



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

Joint City Council Regular Meeting & Housing Authority Special Meeting Agenda

October 14, 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 - City Council and Housing Authority

Invocation

Pledge of Allegiance

Roll Call

Report From Closed Session

Special Presentations

Introduction - Marvin Hernandez, YMCA Executive Director

10-Year Employee Service Recognition - Leticia Nava-Cruz, Director of Administrative Services/City Treasurer

Public Comment

To address the City Council and Housing Authority, 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 October 14, 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 - September 9, 2025 Regular City Council Meeting

Approve the minutes as submitted.

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3. Warrant Register No. 782
Approve Warrant Register No. 782; Warrants in the amount of \$4,596,853.65 and Payroll in the amount of \$274,440.45
 4. Treasurer's Report for August 2025
Receive and file the Treasurer's Report for August 2025.
 5. Claim Consideration - Frances Trujillo
George Hills recommends the City Council reject the claim.
 6. Records Destruction Authorization
Approve the destruction of certain records.
 7. Conflict of Interest Code Amendment
Adopt Resolution No. _____, amending the City's Conflict of Interest Code.
 8. Second Reading of Ordinance No. 476 Amending Section 2.36.040 of the Highland Municipal Code to Add Fees for Passport Photography Services and Adoption of Resolution Establishing Fees for Passport Photography Services
 1. Conduct a second reading, read by title only, and waive further reading of Ordinance No. 476 amending Section 2.36.040 of the Highland Municipal Code to add fees for passport services; and
 2. Adopt Resolution No. _____, establishing a schedule of fees for passport photography services.
 9. Community Development Block Grant (CDBG) Subrecipient Contract between the City of Highland and Highland District Council on Aging, Inc. to Provide for Senior Programs, Activities, and Services to Improve Quality of Life, Physical Fitness, Social Programs, Daily Interaction and Nutrition to Low- and Moderate-Income Seniors
Approve the Contract and authorize execution by the Assistant Community Development Director.
 10. Community Development Block Grant (CDBG) Subrecipient Contract between the City of Highland and Central Little League to Provide Youth Baseball and Softball Programs
Approve the Contract and authorize execution by the Assistant Community Development Director.
 11. Community Development Block Grant (CDBG) Subrecipient Contract between the City of Highland and the Highland Family YMCA to Provide Health and Wellness Programs and Resources
Approve the Contract and authorize execution by the Assistant Community Development Director.

12. San Bernardino County Flood Control District Purchase and Sales Agreement (PSA) Twelve (12) Month Escrow Extension

Authorize the City Manager to execute the necessary escrow documents to effectuate the subject escrow extension for an additional twelve (12) months.

13. Resolution No. 2025-XX, a Resolution of the City Council of the City of Highland, California Terminating the Local Emergency in the City of Highland Related to the Line Fire

Adopt Resolution No. 2025-_____, Terminating Proclamation of the Local Emergency related to the Line Fire in the City of Highland.

14. Yuhaaviatam of San Manuel Nation Restricted Grant Agreement

Authorize the City Manager to sign the attached Yuhaaviatam of San Manuel Nation Restricted Grant Agreement to replace handheld radio communications equipment for the City's Fire Department.

15. Bid Award - 2025-06 Highland City Hall Fence and Gates Project (Work Program)

1. Award the bid for Bid No. 2025-06 "Highland City Hall Fence and Gates Project" Contract to the lowest responsive bidder, Golden West Fence in the amount of \$193,624.00; and
2. Approve a budget adjustment of \$120,000 from the Unreserved/Undesignated Development Impact Fee (DIF) fund balance (Acct # 007.2100) to be expended from Facility Construction (Acct # 007-8330-6803).

City Council Public Hearing

16. Introduction and First Reading of 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

By motion:

1. Waive full reading and introduce Ordinance No. ____, as read by title only, and
2. Schedule a public hearing on the proposed adoption of Ordinance No. ____ for the November 12, 2025 City Council meeting, and direct staff to provide notice of said public hearing.

City Council Legislative17. Selection of an Event Date and Budget for the 28th Annual Citrus Harvest Festival

The Historic and Cultural Preservation Board recommends the City Council:

1. Select March 28, 2026, as the Event Date for the Citrus Harvest Festival with a Rain Date of April 4, 2026; and
2. Adopt the Budget.

18. Consideration of Proposals for the City's Tow Rotation List Program Beginning January 1, 2026 and ending December 31, 2027

1. Review the proposals from the Tow Operators and award two (2) year agreements to participate in the City's Tow Rotation Program; and
2. Authorize the Mayor to execute the associated agreements.

19. Appoint One (1) Member of the Public to the Community Trails Committee

Appoint one (1) member of the public to the Community Trails Committee.

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

Discussion and possible action.

21. 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.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Garay v. City of Highland, San Bernardino County Court Case Number CIVDS1920292

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(2)

A point has been reached where, based on existing facts and circumstances, there is a significant exposure to litigation against the City resulting from a claim submitted by Lucia Cruz related to property damage that occurred to a backyard retaining wall at 28599 Cherokee Rose Drive in the City of Highland on August 1, 2024. The claim that was submitted on March 6, 2025 is available for public inspection at the City Clerk's office.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

City of Highland v. Shahatit, et al., San Bernardino County Court Case Number CIVSB2418718

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

City of Highland v. Pathak, et al., San Bernardino County Court Case Number CIVSB2521254

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code Section 54956.8

Property: 7433 Central Avenue, Highland, California - San Bernardino County Assessor's
Parcel Numbers 1192-431-04 and 05

City/Authority Negotiator: Lawrence Mainez, Community Development Director

Negotiating Parties: Highland Housing Authority, City of Highland and Wakeland Highland LP,
a California limited partnership

Under Negotiation: Instructions to City/Authority concerning price and terms of payment

Adjourn Joint City Council Regular Meeting and Housing Authority Special Meeting

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 November 12, 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.


