

CALL TO ORDER

The regular meeting of the City Council of the City of Highland was called to order at 6:01 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Mayor Pro Tem McCallon and the Pledge of Allegiance was led by Councilmember Saldana.

ROLL CALL

Present: Hogan, Lilburn, McCallon, Saldana, Timmer
Absent: None

REPORT FROM CLOSED SESSION

None

SPECIAL PRESENTATIONS

Lynn Valbuena, Chairwoman of the Yuhaaviatam of San Manuel Nation recognized Chief Mike Smith for his 25 years of service at the Yuhaaviatam San Manuel Nation Fire Department and for receiving the California Emergency Medical Services Authority (EMSA) Award. Mayor Lilburn presented a certificate of recognition to Chief Mike Smith.

Mayor Lilburn presented a certificate of recognition to Broderick Robinson and Charlie Cuellar, Deputies from the San Bernardino County Sheriff's Department for their dedication and service to the City of Highland.

Battalion Chief Kirkhart from Cal Fire and Detective Jacob Hernandez from the San Bernardino County Sheriff's Department gave a brief update on the Line Fire.

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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

Fred Yauger spoke in support of the enforcement of fireworks violations.

Yisvy Ramirez representing the San Bernardino Airport Communities spoke regarding concerns with the city's budget and the recent Immigration Customs Enforcement (ICE) raids impacting minority communities.

Yesenia Ramirez representing the San Bernardino Airport Communities spoke regarding concerns with the city's budget and the recent Immigration Customs Enforcement (ICE) raids impacting minority communities.

Jonas representing the San Bernardino Airport Communities spoke regarding concerns with the city's budget and the recent Immigration Customs Enforcement (ICE) raids impacting minority communities.

Pascual Garcia (Spanish speaker) representing the San Bernardino Airport Communities spoke regarding concerns with the city's budget and the recent Immigration Customs Enforcement (ICE) raids impacting minority communities.

Heever Rocha spoke regarding concerns with warehouse developments and Immigration Customs Enforcement (ICE) raids impacting minority communities.

Lizette Torres representing the Warehouse Worker Resource Center supporting the San Bernardino Airport Communities spoke regarding concerns with the city's budget and the recent Immigration Customs Enforcement (ICE) raids impacting minority communities.

Mili Sanchez (Spanish speaker) representing the San Bernardino Airport Communities spoke regarding concerns with the city's budget and the recent Immigration Customs Enforcement (ICE) raids impacting minority communities.

Rosario Quiroz (Spanish speaker) representing the San Bernardino Airport Communities spoke regarding concerns with the Immigration Customs Enforcement (ICE) raids impacting minority communities.

Jose Solorzano (Spanish speaker) representing the San Bernardino Airport Communities spoke regarding concerns with Immigration Customs Enforcement (ICE) raids impacting minority communities and warehouse developments.

Maby Acosta (Spanish speaker) representing the San Bernardino Airport Communities spoke regarding concerns with Immigration Customs Enforcement (ICE) raids impacting minority communities and warehouse developments.

Alberto Hernandez (Spanish speaker) spoke regarding concerns with the warehouse developments, tractor trailers polluting the community and Immigration Customs Enforcement (ICE) raids.

Anthony representing the San Bernardino Airport Communities spoke regarding concerns with the Immigration Customs Enforcement (ICE) raids impacting minority communities.

Dakota Westlake representing the San Bernardino Airport Communities spoke regarding concerns with the Immigration Customs Enforcement (ICE) raids impacting minority communities and shifting City Council meetings to remote meetings.

City Clerk Muñoz stated a public comment was received via email from Claudia regarding noise pollution from the San Bernardino Airport. A copy was distributed to all members on the dais.

Tania Gonzalez representing the San Bernardino Airport Communities spoke regarding concerns with the Immigration Customs Enforcement (ICE) raids impacting minority communities and the development in the surrounding areas.

CITY COUNCIL CONSENT CALENDAR

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Saldana, to approve the consent calendar as submitted with the exception of pulling Item No. 12 for discussion. Motion carried on a roll call vote, 5-0.

