

**Call to Order**

The regular meeting of the City Council of the City of Highland 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, Lilburn, McCallon, Saldana, Timmer

Absent: None

**Report From Closed Session**

None

**Special Presentations**

Mayor Lilburn presented the Community Spirit Award to Miko Flores, Firefighter Lee Fonseca, Firefighter Michael Watanable, and Firefighter Jesus Feria for their heroic actions in saving a Highland resident's life.

**Public Comment**

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

Stephanie Young representing Light the World Giving Machines spoke regarding donations.

**City Council Consent Calendar**

**A MOTION** was made by Councilmember Timmer, seconded by Councilmember Saldana, to approve the consent calendar. 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 - October 14, 2025 Joint City Council Regular Meeting & Housing Authority Special Meeting

Approved the minutes as submitted.

3. Warrant Register No. 783

Approved Warrant Register No. 783; warrants in the amount of \$2,057,933.73 and Payroll in the amount of \$272,756.58.

4. Treasurer's Report for September 2025

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

5. Claim Considerations

Rejected claims.

6. Proposed City of Highland Community Development Block Grant (CDBG) Applications for Fiscal Year 2026-2027 Including One for Enhanced Code Enforcement and One for Pavement Rehabilitation and Ancillary Work on Cole Avenue and 14th Street

1. Approved the City's Application for Enhanced Code Enforcement that supports a portion of the salary and benefits of a Code Compliance Officer, Administrative Assistant, and Community Development Director; and
2. Approved the City's Application to construct pavement rehabilitation and ancillary work on two streets within the CDBG Low-Mod Income eligible block area on Cole Avenue from Base Line to 14th Street and 14th Street from Cole Avenue to Central Avenue.

7. Approval of Amendment to Agreement between the City and San Bernardino County Sheriff's Department Contract for FY 2025-2026 & Amendment No. 5 to the Reimbursement Agreement Between the City of Highland & East Valley Water District (EVWD) for Law Enforcement Services for FY 2025-2026 Due to MOU Negotiated Salary Increases

1. Authorized the Mayor to execute the amended contract (FY 2025-2026) for Law Enforcement Services with the San Bernardino County Sheriff's Department (Sheriff's Department) to update the salaries in Schedule A; and
2. Approved Amendment No. 5 to the Reimbursement Agreement between the City of Highland & East Valley Water District (EVWD) for Law Enforcement Services (FY 2025-2026).

8. Bid Award - Bid No. 2025-07, "City of Highland Recycle and Refuse Dumpster Enclosure Project"

1. Awarded the bid for Bid No. 2025-07 "City of Highland Recycle and Refuse Dumpster Enclosure Project" Contract to the lowest responsive bidder, Gentry General Engineering, Inc. in the amount of \$117,154.00; and
2. Approved a budget adjustment of \$48,000 from the Unreserved/Undesignated Development Impact Fee (DIF) fund balance (Acct# 007-2100) to be expended from Facility Construction (Acct# 007-8330-6803).

9. Grant Funding Agreement between the City of Highland and San Bernardino County Transportation Authority (SBCTA) for the Base Line/Greenspot Road Smart Corridor Project

1. Approved the Agreement between the City of Highland and San Bernardino County Transportation Authority (SBCTA) for the Base Line/Greenspot Rd Smart Corridor Project; and
2. Authorized the Mayor to sign the agreement.

10. Declare Three (3) Seats Vacant on the Community Trails Committee
  1. Declared three (3) seats vacant on the Community Trails Committee; and
  2. Directed the City Clerk to advertise the vacancies on the Community Trails Committee.
  
11. Notice of Completion - Bid No. 2025-05, "2025 Arterial Resurfacing Project", (Project No. ola23002)
  1. Accepted Bid No. 2025-05, "2025 Arterial Resurfacing Project", (Project No. ola23002) as complete;
  2. Authorized the Mayor to sign the Notice of Completion; and
  3. Directed the City Clerk to file the Notice of Completion.

### City Council Public Hearing

12. A Public Hearing to Confirm the Costs of Abatement and Establish a Special Assessment Against the Respective Parcel of Land Described as Tax Assessor's Parcel Number 0273-261-06, Generally Located at 25646 Base Line, San Bernardino, CA 92410 (Within the Corporate Boundaries of the City of Highland)

Mayor Lilburn opened the public hearing.

