

**MINUTES
CITY COUNCIL REGULAR MEETING
JANUARY 10, 2023**

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:01 p.m. by Mayor McCallon at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Willie Hicks, Harvest Care Church, and the Pledge of Allegiance was led by Council Member Solano.

ROLL CALL

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

REPORT FROM CLOSED SESSION

No meeting.

SPECIAL PRESENTATIONS

Mayor McCallon presented Denise Moreno, Volunteer Services Coordinator, with a 15-Year Employee Service Recognition.

Andrea Valdes, Outreach Analyst, California Department of Insurance, gave a presentation regarding affordable auto insurance.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

None

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.

1. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
2. Minutes – December 13, 2022 City Council Regular Meeting
Approved the Minutes as submitted.

3. Warrant Register
Approved Warrant Register No. 749 for January 10, 2023, in the amount of \$3,393,825.44 and Payroll of \$206,657.21.
4. Treasurer's Report for November 2022
Received and filed Treasurer's Report for November 2022.
5. Records Destruction Authorization
Approved the destruction of certain records.
6. Second 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)
Conducted a second reading, read by title only, and waived further reading of Ordinance No. 459, an ordinance amending portions of Chapter 2.40 (Purchasing System) and making a finding of exemption under CEQA guidelines section 15061(B)(3).
7. Contract Renewal – 2020-08, "City-Wide Concrete Maintenance"
 - 1) Extended the City-Wide Concrete Maintenance Contract with Above All Names Construction Services, Inc., for one-year; and
 - 2) Approved an 8.9% increase to the contract unit prices.
8. Amendment to the Household Hazardous Waste Collection Agreement between the City of Highland and the San Bernardino County Fire Protection District
 - 1) Approved the proposed amendment to the Household Hazardous Waste Collection Agreement; and
 - 2) Authorized the Mayor to execute the amendment to the Household Hazardous Waste Collection Agreement between the City of Highland and the San Bernardino County Fire Protection District.
9. Vehicle Purchase for Public Works Department
 - 1) Waived formal contract procedures per Municipal Code Section 2.40.100;
 - 2) Approved a quote for two new Ford trucks from Hemborg Ford, in the amount of \$50,583.09 and \$53,057.04, for a total cost of \$103,640.13;
 - 3) Approved a budget adjustment to transfer \$103,645.00 from 001-2512 (General Fund-Vehicle Replacement Reserves) to be expended from 001-6000-6060 (Parks Department-Vehicles); and
 - 4) Declared existing trucks #122 and #125 surplus to be auctioned off to the highest bidder at the Auction Company of Perris, CA.

CITY COUNCIL PUBLIC HEARING

10. A Resolution of the City Council of the City of Highland Vacating Berry Street between Cunningham Street and Hillview Street

Mayor McCallon opened the public hearing.

Public Works Director/City Engineer Zamano stated this item was brought up at the December 13 City Council meeting to initiate the process of vacating Berry Street and in that initiation, it was identified that today would be the public hearing. There are three items that need to be in place for the City Council to consider the vacation of Berry Street. The three items are: 1) the vacation of Berry Street conforms to the City's General Plan, it was an item that was presented to the Planning Commission at their January 3 meeting and confirmed 2) determine that this street vacation is exempt under CEQA, which staff believes that it is, and 3) staff has determined that Berry Street is not necessary for public use anymore, that section of roadway on 9th Street is already developed to its ultimate improvement and the section of Berry Street is a short roadway that only services three properties.

A MOTION was made by Council Member Solano, seconded by Mayor Pro Tem Lilburn, to adopt Resolution No. 2023-001 vacating Berry Street between Cunningham Street and Hillview Street. Motion carried, 5-0.

RESOLUTION NO. 2023-001
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
VACATING BERRY STREET BETWEEN CUNNINGHAM STREET AND
HILLVIEW STREET

CITY COUNCIL LEGISLATIVE

11. Bid Award – Bid No. 2022-11, “Lankershim Avenue at 9th Street Traffic Signal Improvements” (Project No. sig19001)

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 award the construction contract to the lowest bidder, California Professional Engineering, Inc., (CPE) in the amount of \$78,000. Motion carried, 5-0.

