

### **Call to Order - City Council and Housing Authority**

The regular meeting of the City Council of the City of Highland and the special meeting of the Housing Authority was called to order at 6:03 p.m. by Mayor Lilburn at the Donahue Council Chambers, 27215 Base Line, Highland, California.

### **Invocation**

The invocation was given by Pastor Willie Hicks, Harvest Care Church.

### **Pledge of Allegiance**

The Pledge of Allegiance was led by Mayor Lilburn.

### **Roll Call**

Present: Hogan (Arrived late), Lilburn, Saldana, Timmer

Absent: McCallon

### **Report From Closed Session**

None

### **Special Presentations**

Marvin Hernandez introduced himself as the new Executive Director of the Highland YMCA.

Mayor Lilburn presented the Director of Administrative Services/City Treasurer Nava-Cruz with a plaque in recognition of her ten years of dedicated service to the City of Highland.

### **Public Comment**

Chris Nielsen representing the Highland Chamber of Commerce spoke regarding upcoming events.

### **City Council Consent Calendar**

**A MOTION** was made by Councilmember Timmer, Seconded by Councilmember Saldana, to approve the consent calendar, with Mayor Lilburn abstaining from Agenda Item No's. 9, 10, and 11. Motion carried, 3-0, with Mayor Pro Tem McCallon and Councilmember Hogan being absent.

Councilmember Hogan arrived late and was present for the second motion of the Consent Calendar.

**A MOTION** was made by Councilmember Saldana, seconded by Councilmember Timmer to approve consent calendar Agenda Item No's 9, 10, and 11. Motion carried, 3-0, with Mayor Lilburn abstaining and Mayor Pro Tem McCallon being absent.

1. Waive the Reading of All Ordinances

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

2. Minutes - September 9, 2025 Regular City Council Meeting

Approved the Minutes as submitted.

3. Warrant Register No. 782  
Approved Warrant Register No. 782; warrants in the amount of \$4,596,853.65 and Payroll in the amount of \$274,440.45.
4. Treasurer's Report for August 2025  
Received and filed Treasurer's Report for August 2025.
5. Claim Consideration - Frances Trujillo  
Rejected claim.
6. Records Destruction Authorization  
Approved the destruction of certain records.
7. Conflict of Interest Code Amendment  
Adopted Resolution No. 2025-047, amending the City's Conflict of Interest Code.

RESOLUTION NO. 2025-047

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,  
ADOPTING THE CITY'S CONFLICT OF INTEREST CODE AND RESCINDING  
RESOLUTION NO. 2024-038

8. Second Reading of Ordinance No. 476 Amending Section 2.36.040 of the Highland Municipal Code to Add Fees for Passport Photography Services and Adoption of Resolution Establishing Fees for Passport Photography Services
  - 1) Conducted a second reading, read by title only, and waived further reading of Ordinance No. 476, amending Section 2.36.040 of the Highland Municipal Code to add fees for passport services; and
  - 2) Adopted Resolution No. 2025-048, establishing a schedule of fees for passport photography.

ORDINANCE NO. 476

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,  
AMENDING SECTION 2.36.040 OF THE HIGHLAND MUNICIPAL CODE TO ADD  
FEES FOR PASSPORT PHOTOGRAPHY SERVICES

RESOLUTION NO. 2025-048

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,  
ESTABLISHING A SCHEDULE OF FEES FOR PASSPORT PHOTO SERVICES AT  
THE PASSPORT ACCEPTANCE FACILITY

9. Community Development Block Grant (CDBG) Subrecipient Contract between the City of Highland and Highland District Council on Aging, Inc. to Provide for Senior Programs, Activities, and Services to Improve Quality of Life, Physical Fitness, Social Programs, Daily Interaction and Nutrition to Low- and Moderate-Income Seniors  
Approved the Contract and authorized execution by the Assistant Community Development Director.

10. Community Development Block Grant (CDBG) Subrecipient Contract between the City of Highland and Central Little League to Provide Youth Baseball and Softball Programs  
Approved the Contract and authorized execution by the Assistant Community Development Director.
11. Community Development Block Grant (CDBG) Subrecipient Contract between the City of Highland and the Highland Family YMCA to Provide Health and Wellness Programs and Resources  
Approved the Contract and authorized execution by the Assistant Community Development Director.
12. San Bernardino County Flood Control District Purchase and Sales Agreement (PSA) Twelve (12) Month Escrow Extension  
Authorized the City Manager to execute the necessary escrow documents to effectuate the subject escrow extension for an additional twelve (12) months.
13. Resolution No. 2025-049, a Resolution of the City Council of the City of Highland, California Terminating the Local Emergency in the City of Highland Related to the Line Fire  
Adopted Resolution No. 2025-049, Terminating Proclamation of the Local Emergency related to the Line Fire in the City of Highland.

