



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
May 13, 2025 at 6:00 PM
City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

COUNCILMEMBERS

Penny Lilburn, Mayor
District 3

Larry McCallon, Mayor Pro Tem
District 5

Gregory Hogan, Councilmember
District 1

Jimmy Saldana, Councilmember
District 2

John P. Timmer, Councilmember
District 4

STAFF

Carlos Zamano, City Manager
Lawrence Mainez, Community Development Director
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Octavio Duran Jr., Public Works Director/City Engineer
Maricela Marroquin, City Attorney
Alondra Muñoz, City Clerk

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.*

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodations, including interpreters.

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.

Levine Act: Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but no later than the beginning of the proceeding.

**CITY COUNCIL REGULAR MEETING
MAY 13, 2025 - 6:00 p.m.
AGENDA**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

Special Recognition
Bob Hitchman - Blood Donor

Proclamation
National Public Works Week

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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 acting on any item not on the agenda. Individual speakers are limited to three (3) minutes each. For those wishing to make public comments by email, please submit your comments by 5:00 p.m. on May 13, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the May 13, 2025 agenda, please identify the agenda item number in the subject line. Emailed comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

CITY COUNCIL CONSENT CALENDAR

1. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
2. Minutes - April 8, 2025 Regular City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 777 for May 13, 2025, in the amount of \$5,553,970.96 and Payroll of \$336,945.48.
4. Treasurer's Report for March 2025
RECOMMENDATION: That the City Council receive and file the Treasurer's Report for March 2025.
5. Claim Consideration - Moises Salvador Vasquez
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
6. Claim Consideration - Mariah Scott
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
7. Resolution No. 2025-____, a Resolution of the City Council of the City of Highland, California Reaffirming and Extending Proclamation of a Local Emergency in the City of Highland as a Result of the Line Fire
RECOMMENDATION: That the City Council adopt Resolution No. 2025-____, continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.
8. Declare Two (2) Seats Vacant on the Planning Commission
RECOMMENDATION: That the City Council:
 - 1) Declare two (2) seats vacant on the Planning Commission; and
 - 2) Direct the City Clerk to advertise the vacancy on the Planning Commission.
9. Contract Extension with San Bernardino County for Animal Care and Control Services for FY 2025/2026 (San Bernardino County Contract No. 24-444 A-1), With Option to Extend One (1) Additional Year
RECOMMENDATION: That the City Council approve a contract extension with San Bernardino County Animal Care and Control Services for FY 2025/2026 in the amount of \$520,404 and authorize the City Manager to execute the related contract extension, as well as the subsequent extension for FY 2026/2027.

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10. Sheriff's Department Schedule A Amendment for FY 2025/2026 and Amendment No. 4 to the Reimbursement Agreement Between the City of Highland and East Valley Water District for Law Enforcement Services for FY 2025/2026
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council:
- 1) Authorize the Mayor to execute the amended Schedule A contract (FY 2025/2026) for Law Enforcement Services with the San Bernardino County Sheriff's Department which includes the addition of one Office Specialist position; and
 - 2) Approve Amendment No. 4 to the Reimbursement Agreement between the City of Highland and East Valley Water District for Law Enforcement Services (FY 2025/2026).
11. Easement Acceptance for Lakeview Plumbing Corporation (Juan Cortes) - Single Family Residential Project (San Francisco Street)
RECOMMENDATION: That the City Council:
- 1) Accept Grant of Easement for San Francisco Street and Fresno Street Rights-of-Way Dedication from Lakeview Plumbing Corporation (Juan Cortes); and
 - 2) Direct the City Clerk to record the Grant of Easement.
12. Storm Drain Easement Acceptance for Quick Quack Car Wash Commercial Project at 28343 Greenspot Road, west of Boulder Avenue (DRA 023-008)
RECOMMENDATION: That the City Council:
- 1) Accept the Grant of Easement for drainage purposes from Boulder Holdings, LLC; and
 - 2) Direct the City Clerk to record the Grant of Easement.
13. Authorization and Agreements for Emergency Generator System Installation for Highland Fire Station 541 and 542
RECOMMENDATION: That the City Council:
- 1) Waive formal contract procedures per Municipal Code Section 2.40.100 for which the City's best interests are served;
 - 2) Approve the proposal from GORDIAN for the engineering and installation of the City's 35KW Generac Emergency Generators at the Highland Fire Station 541 in the amount of \$114,710.31 and Highland Fire Station 542 in the amount of \$115,697.05, through the City's Sourcewell cooperative purchasing program contract #CA-R8-HVAC-101723-ABL;
 - 3) Authorize the City Manager to sign both purchase agreements with GORDIAN to install the City's new Emergency Generator systems at Highland Fire Station 541 and Fire Station 542; and
 - 4) Approve the following budget adjustment: Transfer from Account 029-2511 (to be expended from 029-2100-6040 Equipment) \$114,710.31 for Fire Station 541 and \$115,697.05 for Fire Station 542.
14. Street and Drainage Maintenance District 96-1 Annual Report (Fiscal Year 2025/2026)
RECOMMENDATION: That the City Council:
- 1) Adopt Resolution No. 2025-____, giving preliminary approval of the Annual Report; and
 - 2) Adopt Resolution No. 2025-____, setting June 10, 2025 as the date of the protest hearing.
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15. Consolidated Landscape and Lighting District 96-1 Annual Report (Fiscal Year 2025/2026)
RECOMMENDATION: That the City Council:
1) Adopt Resolution No. 2025-____, giving preliminary approval of the Annual Report; and
2) Adopt Resolution No. 2025-____, setting June 10, 2025 as the date of the protest hearing.
16. Second Reading of Ordinance No. 468 Amending Chapter 1.20, Arrest and Citation, Chapter 2.56, Administrative Citation Process, and Chapter 8.58 of the Highland Municipal Code to Increase the Administrative Fine as Allowable Under the State Fireworks Law for Use of Illegal Fireworks, and Other Amendments to Authorize Enhanced Code Enforcement Efforts
RECOMMENDATION: That the City Council conduct a second reading, read by title only, and waive further reading of Ordinance No. 468, amending Chapter 1.20, Arrest and Citation, Chapter 2.56, Administrative Citation Process, and Chapter 8.58 of the Highland Municipal Code to increase the administrative fine as allowable under the State Fireworks Law for use of illegal fireworks, and amendments to authorize enhanced code enforcement efforts.
17. A Special Event Permit (SEP 25-001) by Immanuel Baptist Church for a 4th of July Community Event, Fireworks Display and Request for Co-sponsorship
RECOMMENDATION: That the City Council:
1) Approve the Special Event Permit (SEP 25-001) subject to the conditions of approval; and
2) Approve a request by Immanuel Baptist Church for co-sponsorship and waiving of police, fire permit fees, and Public Works traffic control fees in the amount of approximately \$15,402.62.

