

**CALL TO ORDER**

The regular meeting of the City Council of the City of Highland was called to order at 6:00 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

The invocation was given by Pastor Scott Stevenson, Immanuel Baptist Church and the Pledge of Allegiance was led by Mayor Pro Tem McCallon.

**ROLL CALL**

Present: Hogan, Lilburn, McCallon, Saldana, Timmer  
Absent: None

**REPORT FROM CLOSED SESSION**

None

**PUBLIC COMMENT (ITEMS NOT ON THE AGENDA)**

Chris Nielsen and Jane Bouch representing the Highland Area Chamber of Commerce spoke regarding upcoming events.

**CITY COUNCIL CONSENT CALENDAR**

**A MOTION** was made by Mayor Pro Tem McCallon, seconded by Councilmember Saldana, to approve the consent calendar as submitted with the exception of pulling Item No. 9 for discussion. Motion carried on a roll call vote, 5-0.

Councilmember Timmer proposed a Public Safety Subcommittee meeting to coordinate with the San Bernardino County Sheriff's Department to place Automatic License Plate Recognition Cameras (ALPR) mobile units in two vehicles used by traffic officers.

**A MOTION** was made by Councilmember Timmer, seconded by Mayor Pro Tem McCallon, to approve Item No. 9 with a condition to propose a Public Safety Subcommittee meeting to coordinate with the San Bernardino County Sheriff's Department to place Automatic License Plate Recognition Cameras (ALPR) mobile units in two vehicles used by traffic officers. Motion carried on a roll call vote, 5-0.

1. Waive the Reading of All Ordinances

Waived the reading of all Ordinances in their entirety and read by title only.

2. Minutes - July 8, 2025 Regular City Council Meeting

Approved the Minutes as submitted.

3. Warrant Register

Approved Warrant Register No. 780 for August 12, 2025, in the amount of \$4,323,858.20 and Payroll of \$332,131.23.

4. Treasurer's Report for June 2025

Received and filed the Treasurer's Report for June 2025.

5. Claim Consideration - Amado Calva Badillo

Rejected claim.

6. Resolution No. 2025-038 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

Adopted Resolution No. 2025-038 continuing to extend the Proclamation of a Local Emergency in the City of Highland as a result of the Line Fire.

RESOLUTION NO. 2025-038

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,  
CALIFORNIA, PROCLAIMING THE CONTINUED EXISTENCE OF A LOCAL  
EMERGENCY 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

City Clerk Muñoz conducted a second reading, read by title only, and waived further reading of Ordinance No. 473.

ORDINANCE NO. 473

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,  
CALIFORNIA, AMENDING CHAPTER 12.06 OF THE HIGHLAND MUNICIPAL CODE  
PERTAINING TO CAMPING AND STORING PERSONAL PROPERTY ON PUBLIC  
PROPERTY AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA  
ENVIRONMENTAL QUALITY ACT

8. Declare One (1) Seat Vacant on the Community Trails Committee

- 1) Declared one (1) Seat Vacant on the Community Trails Committee; and
- 2) Directed 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

- 1) Approved and authorized 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;
- 2) Approved Resolution No. 2025-039 authorizing the City Manager to dispense with competitive solicitation requirements for the purchase and installation of automated license plate recognition cameras; and
- 3) Proposed a Public Safety Subcommittee meeting to coordinate with the San Bernardino County Sheriff's Department to place Automatic License Plate Recognition Cameras (ALPR) mobile units in two vehicles used by traffic officers.

RESOLUTION NO. 2025-039

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND  
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)

- 1) Approved 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) Authorized the City Manager to approve contract amendments up to 10% of the contract amount.

11. Notice of Completion for Bid No. 2024-03, "Highland Regional Connector Project" (Project No. str22002)

- 1) Accepted Bid No. 2024-03, "Highland Regional Connector Project" (Project No. str22002) as complete;
- 2) Authorized the Mayor to sign the Notice of Completion; and
- 3) Directed 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)

- 1) Accepted Bid No. 2022-02, "3rd Street/5th Street Corridor Improvement Project" (Project No. str18001) as complete;
- 2) Authorized the Mayor to sign the Notice of Completion; and
- 3) Directed the City Clerk to file the Notice of Completion.