RESOLUTION NO. 2025-049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,  
PROCLAIMING THE TERMINATION OF A LOCAL EMERGENCY RELATED TO THE  
LINE FIRE

14. Yuhaaviatam of San Manuel Nation Restricted Grant Agreement  
Authorized the City Manager to sign the attached Yuhaaviatam of San Manuel Nation Restricted Grant Agreement to replace handheld radio communications equipment for the City's Fire Department.
15. Bid Award - 2025-06 Highland City Hall Fence and Gates Project (Work Program)
  - 1) Awarded the bid for Bid No. 2025-06 "Highland City Hall Fence and Gates Project" Contract to the lowest responsive bidder, Golden West Fence in the amount of \$193,624.00; and
  - 2) Approved a budget adjustment of \$120,000 from the Unreserved/Undesignated Development Impact Fee (DIF) fund balance (Acct# 007.2100) to be expended from Facility Construction (Acct# 007-8330-6803).

## City Council Public Hearing

16. Introduction and First Reading of an Ordinance of the City Council of the City of Highland, Amending Title 15 of the Highland Municipal Code Adopting by Reference, the California Code of Regulations Title 24, Comprising Part 1 the 2025 California Administrative Code; Part 2 the 2025 California Building Code, Volumes 1 and 2, with Appendices F, G, H, I, J, N, and Chapter 1, Division II; Part 2.5 the 2025 California Residential Code, with Appendices AB, BF, CI; Part 3 the 2025 California Electrical Code; Part 4 the 2025 California Mechanical Code; Part 5 the 2025 California Plumbing Code, with Appendix H; Part 6 the 2025 California Energy Code; Part 7 the 2025 California Wildlife-Urban Interface Code; Part 8 the 2025 California Historical Building Code; Part 9 the 2025 California Fire Code, with Appendices Chapter 4, B, BB, C, CC, D, E, F, G, H, I, K, N, O, P and Q; Part 10 the 2025 California Existing Building Code; Part 11 the 2025 California Green Building Standards Code; and Part 12 the 2025 California Referenced Standards Code; Together with Certain Amendments Thereto, and Making a Finding of Exemption Under the California Environmental Quality Act

Mayor Lilburn opened the public hearing.

City Attorney Marroquin stated the Building Code Amendments are typically updated every three years. The process for considering this type of ordinance differs slightly from our usual procedures. Normally, if an ordinance requires a public hearing, it is conducted at the first reading when the ordinance is introduced. In this case, the City Council will be conducting the first reading today. Building Official Wirz will give his presentation regarding the ordinance, and there will be an opportunity for questions. Following the presentation, a motion will be requested to schedule a public hearing for the proposed ordinance at the November 12, 2025, City Council Regular meeting. This procedure aligns with the requirements outlined in the government code for adopting these types of ordinances, and therefore differs from our standard process.

Building Official Wirz stated the State of California adopts, amends, and publishes the model building codes on a three-year cycle. Earlier this year, the State approved the 2025 California Building Code Standards, which become effective January 1, 2026. The City is required to adopt these codes and may incorporate substantive amendments that are more restrictive and tailored to our local conditions, including climatic, geological, and topographical considerations. As part of this cycle, the State has introduced the 2025 California Wildland Urban Interface (WUI) Codes. These codes provide additional guidance and measures to mitigate risks in high fire hazard areas, aiming to reduce the potential loss of life and property due to wildfires. Additionally, California passed Assembly Bill 130 earlier this year, which imposes a statewide freeze on residential building code updates until June 1, 2031. This legislation prohibits both state and local agencies from adopting new standards for residential buildings unless necessary for emergency wildfire mitigation. The purpose of this six-year moratorium is to facilitate permit processing for developers and to support the ongoing efforts to address the state's housing affordability challenges. Any modifications to the residential building codes during this period must be substantially equivalent to the amendments implemented by the City prior to September 30, 2025. The 2025 codes are to be adopted by reference, with amendments outlined in the proposed ordinance Attachment "A". The supporting findings and justifications are included in Resolution Attachment "B".

Staff recommends City Council waive the full reading of the ordinance and introduce it by title only. Additionally, staff proposes scheduling a public hearing for the proposed adoption of the ordinance at the November 12, 2025, City Council regular meeting, and requests authorization to provide notice of this public hearing.

