



CITY OF HIGHLAND

FINANCE/PERSONNEL SUBCOMMITTEE AGENDA

**Special Meeting
August 12, 2025 at 5:30 PM
City Hall Upright Conference Room
27215 Base Line, Highland CA 92346**

SUBCOMMITTEE MEMBERS

Larry McCallon, Member
District 5

John P. Timmer, Member
District 4

STAFF

Carlos Zamano, City Manager
Lawrence Mainez, Community Development Director
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer
Lissette Nock, Deputy City Clerk
Michelle Gomez, Assistant Director of Administrative Services
Octavio Duran Jr., Public Works Director/City Engineer

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, prior to the meeting for any requests for reasonable accommodations, including interpreters.

Any disclosable public records related to an open session item provided to the majority of the Subcommittee after posting of this agenda are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours and available online at www.cityofhighland.org.

**FINANCE/PERSONNEL SUBCOMMITTEE
AUGUST 12, 2025 - 5:30 p.m.**

CALL TO ORDER

PUBLIC COMMENT

Submission of Public Comments for ITEMS ON THIS AGENDA ONLY: For those wishing to make public comments by email, please submit your comments by 4:30 p.m. on August 12, 2025, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the August 12, 2025 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

BUSINESS ITEMS

1. Minutes - July 8, 2025 Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. Resolution No. 2025-__ , Establishing a Schedule of Fees and Charges for City Services
RECOMMENDATION: That the Subcommittee review and approve the item be brought forward to City Council to conduct a public hearing and adopt Resolution No. 2025-__ establishing a \$15.00 fee for passport photo services offered through the City's Passport Acceptance Facility.
3. Demolition Work Authorization for 25646 Base Line
RECOMMENDATION: That the Subcommittee authorize the City Manager to expend up to a "not to exceed" amount totaling \$65,000 to demolish and remediate the subject property, and to bring the final cost to City Council to authorize the placement of a tax lien on the property.

ADJOURN

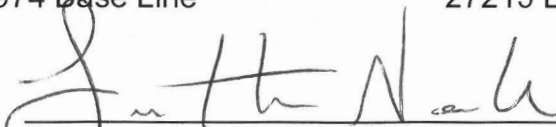
I, Lissette Nock, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 7th day of August, 2025, by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: August 7, 2025



Lissette Nock
Deputy City Clerk



Business Item No.
1

STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: August 12, 2025

FROM: Lissette Nock, Deputy City Clerk

SUBJECT: Minutes - July 8, 2025 Meeting

RECOMMENDATION: Approve the minutes as submitted.

CALL TO ORDER

The Finance/Personnel Subcommittee special meeting was called to order at 4:45 p.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

ROLL CALL

Present: McCallon, Timmer
Absent: None

PUBLIC COMMENT

None

BUSINESS ITEMS

- 1) Minutes - June 24, 2025 Meeting
Approved Minutes as submitted.
- 2) Informational Briefing Investment Strategy and Overview of Optimized Investment Partners (OIP)
The Subcommittee reviewed the brief presentation and recommended against services provided by Optimized Investment Partners (OIP).
- 3) Resolution No. 2025-___, Establishing Employee Salaries
The Subcommittee:
 - 1) Adopted Resolution No. 2025___, 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.

ADJOURN

There being no further business, Member McCallon adjourned the meeting at 5:33 p.m.

Submitted by:

Approved by:

Lissette Nock, Deputy City Clerk

Subcommittee Member



STAFF REPORT

TO THE FINANCE/PERSONNEL SUBCOMMITTEE

DATE: August 12, 2025

FROM: Carlos Zamano, City Manager

PREPARED BY: Leticia Nava-Cruz, Director of Administrative Services/City Treasurer *LNC*

SUBJECT: Resolution 2025 - ___ establishing a schedule of fees and charges for City services.

RECOMMENDATION: That the Finance/Personnel Subcommittee review and recommend the City Council conduct a public hearing and adopt Resolution No. 2025-___ establishing a \$15.00 fee for passport photo services offered through the City's Passport Acceptance Facility.

FISCAL IMPACT: Revenues collected will support the services rendered by the City.

