CITY OF HIGHLAND
REGULAR MEETING OF THE
CITY COUNCIL
AGENDA

REGULAR MEETING
December 10, 2019
6:00 p.m.
City Hall
Donahue Council Chambers
27215 Base Line
Highland, California

CITY COUNCIL MEMBERS
PENNY LILBURN, MAYOR
LARRY McCALLON, MAYOR PRO TEM
JESSE CHAVEZ, COUNCIL MEMBER
ANAELI 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
Ernest Wong - 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

CITY OF HIGHLAND • 27215 BASE LINE • HIGHLAND, CALIFORNIA 92346 • (909) 864-6861 FAX • (909) 862-3180
City of Highland complies with the Americans with Disabilities Act of 1990. If you require special assistance to participate in this meeting, please call the City Clerk’s Department at (909) 864-6861, ext. 226, at least 48 hours prior to the meeting.

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.

CITY COUNCIL REGULAR MEETING
DECEMBER 10, 2019 - 6:00 p.m.

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

Presentation
Real Journey

PUBLIC COMMENT
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.
CITY COUNCIL BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2019/20
   RECOMMENDATION: That City Council chooses 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, current membership on 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 26, 2019 City Council Regular Meeting
   RECOMMENDATION: Approve the Minutes as submitted.

5. Warrant Register
   RECOMMENDATION: Approve Warrant Register No. 696 for December 10, 2019, in the amount of $815,025.50 and Payroll of $97,044.07.

6. AB 1600 Development Impact Fee Annual Report for Fiscal Year 2018-2019 per Government Code Section 66066
   RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2018-2019.

7. Developer In-Lieu Fee Annual Report for Fiscal Year 2018-2019
   RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the Developer In-lieu Fee Annual Report for Fiscal Year 2018-2019.

   RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council receive and file the Comprehensive Annual Financial report (CAFR), the Single Audit Report on Federal Award Programs, the GAS (Internal Controls) letter and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2019.
9. **Easement Acceptance – O'Reilly Auto Parts Store (26780 Base Line)**

**RECOMMENDATION:** That the City Council:

1. Accept Grants of Easement for Road and Drainage purposes and for Landscaping purposes from O'Reilly Enterprises, LLC; and
2. Direct the City Clerk to record the Grants of Easement.

**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.**

10. **Request for an Amendment to the Mediterra Planned Development Document (PUD 13-001/CUP-14-005) and Tentative Tract Map No. 18893 (TTM 14-002) Conditions of Approval**

**RECOMMENDATION:** The Planning Commission recommends the City Council adopt Resolution No. 2019-__________, approving Revision Application (REV 19-001) to amend Conditional Use Permit (CUP-14-005) and Tentative Tract Map 18893 Conditions of Approval (TTM-14-002) for the Mediterra Planned Development.
CITY COUNCIL LEGISLATIVE

11. First Amended and Restated Purchase and Sale Agreement and Joint Escrow Instructions and Habitat Mitigation Reimbursement Agreement Related to the Acquisition and Subsequent Sale for Economic Development Purposes of Approximately 20 Acres of Unimproved Vacant Land Owned by the San Bernardino County Flood Control District

RECOMMENDATION: That the City Council:
1. Adopt City Council Resolution No. 2019-_____________ Authorizing the Mayor to execute the First Amended and Restated Purchase and Sale Agreement and Joint Escrow Instructions and Habitat Mitigation Reimbursement Agreement between the City of Highland and the San Bernardino County Flood Control District, and instruct staff to submit to the San Bernardino County Real Estate Service Department for processing and approval once the City Manager and City Attorney's Office approve as to its terms and form; and
2. Adopt City Council Resolution No. 2019-_____________ Authorizing the Mayor to execute the Amended Purchase and Sale Agreement and Joint Escrow Instructions between the City of Highland and TREH Partners, LLC, a California limited liability company once the City Manager and City Attorney's Office approve as to its terms and form and ensure it matches the District's Amended and Restated Purchase and Sales Agreement and Joint Escrow Instructions and Habitat Mitigation Reimbursement.