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.

Councilmember Timmer stated, in a previous meeting, City Council adopted new fire hazard zones. Are those new zones incorporated into the ordinance implemented today? Building Official Wirz stated no. The high fire hazard zones are designated by the state, and these designations are incorporated into the building code updates at the state level. When reviewing the WUI codes, the state categorizes zones into tiers, which correspond to our local ordinances for high, medium, and low fire hazard areas.

Councilmember Timmer inquired whether the updated fire code mandates the inclusion of residential fire sprinklers.

Building Official Wirz stated all new buildings constructed since 2013 have been mandated to incorporate residential fire sprinkler systems. Additionally, the fire codes include provisions in the appendices that require fire flow test, and may necessitate supplementary sprinkler requirements as part of mitigation measures.

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

- 1) Waive full reading and introduce Ordinance No. 477, as read by title only; and
- 2) Schedule a public hearing on the proposed adoption of Ordinance No. 477 for the November 12, 2025, City Council meeting, and direct staff to provide notice of said public hearing. Motion carried on a roll call vote, 3-0, with Mayor Pro Tem McCallon and Councilmember Hogan being absent for this item.

City Clerk Muñoz introduced Ordinance No. 477.

ORDINANCE NO. 477

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, AMENDING TITLE 15 OF THE HIGHLAND MUNICIPAL CODE ADOPTING BY REFERENCE, THE CALIFORNIA CODE OF REGULATIONS TITLE 24, COMPRISING PART 1 THE 2025 CALIFORNIA ADMINISTRATIVE CODE; PART 2 THE 2025 CALIFORNIA BUILDING CODE, VOLUMES 1 AND 2, WITH APPENDICES, F, G, H, I, J, N AND CHAPTER 1, DIVISION 11; PART 2.5 THE 2025 CALIFORNIA RESIDENTIAL CODE, WITH APPENDICES AB, BF, CI; PART 3 THE 2025 CALIFORNIA ELECTRICAL CODE; PART 4 THE 2025 CALIFORNIA MECHANICAL CODE; PART 5 THE 2025 CALIFORNIA PLUMBING CODE, WITH APPENDIX H; PART 6 THE 2025 CALIFORNIA ENERGY CODE; PART 7 THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE; PART 8 THE 2025 CALIFORNIA HISTORICAL BUILDING CODE; PART 9 THE 2025 CALIFORNIA FIRE CODE, WITH APPENDICES CHAPTER 4, APPENDICES B, BB, C, CC, D, E, F, G, H, I, K, N, O, P AND Q; PART 10 THE 2025 CALIFORNIA EXISTING BUILDING CODE; PART 11 THE 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE; PART 12 THE 2025 CALIFORNIA REFERENCED STANDARDS CODE; TOGETHER WITH CERTAIN AMENDMENTS THERETO, AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Which title was read.

**City Council Legislative**

17. Selection of an Event Date and Budget for the 28th Annual Citrus Harvest Festival

Assistant Community Development Director Stater gave a brief review of the staff report.

**A MOTION** was made by Councilmember Saldana, seconded by Mayor Lilburn to:

- 1) Select March 28, 2026, as the Event Date for the Citrus Harvest Festival with a Rain Date of April 4, 2026; and
- 2) Adopt the Budget and include a banner to be placed on the west side of the city. Motion carried, 3-0, with Mayor Pro Tem McCallon and Councilmember Hogan being absent for this item.

18. Consideration of Proposals for the City's Tow Rotation List Program Beginning January 1, 2026 and ending December 31, 2027

Community Development Director Mainez gave a brief review of the staff report.

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

- 1) Review the proposals from the Tow Operators and award two (2) year agreements to participate in the City's Tow Rotation Program with only six (6) contracts; and
- 2) Authorize the Mayor to execute the associated agreements. Motion carried, 3-0 with Mayor Pro Tem McCallon and Councilmember Hogan being absent for this item.

19. Appoint One (1) Member of the Public to the Community Trails Committee

The floor was opened for nominations.

Mayor Lilburn nominated applicant, Joey Martin.

Hearing no other nominations, City Clerk Muñoz closed the floor for nominations.

City Council unanimously appointed applicant Joey Martin.

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

City Manager Zamano stated the Highland Sheriff's Department for the month of September received 2,728 calls for service, made 319 reports, 152 arrests, issued 66 citations, conducted 196 traffic enforcement stops, responded to 50 traffic collisions, 17 transient calls, and 20 towed vehicles.

