



# CITY OF HIGHLAND

## LEGISLATIVE SUBCOMMITTEE AGENDA

**Special Meeting**  
**July 30, 2025 at 10:00 AM**  
**City Hall Upright Conference Room**  
**27215 Base Line, Highland CA 92346**

### SUBCOMMITTEE MEMBERS

Penny Lilburn, Member  
District 3

Larry McCallon, Member  
District 5

### STAFF

Carlos Zamano, City Manager  
Leticia Nava-Cruz, Director of Administrative Services/City Treasurer  
Lawrence Mainez, Community Development Director  
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.

Any disclosable public records related to an open session item provided to the majority of the Subcommittee after posting of this agenda are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours and available online at [www.cityofhighland.org](http://www.cityofhighland.org).

**LEGISLATIVE SUBCOMMITTEE**  
**July 30, 2025 - 10:00 a.m.**

**CALL TO ORDER**

**PUBLIC COMMENT**

Submission of Public Comments for ITEMS ON THIS AGENDA ONLY: For those wishing to make public comments by email, please submit your comments by 9:00 a.m. on July 30, 2025, to [publiccomment@cityofhighland.org](mailto:publiccomment@cityofhighland.org). If you are submitting a public comment pertaining to an item on the July 30, 2025 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

**BUSINESS ITEMS**

1. Minutes - July 16, 2025  
RECOMMENDATION: Approve the Minutes as submitted.
2. Senate Bill 346 (Durazo) Transient Occupancy Taxes: Short-Term Rental Facilitator  
RECOMMENDATION: That the Subcommittee review and provide direction whether to send a Letter of Support to the legislature.

**ADJOURN**

I, Alondra Muñoz, City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 28th day of July, 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

City Hall  
27215 Base Line

Date: July 28, 2025

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



# STAFF REPORT

## TO THE LEGISLATIVE SUBCOMMITTEE

**DATE:** July 30, 2025

**FROM:** Alondra Muñoz, City Clerk

**SUBJECT:** Minutes - July 16, 2025 Meeting

**RECOMMENDATION:** Approve the minutes as submitted.

**CALL TO ORDER**

The Legislative Subcommittee Special Meeting was called to order at 3:01 p.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

**ROLL CALL**

Present: Lilburn, McCallon  
Absent: None

**PUBLIC COMMENT**

None

**BUSINESS ITEMS**

1. Minutes - May 13, 2025  
Approved the Minutes as submitted.
2. Senate Bill 840 (Limón) Greenhouse Gases Report  
The Subcommittee reviewed and provided direction to send a Letter of Support to the legislature with modifications.
3. Senate Bill 707 (Durazo) Open Meetings: Meeting and Teleconference Requirements  
The Subcommittee reviewed and directed staff to draft a Letter of Opposition to the legislature.

**ADJOURN**

There being no further business, the meeting was adjourned at 3:07 p.m.

Submitted by:

Approved by:

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Alondra Muñoz, CMC  
City Clerk

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Subcommittee Member

# STAFF REPORT



## TO THE LEGISLATIVE SUBCOMMITTEE

**DATE:** July 30, 2025

**FROM:** Carlos Zamano, City Manager

**PREPARED BY:** Alondra Muñoz, City Clerk

**SUBJECT:** Senate Bill 346 (Durazo) Transient Occupancy Taxes: Short-Term Rental Facilitator

**RECOMMENDATION:** That the Subcommittee review and provide direction whether to send a Letter of Support to the legislature.

**FISCAL IMPACT:** None

**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:** Senate Bill 346 (Durazo) is a Cal Cities-sponsored bill that will be heard on the Assembly floor when the Legislature returns from summer recess in early August. It enables enforcement of local ordinances related to short-term rentals, including the collection and remittance of transient occupancy taxes (TOT) by providing cities with the physical address of each short-term rental listed on the facilitator's website and full audit authority of TOT dollars. This bill ensures that the correct amount of TOT is being collected and remitted and allows for more effective enforcement against unlicensed units. It is important to local agencies because:

- Short-term rentals are regulated exclusively at the local level through ordinances that often include regulations on permitting, tax compliance, noise, parking, and occupancy, among other provisions. But the enforcement of short-term rental ordinances and the collection and remittance of TOT from short-term rentals can be hindered by the lack of full transparency on the part of short-term rental facilitators.
- Cities often lack access to property addresses or other property-related information when it comes to code enforcement or when TOT is collected by the short-term rental facilitator. This results in cities not knowing where businesses are operating in their communities and whether the correct amount of TOT is being collected and remitted.
- Short-term rental facilitators, such as Airbnb and VRBO, have full knowledge of these properties' locations and resist disclosing this information.
- The current system creates an uneven playing field and incentivizes bad actors to bypass paying their fair share in the communities they operate in even though short-term rental properties place additional demands on local services.

A sample Letter of Support is attached for review.