City Attorney Marroquin stated Item No. 12 pertains to iWorQ Systems, Inc. Service Agreement. Staff requested revisions be made to the agreement allowing the city to terminate the agreement for cause or in the event of a default or breach by iWorQ Systems, Inc. This language was added to the draft agreement and distributed to members at the dais. Staff is seeking approval from the City Council for the Mayor to sign the revised agreement.

A MOTION was made by Councilmember Timmer, seconded by Councilmember Saldana, to approve Item No. 12. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances

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

2. Minutes - June 10, 2025 Regular City Council Meeting

Approved the Minutes as submitted.

3. Minutes - June 24, 2025 Regular Adjourned City Council Meeting

Approved the Minutes as submitted.

4. Warrant Register

Approved 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

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

6. Records Destruction Authorization

Approved the destruction of certain records.

7. Ordinance No. 472 Establishing a Fee and Service Charge Revenue/Cost Comparison System and Resolution No. 2025-033 Establishing a Schedule for Fees and Charges for City Services

Adopted Ordinance No. 472, read by title only, and waived further reading.

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 PROVISIONS AS APPROPRIATE

Adopted Resolution No. 2025-033 establishing a schedule for fees and charges for city services.

RESOLUTION NO. 2025-033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ESTABLISHING A REVISED SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES

8. Adopt Resolution No. 2025-034 Ordering the Sale of One (1) Surplus Fire Department Vehicle

Adopted Resolution No. 2025-034 ordering the sale of one (1) surplus Fire Department vehicle.

RESOLUTION NO. 2025-034

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, ORDERING THE SALE OF AN EXCESS CITY FIRE DEPARTMENT VEHICLE

9. Contract Renewal - 2023-04, "City of Highland Landscape Maintenance Districts (LMD) Maintenance Contract"

- 1) Extended the Landscape Maintenance Districts (LMD) Maintenance Contract with RP Landscape & Irrigation, Inc. for one year; and
- 2) Approved a 3.2% increase to the contract.

10. Contract Renewal - 2020-01, "Facilities and Parks Landscape Maintenance"

Extended the Facilities and Parks Landscape Maintenance Agreement with RP Landscape & Irrigation, Inc. for one year.

11. Proposed Revision to the Code Enforcement Officer Service Rates Associated with the Willdan Engineering Agreement (Addendum No. 5)

Approved 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)

Authorized the Mayor to approve iWorQ Systems, Inc. Service Agreement revisions allowing the city to terminate the agreement for cause or in the event of a default or breach by iWorQ Systems, Inc. with the City Attorney's approval.

13. Authorization and Agreements for the Replacement of the Fuel Dispensing System at the Highland Police Station per Adopted 2025/2026 Work Program

- 1) Waived formal contract procedures per Municipal Code Section 2.40.100 for which the city's best interest are served;
- 2) Approved 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) Authorized 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"

Awarded 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

Authorized 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)

- 1) Approved the amendment to the existing task order from Tom Dodson & Associates to provide environmental services in the amount of \$169,015; and
- 2) Authorized the City Manager to approve contract amendments up to 10% of the revised contract amount of \$246,515.

17. Resolution No. 2025-035, Establishing Employee Salaries

- 1) Adopted Resolution No. 2025-035 establishing employee salaries;
- 2) Approved 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) Approved the attached job descriptions for the temporary accountant and intern positions.

RESOLUTION NO. 2025-035
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING EMPLOYEE SALARIES

18. Resolution No. 2025-036 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

Adopted Resolution No. 2025-036 continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

RESOLUTION NO. 2025-036
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL
EMERGENCY AS A RESULT OF THE LINE FIRE

CITY COUNCIL PUBLIC HEARING

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)

Mayor Lilburn opened the public hearing.