The Highland Fire Department for the month of September received 630 calls for service, some of which included: 482 medical aids, 29 traffic collisions, 9 structure fires, 9 vegetation fires, 18 other fires, 8 vehicle fires and 33 public service assistance.

The Administrative Services/Finance Department for the month of September issued 44 business licenses, renewed 266 business licenses, issued 112 dog licenses, 52 yard sale permits, and 204 account payable checks.

Human Resources is currently recruiting a Maintenance Worker I for the Public Works Department following the retirement of Jack Avon in September 2025. Anyone interested can apply on the city website.

Public Works announced the Natural Parkland Trail Project north of Base line at Brookwood Lane is currently under construction. Please note that the trail is temporarily closed to the public. The project is scheduled for completion and reopening in the first quarter of 2026, with new improvements.

The 9th Street Sidewalk Gap Closure Project and the 2025 Arterial Resurfacing Project are completed. Final inspections are currently in progress, and notices of completion will be presented at an upcoming City Council meeting.

California's rainy season typically begins on October 1 and lasts through April 4. This serves as a reminder to inform the public of relevant safety measures. City departments, including Fire, Police, and Public Works, will closely monitor key areas during significant storm forecasts and are prepared to respond to emergencies. Sandbags are available at all Fire Stations and City Hall. Self-serve sand and sandbags are located at Fire Station #2 and City Hall. East Valley Water District (EVWD) offices, including their headquarters on 31111 Greenspot Road and the Sterling Natural Resources Center (SNRC) at Fifth Street and Del Rosa Drive, offer free sandbags and sand to residents. Residents are encouraged to register for the Smart 911 Telephone Emergency Notification System (TENS) to receive important alerts and updates from the San Bernardino County Emergency Management team. Further details are available on the city's website and social media.

On October 8, the San Bernardino County Transportation Authority (SBCTA) recommended that the Board approve the Transportation Development Act (TDA) Article 3 funding of \$357,700 to the City of Highland to address sidewalk gaps providing access to Highland Grove Elementary, Beattie Middle School, and the U.S. Post Office. This project includes the installation of sidewalks on the east side of Boulder Avenue from Eucalyptus Avenue to Webster Street, as well as on the west side of Webster Street from

Boulder Avenue to Eucalyptus Avenue. The project has a local match of \$372,300, bringing the total estimated cost to \$730,000.

On October 10, the City received notification of a federal grant award totaling \$625,000 through the 2025 COPS Hiring Program, from the U.S. Department of Justice Office of Community Oriented Policing Services. This grant aims to support the recruitment of full-time law enforcement officers dedicated to community policing initiatives. It will fund up to \$125,000 for each of the five new deputies recently added under the sheriff's contract, covering a portion of their salaries and fringe benefits over a three-year period. A 25% local match is required, and all officers hired through this grant must be retained for at least one year beyond the end of federal funding. The program provides a five-year window to complete the recruitment, hiring, and full implementation of these positions.

October 23 through October 31 will be Red Ribbon Week. Residents are encouraged to wear red to initiate the week and promote a drug-free community.

For the month of September, Burrtec completed 281 illegal dumping work orders.

The Community Development Department announced grading activities are underway by Alliance Residential Company in the northern section of Greenspot Village and the Marketplace Specific Plan, located north of Costco, to support the construction of 294 multi-family residential market rate units.

The new Vim and Vigor Gym is making progress on the interior and exterior renovations at the former Esporta Fitness facility on Greenspot Road. A temporary trailer is available for membership sign-ups, with the official opening expected to take place in December.

Quick Quack Car Wash will have an official ribbon cutting ceremony scheduled for October 21, 2025, at 4:30 p.m.

Dutch Bros Coffee is now open. They are located within Highland Village Plaza at the intersection of Base Line and Boulder Avenue.

The next upcoming City Council regular meeting is scheduled for Wednesday, November 12, 2025, due to the observance of the Veterans Day holiday on Tuesday, November 11, 2025.

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

Councilmember Saldana stated he participated in the State Water Project Tour and the California League of Cities Conference. During the water tour, he gained insight into how supplemental water from Northern California is transported to Southern California and the infrastructure required for this process. At the League of Cities Conference, the sessions focused on public safety, housing, and infrastructure funding, which provided valuable ideas from other municipalities that could benefit the City of Highland's growth and development. The Cruising at Altitude concert at the San Bernardino International Airport, is scheduled for this Saturday, October 18, 2025. This promises to be an enjoyable event for families and the surrounding community. There will be a free Trunk or Treat Halloween event on Friday, October 31, from 5 to 8 p.m. at Showcase Auto Glass, located at 26411 Base Line. This will be a safe and festive occasion featuring decorated vehicles, candy, and music. Everyone is welcome to attend, and we look forward to seeing you there.

