



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
June 10, 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
JUNE 10, 2025 - 6:00 p.m.
AGENDA**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

SPECIAL PRESENTATIONS

San Bernardino County Transportation Authority
Measure I

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 June 10, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the June 10, 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 - May 7, 2025 Special City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.

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3. Minutes - May 13, 2025 Special City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
 4. Minutes - May 13, 2025 Regular City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
 5. Minutes - June 3, 2025 Special City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
 6. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 778 for June 10, 2025, in the amount of \$3,448,253.47 and Payroll of \$226,118.51.
 7. Treasurer's Report for April 2025
RECOMMENDATION: That the City Council receive and file the Treasurer's Report for April 2025.
 8. Claim Consideration - Marissa Leon
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
 9. Resolution No. 2025- Confirming the Authority of the City Treasurer Pursuant to Government Code Section 53607
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Resolution No. 2025-___ confirming the authority of the City Treasurer, pursuant to Government Code Section 53607.
 10. Resolution No. 2025- Establishing the Appropriations Limit for Fiscal Year 2025/2026 for the City of Highland in Accordance with the Provisions of Division 9 of Title 1 of the California Government Code
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Resolution No. 2025-___ establishing the Appropriations Limit for Fiscal Year 2025/2026 for the City of Highland in accordance with the provisions of Division 9 of Title 1 of the California Government Code.
 11. Resolution No. 2025- Rendering the Annual Statement of Investment Policy for Fiscal Year 2025/2026
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Resolution No. 2025-___ rendering the Annual Statement of Investment Policy for Fiscal Year 2025/2026.
 12. Across the Board Adjustments for all Employees and other Adjustments
RECOMMENDATION: That the City Council approve Resolution No. 2025-___ establishing employee salaries and implementing on July 1, 2025 a 5% across-the-board adjustment for all employees and before July 1, 2026, the City Council shall consider whether to implement another cost of living increase for all employees for the 2026/2027 Fiscal Year, and such increase, if any, will depend on the potential budget impact from the State on local agencies and an evaluation of the Consumer Price Index for 2026.