12. Construction Management and Inspection Services for Bid No. 2022-1, “Lankershim Avenue at 9th Street Traffic Signal Improvements (Project No. sig19001)””

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 proposal from TKE Engineering, Inc. (TKE) to provide construction management and inspection services in the amount of \$24,629 for Bid No. 2022-11, “Lankershim Avenue at 9th Street Traffic Signal Improvements (Project No. sig19001)”;
 - 2) Authorized the City Manager to approve contract amendments up to 10% of the proposal amount. Motion carried, 5-0.
13. Construction Management and Inspection Services for Bid No. 2022-05, “Pacific Street Pavement Rehabilitation Project 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 Mayor Pro Tem Lilburn, seconded by Council Member Chavez, to:

- 1) Approved proposal from Willdan Engineering to provide construction management and inspection services in the amount of \$118,536 for Bid No. 2022-05, “Pacific Street Pavement Rehabilitation Project from Victoria Avenue to Church Avenue (Project str20002a)”;
 - 2) Authorized the City Manager to approve contract amendments up to 10% of the proposal amount; and
 - 3) Approved a budget adjustment to transfer \$58,545 from 023-2526 (General Capital Financing for Pavement Impact Fee) to 023-3890-6530 (Street/Sidewalk Construction). Motion carried, 5-0.
14. Bid Award – Bid No. 2022-10, “Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue and 9th Street, and Pedestrian Improvements on Olive Tree Lane” (Project swk19002) and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001)””

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 award the construction contract for Bid No. 2022-10, “Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue and 9th Street, and Pedestrian Improvements on Olive Tree Lane (Project swk19002) and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001)” to the responsible low bidder, DM Contracting, Inc. (DM), in the amount of \$167,013. Motion carried, 4-0, with Mayor Pro Tem Lilburn abstaining due to conflict of interest concerning real property owned within 500 feet of the project location.

15. Construction Management and Inspection Services for Bid No. 2022-10, “Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue and 9th Street, and Pedestrian Improvements on Olive Tree Lane (Project swk19002) and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (Project swk21001)”

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

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

- 1) Approve the proposal from TKE Engineering, Inc., (TKE) to provide construction management and inspection services for Bid No. 2022-10, “Article III Transit Stop Access Improvements to Omnitrans Bus Routes #4 and #15 on Base Line, Boulder Avenue, and 9th Street, and Pedestrian Improvements on Olive Tree Lane (swk19002), and Article III Sidewalk Improvement Project Messina Street at Seine Avenue (swk21001)” in the not-to-exceed amount of \$33,234; and
 - 2) Authorize the City Manager to approve contract amendments up to 10% of the proposal amount. Motion carried, 4-0, with Mayor Pro Tem Lilburn abstaining due to conflict of interest concerning real property owned within 500 feet of the project location.
16. Bid Award – Bid No. 2022-12, “FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street (Project ola20002) and FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue (Project ola22001)”

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

A MOTION was made by Council Member Solano, seconded by Council Member Timmer, to award the construction contract for Bid No. 2022-12, “FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street (Project ola20002) and FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue (Project ola22001)” to the responsible low bidder, Vance Corporation, in the amount of \$542,779. Motion carried, 5-0.

17. Construction Management and Inspection Services for Bid No. 2022-12, “FY 2021-22 CDBG Pavement Improvement Project for Cunningham Street (Project ola20002) and FY 2022-23 CDBG Pavement Improvement Project for McKinley Avenue (Project ola22001)”

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

A MOTION was made by Council Member Solano, seconded by Mayor Pro Tem Lilburn, to:

- 1) Approve proposal from Willdan Engineering (Willdan) to provide construction management and inspection services in the amount of \$58,988 for Bid No. 2022-12, “FY 2021-22 and FY 2022-23 CDBG Pavement Improvement Projects” (Project Nos. ola20002 and ola22001); and
- 2) Authorize the City Manager to approve contract amendments up to 10% of the proposal amount. Motion carried, 5-0.

