

**MINUTES
CITY COUNCIL REGULAR MEETING
AUGUST 11, 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

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Received no public comment.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Council Member Timmer, seconded by Council Member Chavez, 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 – June 23, 2020 City Council Regular Meeting
Approved the Minutes as submitted.
3. Warrant Register
Approved Warrant Register No. 707 for August 11, 2020, in the amount of \$4,297,741.11 and Payroll of \$405,936.68.
4. Treasurer's Report for June 2020
Received and filed Treasurer's Report for June 2020.
5. Claim Consideration – Ronel Brooks
Rejected claim.

6. Letter of Retainer Renewal for FY 2020/2021 with Innovative Federal Strategies (IFS)
Authorized the City Manager to sign the Letter of Retainer Renewal for FY 2020/2021.
7. Records Destruction Authorization
Approved the destruction of certain records.
8. Bid Award – Bid No. 2019-08, “Removal and Replacement of Traffic Control Signs Project (Project No. str20004)”
 1. Awarded bid to the responsive lowest bidder, Chrisp Company, in the amount of \$72,550 for Bid Schedule A only for Bid No. 2019-08, “Removal and Replacement of Traffic Control Signs (Project No. str20004)”; and
 2. Approved the following budget adjustment: Transfer \$95,030 from 023-1200 (General Capital Financing-Fund Balance) to be expended from 023-3890-6550 (Traffic Improvements).
9. Bid Award – Bid No. 2020-02, “Fire Station No. 2, Roof Top Coat over Existing Poly Foam Roof System”
 1. Awarded the contract for Bid No. 2020-02, “Fire Station No. 2 Roof Top Coat Over Existing Poly Foam Roof System,” Bid Schedule B, to the responsive low bidder, Bell Roof Company, Inc., in the amount of \$39,659; and
 2. Approved the following budget adjustments: Transfer \$19,830 from 028-2100 (Paramedic Department-Fund Balance) to be expended from 028-2050-4070 (Building Maintenance) and transfer \$19,830 from 029-2100 (Fire Department-Fund Balance) to be expended from 029-2100-4070 (Building Maintenance) for a total budget adjustment of \$39,660.
10. Easement Acceptance/CORPACH F&M, LLC (6951 Browning Road)
 1. Accepted Grant of Easement for Road and Drainage purposes from CORPACH F&M, LLC; and
 2. Directed the City Clerk to record the Grant of Easement.
11. Veterans Day Event
Postponed the Veterans Day Event to November 6, 2021.
12. Authorization to Accept Temporary Construction Easements
Adopted Resolution No. 2020-041 authorizing the Public Works Director/City Engineer to accept Temporary Construction Easements (also referred to as Permission to Enter and Construct and Permit to Enter) for public works projects.

RESOLUTION NO. 2020-041
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AUTHORIZING THE PUBLIC WORKS DIRECTOR/CITY
ENGINEER TO ACCEPT TEMPORARY CONSTRUCTION EASEMENTS FOR
PUBLIC WORKS PROJECTS

13. Addendum No. 1 to Agreement between the City of Highland, City of San Bernardino and County of San Bernardino for Grant Application to the Active Transportation Program (ATP) Cycle 5
1. Approved Addendum No. 1 to the agreement between the City of Highland, City of San Bernardino and County of San Bernardino for Grant Application to the ATP Cycle 5; and
 2. Authorized the City Manager to sign the Addendum which includes a 10% contingency.
14. Consideration of a Resolution Confirming the Prohibition on Stopping, Parking or Standing of Vehicles along the West Side of Emmerton Lane between 6337 Emmerton Lane and 6456 Emmerton Lane, and on the East Side of Emmerton Lane along the Side Yard of 6383 Emmerton Lane and Authorizing the Removal/Towing of Vehicles
- Adopted Resolution No. 2020-042 confirming the prohibition on stopping, parking or standing of vehicles along the west side of Emmerton Lane between 6337 Emmerton Lane and 6456 Emmerton Lane, and on the east side of Emmerton Lane along the side yard of 6383 Emmerton Lane and authorizing the removal/towing of vehicles.

RESOLUTION NO. 2020-042

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, CONFIRMING THE PROHIBITION ON STOPPING, PARKING OR STANDING OF VEHICLES ALONG THE WEST SIDE OF EMMERTON LANE BETWEEN 6337 EMMERTON LANE AND 6456 EMMERTON LANE AND ON THE EAST SIDE OF EMMERTON LANE ALONG THE SIDE YARD OF 6383 EMMERTON LANE, AND AUTHORIZING THE REMOVAL/TOWING OF VEHICLES THEREOF

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

15. First Amendment to the Amended and Restated Community Development Block Grant (CDBG) City/County Cooperation Agreement

Assistant Community Development Director Stater gave a brief review of the staff report.

A MOTION was made by Council Member Timmer, seconded by Council Member Solano, to approve the First Amendment to the Amended and Restated Agreement City-County Cooperation Agreement and authorize the Mayor to execute the agreement. Motion was carried on a roll call vote, 5-0.

16. Professional Services Agreement to Develop Second 5-year Pavement Management Program

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

A MOTION was made by Council Member Timmer, seconded by Mayor Pro Tem Lilburn, to approve the Professional Services Agreement with Nichols Consulting Engineers (NCE) to develop second 5-year Pavement Management Program. Motion carried on a roll call vote, 5-0.