Director of Administrative Services Nava-Cruz stated this item is a resolution regarding the annual city mining tax. The Consumer Price Index (CPI) adjustment from May 2024 to May 2025 is 2.62%. Staff recommends City Council approve a corresponding increase of 2.62% to the mining tax. In accordance with government code requirements, staff published the notice twice in a general circulation newspaper and notified the two mining operators, CEMEX and Robertson's Ready Mix. If approved by City Council tonight, the adjustment will retroactively be effective July 1, 2025.

Mayor Lilburn asked if there were any questions from the public? Seeing none, she closed the public hearing and brought it back to City Council for deliberation.

A MOTION was made by Mayor Pro Tem McCallon, seconded by Councilmember Timmer to adopt Resolution No. 2025-037 fixing the Highland Business License Tax on the extraction and/or processing of rock, sand, and gravel (aggregate) for Fiscal Year 2025/2026. Motion carried, 5-0.

RESOLUTION NO. 2025-037
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, 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

Mayor Lilburn opened the public hearing.

Senior Code Compliance Officer Owens stated on June 28, 2024 the United States Supreme Court issued a ruling in the case of City of Grants Pass v. Johnson, clarifying local government ordinances with civil and criminal penalties for camping on public land do not constitute cruel and unusual punishment of homeless individuals. In response to this ruling, California Governor Gavin Newsom signed an executive order on July 25, 2024, encouraging all local jurisdictions to promptly address homeless encampments. The Governor's office released a model no camping ordinance and suggested language to assist local agencies in updating their ordinances. Following this executive order, city staff and the city attorney collaborated to prepare amendments to the Highland Municipal Code Chapter 12.06. These amendments aim to strengthen regulations governing the use of public spaces, promote public health, and enhance code enforcement and law enforcement's ability to manage homeless encampments effectively.

Mayor Lilburn asked if there were any questions from the public? Seeing none, she closed the public hearing and brought it back to City Council for deliberation.

Mayor Lilburn asked if city staff is prepared to implement and enforce this new ordinance?

Senior Code Compliance Officer Owens confirmed the Highland Sheriff's Department is aware of the revised ordinance.

Mayor Lilburn inquired why city staff delayed enforcing the ordinance if the Governor of California announced this executive order on July 25, 2024?

Senior Code Compliance Officer Owens stated staff was awaiting a decision from the U.S. Supreme Court, after that, we continued to wait for response from the State of California to give us direction and how we could proceed with this. A key issue was whether housing should be included as part of the enforcement measures. The Supreme Court's ruling established a definition applicable across all states. Once staff received direction from the Governor's Office of California, a review of the city's current municipal code was conducted. Based on the guidance provided, staff proceeded to develop an ordinance that will enhance our enforcement capabilities and provide us with additional tools to address the issue.

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

- 1) Introduce and conduct first reading of City Council Ordinance No. 473 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. Motion carried, 5-0.

City Clerk Muñoz introduced Ordinance No. 473.

ORDINANCE NO. 473

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, AMENDING CHAPTER 12.06 OF THE HIGHLAND MUNICIPAL CODE
PERTAINING TO CAMPING AND STORING PERSONAL PROPERTY ON PUBLIC
PROPERTY AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT

Which title was read.

CITY COUNCIL LEGISLATIVE

21. Appoint Two (2) Members of the Public to the Planning Commission/Appeals Board and Building Appeals Board

City Clerk Muñoz gave a brief review of the staff report.

Candidate Richard Bowman introduced himself to the City Council for the Planning Commission nomination.

Candidate Robert Dashoff introduced himself to the City Council for the Planning Commission nomination.

Candidate Randall Hamerly introduced himself to the City Council for the Planning Commission nomination.

Candidate Adeeb Hattar introduced himself to the City Council for the Planning Commission nomination.

Candidate Brent Merideth introduced himself to the City Council for the Planning Commission nomination.

City Clerk Muñoz opened the floor for nominations.

Councilmember Timmer nominated incumbent applicant, Randall Hamerly and applicant Brent Merideth.

Councilmember Saldana nominated applicant, Robert Dashoff.

Hearing no other nominations, City Clerk Muñoz closed the floor for nominations.

