



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
March 11, 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

Jimmy Saldana, Councilmember
District 2

John P. Timmer, Councilmember
District 4

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 a regular meeting agenda and distributed by the City of Highland to all or a majority of the City Council less than 72 hours 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 REGULAR MEETING
MARCH 11, 2025 - 6:00 p.m.
AGENDA**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

SPECIAL PRESENTATIONS

Proclamation
American Red Cross Month

Introduction of New Employee
Lucia Mendez - Assistant Engineer

PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)

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 March 11, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the March 11, 2025 agenda, please identify the agenda item number in the subject line. Emailed comments submitted by a speaker that also appears in person to address the same matter will not be read into the record.

ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED COUNCILMEMBER

Jimmy Saldana District 2

CITY COUNCIL BUSINESS

1. Review and Revise Current Membership on City Council Subcommittees, Ad Hoc Committees, and Agency Appointments Following the Councilmember Appointment for District 2
RECOMMENDATION: That the City Council review and revise as appropriate the current membership on various Council Committees, Ad Hocs, and Agency Appointments.

CITY COUNCIL CONSENT CALENDAR

2. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
3. Minutes - February 11, 2025 Regular City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
4. Minutes - February 11, 2025 Special City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
5. Minutes - February 18, 2025 Special City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
6. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 775 for March 11, 2025, in the amount of \$3,446,423.46 and Payroll of \$217,857.30.
7. Treasurer's Report for January 2025
RECOMMENDATION: That the City Council receive and file the Treasurer's Report for January 2025.
8. Claim Consideration - Gilberto Martinez
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
9. Claim Consideration - Carol Garrity
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
10. 2024 Byrne Justice Assistance Grant (JAG) Program Award
RECOMMENDATION: That the City Council:
 - 1) Accept the 2024 Edward Byrne Memorial Justice Assistance Grant (JAG) award in the amount of \$25,854;
 - 2) Authorize the appropriation of grant funds for special project overtime; including gang sweeps, DUI checkpoints, quality-of-life enforcement, and burglary suppression efforts; and
 - 3) Authorize the City Manager, or their designee, to execute any necessary documents related to the grant award and administration.

11. Agreement for Automatic and Mutual Aid with San Bernardino County Fire Protection District
RECOMMENDATION: That the City Council:
1) Approve an Agreement for a term up to five years with San Bernardino County Fire Protection District (SBCFPD);
2) Authorize the Fire Chief to approve the Operating Plan; and
3) Authorize the Mayor to execute the agreement.
12. Easement Acceptance/4Masbaseball, Inc. (Jose Mas) - Single Family Residential (2) Project (7966 and 7972 Cortez Street)
RECOMMENDATION: That the City Council:
1) Accept Grant of Easement for Cortez Street right-of-way dedication from 4Masbaseball, Inc. (Jose Mas); and
2) Direct the City Clerk to record the Grant of Easement.
13. Designation of Authorized Agents to Apply for Federal/State Disaster Relief Funds
RECOMMENDATION: That the City Council adopt Resolution No. 2025-____, designating authorized agents to sign forms and agreements related to Federal/State Disaster Relief Funding on behalf of the City of Highland.
14. Review of the City's 2024 General Plan Implementation Annual Report in Accordance with Government Code § 65400 and § 65588
RECOMMENDATION: That the City Council receive and file the 2024 General Plan Annual Report.

CITY COUNCIL LEGISLATIVE

15. 2025/2026 Work Program
RECOMMENDATION: That the City Council adopt the 2025/2026 Work Program.
16. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
17. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

ANNOUNCEMENTS

CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code § 54957(b)

Title: City Manager

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code § 54957.6

Unrepresented employee: City Manager

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and/or (d)(3):
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 meetings of the City Council for 2025 are as follows: April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 12, December 9.

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before March 6, 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: March 6, 2025



Alondra Muñoz
City Clerk