

**MINUTES
CITY COUNCIL REGULAR MEETING
JANUARY 8, 2019**

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 at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Reverend Tyler Perry, Immanuel Baptist 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 Juan Solis with a proclamation proclaiming January 2019 as National Mentoring Month.

PUBLIC COMMENT

Kristine Scott, Public Affairs Manager, gave a brief update regarding Southern California Gas.

CITY COUNCIL BUSINESS

1. Appointment of Mayor and Mayor Pro Tem for 2018/19

City Clerk Hughes opened the floor for nominations.

Council Member McCallon nominated Penny Lilburn for Mayor.

City Clerk Hughes called for any other nominations. Seeing none, the floor is now closed for nominations.

Penny Lilburn has been appointed Mayor.

Council Member Timmer nominated Larry McCallon for Mayor Pro Tem.

Mayor Lilburn called for any other nominations. Seeing none, the floor is now closed for nominations.

Larry McCallon has been appointed Mayor Pro Tem.

2. Membership on Various Council Subcommittees, Ad Hoc and Agency Organizations

Mayor Lilburn stated she did review the subcommittee appointments and would like consider the deletion of the Solid Waste Task Force.

City Manager Hughes stated the Solid Waste Task Force does need to remain active. Also, staff would like to recommend City Manager Hughes be taken off as the alternate for PARSAC and add Tish Nava-Cruz as the alternate.

Council Member Chavez stated he would like to serve on the Community Day of Service Subcommittee.

Mayor Lilburn stated she will remove herself from the Community Day of Service Subcommittee and appoint Council Member Chavez and Council Member Solano to the Community Day of Service Subcommittee.

Council Member Timmer stated he has served as the primary member for the Santa Ana River Wash Committee for a very long time and he would like to become the alternate for this committee if Council Member Chavez would like to become the primary.

Council Member Chavez stated he would have no problem being the primary member for the Santa Ana River Wash Committee.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Timmer, to approve the appropriate appointments to membership on various Council Committees, Ad Hoc and Agency Appointments. Motion carried, 5-0.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, seconded by Council Member Timmer, to approve the consent calendar as submitted with Mayor Lilburn abstaining from Items #4 and #5. Motion carried on a roll call vote, 5-0.

3. Waive the Reading of All Ordinances
Waived the reading of all Ordinances in their entirety and read by title only.
4. Minutes – December 11, 2018 City Council Special Meeting
Approved the Minutes as submitted.
5. Minutes – December 11, 2018 City Council Regular Meeting
Approved the Minutes as submitted.
6. Warrant Register
Approved Warrant Register No. 677 for January 8, 2019, in the amount of \$3,217,050.85 and Payroll of \$183,628.49.
7. Treasurer’s Report for November 2018
Received and filed Treasurer’s Report for November 2018.
8. AB 1600 Development Impact Fee Annual Report for Fiscal Year 2017-2018 per Government Code Section 66066
Received and filed the AB 1600 Development Impact Fee Annual Report for Fiscal Year 2017-2018.
9. Developer In-Lieu Fee Annual Report for Fiscal Year 2017-2018
Received and filed the Developer In-lieu Fee Annual Report for Fiscal Year 2017-2018.
10. Grant of Easement/Aurora Serrano – 3rd Street Sidewalk (North Side, West of Central Avenue)
 1. Accepted the Grant of Easement from Aurora Serrano; and
 2. Directed the City Clerk to record the Grant of Easement.
11. 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, 2018.
Received and filed 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, 2018.

12. Second Reading of Ordinance No. 430 Amending Title 5 of the Highland Municipal Code Pertaining to Sidewalk Vending Program and Amending Related Provisions of the Highland Municipal Code (MCA-18-003)

Conducted a second reading, read by title only, and waived further reading of Ordinance No. 430 amending Title 5 of the Highland Municipal Code pertaining to sidewalk vending program and amending related provisions of the Highland Municipal Code (MCA-18-003).

Mayor Lilburn stated she would like to express her disapproval of sidewalk vendors. She would also like to inquire as to who is going to monitor and who is going to write violations as she understands there is a shortage in staff.

City Clerk Hughes introduced Ordinance No. 430

ORDINANCE NO. 430
AN ORDINANCE OF THE CITY OF HIGHLAND
ADDING A NEW SECTION 5.04.375 TO THE HIGHLAND MUNICIPAL CODE
TO CREATE A SIDEWALK VENDING PROGRAM, AMENDING RELATED
PROVISIONS OF THE HIGHLAND MUNICIPAL CODE, AND
MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

which title was read.

13. Sale of Excess Traffic Signal Poles with Mast Arms
Adopted Resolution No. 2019-001 ordering the sale of three excess traffic signal poles with mast arms to the City of San Bernardino.

RESOLUTION NO. 2019-001
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ORDERING THE SALE OF THREE (3) EXCESS
USED TRAFFIC SIGNAL POLES WITH MAST ARMS

CITY COUNCIL PUBLIC HEARING

No Public Hearing

CITY COUNCIL LEGISLATIVE

14. Elder Gulch Storm Drain Analysis/Engineering Resources of Southern California

Principal Project Manager Barton gave a brief review of the staff report.

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

1. Approve the proposal from Engineering Resources of Southern California, Inc., to provide engineering services to analyze the Elder Gulch Storm Drain; and
2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount. Motion carried, 5-0.

15. Supplement No. 3 for Environmental and Engineering Services Professional Services Agreement with KOA Corporation for the Highland/Redlands Regional Connector Project (Project No. str15002)

Principal Project Manager Barton gave a brief review of the staff report.

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

1. Approve Supplement No. 3 to the Professional Services Agreement with KOA Corporation to provide additional environmental and engineering services for the Highland/Redlands Regional Connector Project in the amount of \$49,814.00; and
2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount. Motion carried, 5-0.

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

City Manager Hughes stated the work program study sessions will be held on January 10 at 4:00 p.m. and January 24 at 10:00 a.m.

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

Mayor Lilburn stated she recently attended the COPS meeting and they will be attending an upcoming City Council meeting for a presentation regarding the new charter school.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

There being no further business, Mayor Lilburn adjourned the meeting at 6:29 p.m. in memory of Stephen Barilics, Walter Byrns, Kaye Negron, Larry Richards, Victor Urso and Margery Walsh.

Submitted By:

Approved By:

Betty Hughes, MMC
City Clerk

Penny Lilburn
Mayor