City Council unanimously reappointed Randall Hamerly and appointed Brent Merideth.

22. Designation of Voting Delegate and Alternate for the League of California Cities (Cal Cities) Annual Conference

City Manager Zamano gave a brief review of the staff report.

City Council unanimously appointed Mayor Lilburn as the Voting Delegate and Councilmember Hogan as the Alternate for the League of California Cities Annual Conference scheduled for October 8-10, in Long Beach.

23. 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 June received 3,183 calls for service, made 305 reports, 135 arrests, issued 53 citations, conducted 155 traffic enforcement stops, responded to 53 traffic collisions, 23 transient calls, and 13 towed vehicles.

The Highland Fire Department for the month of June received 609 calls for service, some of which included: 472 medical aids, 24 traffic collisions, 6 structure fires, 12 vegetation fires, 15 other fires, 4 vehicle fires and 22 public service assistances.

On July 4, 2025 the City of Highland held its annual Fourth of July parade. Thank you, Public Services Manager Morgan, Volunteer Coordinator Moreno, and all city staff members for organizing a successful event. The parade featured 34 participants and was well attended. In the evening, staff conducted a pilot program to enforce illegal fireworks regulations. This initiative involved collaboration amongst myself, Director of Administrative Services Nava-Cruz, Community Development Director Mainez, Public Works Director/City Engineer Duran Jr., and the city's Code Enforcement Department Officers, Owens, Chambers, Ramirez, and Wilson. The team patrolled the entire city in four separate vehicles in pairs between 6:00 p.m. and 11:00 p.m., focusing on identifying properties engaged in illegal fireworks activities. During the patrols, staff observed and documented illegal fireworks activity at approximately 60 residential properties. The Code Enforcement Department is currently reviewing the collected evidence and plans to issue \$2,000 citations to the respective property owners within the coming weeks. Additionally, citations were issued by the Highland Sheriff's Department and Fire Department. The city received its first payment of \$2,000 yesterday from an individual cited for illegal fireworks activity on Base Line.

The American Society for Public Administrators - Inland Empire Chapter has selected Director of Administrative Services Nava-Cruz as the recipient of the 2025 Outstanding Rising Administrator Award. Congratulations on this well-deserved recognition of exceptional contributions to public service.

The Administrative Services/Finance Department for the month of June issued 58 business licenses, renewed 347 business licenses, issued 57 dog licenses, 60 yard sale permits, and 221 account payable checks.

Human Resources announced Gerald Peck, Maintenance Worker II, was promoted to the position of Senior Maintenance Worker following a recruitment process that considered applicants for either Maintenance Superintendent or Senior Maintenance Worker, depending on their qualifications. After a period of seven months, the position of Assistant Public Works Director in the Engineering Department has been filled, with the new hire beginning employment on August 7, 2025. Jack Avon Maintenance Worker I announced his intention to retire on September 30, 2025. We sincerely appreciate his 16 years of dedicated service in maintaining the city's facilities and supporting various functions within Public Works and wish him the best. A recruitment process will be initiated to fill the vacant Maintenance Worker I/II position.

On Friday, July 4, 2025 the City of Highland obtained approval for the Fiscal Year 2024 Emergency Management Performance Grant (EMPG) from the San Bernardino County Office of Emergency Services. The funding will be used to acquire cameras for monitoring various flood prone locations throughout the city. The estimated total project is \$31,300, with the EMPG proving a matching fund of up to \$15,650 on a dollar-for-dollar basis. We would like to express our appreciation to Public Works Director/City Engineer Duran Jr. for his efforts in submitting this application on behalf of the city.

The Engineering Department is pleased to announce the launch of the new electronic Encroachment Permit System, a significant advancement in modernizing city services and applicants may submit encroachment permits entirely online via the city's digital permitting portal. The system reduces the need for in-person visits and paper applications, providing a more efficient and transparent process for projects involving work within the public right-of-way, such as sidewalk repairs, utility installations, and driveway upgrades. Paper applications will be accepted; however, the use of the electronic system is strongly encouraged. Additional information is available on the city's Website.

