

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

The invocation was given by Pastor Justin McWhorter, Immanuel Baptist Church, and the Pledge of Allegiance was led by Councilmember Saldana.

ROLL CALL

Present: Hogan, McCallon, Saldana, Timmer
Absent: Lilburn

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

Tim Watkins, Chief of Legislative and Public Affairs at San Bernardino County Transportation Authority (SBCTA) gave a presentation on Measure I funding.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

Jane Bouch and Chris Nielsen representing the Highland Chamber of Commerce spoke regarding upcoming events.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Councilmember Timmer, seconded by Councilmember Saldana, to approve the consent calendar as submitted. Motion carried on a roll call vote, 4-0, with Mayor Lilburn being absent.

A MOTION was made by Councilmember Timmer, seconded by Councilmember Hogan to table Item No. 23. Deferred action on approval of Final Map 20387 for the purpose of seeing if the subdivider would agree to have its property included in a proposed Community Facilities District (CFD) for police and fire services. Motion carried on a roll call vote, 4-0, with Mayor Lilburn being absent.

1. Waive the Reading of All Ordinances

Waived the reading of all Ordinances in their entirety and read by title only.

2. Minutes - May 7, 2025 Special City Council Meeting

Approved the Minutes as submitted.

3. Minutes - May 13, 2025 Special City Council Meeting

Approved the Minutes as submitted.

4. Minutes - May 13, 2025 Regular City Council Meeting

Approved the Minutes as submitted.

5. Minutes - June 3, 2025 Special City Council Meeting

Approved the Minutes as submitted.

6. Warrant Register

Approved 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

Received and filed the Treasurer's Report for April 2025.

8. Claim Consideration - Marissa Leon

Rejected claim.

9. Resolution No. 2025-015 Confirming the Authority of the City Treasurer Pursuant to Government Code Section 53607

Adopted Resolution No. 2025-015 confirming the authority of the City Treasurer, pursuant to Government Code Section 53607.

RESOLUTION NO. 2025-015

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, CONFIRMING THE AUTHORITY OF THE CITY TREASURER,
PURSUANT TO GOVERNMENT CODE SECTION 53607

10. Resolution No. 2025-016 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

Adopted Resolution No. 2025-016 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.

RESOLUTION NO. 2025-016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, 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. 2025-017 Rendering the Annual Statement of Investment Policy for Fiscal Year 2025/2026

Adopted Resolution No. 2025-017 rendering the Annual Statement of Investment Policy for Fiscal Year 2025/2026.

RESOLUTION NO. 2025-017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY
FOR FISCAL YEAR 2025/2026

12. Across the Board Adjustments for all Employees and other Adjustments

Adopted Resolution No. 2025-018 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.

RESOLUTION NO. 2025-018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING EMPLOYEE SALARIES

13. Resolution No. 2025-019 Establishing the Annual Special Tax for Community Facilities District No. 90-1 for Fiscal Year 2025/2026

Adopted Resolution No. 2025-019 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. 2025-019 with the tax roll.

RESOLUTION NO. 2025-019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY
FACILITIES DISTRICT NO. 90-1 FOR THE FISCAL YEAR 2025/2026

14. Resolution No. 2025-020 Establishing the Annual Special Tax for Community Facilities District No. 2001-1 for Fiscal Year 2025/2026

RESOLUTION NO. 2025-020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY
FACILITIES DISTRICT NO. 2001-01 FOR THE FISCAL YEAR 2025/2026

15. Resolution No. 2025-021 Establishing the Annual Special Tax for Community Facilities District No. 2007-1 for Fiscal Year 2025/2026

Adopted Resolution No. 2025-021 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. 2025-021 with the tax roll.

RESOLUTION NO. 2025-021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY
FACILITIES DISTRICT NO. 2007-1 FOR THE FISCAL YEAR 2025/2026

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

Conducted a second reading, read by title only, and waived 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.

City Clerk Muñoz conducted a second reading, read by title only, and waived further reading of Ordinance No. 469.