Code Enforcement Officer Chambers stated this item is related to the abatement of substandard nuisance conditions on the property located at 25646 Base Line which was declared a public nuisance by the Planning Commission Appeals Board on March 18, 2025. Due to the continued lack of response by the property owner, the city obtained a court-approved abatement warrant on September 3, 2025, authorizing the city to abate the nuisance conditions. On September 11, 2025, the city's contractor commenced and completed the cleanup on the subject property. The total estimated cost to abate the nuisance conditions is \$75,353.55. Staff recommends the City Council confirm the cost and expenses related to the abatement, approve the special assessment, and direct staff to effectuate the recordation of the lien.

Mayor Lilburn asked if a representative of the property was present? (No one was present.)

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 Saldana, seconded by Councilmember Timmer to:

1. Conduct a public hearing and adopt Resolution No. 2025-051, confirming the costs and expenses in the amount of \$75,353.55 that have been expended by the City to abate the Public Nuisance on the above property, as itemized in the attached invoices;
2. Approve a Special Assessment against the above property which will be collected at the same time and in the same manner as ordinary municipal taxes and shall be subject to the same procedure for foreclosure and sale in case of delinquency; and

3. Direct staff to effectuate the recordation of the subject Notice of Lien for Abatement of Public Nuisance in the office of the San Bernardino County Recorder; a copy of the Special Assessment Lien shall also be filed with the Assessor and Tax Collector of San Bernardino County. Motion carried, 5-0.

RESOLUTION NO. 2025-051

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, CONFIRMING AND APPROVING CERTAIN COSTS AND EXPENSES OF ABATEMENT OF A DECLARED PUBLIC NUISANCE ON THE PARCEL IDENTIFIED AS APN: 0273-261-06, GENERALLY LOCATED AT 25646 BASE LINE ST., SAN BERNARDINO, CA 92410, AND ESTABLISHING A SPECIAL ASSESSMENT AGAINST SAID PARCEL OF LAND FOR THOSE COSTS AND EXPENSES

13. 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 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; and Resolution No. 2025-052, a Resolution of the City Council of the City of Highland Making Express Findings and Determinations that Modifications to the 2025 California Building Code, 2025 California Residential Code, 2025 Wildland-Urban Interface Code, and the 2025 California Fire Code as Adopted by the City of Highland, are Reasonably Necessary because of Local Climatic, Geological and/or Topographical Conditions

Mayor Lilburn opened the public hearing.

Building Official Wirz stated the State of California adopts, amends, and publishes the model building codes every three (3) years. This year, the state approved the 2025 California Building Code standards, which take effect on January 1, 2026. The city may adopt these codes and concurrently amend them, provided the amendments are more restrictive and supportive with findings unique within our community based on climactic, geological, or topographical conditions. Staff's recommendation is to open and conduct a public hearing, conduct a second reading of Ordinance No. 477 and adopt a resolution making express findings for modifications to the 2025 California Residential Code, the 2025 California Building Code, the 2025 California Wildland Urban Interface Code, and the 2025 California Fire Code.

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:

1. Open and conduct a public hearing and conduct a second reading of Ordinance No. 477; and
2. Adopt Resolution No. 2025-052, making express findings for modifications to the 2025 California Residential Building Code, 2025 California Building Code, 2025 California Wildland-Urban Interface Code and the 2025 California Fire Code.

#### 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

#### RESOLUTION NO. 2025-052

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND MAKING EXPRESS FINDINGS AND DETERMINATIONS THAT MODIFICATIONS TO THE 2025 CALIFORNIA BUILDING CODE, 2025 CALIFORNIA RESIDENTIAL CODE, 2025 CALIFORNIA PLUMBING CODE (APPENDIX ONLY), 2025 WILDLAND-URBAN INTERFACE CODE AND THE 2025 CALIFORNIA FIRE CODE AS ADOPTED BY THE CITY OF HIGHLAND, ARE REASONABLY NECESSARY BECAUSE OF LOCAL CLIMATIC, GEOLOGICAL AND/OR TOPOGRAPHICAL CONDITIONS

14. Conduct a Public Hearing and Adopt Resolution No. 2025-053 Amending the Fee Schedule for Storage Impound Release Processing Fees

Mayor Lilburn opened the public hearing.

Assistant Director of Administrative Services Gomez stated after receiving feedback from the San Bernardino County Sheriff's Department, staff worked with the city's fee study consultant to review the current charges of the storage impound release processing fee and ensure they comply with the California Vehicle Code. The analysis showed that the existing flat fee of \$400 per vehicle does not accurately reflect the actual staff time and resources required. The prior fee included the Deputy's time versus the Service Specialist that is allowed in the vehicle code. The proposed change introduces a tiered fee structure, \$145 per vehicle during regular business hours, or \$203 per vehicle for after-hour releases.

These updated fees are designed to recover the true cost of the service while maintaining fairness and competitiveness. Public notice was properly given, and no objections have been received. The Finance/Personnel Subcommittee recommends the City Council adopt the resolution which updates the city's fee schedule for storage and impound release processing fees.

