



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Special Meeting
February 18, 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

John P. Timmer, Councilmember
District 4

Vacant, Councilmember
District 2

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 the meeting agenda and distributed by the City of Highland to all or a majority of the City Council 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 SPECIAL MEETING FEBRUARY 18, 2025 - 6:00 p.m.

NOTICE IS HEREBY GIVEN that a special meeting of the Highland City Council is hereby called to be held on February 18, 2025, at 6:00 p.m. in the City Council Chambers of City Hall located at 27215 Base Line, Highland, California. Said special meeting shall be for the purpose of conducting business in accordance with the attached Agenda.

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT (LIMITED TO ITEMS ON THIS AGENDA ONLY)

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 February 18, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the February 18, 2025 agenda, please identify the agenda item number in the subject line.

CITY COUNCIL BUSINESS

1. Hold Candidate Interviews and Consider Appointment of Candidate to Fill the City Council Vacancy in District 2 and if an Appointment is Not Made, Call a Special Election to Fill the Vacancy

RECOMMENDATION: That the City Council:

- 1) Interview candidates determined eligible to fill the vacant City Council District 2 seat;
- 2) Appoint one of the interviewed candidates to fill the vacant City Council District 2 seat; and
- 3) Adopt Resolution No. 2025-____, confirming the appoint.

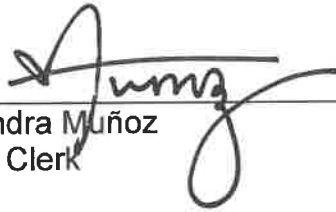
OR

- 1) If after interviewing the candidates, the City Council does not appoint a candidate to fill the vacancy, select to fill the vacancy through a special election to be held on November 4, 2025;
- 2) Adopt Resolution No. 2025-____, calling for a special election and requesting that the County consolidate the City election with the County election;
- 3) Adopt Resolution No. 2025-____, adopting regulations for candidate statements; and
- 4) Approve a budget adjustment from 001-2100 (General Fund-Unreserved, Undesignated) to be expended from 001-1200-4335 (City Clerk-Elections) once final election costs are provided by the San Bernardino County Registrar of Voter's Office.

ADJOURN

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before February 14, 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: February 14, 2025



Alondra Muñoz
City Clerk



STAFF REPORT

TO THE CITY COUNCIL

DATE: February 18, 2025

FROM: Carlos Zamano, City Manager

REVIEWED BY: Maricela Marroquin, City Attorney

PREPARED BY: Alondra Muñoz, City Clerk

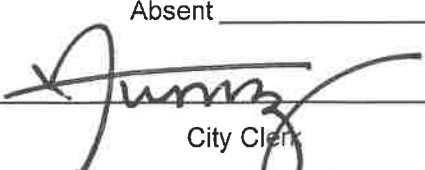
SUBJECT: Hold Candidate Interviews and Consider Appointment of Candidate to Fill the City Council Vacancy in District 2 and if an Appointment is Not Made, Call a Special Election to Fill the Vacancy

RECOMMENDATION: That the City Council:

- 1) Interview candidates determined eligible to fill the vacant City Council District 2 seat;
- 2) Appoint one of the interviewed candidates to fill the vacant City Council District 2 seat; and
- 3) Adopt Resolution No. 2025-___ confirming the appointment.

OR

- 1) If after interviewing the candidates, the City Council does not appoint a candidate to fill the vacancy, select to fill the vacancy through a special election to be held on November 4, 2025;
- 2) Adopt Resolution No. 2025-___, calling for a special election and requesting that the County consolidate the City election with the County election;
- 3) Adopt Resolution No. 2025-___, adopting regulations for candidate statements; and
- 4) Approve a budget adjustment from 001-2100 (General Fund-Unreserved, Undesignated) to be expended from 001-1200-4335 (City Clerk-Elections) once final election costs are provided by the San Bernardino County Registrar of Voter's Office.

Approved _____	Motion _____	Second _____	Agenda Item No. <u>1</u>
Denied _____	Ayes _____		
Continued _____	Noes _____		File No. _____
Tabled _____	Abstain _____		
	Absent _____		
 City Clerk		 City Manager	

FISCAL IMPACT: Appointment of a successor to fill the unexpired District 2 City Council term will have no cost impact. Holding a special election would incur election costs to consolidate with the County of San Bernardino Registrar of Voter's Office (Registrar). A request for estimated costs has been submitted to the Registrar and is under review.

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: Former Councilmember Anaëli Solano provided her letter of resignation effective December 20, 2024, creating a vacancy on the Highland City Council for District 2. She was elected to the City Council in the November 2022 General Election to serve a four (4) year term.