13. Measure I 5-Year Capital Improvement Plan (2025/2026-2029/2030)

- 1) Approved the Measure I Capital Improvement Plan Expenditure Strategy (2025/2026-2029/2030); and
- 2) Approved Resolution No. 2025-040 adopting the Measure I 5-Year Capital Improvement Plan (2025/2026-2029/2030).

RESOLUTION NO. 2025-040

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND,  
CALIFORNIA, ADOPTING THE MEASURE I FIVE-YEAR CAPITAL IMPROVEMENT  
PLAN FOR FY 2025/2026 THROUGH FY 2029/2030

**CITY COUNCIL PUBLIC HEARING**

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

Mayor Lilburn opened the public hearing.

Public Works Director/City Engineer Duran Jr. stated flooding is one of the most common natural disasters and can be costly. At the federal level, the Federal Emergency Management Agency (FEMA) is responsible for managing these events. They have established the National Flood Insurance Program to provide homeowners with affordable insurance options. FEMA encourages cities to update their codes and development standards to better protect both current and future development. FEMA reviewed the City's Municipal code and recommended clarifications to existing definitions, in addition to new definitions, minor changes overall.

Mayor Lilburn asked if there were any questions from the public? Seeing none, she closed the public hearing and brought it back to City Council for deliberation.

**A MOTION** was made by Mayor Pro Tem McCallon, seconded by Councilmember Saldana to open a public hearing, take testimony and conduct a first reading and introduce Ordinance No. 474.

City Clerk Muñoz introduced Ordinance No. 474.

ORDINANCE NO. 474

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, 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)

Which title was read.

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)

Mayor Lilburn opened the public hearing.

Assistant Community Development Director Stater stated the item before you is a proposal for an infill residential development on approximately 12 acres located at the intersection of Greenspot Road and Alta Vista. The site is currently vacant but was previously used for citrus farming. The development plan, submitted by applicant Diversified Pacific, includes a subdivision of 113 single-family homes, private streets, two parks, and water quality features. Typically, a residential tract would not require consideration by the City Council; however, this proposal involves an amendment to the General Plan, land use designations, and zoning codes. It seeks to modify the designated use from Low-Density (LD) Single-Family Residential, with 10,000 square-foot lots, to Planned Development (PD). This change would facilitate an individualized development standard, allowing increased density from approximately six units per acre to about 9.5 units per acre and enable modifications to lot sizes and configurations. The PD entitlement will be processed through the issuance of a Conditional Use Permit (CUP). The CUP specifies project configuration, including the number of units, lot sizes, street sections, open space, and overall standards. Plans include the tentative tract map, grading, and site plan, which subdivides the property into 113 residential lots and 22 landscape parkways, open spaces, landscaping, and water quality basins. Lot sizes range from approximately 1,920 to 5,186 square feet, with an average of about 2,700 square feet per lot. Development standards outlined in the CUP stipulate a minimum lot size of 1,900 square feet, minimum lot width of 40 feet, minimum depth of 50 feet, front yard setbacks of three feet, and a minimum of 10 feet of usable backyard space. Each unit will include a two-car garage, with additional 67 parking spaces distributed throughout the development.

Private street widths are slightly reduced from standard dimensions, featuring rolled curb in most locations. The project will improve public right-of-way along its frontage on Santa Ana Canyon Road, including the installation of a 6.5-foot sidewalk and 4.5-foot landscape parkway strips. Internal roads will be private and maintained by the Homeowners Association (HOA).

The development features two parks: one active park at the western entrance, equipped with a shade structure, BBQ area, open play space, and benches; and a passive park on the eastern side, with turf, shade trees, benches, walking paths, and exercise equipment. The project proposes three floor plans with three architectural styles, Spanish, cottage, and farmhouse, each two stories tall, ranging from approximately 1,566 to 1,932 square feet, plus garage and porch areas. Exterior color schemes and materials are included in the application.

Approximately 23% of the site will be landscaped, utilizing drought-tolerant plant materials, trees, shrubs, and ground cover, in compliance with local and state guidelines. Fencing around the perimeter will include a six-foot split-face concrete block wall on the northeast, south, and west boundaries, with a raised stem wall and tube steel fencing on the west side, which has significant grade differences. Interior fencing will consist of block walls visible from the right-of-way and vinyl fencing for privacy within the tract.