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13. Resolution No. 2025-___ Establishing the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2025/2026
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Resolution No. 2025-___ establishing the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2025/2026 and file with the County Auditor-Controller Resolution No. 2025-___ with the tax roll.
14. Resolution No. 2025-___ Establishing the Annual Special Tax for Community Facilities District No. 2001-1 for Fiscal Year 2025/2026
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Resolution No. 2025-___ establishing the Annual Special Tax for Community Facilities District No. 2001-1 for Fiscal Year 2025/2026 and file with the County Auditor-Controller Resolution No. 2025-___ with the tax roll.
15. Resolution No. 2025-___ Establishing the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2025/2026
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Resolution No. 2025-___ establishing the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2025/2026 and file with the County Auditor-Controller Resolution No. 2025-___ with the tax roll.
16. Second Reading of Ordinance No. 469 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 Findings of Exemption Under Section 15061(B)(3) of the California Environmental Quality Act Guidelines
RECOMMENDATION: That the City Council conduct a second reading, read by title only, and waive further reading of Ordinance No. 469 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 findings of exemption under Section 15061(B)(3) of the California Environmental Quality Act Guidelines.
17. Second Reading of Municipal Code Amendment 24-001: Compromised of Two Ordinances: Ordinance No. 470 of the City of Highland Amending Portions of the Municipal Code, Including Title 5 (Business Licenses and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development Code) of the Highland Municipal Code and Ordinance No. 471: An Ordinance Amending Section 16.44.190 Pertaining to Accessory Dwelling Units to Update Requirements In Accordance with the State Law and Making a Finding of Exemption Under CEQA
RECOMMENDATION: That the City Council:
- 1) Conduct a second reading, read by title only, and waive further reading of Ordinance No. 470 amending Title 5 (Business Licenses and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use and Development Code) of the Highland Municipal Code to update definitions, amend height standards, revise design review processes, update regulations for non-conforming parcels, uses and structures, update provisions for accessory structures, dwelling units, and amend Business Park building height standards, modify development density requirements, and establish single room occupancy housing standards, and (1) add low-barrier navigation centers as permitted uses in the Mixed Use (MU) Zone and in the Planned Development (PD) Zone, (2) single room occupancies as a
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- conditionally permitted use in the A/EQ, R-1, R-2, R-3, HDS and VR Zones, (3) residential care facilities serving six or fewer as a permitted use in the A/EQ, R-1, VR, and EHV Zones and as permitted use with a Staff Review Permit in R-2 and R-2C Zones, (4) residential care facilities serving seven or more as a permitted use in the A/EQ, R-1, VR, and R-2C Zones, (5) unlicensed group homes as a permitted use in the A/EQ, R-1, VR and EHV Zones and as a permitted use with a Staff Review Permit in the R-2C, and R-2 Zones, and (6) child care facilities serving 14 or fewer children as a permitted use in all residential zones; and
- 2) Conduct a second reading, read by title only, and waive further reading of Ordinance No. 471 amending section 16.44.190 (Accessory Dwelling Units) of Title 16 (Land Use and Development Code) of the Highland Municipal Code to update requirements in accordance with state law and Making a Finding of Exemption Under CEQA.
18. Resolution No. 2025- Establishing Personnel System Rules, Amending, and Superseding All Prior Resolutions
RECOMMENDATION: That the City Council approve Resolution No. 2025-____ establishing personnel system rules, amending, and superseding all prior resolutions.
19. Resolution No. 2025- Amending the City of Highland Premium Only Plan Which Will Now be Referred to as the Cafeteria Plan
RECOMMENDATION: That the City Council approve Resolution No. 2025-____ amending the City of Highland Premium Only Plan which will now be referred to as the Cafeteria Plan.
20. Agreement With the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for the Collection of Special Taxes, Fees, and Assessments for Fiscal Year 2025/2026
RECOMMENDATION: That the City Council approve the agreement with the San Bernardino County Auditor-Controller/Treasurer/Tax Collector for the Collection of Special Taxes, Fees, and Assessments for Fiscal Year 2025/2026.
21. Resolution No. 2025- Approving a Wildland Protection Agreement (WPA) with the State of California for Fiscal Year 2025/2026
RECOMMENDATION: That the City Council approve Resolution No. 2025-____ approving the Department of Forestry and Fire Protection (CAL FIRE) Wildland Protection Agreement (WPA) for July 1, 2025 through June 30, 2026.
22. Fiscal Year 2025/2026 Senate Bill 1 Project List
RECOMMENDATION: That the City Council adopt Resolution No. 2025-____ approving the list of projects for Fiscal Year 2025/2026 funded by SB 1: The Road Repair and Accountability Act of 2017.
23. Tract 20387 - Final Map Approval
RECOMMENDATION: That the City Council approve the Final Map of Tract No. 20387.
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24. Resolution Authorizing the Levy of a Special Tax in Community Facilities District No. 24-001 (Highland Park) for Fiscal Year 2025/2026
RECOMMENDATION: That the City Council acting in its capacity as the legislative body of Community Facilities District (CFD) No. 24-001 (Highland Park) adopt Resolution No. 2025-____ authorizing the levy of a special tax for this district for Fiscal Year 2025/2026.
25. Resolution Authorizing the Levy of a Special Tax in Community Facilities District No. 2022-01 (Mediterra) for Fiscal Year 2025/2026
RECOMMENDATION: That the City Council acting in its capacity as the legislative body of Community Facilities District (CFD) No. 2022-01 (Mediterra) adopt Resolution No. 2025-____ authorizing the levy of a special tax for this district for Fiscal Year 2025/2026.
26. Notice of Completion - Bid No. 2024-06, "Greenspot Road Median and Parkway Improvements Project" (Project No. str23002)
RECOMMENDATION: That the City Council:
- 1) Accept Bid No. 2024-06, "Greenspot Road Median and Parkway Improvements Project" (Project No. str23002) as complete;
 - 2) Authorize the City Manager to sign the Notice of Completion; and
 - 3) Direct the City Clerk to file the Notice of Completion.
27. Notice of Completion - Bid No. 2023-06, "Citywide Pedestrian Signal Head and Push Button Upgrades Project" (Project No. sig21001)
RECOMMENDATION: That the City Council:
- 1) Accept Bid No. 2023-06, "Citywide Pedestrian Signal Head and Push Button Upgrades" (Project No. sig21001) as complete;
 - 2) Authorize the City Manager to sign the Notice of Completion; and
 - 3) Direct the City Clerk to file the Notice of Completion.
28. Notice of Completion - Bid No. 2025-02, "FY 23/24 and FY 24/25 CDBG Pavement Improvement Project" (Project No. ola24001)
RECOMMENDATION: That the City Council:
- 1) Accept Bid No. 2025-02, "FY 23/24 and FY 24/25 CDBG Pavement Improvement Project" (Project No. ola24001) as complete;
 - 2) Authorize the City Manager to sign the Notice of Completion; and
 - 3) Direct the City Clerk to file the Notice of Completion.
29. Bid Award - Bid No. 2025-03, "City of Highland PVC Trail Fence Project"
RECOMMENDATION: That the City Council award the bid for Bid No. 2025-03, "City of Highland PVC Trail Fence Project" contract to the lowest responsive bidder, Golden West Fence in the amount of \$64,194.52.
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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.