The Public Works Department announced The Highland Regional Connector Project has been completed in its entirety. The contractor finalized the project on July 7, 2025 with the installation of new flashing beacons at the Streater Driver and Canyon Oak Drive intersection.

The sidewalk and bike lane project on 9th Street is making excellent progress and is on schedule for completion in early August. This project involves installing new sidewalks and bike lanes on the south side of 9th Street to close the gap between Victoria Avenue and Valaria Drive.

The 2025 Arterial Resurfacing Project is underway and is scheduled to be completed before the start of the school year in August. Paving has been completed on Sterling Avenue, from Base Line to Pacific Street, as well as 5th Street, from Tippecanoe Avenue to Marilyn Avenue near the Sterling Natural Resource Center. Striping on these streets is planned for completion this week. Next week, the contractor will begin paving on Orange Street, extending from the southern city limits near CEMEX to Greenspot Road. This will be followed by paving on Greenspot Road, from Boulder Avenue to Plunge Creek, as well as portions of 5th Street near Lankershim Street and Ward Street alley. Most of the work is expected to be completed by the end of July, with striping scheduled immediately afterward.

Monday, July 28, from 12:00 p.m. to 5:00 p.m., a Blood Drive will be held at the Highland Police Station.

Tuesday, August 5, from 6:00 p.m. to 8:00 p.m. the city will host its National Night Out event at the Highland Police Station.

Thursday, August 28, at 5:30 p.m. the city will host its State of the City Address at the Natural Resources Center (SNRC) located at 25318 5th Street.

Saturday, August 16, from 9:00 a.m. to 2:00 p.m., there will be a Used Oil Filter Exchange event at AutoZone located at 27292 Base Line.

For the month of June, Burrtec completed 200 illegal dumping work orders.

The Code Enforcement Department retained a contract Code Enforcement Officer from Willdan Engineering. The initiative was expedited after receiving approval from the Public Safety Subcommittee on April 23, 2025, followed by the City Council's adoption of the new budget on June 24, 2025, which allocated funding for the contracted position. After conducting interviews, Dixie Vargas was selected as the contract Code Enforcement Officer and commenced training last week. She will support proactive enforcement initiatives, focusing on targeted areas and cases involving illegal vendors, including enforcement activities during the weekends.

There is a new restaurant that opened July 2, located at 26001 Base Line, at the corner of Base Line and McKinley Avenue. Pats Place specializes in Louisiana cuisine. When visiting, please feel free to introduce yourself to neighbors Jacqueline Robertson and Patrick Earthly.

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

Mayor Pro Tem McCallon stated the Fourth of July parade was a great success and thanked Immanuel Baptist church for organizing an exceptional fireworks show.

Councilmember Hogan expressed his appreciation for participating in the Fourth of July parade and witnessing the community coming together to celebrate was a remarkable experience.

Councilmember Saldana expressed his gratitude for the ongoing infrastructure projects in the City of Highland and thanked the community for observing the Fourth of July holiday responsibly.

Mayor Lilburn announced the successful opening of the new Stator Bros. Market, expressing enthusiasm about having them in the community. She also extended her appreciation to Immanuel Baptist Church for hosting an impressive fireworks display and commended the Highland Sheriff's Department, COP's, and all city staff for their assistance during the Fourth of July parade.

ANNOUNCEMENTS

None

CLOSED SESSION

City Attorney Marroquin read the City Council into closed session regarding the following:

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

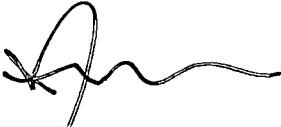
Government Code Section 54956.9(d)(2) and/or (d)(3)

Significant exposure to litigation: One case.

ADJOURN

Mayor Lilburn adjourned the meeting into closed session at 7:53 p.m. in memory of Horace Boatwright and Thomas Fogarty.

Submitted By:



Alondra Muñoz
City Clerk

Approved By:



Penny Lilburn
Mayor