**Attachments:** 1) Cal Cities Co-Sponsor and Support Letter  
2) Sample Letter of Support

# ATTACHMENT 1



LEAGUE OF  
**CALIFORNIA  
CITIES**

February 26, 2025

The Honorable Maria Elena Durazo  
Chair, Senate Local Government Committee  
1021 O St., Room 7530  
Sacramento, CA 95814

**RE: SB 346 (Durazo) Local agencies: transient occupancy taxes: short-term rental facilitator.**  
**CO-SPONSOR AND SUPPORT** *(As Introduced on February 12, 2025)*

Dear Senator Durazo,

The League of California Cities (Cal Cities) is pleased to **co-sponsor** and **support** SB 346, which would better equip cities to enforce local ordinances related to the collection and remittance of transient occupancy taxes (TOT) for short-term rentals.

Short-term rentals are regulated exclusively at the local level via the adoption of an ordinance that often includes regulations on permitting, tax compliance, noise, parking, occupancy, as well as other responsibilities for hosts and short-term rental facilitators. In some instances, ordinances limit the number of short-term rentals allowed to operate lawfully, other ordinances ban short-term rentals entirely.

Short-term rentals can present numerous challenges to neighborhoods and adjacent property owners. They may create additional noise, traffic, parking, and public safety issues, decrease available housing stock, and in some cases turn residential neighborhoods into de-facto hotel rows, collectively creating additional demands on local public service providers.

Unfortunately, the enforcement of TOT ordinances and the collection and remittance of these taxes from short-term rentals can be inconsistent, even when voluntary collection agreements are in place with a short-term rental facilitator. Cities lack access to property addresses or other property-related information, even under these agreements, resulting in a difficult choice to either accept tax payments without any way to verify their accuracy and legality or attempt to collect taxes directly from property owners—a costly and time-consuming process. Meanwhile, short-term rental facilitators have full knowledge of these properties' locations and resist disclosing this information. Cities can only compel short-term rental facilitators to disclose this critical information through certain legal action, such as subpoenas. This is **not** how oversight of public dollars should work.

SB 346 would address the above issues by providing cities with the assessor parcel number of each short-term rental listed on the facilitator's website and full audit authority of TOT dollars. These changes would ensure the correct amount of TOT is being



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collected and remitted and would allow for more efficient enforcement against unlicensed units.

If you have any questions, do not hesitate to contact me at [btriffo@calcities.org](mailto:btriffo@calcities.org).

Sincerely,

Ben Triffo  
Legislative Advocate

## ATTACHMENT 2

**NOTE** – The Legislature has a new letter submission process that requires **ALL LETTERS TO BE UPLOADED INTO A NEW ELECTRONIC PORTAL**. The portal will automatically send letters to the author’s office and the committee(s) of jurisdiction. Please visit <https://calegislation.lc.ca.gov/advocates/> to create an account and upload this letter.

In addition to submitting the letter through the portal, please send a physical copy to your Legislator(s), and continue to send a copy by email to your Regional Public Affairs Manager, and the League’s city letter account ([cityletters@cacities.org](mailto:cityletters@cacities.org)).

\*\*\*CITY LETTERHEAD\*\*\*

DATE

The Honorable [Name]  
Chair, [House] [Committee]  
California State Capitol, Room #  
Sacramento, CA 95814

**RE: SB 346 (Durazo) Local agencies: transient occupancy taxes: short-term rental facilitator.**  
**Notice of SUPPORT** *(As Introduced on February 12, 2025)*

Dear \_\_\_\_\_,

The City/Town of \_\_\_\_\_ **supports** SB 346, which would better equip cities to enforce local ordinances related to the collection and remittance of transient occupancy taxes (TOT) for short-term rentals.

Short-term rentals are regulated exclusively at the local level via the adoption of an ordinance that often includes regulations on permitting, tax compliance, noise, parking, occupancy, as well as other responsibilities for hosts and short-term rental facilitators. In some instances, ordinances limit the number of short-term rentals allowed to operate lawfully, other ordinances ban short-term rentals entirely.

Short-term rentals can present numerous challenges to neighborhoods and adjacent property owners. They may create additional noise, traffic, parking, and public safety issues, decrease available housing stock, and in some cases turn residential neighborhoods into de-facto hotel rows, collectively creating additional demands on local public service providers.

Unfortunately, the enforcement of TOT ordinances and the collection and remittance of these taxes from short-term rentals can be inconsistent, even when voluntary collection agreements

are in place with a short-term rental facilitator. Cities lack access to property addresses or other property-related information, even under these agreements, resulting in a difficult choice to either accept tax payments without any way to verify their accuracy and legality or attempt to collect taxes directly from property owners—a costly and time-consuming process. Meanwhile, short-term rental facilitators have full knowledge of these properties’ locations and resist disclosing this information. Cities can only compel short-term rental facilitators to disclose this critical information through certain legal action, such as subpoenas. This is not how oversight of public dollars should work.

SB 346 would address the above issues by providing cities with the assessor parcel number of each short-term rental listed on the facilitator’s website and full audit authority of TOT dollars. These changes would ensure the correct amount of TOT is being collected and remitted and would allow for more efficient enforcement against unlicensed units.

For these reasons, the City/Town of \_\_\_\_\_ supports SB 346.

Sincerely,

NAME

TITLE

CITY/TOWN of \_\_\_\_\_

- cc. Your Senator & Assembly Member
- Your League Regional Public Affairs Manager (via email)
- Meg Desmond, League of California Cities, [cityletters@cacities.org](mailto:cityletters@cacities.org)