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 Saldana stated transitioning from a flat fee of \$400.00 to a tiered system is a significantly reduced amount. Does it align more with what surrounding cities are charging?

Assistant Director of Administrative Services Gomez confirmed that's correct. In the previous study, a Deputy was calculated on the rate, and this time it is an Office Specialist.

Mayor Lilburn asked to confirm whether the last review of this fee occurred in 2005, when it was adjusted to the \$400 tier.

Assistant Director of Administrative Services Gomez stated that the fee was last reviewed in June and July 2025 as part of the fee study, which was presented to the City Council.

Mayor Lilburn asked what was the fee amount prior to \$400?

Assistant Director of Administrative Services Gomez stated it was \$280.

**A MOTION** was made by Mayor Pro Tem McCallon, seconded by Councilmember Saldana to adopt Resolution No. 2025-053, amending the Fee Schedule for storage impound release processing fees. Motion carried, 5-0.

#### RESOLUTION NO. 2025-053

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,  
AMENDING THE SCHEDULE OF FEES FOR STORAGE IMPOUND RELEASE  
PROCESSING FEES

### City Council Legislative

#### 15. 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 October received 3,301 calls for service, made 361 reports, 149 arrests, issued 61 citations, conducted 227 traffic enforcement stops, responded to 70 traffic collisions, 41 transient calls, and 21 towed vehicles.

The Highland Fire Department for the month of October received 697 calls for service, some of which included: 542 medical aids, 45 traffic collisions, 10 structure fires, 5 vegetation fires, 18 other fires, 2 vehicle fires and 26 public service assistance.

The Administrative Services/Finance Department for the month of October issued 47 business licenses, renewed 236 business licenses, issued 99 dog licenses, 78 yard sale permits, and 189 account payable checks.

Human Resources is currently recruiting a Maintenance Worker I and an Assistant Engineer/Associate Engineer/Senior Civil Engineer depending on the applicant who applies. Jay Tuttle, Assistant Engineer, is retiring May of next year, prompting the hiring for his position. He was recognized as the 2025 City Employee of the Year.

Beginning January 2026, the City will transition to a .gov domain, adopting the address highlandca.gov. This change aligns with Assembly Bill 1637, which mandates all public-facing websites and employee email addresses utilize a .gov domain. During the transition, the current .org website and email addresses will remain operational and will automatically redirect users to the new .gov addresses to ensure uninterrupted service. The City begun informing residents through social media channels, the Highland newsletter, and the official City website.

As part of the city's adopted Work Program, the City Clerk's Office will commence passport photo services starting November 17, 2025. This new service will complete the city's existing passport acceptance operations, providing added convenience for visitors to be a "one-stop shop".

Public Works announced the fuel system upgrade project at the Highland Police Department has been successfully completed. This initiative was a designated Work Program item.

On November 7, 2025, the South Coast AQMD Board approved an allocation of \$3 million in MSRC funding to support the Highland/Redlands Regional Connector Gap Bikeway Project. The project is currently managed by the San Bernardino County Transportation Authority (SBCTA) on behalf of the cities of Highland and Redlands. The environmental and construction permits will be obtained by the end of the year following permit acquisition. The project will proceed with final design, bidding and construction activities in 2026.

On Monday, November 24, from 12:00 p.m. to 5:00 p.m., a Blood Drive will be held at the Highland Police Station.

On Saturday, December 6, from 8:00 a.m. to 12:00 p.m. the Highland Improvement Team (HIT) will conduct a cleanup event.

Operation Santa Claus is scheduled to begin at Fire Station No. 2 on December 10, located at 29507 Base Line and at Fire Station No. 3 on December 11, located at 7649 Sterling Avenue. Each event will be held from 6:00 p.m. to 8:00 p.m.

For the month of October, Burrtec completed 229 illegal dumping work orders.

The Community Development Department announced Extra Space Storage is now open. They are located on Greenspot Road next to In-N-Out. They have obtained the temporary occupancy permit contingent upon the final certification of the elevators. Until the elevators

receive full certification, only units on the first floor will be available for occupancy. The Broadstone Multi-family Housing Development has scheduled its Groundbreaking Ceremony for November 18 at 10:00 a.m., due to the forecast potential rain, they would like to consider rescheduling the event to either Thursday, November 20 or Friday, November 21, or alternatively, during the week of November 24. (City Council's consensus was to re-schedule to November 20).