12. Irrevocable Offers of Easement Dedication/"Greenspot Connection" (28099 Greenspot Road)

RECOMMENDATION: That the City Council:
1. Defer Acceptance of Irrevocable Offers of Dedication of Road and Drainage Easement from Universal Self Storage Highland, LP, a California Limited Partnership, while reserving the right to accept the dedications at any later date; and
2. Direct the City Clerk to record the Irrevocable Offers of Dedication of Road and Drainage Easement.

13. Irrevocable Offer of Dedication of Abutter's Access Rights/"Greenspot Connection" (28099 Greenspot Road)

RECOMMENDATION: That the City Council:
1. Defer acceptance of Irrevocable Offers of Dedication of Abutter's Access Right from Universal Self Storage Highland, LP, a California Limited Partnership, while reserving the right to accept the dedications at any later date; and
2. Direct the City Clerk to record the Irrevocable Offers of Dedication of Abutter's Access Right.
14. Establishment of Electric Vehicle Charging Stations User Fee
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council establish the fee for use of electric vehicle charging stations at City Hall to be $0.35 per kilowatt-hour plus $2 per hour after the first hour.

15. Supplement No. 2 for Construction Management Services with TKE Engineering, Inc., for the Hillview Neighborhood Street and Storm Drain Improvements, Phase I (Project No. str07009)
RECOMMENDATION: That the City Council approve Supplement No. 2 to the Proposal from TKE Engineering, Inc. (TKE) to provide additional construction management services for the Hillview Neighborhood Street and Storm Drain Improvements, Phase I, in an amount not-to-exceed $25,110.

16. Website Redesign Services
RECOMMENDATION: That the City Council:
1. Authorize the use of a “piggyback” contract through General Services Administration (GSA) Contract No. GS-35F-0124U between GSA and Icon Enterprises, Inc. (d/b/a CivicPlus); and
2. Authorize the Mayor to sign the Agreement for website redesign services not to exceed $10,733.33 in Year 1, $10,733.33 in Year 2, and $10,733.33 in Year 3. For the Year 1 payment of $10,733.33, the City shall pay Consultant 30% of the Year 1 payment amount ($3,219.99). The City shall pay the remaining 70% of the Year 1 payment amount ($7,513.34) to Consultant upon Consultant’s delivery of a completed website to the City. If renewed pursuant to Section 1 herein, the City shall also pay to Consultant ongoing annual maintenance services on December 11 of each year of renewal in the amount of $4,350 subject to a cumulative annual 5% technology fee increase beginning Year 4.

17. Bid Award – Bid No. 2019-08, “Sterling Avenue and Water Street Sidewalk and Bike Lane Improvements, Project swk16001; and Base Line, Central Avenue and Sterling Avenue ADA and Bus Stops Access Improvements, Project swk17001.”
RECOMMENDATION: That the City Council award Bid Schedule I contract to the responsive lowest bidder, IE General Engineering, in the amount of $487,428.80 for Bid No. 2019-08, “Sterling Avenue and Water Street Sidewalk and Bike Lane Improvements, Project swk16001; and Base Line, Central Avenue and Sterling Avenue ADA and Bus Stops Access Improvements, Project swk17001.”
18. Construction Management Services for Bid No. 2019-08, “Sterling Avenue and Water Street Sidewalk and Bike Lane Improvements, Project swk16001; and Base Line, Central Avenue and Sterling Avenue ADA and Bus Stop Access Improvements, Project swk17001"

RECOMMENDATION: That the City Council:
1. Approve proposal from TKE Engineering, Inc., to provide construction management services for Bid No. 2019-08, “Sterling Avenue and Water Street Sidewalk and Bike Lane Improvements, Project swk16001; and Base Line, Central Avenue and Sterling Avenue ADA and Bus Stop Access Improvements, Project swk17001”; and
2. Authorize the City Manager to approve contract amendments up to 10% of the proposal amount.

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

RECOMMENDATION: Discussion and possible action.

20. 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
December 24 (dark); January 14, 28; February 11, 25; March 10, 24; April 14, 29; May 12, 26; June 9, 23; July (dark); August 11, 25; September 8, 22; October 13, 27; November 10, 24; December 8, 22 (dark)

I, Betty Hughes, City Clerk, certify I caused to be posted this Agenda on or before December 5, 2019, 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 5, 2019

Betty Hughes, MMC
City Clerk

cc regular

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