ORDINANCE NO. 469

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, 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 A FINDING OF EXEMPTION UNDER CALIFORNIA
ENVIRONMENTAL QUALITY ACT ("CEQA") GUIDELINES SECTION 15061 (B)(3)

17. Second Reading of Municipal Code Amendment 24-001: Compromised of Two Ordinances: 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

- 1) Conducted a second reading, read by title only, and waived further reading of Ordinance No. 470 amending Title 5 (Business Licenses and Regulations), Title 8 (Health and Safety), and Title 16 (Land Use 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 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) Conducted a second reading, read by title only, and waived 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.

City Clerk Muñoz conducted a second reading, read by title only, and waived further reading of Ordinance No's. 470 and 471.

ORDINANCE NO. 470

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, 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 ACCESSORY DWELLING UNITS, 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 CONDITIONALLY PERMITTED USE IN THE A/EQ, R-1, R2, 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 EHV ZONE AND CONDITIONALLY 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 MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

ORDINANCE NO. 471

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, 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 MAKE A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (MUNICIPAL CODE AMENDMENT MCA 24-001)

18. Resolution No. 2025-022 Establishing Personnel System Rules, Amending, and Superseding All Prior Resolutions

Adopted Resolution No. 2025-022 establishing personnel system rules, amending, and superseding all prior resolutions.

RESOLUTION NO. 2025-022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AMENDING AND SUPERSEDING ALL PRIOR RESOLUTIONS,
ESTABLISHING PERSONNEL RULES AND REGULATIONS

19. Resolution No. 2025-023 Amending the City of Highland Premium Only Plan which will now be Referred to as the Cafeteria Plan

Adopted Resolution No. 2025-023 amending the City of Highland Premium Only Plan which will now referred to as the Cafeteria Plan.

RESOLUTION NO. 2025-023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AMENDING THE CITY OF HIGHLAND PREMIUM ONLY PLAN NOW
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

Approved 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. 2025-024 Approving a Wildland Protection Agreement (WPA) with the State of California for Fiscal Year 2025/2026

Adopted Resolution No. 2025-024 approving the Department of Forestry and Fire Protection (CAL FIRE) Wildland Protection Agreement (WPA) for July 1, 2025 through June 30, 2026.

RESOLUTION NO. 2025-024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, APPROVING THE DEPARTMENT OF FORESTRY AND FIRE
PROTECTION (CAL FIRE) WILDLAND PROTECTION AGREEMENT (WPA) FOR
JULY 1, 2025, TO JUNE 30, 2026

22. Fiscal Year 2025/2026 Senate Bill 1 Project List

Adopted Resolution No. 2025-025 approving the list of projects for Fiscal Year 2025/2026 funded by SB 1: The Road Repair and Accountability Act of 2017.

RESOLUTION NO. 2025-025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ADOPTING A 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

Pending Tract Final Map 20387. Deferred action on approval for the purpose of exploring whether the subdivider would agree to have their property included in a proposed Community Facilities District (CFD) for police and fire services. Item tabled to the June 24, 2025 meeting.

24. Resolution Authorizing the Levy of a Special Tax in Community Facilities District No. 24-001 (Highland Park) for Fiscal Year 2025/2026

Adopted Resolution No. 2025-026 authorizing the levy of a special tax in Community Facilities District (CFD) No. 24-001 (Highland Park) for Fiscal Year 2025/2026.

RESOLUTION NO. 2025-026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 24-001 (HIGHLAND PARK), AUTHORIZING THE LEVY OF A SPECIAL TAX IN COMMUNITY FACILITIES DISTRICT 24-001 (HIGHLAND PARK) 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

Adopted Resolution No. 2025-027 authorizing the levy of a special tax in Community Facilities District (CFD) No. 2022-01 (Mediterra) for Fiscal Year 2025/2026.

RESOLUTION NO. 2025-027

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT NO. 2022-01 (MEDITERRA), AUTHORIZING THE LEVY OF A SPECIAL TAX IN COMMUNITY FACILITIES DISTRICT 2022-01 (MEDITERRA) FOR FISCAL YEAR 2025/2026

26. Notice of Completion - Bid No. 2024-06, "Greenspot Road Median and Parkway Improvements Project" (Project No. str23002)

- 1) Accepted Bid No. 2024-06, "Greenspot Road Median and Parkway Improvements Project" (Project No. str23002) as complete;
- 2) Authorized the City Manager to sign the Notice of Completion; and
- 3) Directed 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)
- 1) Accepted Bid No. 2023-06, "Citywide Pedestrian Signal Head and Push Button Upgrades" (Project No. sig21001) as complete;
 - 2) Authorized the City Manager to sign the Notice of Completion; and
 - 3) Directed 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)
- 1) Accepted Bid No. 2025-02, "FY 23/24 and FY 24/25 CDBG Pavement Improvement Project" (Project No. ola24001) as complete;
 - 2) Authorized the City Manager to sign the Notice of Completion; and
 - 3) Directed the City Clerk to file the Notice of Completion.
29. Bid Award - Bid No. 2025-03, "City of Highland PVC Trail Fence Project"
- Awarded 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.

CITY COUNCIL PUBLIC HEARING

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

Mayor Pro Tem McCallon opened the public hearing. He asked City Clerk Muñoz to provide a report on the noticing of the public hearing.

City Clerk Muñoz stated the notice of the public hearing was mailed to all property owners of record whose parcels receive refuse collection services from the City's solid waste hauler franchisee at least 45 days prior to the date of the public hearing.

Mayor Pro Tem McCallon stated the City Council will consider the proposed adjustments to the residential and commercial refuse collection rates.

Public Services Manager Morgan stated on February 28, 2025, city staff received a timely request rate adjustment from Burrtec Waste, Inc., the city's franchised hauler. On April 8, 2025, city staff presented to the Public Works Subcommittee the Burrtec Waste, Inc. proposal for rate increases applicable to residential and commercial waste services which includes a cost-of-living adjustment. The proposal includes revised fees for recycling and organics processing, as well as updates to the program administrative fee to support certain SB1383 program requirements. There is no change in the disposal costs for trash, as the landfill fee under Waste Delivery Agreement remains unchanged from the previous year. The proposed adjustments result in a residential rate increase from \$33.95 to \$34.84, an \$0.89 increase per month totaling an annual increase of \$10.68. The senior rate will increase from \$27.16 to \$27.87, a \$0.71 monthly increase, and an annual increase of \$8.52 for seniors. A survey of cities indicates the proposed monthly rate is lower than the average among comparable jurisdictions.

Once surrounding cities complete their processes, the city's rates will remain competitive and potentially lower. The Consumer Price Index (CPI) based adjustments, as well as increases in recycling and organics processing fees, are included. Commercial customers continue to pay for street sweeping services, whereas residential customers do not. As previously mentioned, landfill tipping fees have not increased this year, as the rates under the Waste Delivery Agreement have remained the same.

The proposal includes an increase in the typical commercial rate for a three-yard dumpster scheduled for weekly pickup, which would rise from \$346.08 to \$372.18, representing a 7.54% increase or approximately \$26.10 per month. Pending City Council approval of the resolution, these rate adjustments would become effective on July 1, 2025. An additional resolution included in the proposal authorizes the collection of residential refuse service charges via the Tax Roll. Please note that the dollar amounts reflected in the written report represent the total annual fees and do not include processing fees or county charges. The county charges Burrtec Waste, Inc. for including these amounts on the tax roll, but Burrtec Waste, Inc. absorbs these costs and residents are not charged extra for this service. Attachment No. 7 of the staff report is the protest submissions received at the time of its drafting. An additional protest was received after the report was finalized. City Clerk Muñoz will provide any further updates regarding protests received after this afternoon.

Mayor Pro Tem McCallon asked the City Council if they have any questions for Staff? Seeing none, now is the time for public testimony. The City Council will hear and consider all objections or protests to the proposed adjustments to the refuse collection rates from any interested person.

Any property owner of record whose parcel receives refuse collection services from Burrtec Waste, Inc. may submit a written protest against the proposed rate adjustments. Written protests must be received prior to the end of the public hearing in order to be counted in determining whether there is a majority protest against the proposed rate adjustments. You are welcome to provide oral comments, but only written protests will be counted in determining the existence of a majority protest.

Only one written protest per parcel, filled by the record owner of the parcel who is directly liable for paying for solid waste and recycling services, will be counted in determining the existence of a majority protest. A majority protest will exist if at the end of the public hearing written protests are submitted and not withdrawn which represent a majority (50% plus one) of the parcels subject to the proposed rate adjustments.

As a reminder, a valid written protest must state opposition to the proposed rate adjustments, identify which parcel the protest is for, and include the name and signature of the person signing the protest.

Mayor Pro Tem McCallon asked City Clerk Muñoz if there are any speaker cards for this item?

City Clerk Muñoz confirmed no speaker cards were submitted.

Mayor Pro Tem McCallon closed the public hearing and asked City Clerk Muñoz to tabulate the written protest that have been submitted and not withdrawn prior to the end of the public hearing.

City Clerk Muñoz stated the city received written protest against the proposed rate adjustments representing 6 accounts out of a total of 13,232 accounts. The number of written protests does not constitute a majority protest.

Mayor Pro Tem McCallon stated because a majority protest does not exist, would a Councilmember like to make a motion to adopt the resolution approving the proposed rate adjustments and adopt the resolution providing for the levy and collection of the solid waste program fees by the county tax assessor?

A MOTION was made by Councilmember Timmer, seconded by Councilmember Saldana to:

- 1) Adopt Resolution No. 2025-028 establishing rates for residential and commercial/industrial refuse collection and rescinding Resolution No. 2023-031 effective July 1, 2025 after the City Council determined that a majority protest does not exist. Approval resulted from a two-thirds vote of the members of the City Council; and
- 2) Adopt Resolution No. 2025-029 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, after the City Council determined that a majority protest does not exist. Approval resulted from a two-thirds vote of the members of the City Council. Motion carried, 4-0, with Mayor Lilburn being absent.

RESOLUTION NO. 2025-028
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING RATES FOR RESIDENTIAL AND
COMMERCIAL/INDUSTRIAL REFUSE COLLECTION AND RESCINDING
RESOLUTION 2023-031, EFFECTIVE JULY 1, 2025

RESOLUTION NO. 2025-029
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, LEVYING CHARGES FOR RESIDENTIAL AND
COMMERCIAL/INDUSTRIAL REFUSE COLLECTION SERVICES FOR FISCAL YEAR
2025/2026 PURSUANT TO CHAPTER 8.12 OF THE HIGHLAND MUNICIPAL CODE
AND ORDERING THE RESIDENTIAL CHARGES TO BE COLLECTED ON THE
COUNTY OF SAN BERNARDINO TAX ROLL

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

Mayor Pro Tem McCallon opened the public hearing.

Public Services Manager Morgan stated this is the protest hearing regarding the recommendation to approve the continued maintenance, confirm the annual Engineer's Report, and levy the parcels contained within the Consolidated Landscape and Lighting District No. 96-1.

This item was previously scheduled for the May 13, 2025 City Council meeting where the report was preliminarily approved with no corrections. No changes have been made to the report following that meeting.

Mayor Pro Tem McCallon asked if there were any questions. Seeing none, he closed the public hearing and brought it back to City Council for deliberation.

A MOTION was made by Councilmember Saldana, seconded by Councilmember Timmer to adopt Resolution No. 2025-030 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. Motion carried, 4-0, with Mayor Lilburn being absent.

RESOLUTION NO. 2025-030

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ORDERING THE CONTINUED MAINTENANCE OF IMPROVEMENTS IN THE CONSOLIDATED LANDSCAPE AND LIGHTING DISTRICT NO. 96-1 AND 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)

Mayor Pro Tem McCallon opened the public hearing.

Public Services Manager Morgan stated this is the protest hearing regarding the recommendation to order continued maintenance, confirm the annual Engineer's Report, and levy assessments on parcels within Street and Drainage Maintenance District No. 96-1. This item was previously listed for the May 13, 2025, City Council meeting where City Council provided preliminary approval of the report, and no corrections were identified.

Mayor Pro Tem McCallon asked if there were any questions. Seeing none, he closed the public hearing and brought it back to City Council for deliberation.

A MOTION was made by Councilmember Timmer, seconded by Councilmember Saldana to adopt Resolution No. 2025-031 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.

RESOLUTION NO. 2025-031

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ORDERING THE CONTINUED MAINTENANCE OF IMPROVEMENTS IN THE STREET AND DRAINAGE MAINTENANCE DISTRICT NO. 96-1 AND CONFIRMING THE ENGINEER'S REPORT AND LEVYING THE ASSESSMENT FOR FISCAL YEAR 2025/2026

33. Ordinance No. 472 Establishing a Fee and Service Charge Revenue/Cost Comparison System and Resolution No. 2025- Establishing a Schedule of Fees and Charges for City Services

Mayor Pro Tem McCallon opened the public hearing.

Director of Administrative Services Nava- Cruz stated this hearing pertains to the citywide fee update. The previous update occurred in January 2021, followed by a Development Impact Fees update adopted in September 2023. In August 2024, the city retained Revenue and Cost Specialists to revise our service cost fee methodology while maintaining consistency with our established approach. Staff reviews each fee based on estimated time required for each task and collaborates with consultants to incorporate costs such as salaries and overhead expenses. The updated fees schedule reflects some increases and decreases; many items remain unchanged. These changes include integration of Building Services into City Operations, resulting in renumbering of certain fees to align with new source categories. Additionally, Building Application fees now support Fire Prevention efforts. Many Planning and Engineering Services have transitioned to a deposit-based fee model, which introduces a new finance surcharge designed to cover maintenance of these deposits. Specifically, it requires attaching a project to each deposit for invoice processing and staff time tracking.

This hearing introduces the proposed ordinance and an informal resolution. We anticipate adoption July 8, 2025, with new fees becoming effective 60 days thereafter. The Finance/Personnel Subcommittee reviewed and recommended approval on May 20, 2025, and no formal objections have been received from the development community following outreach activities.

Mayor Pro Tem McCallon asked if there were any questions. Seeing none, he closed the public hearing and brought it back to City Council for deliberation. Mayor Pro Tem McCallon mentioned a letter was received from the Desert Valley Builder Association. Could staff comment on concerns about the Development Impact Fees (DIF) on the three projects mentioned in the letter?

City Manager Zamano stated we have reviewed the work program items identified, discussed them internally, and consulted with our advisor. It was decided that DIF funds will not support the three projects that were specified.

A MOTION was made by Councilmember Saldana, seconded by Councilmember Hogan to introduce Ordinance No. 472 establishing a fee and service charge revenue/cost comparison system. Motion carried, 4-0, with Mayor Lilburn being absent.

City Clerk Muñoz introduced Ordinance No. 472.

ORDINANCE NO. 472

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING CHAPTER 2.36 FEES AND SERVICE CHARGES OF THE HIGHLAND MUNICIPAL CODE TO PROVIDE ADDITIONAL CATEGORIES OF FEES AND CHARGES AND TO UPDATE AND AMEND OTHER FEES AS APPROPRIATE

Which title was read.

34. Resolution No. 2025- Adopting a Biennial Budget for Fiscal Years 2025-2027

A MOTION was made by Councilmember Timmer, seconded by Councilmember Saldana to continue this item to the June 24, 2025 adjourned meeting date. Motion carried, 4-0, with Mayor Lilburn being absent.

CITY COUNCIL LEGISLATIVE

35. 2025 Arterial Resurfacing Project (Project No. ola23002)

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

A MOTION was made by Councilmember Timmer, seconded by Councilmember Hogan to:

- 1) Award the construction contract for Bid No. 2025-05, "2025 Arterial Resurfacing Project" to the responsible low bidder, Matich 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. Motion carried, 4-0, with Mayor Lilburn being absent.

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

City Manager Zamano stated the Highland Sheriff's Department for the month of May received 3,253 calls for service, made 351 reports, 167 arrests, issued 129 citations, conducted 211 traffic enforcement stops, responded to 52 traffic collisions, 16 transient calls, and 20 towed vehicles.

The Highland Fire Department for the month of May received 648 calls for service, some of which included: 534 medical aids, 23 traffic collisions, 7 structure fires, 20 vegetation fires, 4 vehicle fires and 17 public service assistances.

The Administrative Services/Finance Department for the month of May issued 40 business licenses, renewed 287 business licenses, issued 81 dog licenses, 78 yard sale permits, and 181 account payable checks.

Human Resources is currently recruiting a Maintenance Superintendent/Senior Maintenance Worker for the Public Works Department. Anyone interested can apply on the city website.

Public Works has the following construction updates: 1) 9th Street Sidewalk Project has commenced this week with site preparation and surveying prep work. The project will include the installation of new curbs, gutters, sidewalks, driveways, and a bike lane on the south side of 9th Street, between Victoria Avenue, approximately 150 feet west of Valaria Drive.

2) 2025 Arterial Resurfacing Project, is scheduled to begin in approximately three weeks, following the execution of the contract and a pre-construction meeting. The goal is to complete the majority of work prior to the start of the next school year to minimize disruptions for students and parents during drop-off and pick-up. 3) Safety improvements are underway at the intersection of 9th Street and Cunningham Street. Changes have been made to convert the current two-way north south stop into a four-way stop, based on recommendations from a recent engineering study. Drivers will prepare to stop in all directions at this intersection and observe the newly installed stop signs.

Friday, July 4, at 9:00 a.m. the 4th of July parade will begin at the intersection of Base Line and Church Avenue and will end at the Highland YMCA.

Volunteer Services are accepting parade entry forms through Monday, June 16. Forms are available at Highland City Hall or can be mailed or emailed to applicants by contacting city staff. There is no fee to participate in the parade.

For the month of May, Burrtec completed 146 illegal dumping work orders.

The Community Development Department has four updates to share: 1) City's 29th Annual Trails Day event was held this past Saturday, June 7, and was hosted by 70 residents. Participants enjoyed a shaded walk through the Arnott Orange Groves, located on the north side of Greenspot Road between the Mediterra Residential Community and the Historic Iron Bridge. Attendees also engaged with presentation exhibits from Camille Bahri, a local residential developer. The event received numerous positive comments from walkers and cyclists, individuals, and families. We commend the Community Trails Committee for organizing this successful event, and special thanks to city staff Assistant Planner Trejo, for his efforts in coordinating it 2) O'Reilly Auto Parts has begun grading for their new Highland store, situated at the northeast corner of Base Line and Hillview Street. The new commercial development will feature contemporary design elements, landscaping, and improved lighting, which will enhance the appearance and functionality of the Base Line corridor 3) Stater Bros. Market at the Greenspot Road Crossing Shopping Center will hold its ribbon-cutting ceremony on Wednesday, June 25, 2025 at 8:00 a.m. 4) Highland Police Department, in coordination with the Quality-of-Life Task Force, Code Enforcement, and County Animal Control, conducted a citywide enforcement operation on Saturday, June 7, 2025 from 7:30 a.m. to 2:00 p.m. The operation targeted encampments and crime related activities across various locations, including city right of way, bridges, creeks, city properties, vacant properties, and areas affected by vandalism and theft. The enforcement efforts resulted in approximately 25 preliminary arrests for a range of violations.

37. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)

Councilmember Saldana thanked Mayor Pro Tem McCallon for the leadership demonstrated at the Air Quality Management District (AQMD) Board meeting. He encouraged everyone to attend Hosting Coffee with a Cop at Einstein Bros. Bagel shop located on Greenspot Road on Thursday, June 12 from 8:00 a.m. to 10:00 a.m. He thanked city staff for maintaining the daily operations of the City of Highland.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURN

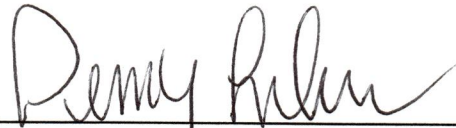
Mayor Pro Tem McCallon adjourned the meeting to Tuesday, June 24, 2025, at 6:00 p.m.

Submitted By:



Alondra Muñoz
City Clerk

Approved By:



Penny Lilburn
Mayor