East Valley Water District (EVWD) offered to collaborate with the City of Highland to promote the Citrus Harvest Festival by including an article in their utility bill ahead of the event. This initiative will support citywide promotion. A banner will also be placed at their Sterling Natural Resource Center. Burrtec will also include an insert in their utility bill.

The Community Trails Committee will convene Thursday, November 13, 2025, to review and approve seven (7) new interpretive signs scheduled for installation along the City's Natural Parkland Trail system. This trail system is located at the east end of Base Line. The existing ten (10) interpretive signs have been refreshed due to fading and graffiti damage. Additionally, Yuhaaviatam of San Manuel Nation has expressed interest in contributing content for an interpretive sign panel highlighting their history and connection to the area. A representative from the tribe visited the trails with staff last Thursday to gain a better understanding of the site. The tribe is expected to provide content for their interpretive sign panel by December.

Councilmember Timmer inquired whether the signs will be made of non-flammable materials, given that the current signs tend to deteriorate or become unusable every few years.

City Manager Zamano confirmed the signs will be non-flammable.

Mayor Pro Tem McCallon inquired about the expected completion date of the project.

Public Works Director/City Engineer Duran stated the project is expected to be completed by the end of 2025.

Mayor Pro Tem McCallon inquired an update on the San Carlos Apartment project traffic signal and median repairs.

City Manager Zamano stated staff met with Patrick Tritz, the developer of the site, and expressed the city's dissatisfaction with the signal at Calhoun Rd. and Greenspot Road not being completed yet and also the median. They are taking steps and measures to get this done. We mentioned the City would help facilitate this effort by getting involved with Edison, because according to them, was the entity holding up the final design. Their contractor, Sierra Pacific, is on board. They have been prepaid for the work and are ready to go. They've ordered the dual meter pedestal and is ready to be installed.

The city has been working with them on the restoration of the median. They're going to be working on putting together a plan for us to review to make sure that what they put back is something that we review and agree with so that it's consistent with the rest of the landscape in the area. They will also take care of some of the delineators that have been knocked down because there is a gap in that area right now.

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

Councilmember Hogan expressed he has been unable to attend some of the recent city events but is looking forward to participating in upcoming events.

Councilmember Saldana stated the trunk-or-treat was a success. There were over 350 children in attendance. We anticipate an even greater participation next year. A special thanks to all the sponsors for stepping up and supporting this event, including Yuhaviaatam of San Manuel Nation, Burrtec Inc., Downtown Collision Center, Caliber Collision, Champion Plumbing, East Valley Water District (EVWD), and Captain Dean from the Sheriff's Department. Their support helped us create a safe, family-friendly event for the kids, and are grateful for their partnership. I extend my gratitude to everyone who donated candy, Mayor Lilburn, City Manager Zamano and Public Services Manager Morgan. Your generosity ensured that all children who attended had an enjoyable and memorable experience. Thank you again to all the volunteers, staff, and community members who helped to bring this event together. This kind of teamwork is what makes Highland a strong, united community.

Councilmember Timmer stated November 12, 2025, was Veterans Day and wanted to reach out as a city to all the veterans, thanking them for their services. A special thanks to their families for supporting them while they were performing their duties.

Mayor Lilburn stated what a great job the city did in putting on the Volunteer Recognition Dinner and recognizing the great volunteers in Highland. Next month, Mike Burrows from the San Bernardino International Airport will make a presentation to provide updates on what is going on at the airport. She attended a town hall meeting for East Highlands Ranch. Councilmember Jimmy and herself had the opportunity to be principal for a day a couple weeks ago at San Gorgonio High School. They also went to San Andreas and Indian Springs High Schools. The following week, they attended the Ribbon Cutting event hosted by the San Bernardino City Unified School District for the Paxam Paxam Welcome Center. Friday, she will be the speaker for the Highland Women's Club.

**Announcements**

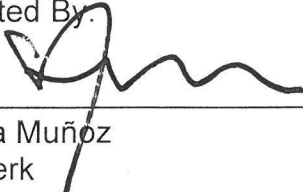
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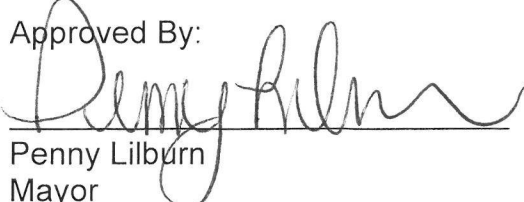
**Closed Session**

None

**Adjourn**

Mayor Lilburn adjourned the meeting at 6:59 p.m. in memory of Charlie Kirk and Don Clay.

Submitted By:   
\_\_\_\_\_  
Alondra Muñoz  
City Clerk

Approved By:   
\_\_\_\_\_  
Penny Lilburn  
Mayor