PUBLIC NOTICE: The agenda for this item was posted at the three required locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: Fees for Service were last reviewed in 2025. Since that time, the City has undertaken a Work Program initiative to add passport photo services as a convenience to residents. This addition aligns with our goal of offering a one-stop passport processing experience.

To establish an appropriate fee, staff worked with our consultant, a Revenue Cost Specialist, to review and compare rates charged by neighboring public agencies. The proposed fee reflects a fair and competitive rate based on this analysis.

All other existing fees and accounting structures will remain unchanged. Staff has notified all relevant parties of the proposed addition and has not received any objections or requested changes.

- Attachments:
1. Proposed Resolution.
 2. Service Cost Update

Attachment 1

Proposed Resolution

RESOLUTION NO. 2025-_____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ESTABLISHING A SCHEDULE OF FEES FOR PASSPORT PHOTO
SERVICES AT THE PASSPORT ACCEPTANCE FACILITY

WHEREAS, the City of Highland (“City”) operates a Passport Acceptance Facility within the City Clerk’s Office, providing passport application services to the community; and

WHEREAS, the Office of the City Clerk began providing these services on March 29, 2021; and

WHEREAS, passport applicants are required to submit a 2”x2” color passport photo that meets all federal Department of State specifications; and

WHEREAS, currently all passport photos must be supplied by the applicant; offering photos directly onsite could increase convenience; and

WHEREAS, the City conducted a review of passport photo fees charged by comparable agencies and retail service providers and determined the reasonable costs to the City of providing the service of passport taking into account staff time, equipment, printing costs and administrative costs; and

WHEREAS, Section 2.36.040 (Schedule of fees and service charges and providing for their adoption by resolution upon recommendation of the city manager) of Chapter 2.36 (Fees and Service Charges) of Title 2 (Administration and Personnel) provides for establishing a Fee Resolution by the City Council for all fees and charges of the City; and

WHEREAS, pursuant to Government Code sections 66016 and 66018, the City made make available to the public, at least ten (10) days prior to its public hearing, data indicating the amount of cost, or estimated cost, required to provide the service for which the fee or service charge is levied and the revenue sources anticipated to provide the service, including General Fund revenues; and mailed notice at least fourteen (14) days prior to this meeting to all interested parties that have requested notice of new or increased fees or service charges.

WHEREAS, after public notice and hearing, the City Council finds that the proposed fee is reasonable and necessary to offset City costs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Highland as follows:

SECTION 1. Recitals Adopted. The recitals above are true and correct and incorporated herein.

SECTION 2. Fee Schedule. The City establishes the following passport-photo service fee:

Standard 2"×2" Certificate Passport Photo (one sheet of two photos) – \$15.00

SECTION 3. Certification. The City Clerk shall certify to the adoption of this Resolution, which shall be effective upon its adoption by the City Council.

SECTION 4. Effective Date. This resolution shall take effect 60 days after adoption.

PASSED, APPROVED AND ADOPTED this 14th day of October, 2025.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

Attachment 2
Service Cost Update

CITY OF HIGHLAND, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2025-2026 BUDGET

SERVICE PASSPORT PHOTO SERVICE		REFERENCE NO. S-4190	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE PHOTO	SERVICE RECIPIENT PASSPORT CUSTOMER	
DESCRIPTION OF SERVICE To recover the cost of photos required for passports.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$14.93	TOTAL COST:	\$2,986
UNIT PROFIT (SUBSIDY):	\$(14.93)	TOTAL PROFIT (SUBSIDY):	\$(2,986)
TOTAL UNITS:	200	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$15			

July 28, 2025

CITY OF HIGHLAND, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2025-2026 BUDGET

SERVICE PASSPORT PHOTO SERVICE				REFERENCE NO. S-4190		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 200		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY CLERK	DEPUTY CITY CLERK		0.08	\$11.89	200	\$2,378
CITY CLERK		Photo Eqpt/Printing	0.00	\$3.04	200	\$608
		TYPE SUBTOTAL	0.08	\$14.93		\$2,986
TOTALS			0.08	\$14.93		\$2,986



STAFF REPORT

TO THE FINANCE SUBCOMMITTEE

DATE: August 12, 2025

FROM: Carlos Zamano, City Manager *CZ*

PREPARED BY: Lawrence Mainez, Community Development Director and Gary Chambers, Code Compliance Officer *LM*

SUBJECT: Demolition Work Authorization related to 25646 Base Line

RECOMMENDATION: Staff recommends the Finance Subcommittee authorize the City Manager to expend up to a "not to exceed" amount totaling \$65,000.00 to demolition and remediate the subject property, and when complete submit the final cost to City Council to authorize the placement of a tax lien on the property to recover costs.

