific Street. There will be a Blood Drive that is going to be held on January 25 at the Highland Police Station from 10am to 4pm. Through November there has been 1,781 illegal dumping orders picked up by Burrtec in the City. Lastly, police department stats, from December 21 to January 10 there were 2,474 calls for service, 242 reports and 81 arrests.

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

None

ANNOUNCEMENTS

A COVID-19 Testing Event sponsored by San Manuel Band of Mission Indians in conjunction with San Bernardino County is going to be held at the San Manuel Event Center on Saturday, January 16 from 9am to 4pm.

CLOSED SESSION

City Attorney Marroquin stated she wanted to report on the Closed Session that we did have. The Housing Authority met in Closed Session pursuant to Government Code Section 54956.8 on two vacant lots along Central Avenue south of Base Line Road, 7433 Central Avenue, APN 0191-191-04, Central Avenue APN 0191-191-05 which is the adjacent parcel and 13 vacant lots along Lillian Lane east of Community Park APNs 1192-257-40 thru 46 and 1192-591-05 thru 09. The Housing Authority met to discuss price and terms and gave direction to staff, but no reportable action was taken. In addition, the City Council met in Closed Session pursuant to Government Code Section 54956.8 regarding the property located at the northwest corner of Victoria Avenue and Sixth Street, APN 1192-281-12. Again, that closed session was regarding price and terms and staff was provided direction from the Council, but no reportable action was taken.

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:32 p.m. in memory of Henry Haller, Smiley Hernandez, Robert Wehust, Cece Hernandez, Joan Hannold, former Los Angeles Council Member Tom "Mr. Los Angeles" LaBonge.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor