



CITY OF HIGHLAND

CITY COUNCIL AGENDA

Regular Meeting
August 12, 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
AUGUST 12, 2025 - 6:00 p.m.
AGENDA**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT FROM CLOSED SESSION

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 4:00 p.m. on August 12, 2025, to the City Clerk at publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the agenda, please identify the agenda item number in the subject line. Emailed comments will be distributed to the City Council and retained as part of the public record; however, submissions will not be read out loud during the meeting.

CITY COUNCIL CONSENT CALENDAR

1. Waive the Reading of All Ordinances
RECOMMENDATION: Waive the reading of all Ordinances in their entirety and read by title only.
2. Minutes - July 8, 2025 Regular City Council Meeting
RECOMMENDATION: Approve the Minutes as submitted.
3. Warrant Register
RECOMMENDATION: Approve Warrant Register No. 780 for August 12, 2025, in the amount of \$4,323,858.20 and Payroll of \$332,131.23.

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4. Treasurer's Report for June 2025
RECOMMENDATION: That the City Council receive and file the Treasurer's Report for June 2025.
 5. Claim Consideration - Amado Calva Badillo
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
 6. Resolution No. 2025-_____ a Resolution of the City Council of the City of Highland, California, Reaffirming and Extending Proclamation of a Local Emergency in the City of Highland as a Result of the Line Fire
RECOMMENDATION: That the City Council adopt Resolution No. 2025-_____ continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.
 7. Second Reading of Ordinance No. 473 Municipal Code Amendment to Chapter 12.06. An Ordinance Amending Section 12.06 Pertaining to Camping and Storing Personal Property on Public Property
RECOMMENDATION: That the City Council conduct a second reading, read by title only, and waive further reading of Ordinance No. 473 amending section 12.06 (Public Parks and Properties) of the Highland Municipal Code pertaining to camping and storing personal property on public property and Making a Finding of Exemption Under CEQA.
 8. Declare One (1) Seat Vacant on the Community Trails Committee
RECOMMENDATION: That the City Council:
 - 1) Declare one (1) seat vacant on the Community Trails Committee; and
 - 2) Direct the City Clerk to advertise the vacancies on the Community Trails Committee.
 9. Approval of Agreement with Flock Group, Inc. for the Purchase and Installation of Automated License Plate Recognition (ALPR) Cameras at Designated Locations Throughout the City
RECOMMENDATION: That the City Council:
 - 1) Approve and authorize the Mayor to execute an agreement with Flock Group, Inc. (Flock Safety) for the phased purchase and installation of ALPR (Automated License Plate Recognition) cameras once the agreement is approved by the City Attorney; and
 - 2) Approve Resolution No. 2025-_____ authorizing the City Manager to dispense with competitive solicitation requirements for the purchase and installation of automated license plate recognition cameras.
 10. Design Award for Elder Gulch Storm Drain Project (Project No. sdr19001)
RECOMMENDATION: That the City Council:
 - 1) Approve the proposal from Engineering Resources of Southern California (ERSC) to provide design services for the Elder Gulch Storm Drain Project in the amount of \$155,765; and
 - 2) Authorize the City Manager to approve contract amendments up to 10% of the contract amount.
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11. Notice of Completion for Bid No. 2024-03, "Highland Regional Connector Project" (Project No. str22002)
RECOMMENDATION: That the City Council:
- 1) Accept Bid No. 2024-03, "Highland Regional Connector Project" (Project No. str22002) as complete;
 - 2) Authorize the Mayor to sign the Notice of Completion; and
 - 3) Direct the City Clerk to file the Notice of Completion.
12. Notice of Completion for Bid No. 2022-02, "3rd Street/5th Street Corridor Improvement Project" (Project No. str18001)
RECOMMENDATION: That the City Council:
- 1) Accept Bid No. 2022-02, "3rd Street/5th Street Corridor Improvement Project" (Project No. str18001) as complete;
 - 2) Authorize the Mayor to sign the Notice of Completion; and
 - 3) Direct the City Clerk to file the Notice of Completion.
13. Measure I 5-Year Capital Improvement Plan (2025/2026-2029/2030)
RECOMMENDATION: That the City Council:
- 1) Approve the Measure I Capital Improvement Plan Expenditure Strategy (2025/2026-2029/2030); and
 - 2) Approve Resolution No. 2025-____ adopting the Measure I 5-Year Capital Improvement Plan (2025/2026-2029/2030).

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.

14. Municipal Code Amendment (MCA 25-002) to Consider Amending Chapter 16.76 Floodplain Management of the Highland Municipal Code with Federal Emergency Management Agency (FEMA) Requirements
RECOMMENDATION: The Planning Commission recommends that the City Council open the public hearing, take testimony, and conduct a first reading and introduce Ordinance No. ____ entitled: An ordinance of the City Council of the City of Highland, California, amending the city's municipal code Title 16 Land Use and Development, Chapter 16.76 Floodplain Management and make a finding of exemption pursuant to the California Environmental Quality Act Section 15061 (B)(3) (Municipal Code Amendment MCA 25-002).

15. An Application by East Highland Land, LLC for the Development of an 113-unit Single-Family Planned Residential Community Requiring a General Plan Amendment (GPA 24-002) and Zone Change (ZC 24-002) from Low Density/Single-Family Residential (LD/R1-10,000) to Planned Development (PD); Conditional Use Permit (CUP 24-006) for the Adoption of a Planned Development; Design Review Application (DRA 24-009) for a Related Site Plan, Building Elevations, Conceptual Landscaping and Grading Plan; Tentative Tract Map No. 20721 (TTM 24-003) for the Subdivision of Two Parcels into 113 Residential Lots and Common Areas; and Adoption of a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program (ENV 24-003)
RECOMMENDATION: The Planning Commission recommends the City Council:
- 1) Adopt Resolution No. 2025-____ to approve a Mitigated Negative Declaration and adopt a Mitigation Monitoring and Reporting Program (ENV 24-003) and direct staff to file a Notice of Determination with the San Bernardino County Clerk of the Board of Supervisors;
 - 2) Adopt Resolution No. 2025-____ to approve a General Plan Amendment (GPA 24-002) to change the land use designation of the site from Low Density Residential (LD) to Planned Development (PD);
 - 3) Introduce an Ordinance to approve a Zone Change (ZC 24-002) to change the zoning designation of the site from Single-Family Residential (R1-10,000) to Planned Development (PD); and
 - 4) Adopt Resolution No. 2025-____ to approve a Conditional Use Permit (CUP 24-006), Design Review Application (DRA 24-009), and Tentative Tract Map No. 20721 (TTM-24-003) for a Residential Planned Development consisting of a 113-unit single-family development, design plans and subdivision of 11.98 acres subject to the Design Directives, Conditions of Approval and Findings of Fact.

CITY COUNCIL LEGISLATIVE

16. Special Event Permit Application (SEP 25-004) by the Highland Area Chamber of Commerce for the "Discover Highland 5K and 10K Community Run" and Request for Co-sponsorship
RECOMMENDATION: That the City Council:
- 1) Approve Special Event Permit SEP 25-004 subject to the conditions of approval;
 - 2) Authorize the use of the City logo for promotional items; and
 - 3) Consider a request by the Highland Area Chamber of Commerce for co-sponsorship and waiving of Police fees and Public Works traffic control fees in the amount of approximately \$9,558.56.
17. Discussion of General Sales Tax Increase Measure
RECOMMENDATION: The Public Safety Subcommittee recommends that the City Council discuss the consideration of a 1% local transactions and use tax (sales tax) and authorize staff to conduct additional research, community outreach, and polling related to the potential measure. Staff would return to the City Council at a future date for consideration of placing the measure on a future general election ballot.
18. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)
RECOMMENDATION: Discussion and possible action.
19. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)
RECOMMENDATION: Discussion and possible action.

CLOSED SESSION**CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

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

Significant exposure to litigation: One case.

ANNOUNCEMENTS**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: September 9, October 14, November 12, December 9.

I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before August 7, 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: August 7, 2025



Alondra Muñoz, CMC
City Clerk