



City of Highland

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

City Council Regular Meeting Agenda

November 12, 2025 at 6:00 PM

City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

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 Brown Act, any writings or documents provided to a majority of the legislative body regarding any item on this agenda, that are not exempt from disclosure under the California Public Records Act, will be made available for public inspection at City Hall, 27215 Base Line Highland, CA 92346, during normal business hours. Such documents will also be made available on the City's website at www.cityofhighland.org.

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.

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.

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Report From Closed Session

Special Presentations

Community Spirit Award recognizing Miko Flores, Firefighter Lee Fonseca, Firefighter Michael Watanabe, and Firefighter Jesus Feria for their heroic actions in saving a Highland resident's life.

Public Comment

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 3 minutes each. For those wishing to make public comments by email, please submit your comments by 5:00 p.m. on November 12, 2025, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the agenda, please identify the agenda item number. Members of the public may submit comments on public hearing items at any time before the meeting, as well as during the meeting up until the close of the public hearing for the respective item.

City Council Consent Calendar

1. Waive the Reading of All Ordinances

Waive the reading of all ordinances in their entirety and read by title only.

2. Minutes - October 14, 2025 Joint City Council Regular Meeting & Housing Authority Special Meeting

Approve the minutes as submitted.

3. Warrant Register No. 783

Approve Warrant Register #783; Warrants in the amount of \$2,057,933.73 and Payroll in the amount of \$272,756.58.

4. Treasurer's Report for September 2025

Receive and file the Treasurer's Report for September 2025.

5. Claim Considerations

George Hills recommends the City Council reject the claims.

6. Proposed City of Highland Community Development Block Grant (CDBG) Applications for Fiscal Year 2026-2027 Including One for Enhanced Code Enforcement and One for Pavement Rehabilitation and Ancillary Work on Cole Avenue and 14th Street

1. Approve the City's Application for Enhanced Code Enforcement that supports a portion of the salary and benefits of a Code Compliance Officer, Administrative Assistant, and Community Development Director; and
2. Approve the City's Application to construct pavement rehabilitation and ancillary work on two streets within the CDBG Low-Mod Income eligible block area on Cole Avenue from Base Line to 14th Street and 14th Street from Cole Avenue to Central Avenue.

7. Approval of Amendment to Agreement between the City and San Bernardino County Sheriff's Department Contract for FY 2025-2026 & Amendment No. 5 to the Reimbursement Agreement Between the City of Highland & East Valley Water District (EVWD) for Law Enforcement Services for FY 2025-2026 Due to MOU Negotiated Salary Increases

1. The Finance/Personnel Subcommittee recommends that the City Council authorize the Mayor to execute the amended contract (FY 2025-2026) for Law Enforcement Services with the San Bernardino County Sheriff's Department (Sheriff's Department) to update the salaries in Schedule A; and
2. Approve Amendment No. 5 to the Reimbursement Agreement Between the City of Highland & East Valley Water District (EVWD) for Law Enforcement Services (FY 2025-2026).

8. Bid Award – Bid No. 2025-07, "City of Highland Recycle and Refuse Dumpster Enclosure Project"

1. Award the bid for Bid No. 2025-07 "City of Highland Recycle and Refuse Dumpster Enclosure Project" Contract to the lowest responsive bidder, Gentry General Engineering, Inc. in the amount of \$117,154.00; and
2. Approve a budget adjustment of \$48,000 from the Unreserved/Undesignated Development Impact Fee (DIF) fund balance (Acct # 007-2100) to be expended from Facility Construction (Acct # 007-8330-6803).

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9. Grant Funding Agreement between the City of Highland and San Bernardino County Transportation Authority (SBCTA) for the Base Line/Greenspot Road Smart Corridor Project
 1. Approve the Agreement between the City of Highland and San Bernardino County Transportation Authority (SBCTA) for the Base Line/Greenspot Rd Smart Corridor Project; and
 2. Authorize the Mayor to sign the Agreement.

