



# CITY OF HIGHLAND

## CITY COUNCIL AGENDA

**Regular Meeting**  
**September 9, 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.

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**CITY COUNCIL REGULAR MEETING  
SEPTEMBER 9, 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 5:00 p.m. on September 9, 2025, to the City Clerk at [publiccomment@cityofhighland.org](mailto: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 - August 12, 2025 Regular City Council Meeting  
**RECOMMENDATION:** Approve the Minutes as submitted.
3. Minutes - August 28, 2025 Special City Council Meeting  
**RECOMMENDATION:** Approve the Minutes as submitted.

4. Warrant Register  
RECOMMENDATION: Approve Warrant Register No. 781 for September 9, 2025, in the amount of \$6,434,502.54 and Payroll of \$258,681.92.
5. Treasurer's Report for July 2025  
RECOMMENDATION: That the City Council receive and file the Treasurer's Report for July 2025.
6. Claim Consideration - Moises Vasquez  
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
7. Claim Consideration - Mary Ann Vorasky  
RECOMMENDATION: George Hills Company recommends the City Council reject the claim.
8. 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.
9. Second Reading of Ordinance No. 474 Amending Chapter 16.76 Floodplain Management of the Highland Municipal Code to meet Federal Emergency Management Agency (FEMA) Requirements  
RECOMMENDATION: That the City Council conduct a second reading, read by title only, and waive further reading of Ordinance No. 474 entitled: 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).
10. Second Reading of Ordinance No. 475 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, Assessor's Parcel Numbers 1210-371-14 and 1210-371-16  
RECOMMENDATION: That the City Council conduct a second reading, read by title only, and waive further reading of Ordinance No. 475 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 Assessor's Parcel Numbers 1210-371-14 and 1210-371-16.
11. Adoption of an Electronic Signature Policy  
RECOMMENDATION: That the City Council adopt the Electronic Signature Policy, thereby providing a clear framework for the appropriate and consistent use of manual "wet", electronic, and digital signatures on city documents.

- 12. Contract Renewal - 2022-06, "Highland HVAC Systems Maintenance, Monitoring, and Repair Contract"  
RECOMMENDATION: That the City Council:
  - 1) Extend the 2022-06, "Highland HVAC Systems Maintenance, Monitoring, and Repair Contract" with F.M. Thomas Air Conditioning, Inc. for one year; and
  - 2) Approve a 3.2% increase to the contract.
  
- 13. Easement Acceptance - Single Family/ADU Residential Project at 7577 Hillview Street  
RECOMMENDATION: That the City Council:
  - 1) Accept the Grant of Easement for Hillview Street right-of-way dedication from Anh Nguyet Nguyen; and
  - 2) Direct the City Clerk to record the Grant of Easement.
  
- 14. Measure I Capital Projects Needs Analysis (2026/2027 - 2030/2031)  
RECOMMENDATION: That the City Council approve the Five-Year Capital Project Needs Analysis (2026/2027 - 2030/2031) for the Measure I Major Street and Freeway Interchange Programs.
  
- 15. An Addendum to the Previously Approved Mitigated Negative Declaration for the City of Highland 5th Street Widening and Replacement Project; City File No. Environmental Review ENV 25-002  
RECOMMENDATION: The Planning Commission recommends the City Council adopt Resolution No. 2025-\_\_\_\_ to recommend the City Council approve the Addendum to the Initial Study/Environmental Assessment/Mitigated Negative Declaration for the 5th Street Widening and Replacement Project to Construct the Remaining Storm Drain Connection to City Creek (str07004a).
  
- 16. Year-End Budget Adjustments for Fiscal Year 2024/2025  
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council approve the Fiscal Year 2024/2025 Year-End Budget Adjustments for Expenditures and Revenues.

<b>CITY COUNCIL PUBLIC HEARING</b>
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*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.*

- 17. Conduct a First Reading of Ordinance No. Amending Section 2.36.040 of the Highland Municipal Code to Add Fees for Passport Photography Services  
RECOMMENDATION: The Finance/Personnel Subcommittee recommends that the City Council introduce Ordinance No. \_\_\_\_ amending Section 2.36.040 of the Highland Municipal Code to add fees for passport photography services.

<b>CITY COUNCIL LEGISLATIVE</b>
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18. An Agreement between the City of Highland and the YMCA of the East Valley to Provide After School Activity Program Services within Certain Schools in the Redlands and San Bernardino City Unified School Districts (RUSD & SBCUSD)  
RECOMMENDATION: That the City Council approve the After School Activity Program Agreement and authorize the Mayor to execute the agreement.
19. Re-Designation of Alternate Delegate for the League of California Cities (CalCities) Annual Conference  
RECOMMENDATION: That the City Council appoint an Alternate Delegate for the Annual Conference and Expo scheduled for October 8-10, 2025, in Long Beach.
20. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)  
RECOMMENDATION: Discussion and possible action.
21. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)  
RECOMMENDATION: Discussion and possible action.

<b>CLOSED SESSION</b>
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**CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

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

Significant exposure to litigation: One case.

**CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9 (d)(1)

Name of Case: In RE: National Prescription Opiate Litigation, U.S. District Court for the Northern District of Ohio, Case No. 1:17-MD-2804

**CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9 (d)(1)

Name of Case: In RE: Purdue Pharma, L.P., et. al., U.S. Bankruptcy Court for the Southern District of New York, Case No. 19-23649

**CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9(d)(1)

People's Collective for Environmental Justice v. Inland Valley Development Agency, et. al., San Bernardino County Court, Case No. CIVSB2510434 (City sued as Real Party in Interest)

<b>ANNOUNCEMENTS</b>
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<b>ADJOURN</b>
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<u>Regular Meetings</u>
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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: October 14, November 12, December 9.
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I, Alondra Muñoz, City Clerk, certify I caused to be posted this Agenda on or before September 4, 2025, by 5:30 p.m., on our website at [www.cityofhighland.org](http://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: September 4, 2025



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Alondra Muñoz, CMC  
City Clerk