17. Amendment to Measure I Five-Year Capital Improvement Program (Fiscal Years 2019/2020 through 2023/2024)

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

A MOTION was made by Mayor Pro Tem Lilburn, seconded by Council Member Chavez, to adopt Resolution No. 2020-043 to approve the Amended Measure I Five-Year Capital Improvement Program (Fiscal Years 2019/2020 through 2023/2024). Motion carried on a roll call vote, 5-0.

RESOLUTION NO. 2020-043

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, APPROVING AMENDED FIVE-YEAR CAPITAL IMPROVEMENT
PROGRAM FOR MEASURE I LOCAL STREET PROGRAM FOR
FISCAL YEARS 2019/2020 THROUGH 2023/2024

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

City Manager Hughes gave a brief update regarding COVID-19. County-wide there are 37,315 confirmed cases of COVID-19, 1,077 cases in the City of Highland, testing county-wide 289,000 people have been tested and in Highland 7,648. There have been 11 deaths in the City of Highland and 549 county-wide. Our City Hall lobby remains open with face coverings required and we limit the lobby to five people at a time. We are still screening staff each morning when they arrive at the building. As I'm sure the Council is aware, COVID numbers spiked back in July which in turn the Governor reclosed a number of business sectors. Staff has been working with restaurants to allow outdoor dining. The YMCA has also had to close during this time period. Parks are still open for passive use. Unfortunately, we found out that the data on the County website may have some incorrect numbers. Essentially what happens is the County inputs all their data into a state-wide database and that information is then sent back to the County that appears on that website. So in reality, we really don't know what the true numbers are at this point in time.

We are showing, at least according to the numbers we have right now, that hospitalizations and people in ICU that is trending down now, a good sign. The County still has funding available \$2,500.00 per business for their COVID Compliance Business Program and we encourage all businesses in the City of Highland that have not done so, to apply for that program. Please visit the new City of Highland website, that we just recently upgraded, for links to the County, State and Federal guidelines and also follow the City of Highland on our Facebook page for updates. Any specific questions regarding COVID-19 we ask the public to call the County hotline at (909) 387-3911. Also wanted to make the Council aware on a non-COVID related issue that all the new upgraded ALPRs at the fixed locations have been installed now and so all of our ALPRs in the city are now in compliance with the new system and they are all operational. The library remains open.

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

Mayor McCallon stated he wanted to take this opportunity to congratulate all those who didn't have running mates come forward or people opposing them in the election and he knows that will save the City money. Hopefully we won't have an election; we'll talk about that next week. Congratulations to Penny and Jesse and, I guess, to myself.

Council Member Timmer stated congratulations on a great campaign for all three candidates. Job well done.

Mayor Pro Tem Lilburn stated that as she's been walking her neighborhoods talking to the constituents she wanted to compliment staff and the contractor we use for the Safe Route to Schools sidewalks and curbs. The residents are really enjoying them and she was out there talking to some of the neighbors and, as she was doing so, more neighbors were coming out and joining in and actually visiting with one another and asking questions like how did they get so lucky to get those? She was able to explain how staff provided them and what the Council did to approve those but she wanted to say the contractor that was used has been very responsive and attentive to anything that the residents need. Also, on the Veterans Day we were sad that we had to postpone that until the 2021. She appreciates the Council supporting that in the consent calendar. The committee members put a lot of time into it so she wants to say thanks for that. She would like to thank staff for those that are in charge of working with the restaurants to do their outdoor serving. It has really helped them and we have moved along quickly to make sure they can do their business. It really helps when you have businesses in your area that are doing this, trying to comply and make a living. Thanks to staff for realizing the urgency of this and how much the business owners appreciate it.

Council Member Chavez stated he wanted to reiterate that San Bernardino Valley Water Conservation District was granted a 30-year permit for this very complicated yet amazing habitat conservation plan for the Santa Ana River Wash. This process marks the end to a twenty year battle and so we're excited to be able to see this happening within our City and thank you to everyone before me and the task force for putting this together. Congratulations to you Mayor and Mayor Pro Tem for your election in 2020. I'm excited for us all to work together for another four years.

Council Member Timmer stated at Boulder and Greenspot there's a new 7-11 under construction and it's going pretty good. Also, at Fifth Street and Church Avenue there's a new concrete tilt up going there as well. It looks like they're making a lot of progress there as well. Congratulations to Penny and your new grandchild. Just another comment on the Wash Plan, I don't think we realize that this plan now that it's approved will save the City significant amount funds on projects we have to do within the project area. Not only hard dollars but also in mitigation costs. Obviously, the full extent of that will not be known until we go through the process and get projects approved and billed but it's anticipated that we'll save many thousands and thousands of dollars on permitting fees, wash plan processing fees and mitigations costs and so forth. Kudos to you guys for helping them get that through.

Council Member Solano stated she would also like to congratulate Jesse, Penny and Larry on the next four years.

ANNOUNCEMENTS

Special Meeting, August 20, 2020, at 10am, regarding not more candidates than offices to be elected.

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:29 p.m. in memory of Annika Fullerton, Dennis Johnson, Su-Chun McCallon and Ed Krajnik.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor