



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
July 8, 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
JULY 8, 2025 - 6:00 p.m.
AGENDA**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

SPECIAL PRESENTATIONS

Yuhaaviatam of San Manuel Fire Department Recognition
Chief Mike Smith

San Bernardino County Sheriff's Department Deputy Recognitions
Broderick Robinson
Charlie Cuellar

Line Fire Update
Battalion Chief Liz Brown

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 July 8, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the July 8, 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 - June 10, 2025 Regular City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Minutes - June 24, 2025 Regular Adjourned City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
4. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 779 for July 8, 2025, in the amount of \$2,384,526.70 and Payroll of \$229,747.96.
5. Treasurer's Report for May 2025
RECOMMENDATION: That the City Council receive and file the Treasurer's Report for May 2025.
6. Records Destruction Authorization
RECOMMENDATION: That the City Council approve the destruction of certain records.
7. 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
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council adopt Ordinance No. 472, read by title only, and waive further reading of 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.
8. Adopt Resolution No. 2025-_____ Ordering the Sale of One (1) Surplus Fire Department Vehicle
RECOMMENDATION: That the City Council adopt Resolution No. 2025-_____ ordering the sale of one (1) surplus Fire Department vehicle.
9. Contract Renewal - 2023-04, "City of Highland Landscape Maintenance Districts (LMD) Maintenance Contract"
RECOMMENDATION: That the City Council:
 - 1) Extend the Landscape Maintenance Districts (LMD) Maintenance Contract with RP Landscape & Irrigation, Inc. for one year; and
 - 2) Approve a 3.2% increase to the contract.
10. Contract Renewal - 2020-01, "Facilities and Parks Landscape Maintenance"
RECOMMENDATION: That the City Council extend the Facilities and Parks Landscape Maintenance Agreement with RP Landscape & Irrigation, Inc. for one year.

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11. Proposed Revision to the Code Enforcement Officer Service Rates Associated with the Willdan Engineering Agreement (Addendum No. 5)
RECOMMENDATION: That the City Council approve the revised Willdan Agreement for specific service rates related to Code Enforcement Officer Services and direct the Mayor to execute the Contract - Addendum No. 5.
12. iWorQ Systems, Inc. Service Agreement Amendment and Three (3) Year Extension for Web-based Permitting Applications and Services (Building & Safety, Fire Marshal, Planning, Code Enforcement, Public Works, and Yard Sales/RV Parking)
RECOMMENDATION: That the City Council authorize the Mayor to approve the subject Service Agreement amendments and extension.
13. Authorization and Agreements for the Replacement of the Fuel Dispensing System at the Highland Police Station per Adopted 2025/2026 Work Program
RECOMMENDATION: That the City Council:
- 1) Waive formal contract procedures per Municipal Code Section 2.40.100 for which the city's best interest are served;
 - 2) Approve the proposal from Western Pump in the amount of \$61,346.72 to provide and install two new GASBOY ASTRA Electronic Fuel Dispensers, GASBOY EKOS Pedestal, and Operating Software through the city's Sourcewell cooperative purchasing program contract #092920-GVR; and
 - 3) Authorize the City Manager to sign purchase agreements with Western Pump to install the city's new Fuel Management System at the Highland Police Station.
14. Bid Award - 2025-04, "City of Highland Streetlight Maintenance Contract"
RECOMMENDATION: That the City Council award the bid for Bid No. 2025-04, "City of Highland Streetlight Maintenance Contract" to the lowest responsive bidder Yunex, LLC in the amount of \$358,717.40 to maintain city owned streetlights.
15. Sheriff's Department Contract for Work Release Program
RECOMMENDATION: That the City Council authorize the City Manager to sign the Sheriff's Department Contract for the Work Release Program.
16. Environmental Services Task Order Amendment for the Victoria Avenue Drainage and Street Improvement Project (Project No. str17002)
RECOMMENDATION: That the City Council:
- 1) Approve the amendment to the existing task order from Tom Dodson & Associates to provide environmental services in the amount of \$169,015; and
 - 2) Authorize the City Manager to approve contract amendments up to 10% of the revised contract amount of \$246,515.
17. Resolution No. 2025- Establishing Employee Salaries
RECOMMENDATION: The Finance/Personnel Subcommittee recommends the City Council:
- 1) Adopt Resolution No. 2025-_____ establishing employee salaries;
 - 2) Approve a budget adjustment in the amount of \$225,735, transferring funds from Account 001-2516 (General Fund - Technology Enhancements) to Account 042-9510-3010 (Building Services - Salaries) to support the cost of temporary personnel; and
 - 3) Approve the attached job descriptions for the temporary accountant and intern positions.
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18. 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.

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.

19. Consideration of a Resolution to Adjust the Business Tax on the Extraction and/or Processing of Rock, Sand, and Gravel (Aggregate) Pursuant to Title 5 (Business Licenses and Regulations), Chapter 5.17 (Business License Tax on Extraction and/or Processing of Rock, Sand and Gravel [Aggregate]), Section 5.17040 (Rock, Sand and Gravel [Aggregate] Extraction and Processing Tax)
RECOMMENDATION: That the City Council adopt Resolution No. 2025-_____ fixing the Highland Business License Tax on the extraction and/or processing of rock, sand, and gravel (aggregate) for Fiscal Year 2025/2026.
20. Ordinance Amending Chapter 12.06 of the Highland Municipal Code (Public Parks and Properties) Pertaining to Camping and Storing Personal Property on Public Property
RECOMMENDATION: That the City Council:
- 1) Introduce and conduct first reading of City Council Ordinance No. ____ amending Chapter 12.06 of the Highland Municipal Code (Public Parks and Properties) pertaining to camping and storing personal property on public property; and
 - 2) Direct staff to file a Notice of Exemption with the County Clerk of the Board of Supervisors.

CITY COUNCIL LEGISLATIVE

21. Appoint Two (2) Members of the Public to the Planning Commission/Appeals Board and Building Appeals Board
RECOMMENDATION: That the City Council appoint two (2) members of the public to the Planning Commission/Appeals Board and Building Appeals Board.
22. Designation of Voting Delegate and Alternate for the League of California Cities (Cal Cities) Annual Conference
RECOMMENDATION: That the City Council appoint a voting Delegate and Alternate for the Annual Conference and Expo scheduled for October 8-10, 2025, in Long Beach.

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.

CLOSED SESSION**CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Government Code Section 54956.9(d)(1)

People's Collective for Environmental Justice v. Inland Valley Development Agency, et. al., San Bernardino County Court Case No. CIVSB2510434 (City sued as Real Party in Interest)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(2) and/or (d)(3)

Significant exposure to litigation: One case.

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: 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 July 3, 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: July 3, 2025



Alondra Muñoz, CMC
City Clerk