



City of Highland

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

City Council Regular Meeting Agenda

December 9, 2025 at 6:00 PM

City Hall Donahue Council Chambers
27215 Base Line, Highland CA 92346

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 Brown Act, any writings or documents provided to a majority of the legislative body regarding any item on this agenda, that are not exempt from disclosure under the California Public Records Act, will be made available for public inspection at City Hall, 27215 Base Line Highland, CA 92346, during normal business hours. Such documents will also be made available on the City's website at www.cityofhighland.org.

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.

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 \$500 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.

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Report From Closed Session

Special Presentations

Michael Burrows - Executive Director of the San Bernardino International Airport Authority

Public Comment

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 December 9, 2025 to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the agenda, please identify the agenda item number. Members of the public may submit comments on public hearing items at any time before the meeting, as well as during the meeting up until the close of the public hearing for the respective item.

City Council Business

1. Appointment of Mayor and Mayor Pro Tem for 2025/2026

Choose one of its members as Mayor and another of its members as Mayor Pro Tem.

2. Membership on Various Council Subcommittees, Ad Hoc, and Agency Organizations

Review and revise as appropriate current membership on various Council Subcommittees, Ad Hoc and Agency Appointments.

City Council Consent Calendar

3. Waive the Reading of All Ordinances

Waive the reading of all ordinances in their entirety and read by title only.

4. Minutes - November 12, 2025 City Council Regular Meeting
Approve the Minutes as submitted.
5. Minutes - November 20, 2025 City Council Closed Session
Approve the Minutes as submitted.
6. Minutes - November 20, 2025 City Council Special Meeting
Approve the Minutes as submitted.
7. Warrant Register No. 784
Approve Warrant Register #784; Warrants in the amount of \$3,526,948.53 and Payroll in the amount of \$257,214.78.
8. Treasurer's Report for October 2025
Receive and file the Treasurer's Report for October 2025.
9. Records Destruction Authorization
That the City Council approve the destruction of certain records.
10. Developer In-Lieu Fee Annual Report for Fiscal Year 2024-2025
The Finance/Personnel Subcommittee recommends the City Council receive and file the Developer In-Lieu Fee Annual Report for Fiscal Year 2024-2025.
11. AB1600 Development Impact Fee Annual Report for Fiscal Year 2024-2025 per Government Code Section 66006
The Finance/Personnel Subcommittee recommends the City Council receive and file the AB1600 Development Impact Fee Annual Report for Fiscal Year 2024-2025.
12. The Annual Comprehensive Financial Report (ACFR), the Independent Auditor's Report on Internal Controls, the Audit Conclusion Letter, and the Gann Limit (Appropriations Limit) Letter; All Reports are for Fiscal Year Ended June 30, 2025
The Finance/Personnel Subcommittee recommends the City Council receive and file the Annual Comprehensive Financial Report (ACFR), the Independent Auditor's Report on Internal Controls, the Audit Conclusion letter, and the Gann Limit (Appropriations Limit) letter. All reports are for Fiscal Year Ended June 30, 2025.
13. Notice of Completion: Bid No. 2024-07, "9th Street Transit Stops, Sidewalk and Bikeway Improvements Project" (Project No. swk19001)
 1. Accept Bid No.2024-07, "9th Street Transit Stops, Sidewalk and Bikeway Improvements Project" (Project No. swk19001) as complete;
 2. Authorize the Mayor to sign the Notice of Completion; and
 3. Direct the City Clerk to file the Notice of Completion.

14. Amendment to (1) an Agreement between the San Bernardino County Flood Control District and the City Pertaining to the Purchase and Sale of 8.61 Acres of Vacant San Bernardino County Flood Control District Property Located Generally North of Greenspot Road and East of the SR 210 Freeway to Effectuate a 12-month Escrow Extension, and (2) an Agreement between the City and TREH Partners XV, LLC to Effectuate a 12-Month Escrow Extension as to the Same Property

Authorize the City Manager to execute the necessary agreements and escrow documents to effectuate the subject escrow extension, including an amendment to the First Amended and Restated Purchase and Sales Agreement and Joint Escrow Instructions between the City and the San Bernardino County Flood Control District, and the Purchase and Sale Agreement between the City and TREH Partners XV, LLC, once the agreements are approved as to form by the City Attorney.

City Council Legislative

15. 2025-06 Highland City Hall Fence and Gates Contract Amendment
1. Approve a contract amendment to the 2025-06 “Highland City Hall Fence and Gates Project” construction contract with Golden West Fence in the amount of \$118,731 to provide additional fence and gate work at City Hall, Highland Police Department, and Lillian Lane at Hibiscus Street;
 2. Authorize the City Manager to approve additional contract amendments up to 10% of the revised contract amount of \$312,355 (\$193,624+\$118,731);
 3. Approve a budget adjustment of \$73,538 from 023-2505 Unreserved Designated Public Improvement account to 023-3890-6030 for the portion of work at the Highland Police Station: and
 4. Approve a budget adjustment of \$45,193 from the Unreserved/Undesignated Development Impact Fee (DIF) fund balance (Acct # 007.2100) to be expended from Facility Construction (Acct # 007-8330-6803) for City Hall and Lillian Lane at Hibiscus Street work.
16. Second Contract Amendment to the Professional Services Agreement with HDR Engineering, Inc. for the Victoria Avenue Drainage and Street Improvements Project (Project No. str17002)
1. Approve the second contract amendment to the Professional Services Agreement with HDR Engineering, Inc. to provide additional engineering and right-of-way services for the Victoria Avenue Drainage and Street Improvements Project in the amount of \$272,924; and
 2. Authorize the City Manager to approve additional contract amendments up to 10% of the revised contract amount of \$901,919.
17. City Manager Report and Comments (Work Program, Regional/Legislative/ Development Issues, Subcommittees, etc.)

Discussion and possible action.

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

Discussion and possible action.

Announcements

Closed Session

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 meeting of the City Council is scheduled for January 13, 2026.

Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted 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) at least seventy-two (72) hours prior to the meeting per Government Code Section 54954.2.