To fill the vacancy, under state law, the City Council must either call a special election or fill the vacancy by appointment by February 18, 2025. Government Code Section 36512(b) states, "If a vacancy occurs in an elective office provided for in this chapter, the council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy."

The successor councilmember may serve until the expiration of Councilmember Solano's term, which is November 2026. The person appointed or elected must be:

- A resident of District 2;
- A registered voter; and
- A United States citizen 18 years of age or older.

APPOINTMENT

At the January 28, 2025 City Council Special Meeting, the City Council voted to explore filling the vacancy through appointment. Announcements of the vacancy and appointment process were posted and shared in agenda locations, social media, the city's website, and the Highland Chamber of Commerce's website. In addition, a mailer was distributed to every household with a registered voter in District 2. The deadline for applications was Friday, February 14, 2025 by 11:00 a.m.

Four applications were received, which are attached. The applicants are as follows:

- 1) Moori Richardson
- 2) Mark Brandon Valadez
- 3) Svetlana Abdulkarim
- 4) Jimmy Saldana

The City Clerk confirmed that all four applicants are registered voters in District 2. If the City Council makes an appointment, the selected appointee will be sworn in on Tuesday, March 11, 2025 at the Regular City Council meeting.

The appointee to fill the vacant District 2 seat, shall hold office for the balance of the remaining term through the November 3, 2026 election.

CALLING AND CONDUCTING THE SPECIAL MUNICIPAL ELECTION

If the City Council does not appoint a replacement, it is required to call a special election. Government Code Section 36512(b)(1) states the City Council must adopt a resolution by February 18, 2025, calling for a special election at the next regularly established election date not less than 114 days from the call of the election. That date is November 4, 2025. The District 2 seat would remain vacant until the November 4, 2025 Special Municipal Election is certified and the elected successor takes office. The person elected would then hold office for the remainder of the unexpired term through the November 3, 2026 election.

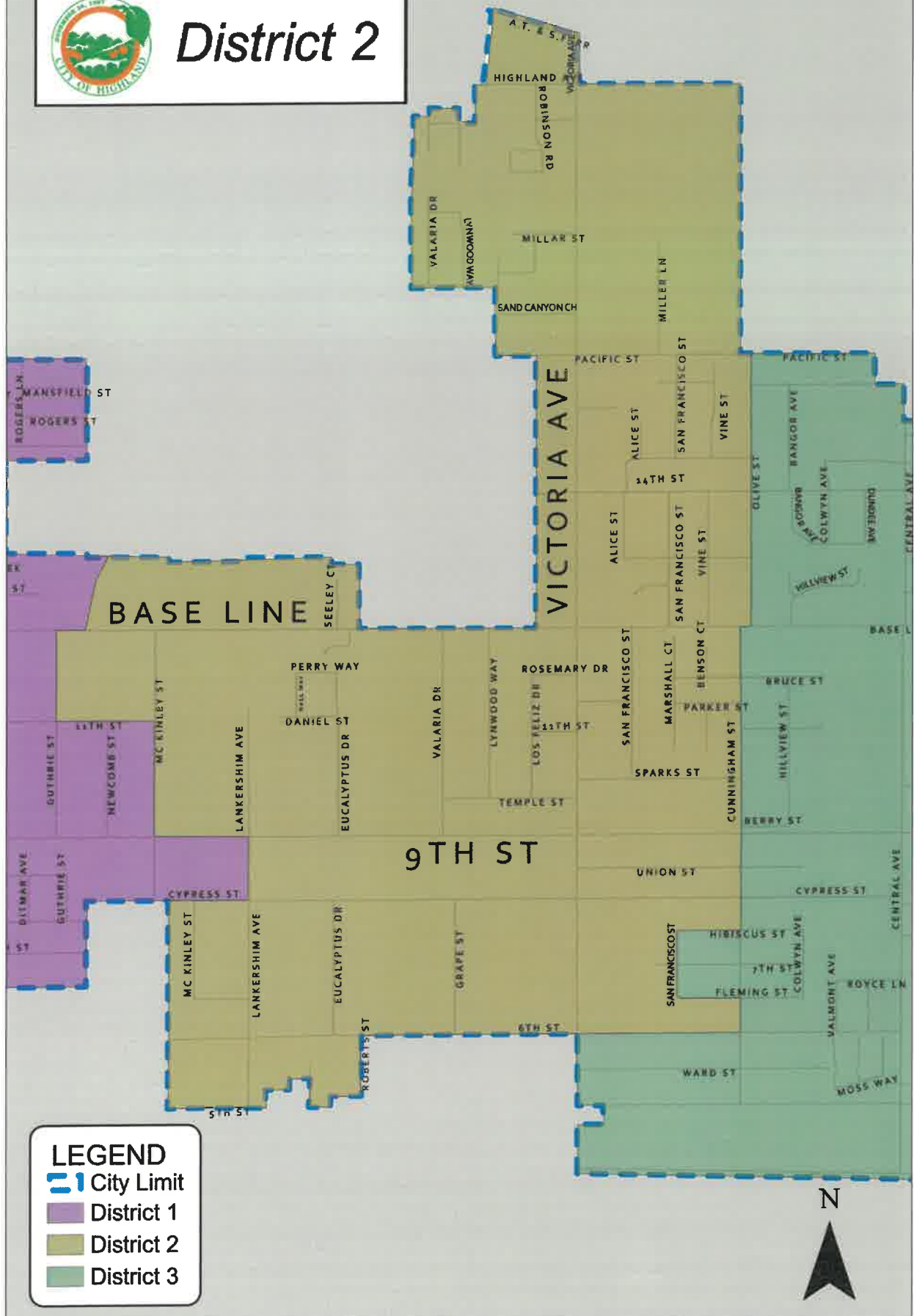
The City of Highland has consolidated its Municipal Elections with Statewide and Presidential General Elections since 1987. The San Bernardino County Registrar of Voters has also provided election-related services for special municipal elections and would provide the same for the November 4, 2025 Special Municipal Election for District 2. These services include hiring poll workers, establishing vote centers, translating, printing and mailing the voter information guide, and canvassing the ballots.

Attachments: 1) District 2 Map
2) Public Service Applications
3) Resolution No. 2025-XXX Appointment
4) Resolution No. 2025-XXX calling and giving notice of a Special Municipal Election to be held on November 4, 2025, and requesting the SB County Registrar of Voters to provide election services
5) Resolution No. 2025-XXX adopting regulations for candidate statements

ATTACHMENT 1



District 2



ATTACHMENT 2



RECEIVED

FEB 10 2025

Received: CITY OF HIGHLAND
CITY CLERK

**PUBLIC SERVICE APPLICATION
TO SERVE ON THE CITY COUNCIL (DISTRICT 2 SEAT)**

To serve on the Highland City Council, an applicant must be at least 18 years of age, reside, and be a registered voter in the City of Highland - District 2. (Attached for your reference is the District 2 map)

Applicants to be considered for this appointment must be available for the City Council Special Meeting scheduled for Tuesday, February 18, 2025 at 6:00pm.

PERSONAL INFORMATION:

Name: Moore Richardson

Residential Address (Cannot be a mailing address or PO Box):

7 St Highland CA 92346

How long have you resided in Highland? 10 years

Home phone: Cell phone:

Work phone:

Email address:

Occupation/Employer: founder of More Laughs

Employer address: 10927 Rincon St home link CA

Position held: founder/CEO

Note: The City of Highland reserves the right to use the information provided on this application to verify your residential address and voter registration status.

INTEREST IN THE POSITION:

Please state the reasons why you want to be a Councilmember?

I WANT to be a Council Member to Serve my Community, create positive Change, ADVOCATE FOR the people and Strengthen Local government. I would also like to BUILD Community Relationship. Improve Quality of Life, and Set a good example of LEADERSHIP.

Can you think of any reason a conflict may arise that would prevent you from serving?

NO, there is NO CONFLICT that will ARISE to prevent ME from serving. I AM Committed to becoming a Council Member.

Are you a party to or have been a party to any legal action against the City?

NO I AM NOT ASSOCIATED WITH ANY LEGAL ACTION AGAINST THE City.

Education, training or special knowledge which might be relevant to this appointment:

I AM ACTIVE IN my Community. I AM a Community LEADER, I HOST FUNDRAISERS, CHARITY EVENTS, FESTIVALS, I CREATE OPPORTUNITIES and JOBS.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

I AM THE COFOUNDER OF ACE FITNESS
I WAS THE ATHLETIC DIRECTOR FOR THE YMCA
I RAISED OVER \$10K AT A FUNDRAISER, ALL PROCEEDS
WERE DONATED TO THE PATIENT.

Have you been, or are you now, a member of a governmental board, commission or committee?

☐ Yes

☒ No

If so, please list the name(s) and dates served:

N/A

REFERENCES:

1. DR. WILLIAM GREER
2. DUSTIN MCPHERSON
3. EBONY ROBINSON

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment.

IF ELECTED I WOULD LIKE TO LEAVE A LASTING
POSITIVE MARK ON MY COMMUNITY THAT
FUTURE GENERATIONS CAN BENEFIT FROM.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge.

SIGNATURE: M-P

DATE: 2-5-2025

Please submit the completed application to the City Clerk's Office in-person, via mail or by fax on or before **Friday, February 7, 2025 at 3:00pm** to:

CITY OF HIGHLAND
CITY CLERK'S OFFICE
27215 BASE LINE
HIGHLAND, CA 92346
Fax: (909) 862-3180

For questions regarding this application or the appointment process, please contact the Highland City Clerk at (909) 864-6861 or at amunoz@cityofhighland.org.

PUBLIC INFORMATION. *Becoming an applicant for consideration to fill a city council seat means that information about the applicant contained herein will become a matter of public record immediately. As such, these documents must be available to the public for inspection and copying. However, confidential information of the applicant may be redacted as required by law.*

RECEIVED

FEB 11 2025



CITY OF HIGHLAND
AT 10:34 AM
WALK IN

Received: EILEEN PRADO

**PUBLIC SERVICE APPLICATION
TO SERVE ON THE CITY COUNCIL (DISTRICT 2 SEAT)**

To serve on the Highland City Council, an applicant must be at least 18 years of age, reside, and be a registered voter in the City of Highland - District 2. (Attached for your reference is the District 2 map)

Applicants to be considered for this appointment must be available for the City Council Special Meeting scheduled for Tuesday, February 18, 2025 at 6:00pm.

PERSONAL INFORMATION:

Name: Svetlana Abdulkarim

Residential Address (Cannot be a mailing address or PO Box):
Highland CA, 92346

How long have you resided in Highland? 10 Years

Home phone: _____ Cell phone: _____

Work phone: _____

Email address: _____

Occupation/Employer: Teacher / iQ Academy of California - Los Angeles

Employer address: 50 Moreland Rd, Simi Valley, CA 93065

Position held: Certificated Teacher

Note: The City of Highland reserves the right to use the information provided on this application to verify your residential address and voter registration status.

INTEREST IN THE POSITION:

Please state the reasons why you want to be a Councilmember?

I want to serve as a Councilmember to give back to my community and grow as a leader. My experience in education, program coordination, and budget management has given me skills in advocacy, collaboration, and fiscal oversight. I also see this role as a chance to learn how city government operates while ensuring District 2 residents are well-represented in city decisions. I am eager to serve, listen, and contribute to Highland's continued success.

Can you think of any reason a conflict may arise that would prevent you from serving?

At this time, I do not anticipate any conflicts that would prevent me from serving.

I am committed to balancing my responsibilities and ensuring that I can fully participate in city council meetings and decisions.

Are you a party to or have been a party to any legal action against the City?

No, I have never been a party to any legal action against the City of Highland.

Education, training or special knowledge which might be relevant to this appointment:

Doctoral Student (Ed.D.) – Educational Justice: Focus on policy, leadership, and advocacy.

MBA – Business Administration: Expertise in budget management and strategic planning.

Grant & Financial Oversight: Managed an \$80,000 CPA grant annually, ensuring compliance.

Community & Workforce Development: Experience in program coordination and stakeholder engagement.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

Academy of Business Coordinator, Banning High School – Managed an \$80,000 CPA grant, developed community partnerships, and organized career fairs and business networking events to connect students with local industries.

CTI Coach – Mentored educators, provided leadership training, and supported instructional equity initiatives.

English & Business Teacher, Banning High School – Developed workforce readiness programs and collaborated with stakeholders to enhance student career opportunities.

Have you been, or are you now, a member of a governmental board, commission or committee?

☐ Yes

☒ No

If so, please list the name(s) and dates served:

REFERENCES:

1. Cheri Veilleux -

2. Joanna Soto -

3. Tamara Griffey -

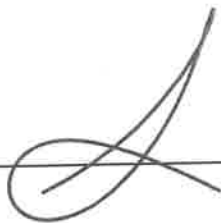
REMARKS:

Please indicate any further information you wish to add regarding your desired appointment.

Strong leadership isn't just about experience—it's about the ability to listen, adapt, and take action. I am committed to ensuring that Highland's policies reflect the needs of the community, supporting responsible growth, and making informed decisions that enhance residents' quality of life.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge.

SIGNATURE: _____



DATE: 02/10/2025

Please submit the completed application to the City Clerk's Office in-person, via mail or by fax on or before **Friday, February 14, 2025 at 11:00am** to:

CITY OF HIGHLAND
CITY CLERK'S OFFICE
27215 BASE LINE
HIGHLAND, CA 92346
Fax: (909) 862-3180

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RECEIVED

FEB 10 2025

CITY OF HIGHLAND
AT 10:12 AM

Received: EILEEN PRADO

PUBLIC SERVICE APPLICATION TO SERVE ON THE CITY COUNCIL (DISTRICT 2 SEAT)

To serve on the Highland City Council, an applicant must be at least 18 years of age, reside, and be a registered voter in the City of Highland - District 2. (Attached for your reference is the District 2 map)

Applicants to be considered for this appointment must be available for the City Council Special Meeting scheduled for Tuesday, February 18, 2025 at 6:00pm.

PERSONAL INFORMATION:

Name: Mark Brandon Valadez

Residential Address (Cannot be a mailing address or PO Box):

San Bernardino, CA 92410

How long have you resided in Highland? 23 years (Since I was born)

Home phone: 3 Cell phone: 1

Work phone: 3

Email address: m

Occupation/Employer: Traffic Control Specialist at Yamava

Employer address: 777 San Manuel Blvd Highland, CA 92346

Position held: Traffic Control Specialist

Note: The City of Highland reserves the right to use the information provided on this application to verify your residential address and voter registration status.

INTEREST IN THE POSITION:

Please state the reasons why you want to be a Councilmember?

As a resident of District 2, I'd want to better our city by giving and establishing my proposals that will benefit District 2 Community.

Can you think of any reason a conflict may arise that would prevent you from serving?

There isn't anything that will prevent me from serving.

Are you a party to or have been a party to any legal action against the City?

This is a negative. I have never partaken.

Education, training or special knowledge which might be relevant to this appointment:

Associates Degree in Sociology from San Bernardino Valley College. I speak English and Spanish. Many skills from previous job like Customer Service.

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

Have you been, or are you now, a member of a governmental board, commission or committee?

☐ Yes

☒ No

If so, please list the name(s) and dates served:

REFERENCES:

1. Luis Yebra () -

2. Elmer Gonde () -

3. Christopher Sanchez () -

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge.

SIGNATURE: Mark Vallejo

DATE: 2/10/2025

Please submit the completed application to the City Clerk's Office in-person, via mail or by fax on or before Friday, February 14, 2025 at 11:00am to:

CITY OF HIGHLAND
CITY CLERK'S OFFICE
27215 BASE LINE
HIGHLAND, CA 92346
Fax: (909) 862-3180

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RECEIVED

FEB 12 2025

CITY OF HIGHLAND
WALK IN AT
2:30 PM

Received: EILEEN PRADO

**PUBLIC SERVICE APPLICATION
TO SERVE ON THE CITY COUNCIL (DISTRICT 2 SEAT)**

To serve on the Highland City Council, an applicant must be at least 18 years of age, reside, and be a registered voter in the City of Highland - District 2. (Attached for your reference is the District 2 map)

Applicants to be considered for this appointment must be available for the City Council Special Meeting scheduled for Tuesday, February 18, 2025 at 6:00pm.

PERSONAL INFORMATION:

Name: Jimmy Saldana

Residential Address (Cannot be a mailing address or PO Box):

Highland CA 92346

How long have you resided in Highland? Since May of 2015

Home phone: _____ Cell phone: _____

Work phone: _____

Email address: _____

Occupation/Employer: Showcase Auto Glass & Saldana Properties LLC

Employer address: 26411 E Baseline St, Highland CA 92346

Position held: Owner/CEO

Note: The City of Highland reserves the right to use the information provided on this application to verify your residential address and voter registration status.

INTEREST IN THE POSITION:

Please state the reasons why you want to be a Councilmember?

As a longtime resident and business owner in Highland, I am deeply committed to the growth, safety, and prosperity of our community.

I want to serve as a councilmember to advocate for local businesses, improve public safety and enhance city infrastructure. My Experience as a business owner gives me insight into the challenges our economy faces, and I am dedicated to fostering a business-friendly environment.

I also believe in supporting youth programs and ensuring residents have a voice in city decisions. Through transparent leadership, I will work to address community concerns and drive positive change. My goal is to make Highland a thriving, safe and well managed city for generations to come.

Can you think of any reason a conflict may arise that would prevent you from serving?

None

Are you a party to or have been a party to any legal action against the City?

N/A

Education, training or special knowledge which might be relevant to this appointment:

I have three years of college education with a major in business, which has provided me with a strong foundation in management, finance, and strategic planning which I feel are key skills that are valuable for city governance. As a business owner in Highland, I have firsthand experience in budgeting, operations, and customer relations, which have strengthened my ability to make informed decisions and problem-solve effectively. Additionally, my experience navigating local regulations and working with various stakeholders has given me the insight into city planning, economic development, and community needs. I have also participated in leadership roles that require collaboration, critical thinking, and effective communication. My background equips me with the knowledge and practical skills necessary to contribute to the city council and help drive Highland's continued growth and success..

Employment, membership in service or community organizations or volunteer work which might be relevant to this appointment:

As a business owner in Highland, I have actively contributed to the local economy and engaged with the community through my work.

I have built strong relationships with residents, businesses, and local organizations, allowing me to understand the needs and challenges

of our city. Additionally, I have participated in community events and supported local initiatives aimed at economic growth, public safety and

youth development. My experience in leadership roles has given me the ability to collaborate with diverse groups, work towards common goals and advocate for positive change.

Have you been, or are you now, a member of a governmental board, commission or committee?

☐ Yes☒ No

If so, please list the name(s) and dates served:

REFERENCES:

1. Ken Carroll

Jurupa Valley CA 92509 - Auto Club Adjuster

2. Alexia Barberena

Colton CA 92324 - City Planner for the City of Fontana

3. Manuel Acosta

- I, Highland CA 92346 - Highland Resident & Local Business owner

REMARKS:

Please indicate any further information you wish to add regarding your desired appointment.

I have had the opportunity to travel the world, meeting people from diverse backgrounds and experiencing different cultures, which has given me a broader perspective on community development, economic growth, and effective governance. These experiences have strengthened my ability to connect with people, appreciate different viewpoints, and find innovative solutions to challenges. Combined with my background as a business owner and active community member in Highland, I bring a well-rounded perspective that values inclusivity, collaboration, and forward-thinking leadership. I am committed to using my experience and global insight to help Highland continue to grow and thrive while preserving the unique character of our city.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge.

SIGNATURE: _____

DATE: _____

2/12/2025

Please submit the completed application to the City Clerk's Office in-person, via mail or by fax on or before **Friday, February 14, 2025 at 11:00am** to:

CITY OF HIGHLAND
CITY CLERK'S OFFICE
27215 BASE LINE
HIGHLAND, CA 92346
Fax: (909) 862-3180

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ATTACHMENT 3

RESOLUTION NO. 2025-____
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,
APPOINTING A MEMBER TO FILL THE OFFICE OF CITY COUNCILMEMBER ANAELI
SOLANO FOR DISTRICT 2, AS A RESULT OF RESIGNATION

WHEREAS, Councilmember Anaeli Solano submitted her resignation from the Highland City Council effective December 20, 2024;

WHEREAS, at a Special City Council Meeting on January 28, 2025, the City Council directed staff to advertise the vacancy to determine if the City Council could make an appointment to fill the remainder of the vacated term ending November 2026 pursuant to Government Code Section 36512; and

WHEREAS, at a Special City Council Meeting on February 18, 2025, the City Council held interviews and selected a candidate to serve said term.

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

Section 1. Pursuant to Government Code Section 36512

(Name)

is appointed as a member of the City Council and shall serve for the unexpired term of the former incumbent, Anaeli Solano.

Section 2. The person appointed shall take office effective at the Regular City Council Meeting on March 11, 2025, and serve exactly as if elected at a municipal election for the office.

PASSED, APPROVED AND ADOPTED this 18th day of February, 2025.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk

ATTACHMENT 4

RESOLUTION NO. 2025-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, CALLING FOR AND GIVING NOTICE OF THE HOLDING OF A SPECIAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 4, 2025, TO FILL A VACANCY ON THE CITY COUNCIL, DISTRICT 2, AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES AND CONSOLIDATING THE ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE SAME DAY PURSUANT TO ELECTIONS CODE § 10403

WHEREAS, Councilmember Anaeli Solano was elected to a four-year term to represent City Council District 2 on November 8, 2022; and

WHEREAS, a vacancy in the office of the City Council, District 2, was created by the resignation of Anaeli Solano on December 20, 2024; and

WHEREAS, the term of office in which the vacancy occurs ends in November 2026; and

WHEREAS, the vacancy shall be filled under the provisions of the laws relating to general law cities in the State of California; and

WHEREAS, on February 18, 2025, pursuant to Government Code Section 36512, the City Council provided direction to fill the vacancy in City Council District 2 by calling a special election to fill the remaining term of office; and

WHEREAS, the special election to fill the vacancy must take place at the next regularly established election date that is not less than 114 days from the call of the special election; and

WHEREAS, pursuant to Elections Code Section 1000, the next established election date that is not less than 114 days from the call of the special election made pursuant to this Resolution is November 4, 2025; and

WHEREAS, it is desirable that the Special Municipal Election be consolidated with the San Bernardino County election to be held on the same date and that within the City the precincts, polling places (vote centers) and election officers of the two elections be the same, and that the County election department of the County of San Bernardino canvass the returns of the Special Municipal Election and that the election be held in all respects as if there were only one election.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HIGHLAND DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. After due consideration, and pursuant to applicable law, the City Council hereby determines that the vacancy in City Council District 2 shall be filled by the election of a replacement at a Special Municipal Election. The boundaries of City Council District 2 are more particularly depicted and described in Exhibit "A" to this Resolution.

SECTION 2. That pursuant to the requirements of the laws of the State of California relating to general law cities, there is hereby called and ordered to be held in the City of Highland, County of San Bernardino, State of California, on Tuesday, November 4, 2025, a Special Municipal Election for the purpose of the electing one Member of the City Council Member representing District 2 for the unexpired term of office in which the vacancy was created by the resignation of Anaeli Solis, which expires in November 2026.

SECTION 3. That pursuant to the requirements of Elections Code Section 10403, the Board of Supervisors of the County of San Bernardino is hereby requested to order and agree to the consolidation of the Highland Special Municipal Election with the San Bernardino County election on Tuesday, November 4, 2025, for the purpose of electing one person for District 2 on the City Council of the City of Highland for the remaining term until November 2026.

SECTION 4. The ballots to be used at the election shall be in form and content as required by law. The proceedings, polling places, precincts, precinct board members and officers for the Special Municipal Election shall be the same as those provided for said election. The San Bernardino County Registrar of Voters is hereby authorized to canvass the returns of said Special Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election. The Registrar of Voters shall supervise the canvass of said returns for said County Election and Special Municipal Election and transmit said returns to the City Council of said City which shall thereafter declare the results thereof.

SECTION 5. That the Board of Supervisors is requested to issue instructions to the County election department to take any and all steps necessary for the holding of the consolidated election.

SECTION 6. That the City of Highland recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for all costs associated with the Special Municipal Election upon presentation to the City of a properly approved bill.

SECTION 7. That the polls (vote centers) shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until 8 o'clock p.m. of the same day when the polls (vote centers) shall be closed, pursuant to Elections Code Section 10242, except as provided in Elections Code Sections 14212 and 14401.

SECTION 8. That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 9. That the notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 10. The City Council authorizes the City Manager, or designee, to make necessary budget adjustments, appropriations, and transfers related to this Resolution.

SECTION 11. That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County election department of the County of San Bernardino.

SECTION 12. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED on this 18th day of February, 2025.

Penny Lilburn
Mayor

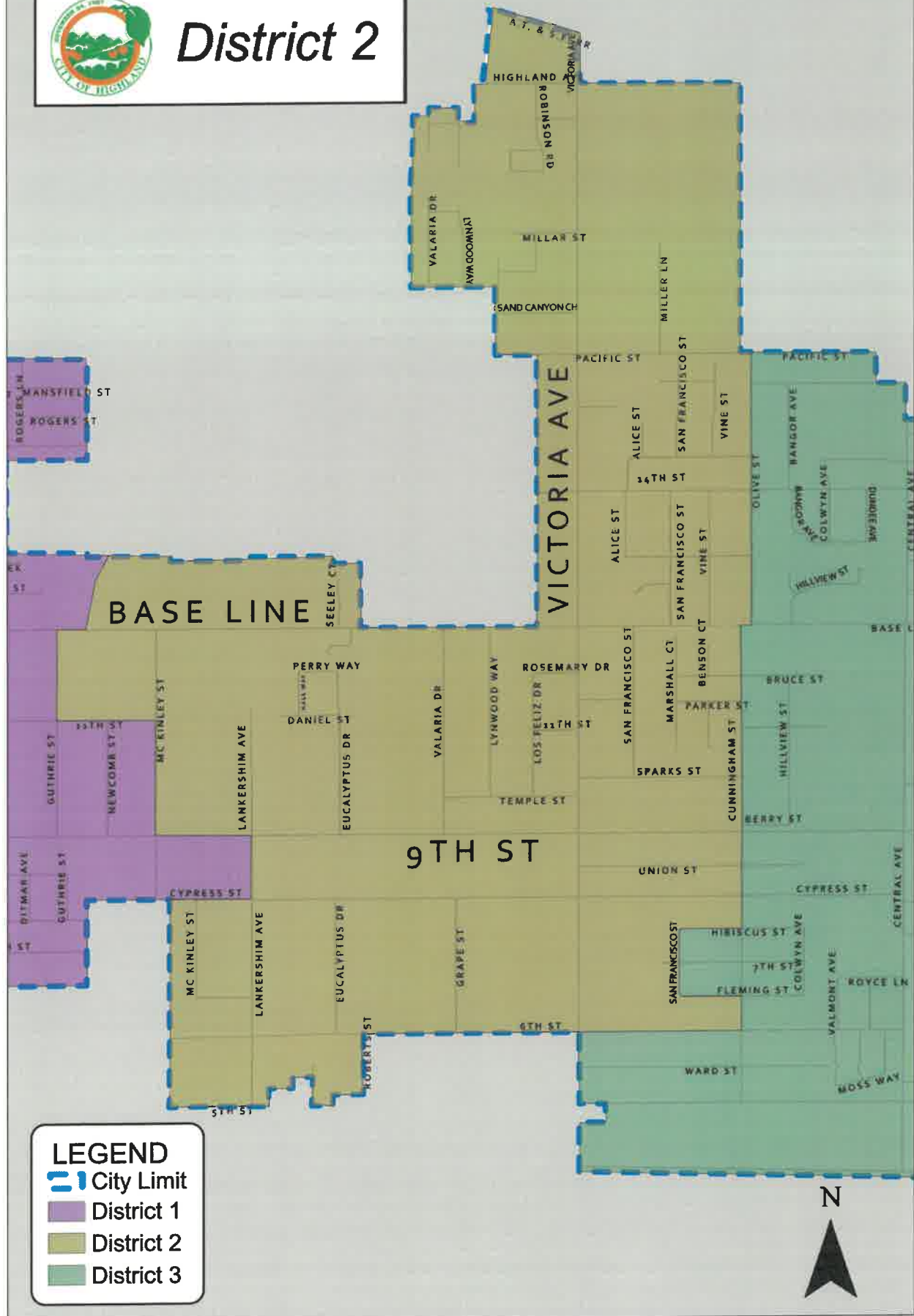
ATTEST:

Alondra Muñoz
City Clerk

Exhibit “A”



District 2



ATTACHMENT 5

RESOLUTION NO. 2025-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE
OFFICE PERTAINING TO CANDIDATES' STATEMENTS SUBMITTED TO THE
VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 4, 2025**

WHEREAS, Elections Code §13307 provides that the governing body of any local agency shall adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidates' statement.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HIGHLAND,
CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS
FOLLOWS:**

Section 1. GENERAL PROVISIONS

That pursuant to Elections Code §13307, each candidate for elective office to be voted for at the Municipal Election to be held in the City of Highland on November 4, 2025, may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's own education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed (in typewritten form) in the office of the City Clerk at the time the candidate's nomination papers are filed. Except as provided in Elections Code §13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

Section 2. FOREIGN LANGUAGE POLICY

A. Pursuant to the Federal Voting Rights Act and Elections Code §14201, candidates' statements will be translated into all languages required by the County of San Bernardino. The County is required to translate candidates' statements into the following language: Spanish.

B. The County will print and mail voter information guides and candidates' statements to all voters in the City of Highland or the County will mail separate voter information guides and candidates' statements in the City of Highland to only those voters who are on the county voter file as having requested a voter information guide in a particular language. The County will make the voter information guides and candidates' statements in the required language available at all polling places, on the County's website, and in the Elections Official office.

Section 3. ADDITIONAL MATERIALS

No candidate will be permitted to include additional materials in the voter information guide.

Section 4. PAYMENT

A. Translations: The candidate shall be required to pay for the cost of translating the candidate's statement into any required foreign language as specified in (A) and (B) of Section 2 above pursuant to Federal and/or State law.

C. Printing: The candidate shall be required to pay the cost of printing the candidate's statement in the voter's pamphlet in all required languages pursuant to Federal and State law. The County of San Bernardino Registrar of Voters shall provide the City Clerk with an estimate of the total cost of printing, handling, translating, mailing, and posting the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the City his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the Clerk is not bound by the estimate. The City Clerk shall bill each candidate for any cost in excess of the deposit and shall refund any unused portion of any deposit. In the event of overpayment, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within thirty days of the election. (Note – Upon receipt of the invoice from the San Bernardino County Registrar of Voters, refunds and/or prorated billings will be used.)

Section 5. MISCELLANEOUS

A. All translations shall be provided by professionally-certified translators.

B. The City Clerk shall allow "capitalization," "indentations," "bullets," and "leading hyphens" to the same extent and manner as allowed in previous City elections.

C. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

Section 6. The City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

Section 7. All previous resolutions establishing Council policy on payment for candidate's statements are repealed.

Section 8. This resolution shall apply only to the election to be held on Tuesday, November 4, 2025, and shall then be repealed.

Section 9. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 18th day of February, 2025.

Penny Lilburn
Mayor

ATTEST:

Alondra Muñoz
City Clerk