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.

18. Public Hearing on Vacancies to Comply with Assembly Bill 2561
RECOMMENDATION: That the City Council receive and file this report.
19. Resolution No. 2025-____, Fixing the Highland Paramedic Special Tax Rate for Fiscal Year 2025/2026
RECOMMENDATION: That the City Council adopt Resolution No. 2025-____, fixing the Highland Paramedic Special Tax rate for Fiscal Year 2025/2026.

20. Ordinance Designating Fire Hazard Severity Zones as Recommended by the California Department of Forestry and Fire Protection, State Fire Marshal
RECOMMENDATION: That the City Council:
- 1) Introduce and conduct first reading of Ordinance No. ____, an Ordinance of the City of Highland designating Fire Hazard Severity Zones as recommended by the California Department of Forestry and Fire Protection, State Fire Marshal pursuant to Government Code Section 51179(a), and making the findings of exemption under Section 15061(B)(3) of the California Environmental Quality Act Guidelines;
 - 2) Direct the City Clerk to transmit a copy of the Ordinance to the State Board of Forestry and Fire Protection within 30 days of adoption, and post a notice at the office of the County recorder, assessor, and planning agency identifying the location of the "City of Highland Fire Hazard Severity Zones Map"; and
 - 3) Direct staff to file a Notice of Exemption with the County Clerk of the Board.
21. Municipal Code Amendment (MCA-24-001): Housing Element Implementation Ordinance of the City of Highland Amending Portions of Title 5 (Business License and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development Code) of the Highland Municipal Code
RECOMMENDATION: The Planning Commission recommends the City Council:
- 1) Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the County Clerk of the Board;
 - 2) Introduce and conduct first reading of Ordinance No. ____ to amend Chapter 5.34 (Multiple-Family and other Rental Units) of Title 5, and amend various Chapters of Title 16 (Land Use and Development Code) of the Highland Municipal Code (HMC) for the implementation of the 6th Housing Element Programs, mandatory State Legislation updates, and to correct Municipal Code ambiguities and inconsistencies; and
 - 3) Introduce and conduct first reading of Ordinance No. ____ to amend Section 16.44.180 (Accessory Dwelling Units) of Title 16 (Land Use and Development Code) of the Highland Municipal Code to implement Program 12 of the 6th Cycle Housing Element and ensure consistency with recent State housing legislation, including AB 671, AB 1332, AB 976, and AB 1033. The proposed amendment promotes the development of ADUs as a means to increase affordable housing opportunities and ensures the City's regulations remain compliant with State law.

CITY COUNCIL LEGISLATIVE

22. First Amendment to the City Manager Employment Agreement between Carlos Zamano and the City of Highland
RECOMMENDATION: That the City Council authorize the Mayor to execute the First Amendment to the City Manager Employment Agreement between Carlos Zamano and the City of Highland.
23. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
24. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS**ADJOURN****Regular Meetings**

Effective March 1, 2022, pursuant to Resolution No. 2022-001, the regular City Council meetings will be held once a month on the second Tuesday of each month. The next regular meetings of the City Council for 2025 are as follows: June 10, July 8, August 12, September 9, October 14, November 12, December 9.

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before May 8, 2025, 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), and City Hall (27215 Base Line).

Date: May 8, 2025



Alondra Muñoz
City Clerk