 10. Declare Three (3) Seats Vacant on the Community Trails Committee
 1. Declare three (3) seats vacant on the Community Trails Committee; and
 2. Direct the City Clerk to advertise the vacancies on the Community Trails Committee.

 11. Notice of Completion - Bid No. 2025-05, "2025 Arterial Resurfacing Project", (Project No. ola23002)
 1. Accept Bid No. 2025-05, "2025 Arterial Resurfacing Project", (Project No. ola23002) as complete;
 2. Authorize the Mayor to sign the Notice of Completion; and
 3. Direct the City Clerk to file the Notice of Completion.

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.

12. A Public Hearing to Confirm the Costs of Abatement and Establish a Special Assessment Against the Respective Parcel of Land Described as Tax Assessor's Parcel Number 0273-261-06, Generally Located at 25646 Base Line, San Bernardino, CA 92410 (Within the Corporate Boundaries of the City of Highland)
 1. Conduct a public hearing and adopt Resolution No. 2025- ____, confirming the costs and expenses in the amount of \$75,353.55 that have been expended by the City to abate the Public Nuisance on the above Property, as itemized in the attached invoices;
 2. Approve a Special Assessment against the above Property which will be collected at the same time and in the same manner as ordinary municipal taxes and shall be subject to the same procedure for foreclosure and sale in case of delinquency; and
 3. Direct staff to effectuate the recordation of the subject Notice of Lien for Abatement of Public Nuisance in the Office of the San Bernardino County Recorder; a copy of the Special Assessment Lien shall also be filed with the Assessor and Tax Collector of San Bernardino County.

13. Ordinance No. 477, an Ordinance of the City Council of the City of Highland, Amending Title 15 of the Highland Municipal Code Adopting by Reference, the California Code of Regulations Title 24, Comprising Part 1 the 2025 California Administrative Code; Part 2 the 2025 California Building Code, Volumes 1 and 2, with Appendices F, G, H, I, J, N, and Chapter 1, Division II; Part 2.5 the 2025 California Residential Code, with Appendices AB, BF, CI; Part 3 the 2025 California Electrical Code; Part 4 the 2025 California Mechanical Code; Part 5 the 2025 California Plumbing Code, with Appendix H; Part 6 the 2025 California Energy Code; Part 7 the 2025 California Wildlife-Urban Interface Code; Part 8 the 2025 California Historical Building Code; Part 9 the 2025 California Fire Code, with Appendices Chapter 4, B, BB, C, CC, D, E, F, G, H, I, K, N, O, P and Q; Part 10 the 2025 California Existing Building Code; Part 11 the 2025 California Green Building Standards Code; and Part 12 the 2025 California Referenced Standards Code; Together With Certain Amendments Thereto, and Making a Finding of Exemption Under the California Environmental Quality Act; and Resolution No. 2025-____, a Resolution of the City Council of the City of Highland Making Express Findings and Determinations that Modifications to the 2025 California Building Code, 2025 California Residential Code, 2025 Wildland-Urban Interface Code, and the 2025 California Fire Code as Adopted by the City of Highland, are Reasonably Necessary because of Local Climatic, Geological and/or Topographical Conditions
1. Open and conduct a public hearing, and conduct a second reading of Ordinance No. 477; and
 2. Adopt Resolution No. 2025-____, making express findings for modifications to the 2025 California Residential Building Code, 2025 California Building Code, 2025 California Wildland-Urban interface Code, and the 2025 California Fire Code.

14. Conduct a Public Hearing and Adopt Resolution No. 2025-____ Amending the Fee Schedule for Storage Impound Release Processing Fees

The Finance/Personnel Subcommittee recommends the City Council conduct a Public Hearing and adopt Resolution No. 2025-____, amending the Fee Schedule for storage impound release processing fees.

City Council Legislative

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

Discussion and possible action.

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

Discussion and possible action.

Announcements

Closed Session

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

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

Significant exposure to litigation: One case.

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 meeting of the City Council is scheduled for December 9, 2025.

Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted 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) at least seventy-two (72) hours prior to the meeting per Government Code Section 54954.2.