Mayor Lilburn attended the League of California Cities Conference. She is scheduled to participate in the East Valley Water District (EVWD) Facilities Tour on October 16, 2025. Additionally, she participated in the Highland Run 5K and 10K event, which was a great turn out. The Cruising at Altitude concert at the San Bernardino International Airport is scheduled for this Saturday, October 18, 2025. Please visit the San Bernardino International Airport website to obtain your complimentary tickets.

### **Announcements**

None

### **Adjourn Joint City Council Regular Meeting and Housing Authority Special Meeting**

Mayor Lilburn adjourned the Joint City Council Regular Meeting and Housing Authority Special Meeting into closed session at 6:49 p.m. in memory of Charlie Kirk and Don Clay.

### **Closed Session**

City Attorney Marroquin read the City Council into closed session at 6:49 p.m. regarding the following:

#### **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Government Code Section 54956.9(d)(1)

Garay v. City of Highland, San Bernardino County Court Case Number CIVDS1920292

#### **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Government Code Section 54956.9(d)(2)

A point has been reached where, based on existing facts and circumstances, there is a significant exposure to litigation against the City resulting from a claim submitted by Lucia Cruz related to property damage that occurred to a backyard retaining wall at 28599 Cherokee Rose Drive in the City of Highland on August 1, 2024. The claim that was submitted on March 6, 2025 is available for public inspection at the City Clerk's office.

#### **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Government Code Section 54956.9(d)(1)

City of Highland v. Shahatit, et al., San Bernardino County Court Case Number CIVSB2418718

#### **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Government Code Section 54956.9(d)(1)

City of Highland v. Pathak, et al., San Bernardino County Court Case Number CIVSB2521254

At 7:39 p.m. City Council reconvened into open session.

City Attorney Marroquin stated the City Council met in closed session to discuss four (4) separate items.

Conference with legal counsel regarding existing litigation in the Garay v. City of Highland case. This matter was discussed with Mayor Lilburn, Councilmember Timmer, and Councilmember Saldana, who all voted in favor, with Mayor Pro Tem McCallon and Councilmember Hogan being absent. Direction was provided concerning a potential settlement. However, as no settlement agreement had been finalized at this time, no reportable action was taken.

Conference with legal counsel regarding anticipated litigation pursuant to a claim submitted by Lucia Cruz pertaining to 28699 Cherokee Rose Drive. No reportable action was taken. However, direction was provided to staff.

Conference with legal counsel existing litigation in the City of Highland v. Shahatit case. Mayor Lilburn, Councilmember Timmer, and Councilmember Saldana, rejected the settlement proposal made by the defendants and provided direction to staff.

Conference with legal counsel, existing litigation in the City of Highland v. Pathak case. A status update was provided to the City Council, but no reportable action was taken.

At 7:44 p.m., City Attorney Marroquin read the City Council into closed session to conclude the remaining closed session item. Because a quorum had not been present earlier, the item was deferred until Councilmember Hogan's late arrival, which established a quorum and enabled the City Council to reconvene. Mayor Lilburn abstained from participation due to a conflict of interest.

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Government Code Section 54956.8

Property: 7433 Central Avenue, Highland, California - San Bernardino County Assessor's Parcel Numbers 1192-431-04 and 05

City/Authority Negotiator: Lawrence Mainez, Community Development Director

Negotiating Parties: Highland Housing Authority, City of Highland and Wakeland Highland LP, a California limited partnership

Under Negotiation: Instructions to City/Authority concerning price and terms of payment

City Council reconvened into open session.

City Attorney Marroquin stated the City Council met in closed session to discuss the remaining item regarding real property negotiations contributing the property located at 7433 Central Avenue pertaining to the price in terms of payment. Direction was provided to staff, but no reportable action was taken.

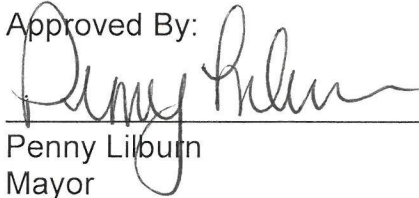
Mayor Lilburn adjourned at 8:33 p.m.

Submitted By:



Alondra Muñoz  
City Clerk

Approved By:



Penny Lilburn  
Mayor