18. 2023 Community Events

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

A MOTION was made by City Council Member Chavez, seconded by Mayor Pro Tem Lilburn, to confirm event dates and initiate planning for the events below:

Public Safety Appreciation Luncheon	April 18 through 21, 2023
July 4 Parade	Tuesday, July 4, 2023
National Night Out	Tuesday, August 1, 2023
State of the Community	Thursday, September 14, 2023
Volunteer Appreciation Dinner	Thursday, November 9, 2023

Motion carried, 5-0.

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

City Manager Hughes stated that on December 7, the City received a conditional use permit application to construct a new 176,000 square foot tilt-up warehouse on Victoria Avenue spanning between 3rd Street and 5th Street. The proposal includes an approximate half-acre parcel at the southeast corner of Victoria Avenue and 5th Street, within the jurisdiction of San Bernardino. The applicant and staff from both cities believe that this parcel would be best served if the parcel is merged and annexed into the City of Highland. The City will work with Local Agency Formation Commission for San Bernardino County (LAFCO) and Council for the detachment from the City of San Bernardino and bring it into the City of Highland.

The annual homeless Point-In-Time Count is scheduled for Thursday, January 26 beginning at 6:00 a.m. and conclude around 10:00 a.m. Seven staff members and three deputies will be assisting with the count this year.

The retail store, Big Lots, located at the southeast corner of Highland Avenue and Victoria Avenue will officially close its stores on January 15. The property was sold but the City has not been contacted by the new property owner or tenant. Mayor Pro Tem Lilburn inquired if the other tenants such as Food-4-Less were also being affected by this, and City Manager Hughes confirmed it's only Big Lots.

An update was given for the Highland Regional Connector bikeway improvement. The project extends between the City of Highland and the City of Redlands. Federal grant money was awarded for this project; however, the City had to give the money back because California Department of Fish and Wildlife required a four to one mitigation. Construction cost was \$4,000,000 and the mitigation cost was \$6,000,000. As a result, the City couldn't go forward with the federal grant. The City is still working on the project and started working with San Bernardino County Transportation Authority (SBCTA) staff to propose to their board that they allocate funding so that each City can do the tail-ends of the project. These areas would include areas of the project that aren't in the habitat conservation area. This will allow that some work from this project be done with an estimated cost of \$800,000 per City. Subsequently, the City will go after some additional funding to close the gap on unconstructed habit area. The goal of the City is to keep the project moving with the new grant money offered by SBCTA and get the ends built for this project.

In 2022, the City Clerk's office processed 125 passport applications and processed 308 Public Records Requests.

The Police Department responded to 1,530 calls for service between January 10 and January 23. There were 152 total reports and they made 53 arrests.

Upcoming events announced: Monday, January 16, the Blood Drive Committee will be meeting at City Hall from 4:00 p.m. to 5:00 p.m. The Highland Improvement Team will be working on the YMCA Run on Sunday, January 29 from 6:30 a.m. to 10:30 p.m. The Blood Drive will be held on Monday, January 30 from 12:00 p.m. to 5:00 p.m. On Thursday, January 19, the Chamber Installation Dinner will be held at the Elks Lodge at 6:00 p.m. Lastly, on Wednesday, January 25, the Study Session for the Work Program will be held at 9:00 a.m.

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

Mayor Pro Tem Lilburn stated the inaugural flight for Las Vegas from Breeze Airlines will be February 16.

ANNOUNCEMENTS

None

CLOSED SESSION

No meeting.

ADJOURN

There being no further business, Mayor McCallon adjourned the meeting at 6:39 p.m. in memory of Gary Broyles, Peter Michas and John Miller.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Larry McCallon
Mayor