A section of the southeast corner of the site indicates an area currently within the city right-of-way. While not part of the project, discussions with the applicant and staff have led to an agreement to pursue city vacate procedures for this area, allowing it to be developed as a cohesive part of the project. This area aligns with the Greenspot Road corridor and would connect to the city trail system and the Plunge Creek Levee Trail, subject to approval from the city and flood control agencies. The HOA will be responsible for maintaining the slopes, open spaces, and water basins around the perimeter.

A subsequent radio frequency impact assessment was conducted, and the report concludes that the nearby radio transmission towers are unlikely to pose any adverse health effects to future residents. The Planning Commission reviewed the proposal and recommended approval by the City Council, subject to the Conditions of Approval. Following the Planning Commission meeting, staff received an additional comment letter from a resident expressing concerns. These concerns have been addressed and included for review.

Mayor Pro Tem McCallon inquired if this will be part of the East Highland Ranch Homeowners Association (HOA).

Assistant Community Development Director Stater confirmed this will be a separate HOA.

Mayor Pro Tem McCallon stated parking arrangements meet the specified requirements, however, there are concerns that there may not be sufficient parking space available for vehicles.

Assistant Community Development Director Stater stated projects often include a provision related to ensuring availability of parking, typically mandated by the HOA for property owners. Therefore, we can consider adding a condition.

Mayor Pro Tem McCallon inquired about the height of the fencing throughout the perimeter.

Assistant Community Development Director Stater stated no fencing exceeds 6 feet.

Mayor Pro Tem McCallon stated the Chair of the Planning Commission abstained from approving the design review application. Have the concerns been adequately addressed to resolve his objections?

Assistant Community Development Director Stater indicated if staff follow all directives provided by the Planning Commission and work with the applicant to implement the necessary changes, staff will be able to proceed accordingly.

Mayor Lilburn asked whether there were any objections from residents?

Assistant Community Development Director Stater stated three residents contacted the city with their concerns. Their feedback primarily focused on issues related to residential parking and increased density resulting from zoning changes. Some residents expressed concerns the higher density might negatively impact the neighborhood and overall property values. They felt lots should remain at approximately 10,000 square feet. Staff responded and addressed all concerns.

Applicant Nolan Leggio, Vice President of Planning at Diversified Pacific, a developer and home builder based in Rancho Cucamonga introduced himself and his team. He thanked staff and informed the City Council they hosted a community meeting in June, during which invitations were sent to everyone within 300 feet of the property. Attendance of this community meeting was limited. They are here to answer any questions City Council have.

Mayor Lilburn reiterated parking concerns and challenges related to street parking and inquired if there were any concerns raised by residents during the community meeting.

Applicant Leggio indicated they will work with city staff to fulfill the necessary requirements for residential parking. In addition, he stated the meeting was held at the Sterling Natural Resource Center (SNRC) community room and there was only one attendee, the individual had no major concerns about the project.

Mayor Lilburn asked whether exercise equipment will be installed around the area?

Applicant Leggio stated there will be exercise equipment within the two parks.

Mayor Lilburn asked if there were any speaker slips from the public?

Scott House spoke regarding concerns with parking and density in this new development.

City Attorney Marroquin stated considering the public comment, City Council should offer the applicant the opportunity to respond, should they wish to do so.

Applicant Leggio stated the density of this development exceeds the average lot size of 10,000 square feet. The primary consideration is the affordability point. This approach offers a more cost-effective housing option within this community.

Councilmember Timmer stated he has concerns regarding the driveways. Will the curbs in front of the houses be conventional or rolled curbs?

Applicant Leggio stated they will be rolled curb.

Councilmember Saldana inquired about the price points they are targeting for these units?

Applicant Leggio stated determining the market value is challenging, as the development is not expected to be constructed until a few years from now. But if you look at similar 10,000 square foot products, they probably range from \$500,000 to \$600,000.

Mayor Lilburn asked whether there will be affordable housing within this development or in-lieu fee?

Assistant Community Development Director Stater indicated there are no covenanted affordable units within this development and the developer would be responsible for the in-lieu fee.

Mayor Lilburn asked if there were any questions from the public? Seeing none, she closed the public hearing and brought it back to City Council for deliberation.

**A MOTION** was made by Councilmember Timmer, seconded by Mayor Pro Tem McCallon to:

- 1) Adopt Resolution No. 2025-041 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. 2025-042 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 Ordinance No. 475 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. 2025-043 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 for garage parking requirements enforced by the Homeowners Association (HOA), including installation of standard curbs as opposed to rolled curbing where appropriate. Motion carried, 5-0.

**RESOLUTION NO. 2025-041**

A RESOLUTION OF THE HIGHLAND CITY COUNCIL ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM, ENVIRONMENTAL FILE NO. ENV 24-003, TO PERMIT THE DEVELOPMENT OF A 113-UNIT SINGLE-FAMILY RESIDENTIAL PLANNED DEVELOPMENT LOCATED NORTH OF GREENSPOT ROAD, SOUTH OF SANTA ANA CANYON ROAD, EAST AND WEST OF ALTA VISTA. ASSOCIATED APPLICATIONS INCLUDE GENERAL PLAN AMENDMENT (GPA 24-002), ZONE CHANGE (ZC 24-002), CONDITIONAL USE PERMIT (CUP 24-006), DESIGN REVIEW APPLICATION (DRA 24-009) AND TENTATIVE TRACT MAP (TTM 24-003/TTM 20721), ASSESSOR'S PARCEL NUMBERS 1210-371-14 & 1210-371-16

**RESOLUTION NO. 2025-042**

A RESOLUTION OF THE HIGHLAND CITY COUNCIL APPROVING GENERAL PLAN AMENDMENT NO. GPA 24-002 TO CHANGE THE LAND USE OF TWO (2) PARCELS, APPROXIMATELY 11.98 ACRES, FROM LOW DENSITY RESIDENTIAL (LD) TO PLANNED DEVELOPMENT FOR A DEVELOPMENT CONSISTING OF 113 SINGLE-FAMILY LOTS AND COMMON AREAS, LOCATED NORTH OF GREENSPOT ROAD, SOUTH OF SANTA ANA CANYON ROAD, EAST AND WEST OF ALTA VISTA. ASSESSOR'S PARCEL NUMBERS 1210-371-14 & 1210-371-16

## RESOLUTION NO. 2025-043

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING AN APPLICATION FOR THE DEVELOPMENT OF A 113-UNIT SINGLE-FAMILY RESIDENTIAL PLANNED DEVELOPMENT INCLUDING CONDITIONAL USE PERMIT NO. CUP 24-006 FOR THE ADOPTION OF A PLANNED DEVELOPMENT, DESIGN REVIEW APPLICATION NO. DRA 24-009 FOR THE RELATED SITE PLAN, BUILDING ELEVATIONS, CONCEPTUAL LANDSCAPING AND GRADING PLAN, AND TENTATIVE TRACT MAP NO. 20721/TTM-24-003 FOR THE SUBDIVISION OF TWO PARCELS INTO 113 RESIDENTIAL LOTS AND COMMON AREAS, LOCATED NORTH OF GREENSPOT ROAD, SOUTH OF SANTA ANA CANYON ROAD, EAST AND WEST OF ALTA VISTA, ASSESSOR'S PARCEL NUMBERS 1210-371-14 & 1210-371-16

City Clerk Muñoz introduced Ordinance No. 475.

## ORDINANCE NO. 475

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, APPROVING ZONE CHANGE (ZC 24-002) TO CHANGE THE ZONING DESIGNATION OF TWO (2) PARCELS FROM SINGLE FAMILY RESIDENTIAL (R1-10,000) TO PLANNED DEVELOPMENT (PD) FOR AN 11.98 ACRE DEVELOPMENT CONSISTING OF 113 SINGLE-FAMILY LOTS AND COMMON AREAS, LOCATED NORTH OF GREENSPOT ROAD, SOUTH OF SANTA ANA CANYON ROAD, EAST AND WEST OF ALTA VISTA. ASSESSORS PARCEL NUMBERS 1210-371-14 & 1210-371-16

Which title was read.

**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

Assistant Planner Martinez gave a brief review of the staff report.

**A MOTION** was made by Councilmember Timmer, seconded by Councilmember Hogan to:

- 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, with the understanding that this event will be the last event funded for the Highland Area Chamber of Commerce. Motion carried, 5-0.

17. Discussion of General Sales Tax Increase Measure

City Manager Zamano stated the item before the City Council is an item that was recommended by the Public Safety Subcommittee back in April.

The request is for a General Sales Tax Increase Measure to primarily support public safety and major infrastructure projects.

Mayor Lilburn stated for the record, direction for the General Sales Tax Increase Measure presented at the Public Safety Subcommittee was for public safety only not major infrastructure projects.

Mayor Pro Tem McCallon stated, if the city designates the measure for only public safety, then you would need a 2/3 vote. If you add the major infrastructure projects portion, it will require a majority vote.

City Manager Zamano stated how the measure is presented will be strictly up to the City Council and continued with the presentation.

Mayor Lilburn stated the Public Safety Committee's recommendation was for the public safety component only, however, this proposed recommendation includes discussion and consideration of local transactions for the sales tax and authorize staff to conduct additional research, community outreach, and polling for both the public safety and major infrastructure projects components. What the community will support is not the City Council's decision. We should motion to do research and community outreach on what the public thinks the City Council should do. The PowerPoint presentation illustrates that neighboring cities are either at 8.75% or more and that is how they are being assisted in funding public safety, police, fire and infrastructure.

Mayor Pro Tem McCallon stated the mission statement of the city is the City Council and Highland staff are dedicated to providing the quality of public facilities and services that the residents are willing to fund and will do so as efficiently as possible. It is appropriate that the City Council submit this, and find out what the public wants. Historically, we have gone to the Public Safety Subcommittee twice and have not reached the two-thirds threshold. Adding infrastructure and adding money into the General Fund, without specifically specifying projects could facilitate obtaining a majority vote on a tax measure. As the Mayor mentioned, the survey that would be conducted to the public would determine whether the measure could pass with a two-third or majority. Infrastructure should be included; the new fire station would be part of that and would be considered public safety and infrastructure. I support doing the survey and having the public decide whether they want the tax.

Councilmember Timmer stated he wanted to focus on the topic of additional research and community outreach. There is some urgency with this issue. It is going to be a political decision the City Council has to make. The city does not need to spend \$15,000, \$20,000 or \$100,000, having a consultant tell us what we want to hear. The City Council is in a position to solely make the decision to go forward and not be directed by a consultant. Relying on consultants could delay the process by one to two years, potentially missing the November election deadline. If the decision is to move forward, regardless of individual positions, it is suggested that this information should be shared on the city's website or through mailed materials to inform the public. The city is capable of making an informed decision to support revenue stability and avoid a shortfall.

City Attorney Marroquin indicated if it is a general tax it would need to go on the next General Election, which will coincide with the two City Councilmember cities in November 2026.

Mayor Lilburn stated the Public Safety Subcommittee moved this item forward to receive a four-fifths vote from the City Council. She asked City Attorney Marroquin if she can make changes if she has a four-fifths vote.

City Attorney Marroquin stated the city is not at a point to move a tax measure forward, but City Council can give direction to staff to come back with a proposal for consideration. The City Council can direct there not be any studies or polling, and instead, have staff come back with a proposal for consideration.

Mayor Lilburn stated residents are going to direct City Council. City Council works for them and they elect us to make decisions for them.

Councilmember Timmer stated if the city is going to move forward with this, it needs to be done quickly. The direction to staff would be to propose election dates and all things needed to meet the November election.

City Attorney Marroquin stated she wanted to clarify that there is a motion and a second by the City Council to come up with a schedule to place this on for a potential one percent increase in the sales tax for the General Fund for things like public safety and infrastructure.

Mayor Lilburn stated an ad hoc should be formed so that someone from the Public Safety and Finance/Personnel Subcommittee can participate. Drafts will be reviewed with staff before presenting it to City Council.

**A MOTION** was made by Councilmember Timmer, seconded by Mayor Pro Tem McCallon to establish an Ad Hoc Committee for consideration of a measure for a one percent local transactions and use tax (sales tax) and draft a schedule for placing the measure on a future general election ballot. Motion carried on a roll call vote, 5-0.

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

The Fire Department received a 2023 Ram 5500 Type VI Fire Apparatus (Brush Patrol). It is housed at Fire Station No. 2. It contains a tank with a capacity of 300 gallons. This apparatus has a minimum staff of two (2) people but three (3) is standard. It has the capability to go through narrow roads and is utilized in situations where a larger medic engine cannot go and accessibility issues.

Wildfires within the city are dispatched for CAL FIRE through the Assistance by Higher (ABH) Program. Under this program, CAL FIRE compensates the City of Highland for the use of city apparatus to support state mission suppression efforts, at a daily rate of \$150.47 per hour when in use or \$3,611.28 per day when not in use by the city. It is currently out in Phelan, California to assist with CAL FIRE's coverage for state missions.

The apparatus can be used as a medic squad, or reserve apparatus when needed for city incidents. It has a multitude of capabilities for a wide variety of calls and is a great asset to the Fire Department and the city.

City Manager Zamano stated the Highland Sheriff's Department for the month of July received 3,347 calls for service, made 342 reports, 136 arrests, issued 73 citations, conducted 136 traffic enforcement stops, responded to 58 traffic collisions, 20 transient calls, and 29 towed vehicles.

The Highland Fire Department for the month of July received 658 calls for service, some of which included: 515 medical aids, 32 traffic collisions, 11 structure fires, 17 vegetation fires, 19 other fires, 2 vehicle fires and 22 public service assistances.

The Administrative Services/Finance Department for the month of July issued 43 business licenses, renewed 293 business licenses, issued 87 dog licenses, 57 yard sale permits, and 127 account payable checks.

The Human Resources Department onboarded Erik Araus, Maintenance Worker I, within the Public Works Department and will begin work August 11, 2025. He will be training under Jack Avon, who is scheduled to retire in September. Additionally, Brian Wolfe is the new Assistant Public Works Director, he started August 7, 2025. The Human Resources Department is currently conducting interviews this week to fill one remaining vacancy within the Public Works Department. Once this position is filled, the department will be fully staffed.

The Engineering Department introduced a new electronic encroachment permit system. This enhancement has streamlined procedures for projects involving work in the public right of way, including sidewalk repairs, utility installations, and driveway modifications. For additional information, please visit the city's website.

The Public Works Department announced construction of the sidewalk project on 9th Street, east of Victoria Avenue, is nearing completion. In addition, paving for the 2025 Arterial Resurfacing Project is completed. The final signing and striping will be completed within the next few weeks. The Natural Parkland Trail Project is scheduled to begin construction at the end of August. Located along Base Line near Aplin Street, the project includes trail repairs, new connection trailhead facilities, and native landscaping. This project is funded through grants.

On Thursday, August 28, at 5:30 p.m. the city will host its State of the City Address at the Sterling Natural Resource Center (SNRC) located at 25318 5th Street.

On Saturday, August 16, from 9:00 a.m. to 2:00 p.m., there will be a Used Oil Filter Exchange event at AutoZone located at 27292 Base Line.

For the month of July, Burrtec completed 312 illegal dumping work orders.

The Community Development Department announced Dave's Hot Chicken officially opened for business on July 18, 2025. The new 2,200 square foot restaurant is located at 27876 Greenspot Road within the Greenspot Crossing Center.

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

Councilmember Saldana stated he attended the National Night Out event with his family, and it was a successful event. The community turnout was excellent, and it was encouraging to see residents engaging with community organizations and public safety resources. He also thanked city staff for their efforts removing graffiti around the community and the 2025 Arterial Resurfacing Project improvements are impressive.

Mayor Lilburn announced the upcoming State of the City Address will be held on August 28, 2025, and encourages everyone to attend. She announced the upcoming Highland Area Chamber of Commerce Networking Luncheon scheduled for August 26, 2025, featuring guest speaker Mark Gibbs, Director of San Bernardino International Airport. She also stated there was an Ad Hoc Committee Meeting held regarding the airport flight patterns and a letter was sent to the Federal Aviation Administration (FAA). She commended the Sheriff's Department for their continued efforts in community safety.

**ANNOUNCEMENTS**

None

**CLOSED SESSION**

None

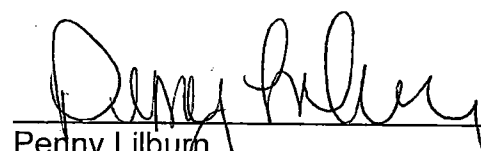
**ADJOURN**

Mayor Lilburn adjourned the meeting at 7:49 p.m. in memory of Darrell Brooks and Robert Leach.

Submitted By:

  
\_\_\_\_\_  
Alondra Muñoz  
City Clerk

Approved By:

  
\_\_\_\_\_  
Penny Lilburn  
Mayor