FISCAL IMPACT: The subject demolition and remediation "not to exceed" cost of \$65,000.00 will be reimbursed to the City through a tax lien procedure. The tax lien will be recorded once the demolition is completed, and all associated costs are reconciled to establish the final lien amount.

PUBLIC NOTICE: The agenda for this item was posted at the three locations per Resolution No. 2011-047 and on the City's website.

BACKGROUND: This item is being considered as a result of a code enforcement action (Case No. 10408) related to an abandoned fire damaged property located at 25646 Base Line (n/e corner of Base Line and Mira Vista Ave). The property has been Red Tagged by the City's Building Official, and the City's Planning Commission/Appeals Board approved a Declaration of Public Nuisance requiring the demolition of the burned structure. As of the date of this memo, no action or response has been received from the current property owner. As a result of the lack of response and action by the property owner, staff took the initiative to obtain estimates from demolition and remediation contractors with the anticipation that the City would move forward with the public nuisance cleanup effort. The estimates ranged from \$60,995.00 to \$113,575.00 (inclusive of the estimate to remediate asbestos). Since the property owner has not authorized the City to enter the property and remediate the public nuisance, the City Attorney will obtain a court ordered abatement warrant which will authorize the City and its contractor to enter the property to remediate the public nuisance and then lien the property to recover costs.

Code Enforcement Activity/History:

The following is a brief history of this code case.

On **June 15, 2023**, this code case was initiated due to a complaint received regarding an unpermitted business operating from the property generally located at 25646 Base Line St.,

San Bernardino, CA 92410, APN: 0273-261-06 (within the corporate boundaries of the City of Highland). An inspection of the property revealed the building to be dilapidated and dangerous due to fire damage. Unpermitted construction activity and vehicle storage in the rear of the building were also observed. The building was also being used for office space and church services without city approval. The building was subsequently red tagged and deemed unsafe to occupy by the City's Building Official.

On January 22, 2025, a fire occurred resulting in a significant portion of the building being burned down, the sidewalk on the south side of the building was closed, and caution tape was used to block off the area and to warn people of the hazardous conditions. Red tags were also reposted. Due to a continued lack of response from the property owner, the decision was made to refer the case to the Planning Commission/Appeals Board for a Declaration of Public Nuisance.

On March 18, 2025, the City's Planning Commission/Appeals Board adopted Resolution No. 2025-003 declaring the property a Public Nuisance and ordering the property owner to abate the nuisance within ninety (90) days. The property owner failed to take the required action and abate the nuisance. Multiple attempts were made by staff to contact the property owner by phone and mail to no avail.

On July 2, 2025, the City Attorney mailed a Final Order to Comply Letter to the property owner, giving the property owner until July 11, 2025, to make contact and take the required action. As of the printing of this Staff Report, the property owner has not responded to the City Attorney's Letter.

Attachments:

1. Demolition, Clean Up, and Remediation Estimates.
2. Photographs of the subject property.

ATTACHMENT - 1
Demolition and Clean Up Estimates

1. A+ Junk Removal & Construction Clean-up Inc.
\$50,995.00 + \$10,000.00 (asbestos remediation) = **\$60,995.00**

2. BeckCo, Inc. (Demolition Contractors)
\$52,250.00 + \$10,000.00 (asbestos remediation) = **\$62,250.00**

3. AMPCO Contracting, Inc.
\$90,800.00 + \$10,000.00 (asbestos remediation) = **\$100,800.00**

4. Joshua Grading & Excavating, Inc.
\$103,575.00 + \$10,000.00 (asbestos remediation) = **\$113,575.00**

ATTACHMENT - 2
Photographs of subject property