30. Public Hearing and Consideration of the Adjustment in the Residential and Commercial Refuse Collection Rates and Annual Property Tax Roll Billing in Accordance with the Current Franchise Agreement Dated August 1, 2018

RECOMMENDATION: The Public Works Subcommittee recommends that the City Council:

- 1) Adopt Resolution No. 2025-___ establishing rates for residential and commercial/industrial refuse collection and rescinding Resolution No. 2023-031 effective July 1, 2025 in the event that the City Council determines that a majority protest does not exist. Approval requires a two-thirds vote of the members of the City Council; and
- 2) Adopt Resolution No. 2025-___ providing for the levy and collection of solid waste program fees by the county tax collector in the same manner and at the same time as general taxes, in the event that the City Council determines that a majority protest does not exist. Approval requires a two-thirds vote of the members of the City Council.

31. Consolidated Landscape and Lighting District 96-1 Annual Report (Fiscal Year 2025/2026)

RECOMMENDATION: That the City Council adopt Resolution No. 2025-___ ordering the continued maintenance of improvements in Consolidated Landscape and Lighting District No. 96-1, confirming the Engineer's Report, and levying the assessment for Fiscal Year 2025/2026.

32. Street and Drainage Maintenance District 96-1 Annual Report (Fiscal Year 2025/2026)

RECOMMENDATION: That the City Council adopt Resolution No. 2025-___ ordering the continued maintenance of improvements in Street and Drainage Maintenance District No. 96-1, confirming the Engineer's Report and levying the assessment for Fiscal Year 2025/2026.

33. Ordinance No. ___ Establishing a Fee and Service Charge Revenue/Cost Comparison System and Resolution No. 2025-___ Establishing a Schedule of Fees and Charges for City Services

RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council introduce Ordinance No. ___ establishing a fee and service charge revenue/cost comparison system.

34. Resolution No. 2025- Adopting a Biennial Budget for Fiscal Years 2025-2027
RECOMMENDATION: That the City Council continue this item to the June 24, 2025 meeting date.

CITY COUNCIL LEGISLATIVE

35. 2025 Arterial Resurfacing Project (Project No. ola23002)
RECOMMENDATION: That the City Council:
- 1) Award the construction contract for Bid No. 2025-05, "2025 Arterial Resurfacing Project" to the responsible low bidder, Match Corporation, for a total contract amount of \$2,598,961;
 - 2) Approve the proposal from Engineering Resources of Southern California (ERSC), to provide construction management and inspection services (CM Services) in the amount of \$109,758.10; and
 - 3) Authorize the City Manager to enter into Reimbursement Agreements with East Valley Water District (EVWD) and the City of Redlands for costs associated with work within their responsibilities.
36. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
37. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

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.

ANNOUNCEMENTS

ADJOURN

The City Council will adjourn this meeting to Tuesday, June 24, 2025 at 6:00pm.

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: 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 June 5, 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: June 5, 2025



Alondra Muñoz
City Clerk