

**Call to Order**

The regular meeting of the City Council of the City of Highland was called to order at 6:00 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 Councilmember Saldana.

**Roll Call**

Present: Lilburn, McCallon, Saldana, Timmer

Absent: Hogan

**Report From Closed Session**

None

**Special Presentations**

Michael Burrows, Executive Director of the San Bernardino International Airport Authority gave a presentation regarding updates to the San Bernardino International Airport.

**Public Comment**

Junior Carrillo commended the City Council for their diligent efforts in maintaining a safe and clean community.

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

Email Submission: Fred Yauger appreciated Mayor Lilburn's attendance in the East Highland's Ranch Town Hall meeting and praised staff for their prompt response to a question about the Bledsoe Creek Storm Drain Project.

**City Council Business****1. Appointment of Mayor and Mayor Pro Tem for 2025/2026**

City Clerk Muñoz stated the first item is the annual reorganization of the City Council. She opened the floor for nominations for Mayor.

Councilmember Timmer nominated Councilmember McCallon.

Councilmember Saldana nominated Councilmember Lilburn.

City Clerk Muñoz called for any other nominations. Hearing none, she closed the floor for nominations.

City Clerk Muñoz called for the vote for Councilmember McCallon.

Two (2) ayes for Councilmember McCallon.

City Clerk Muñoz called for the vote for Councilmember Lilburn.

Two (2) ayes for Councilmember Lilburn.

City Clerk Muñoz stated a tie has been noted.

City Attorney Marroquin stated in accordance with the rules of procedure, we may attempt the vote again. If the vote is unsuccessful, City Council may defer this item to the next City Council regular meeting to ensure five (5) Councilmembers are present for the decision.

City Clerk Muñoz called for the vote for Councilmember McCallon.

Two (2) ayes for Councilmember McCallon.

City Clerk Muñoz called for the vote for Councilmember Lilburn.

Two (2) ayes for Councilmember Lilburn.

City Clerk Muñoz stated due to a tie vote, we will proceed with a motion to continue agenda Item No. 1 for the next City Council Regular meeting on January 13, 2026.

**A MOTION** was made by Mayor Pro Tem McCallon, seconded by Councilmember Saldana to continue this item to the January 13, 2026, City Council regular meeting. Motion carried, 4-0, with Councilmember Hogan being absent.

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

**A MOTION** was made by Mayor Pro Tem McCallon, seconded by Councilmember Saldana to continue this item to the January 13, 2026, City Council regular meeting. Motion carried, 4-0, with Councilmember Hogan being absent.

### **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, 4-0, with Councilmember Hogan being absent.

3. Waive the Reading of All Ordinances

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

4. Minutes - November 12, 2025 City Council Regular Meeting

Approved the Minutes as submitted.

5. Minutes - November 20, 2025 City Council Closed Session

Approved the Minutes as submitted.

6. Minutes - November 20, 2025 City Council Special Meeting

Approved the Minutes as submitted.

7. Warrant Register No. 784

Approved Warrant Register No. 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

Received and filed Treasurer's Report for October 2025.

9. Records Destruction Authorization

Approved the destruction of certain records.

10. Developer In-Lieu Fee Annual Report for Fiscal Year 2024-2025

Received and filed 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

Received and filed 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

Received and filed 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. Accepted Bid No. 2024-07, "9th Street Transit Stops, Sidewalk and Bikeway Improvements Project" (Project No. swk19001) as complete;
2. Authorized the Mayor to sign the Notice of Completion; and
3. Directed 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

Authorized 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

Public Works Director/City Engineer Duran Jr. gave a brief review of the staff report.

**A MOTION** was made by Mayor Pro Tem McCallon, seconded by Councilmember Saldana to:

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;
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; and
5. Add advance warning and reflective signage for the Lillian Lane and Hibiscus Street gate entrance per Councilmember Timmer's request. Motion carried, 4-0, with Councilmember Hogan being absent.

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)

Public Works Director/City Engineer Duran Jr. gave a brief review of the staff report.

Councilmember Saldana stated he would recuse himself from this item due to a conflict of interest. His business is in proximity to the project.

**A MOTION** was made by Mayor Pro Tem McCallon, seconded by Councilmember Timmer to:

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. Motion carried, 3-0, with Councilmember Hogan being absent and Councilmember Saldana abstaining.

17. 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 November received 3,142 calls for service, made 320 reports, 154 arrests, issued 117 citations, conducted 271 traffic enforcement stops, responded to 58 traffic collisions, 15 transient calls, and 28 towed vehicles.

The Highland Fire Department for the month of November received 618 calls for service, some of which included: 465 medical aids, 36 traffic collisions, 5 structure fires, 7 vegetation fires, 27 other fires, 2 vehicle fires and 22 public service assistance.

The Administrative Services Department for the month of November issued 47 business licenses, renewed 614 business licenses, issued 59 dog licenses, 67 yard sale permits, and 198 account payable checks.

Human Resources is currently recruiting an Assistant Engineer/Associate Engineer/Senior Civil Engineer in the Public Works Department. Brian Klein, the new Maintenance Worker I will start on January 5, 2026. He is joining us from the Maintenance Department of the City of San Bernardino.

The City's website and staff email addresses are scheduled to transition to the new .gov domain on January 2026. The IT Department has begun migrating staff's email addresses and will notify the City Council when the transition is scheduled to be implemented for individual accounts. The current .org domain will remain active as an alias, ensuring any incoming emails sent to the previous .org address will continue to be delivered without interruption. Additionally, visitors to the .org website will be automatically redirected to the new .gov website once the transition is complete.

The Public Works Department announced the Bay Lighting Project at Fire Station No. 1 has been completed. This was part of the 2025-2027 Work Program. The improved LED lighting will provide visibility and safety for personnel working the apparatus bay at night.

The City Hall Perimeter Fence and Gates project is scheduled to commence later this month during the holiday office closure to minimize disruptions for employees and residents. Due to extended procurement lead times for materials, completion is anticipated at the end of the first quarter of 2026.

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 208 illegal dumping work orders.

The Community Development Department announced Verizon Wireless submitted an application to construct a new 60-foot cell phone tower at the southeast corner of Base Line and Church Street within East Highland's Ranch. The facility will be located adjacent to the House of God Church (the old East Highland's Ranch Real Estate Office) and disguised as a eucalyptus tree to blend in with the environment.

Several residents commented on the project, some expressing support and others concerned with the aesthetics. The Planning Commission will make a determination in January 2026.

On November 18, the Planning Commission approved a Conditional Use Permit for Gerber Collision's auto body shop expansion. Gerber Collision located on the south side of Base Line, west of Central Avenue, is now approved to officially expand their business operations to the westerly commercial lot. They will construct a new water quality basin and install new fencing and landscaping to improve the existing retail property.

The Vim & Vigor Fitness Center within the In-N-Out Burger shopping center will officially open for business on Monday, December 15. The new tenant replaces the previous Esporta Fitness that closed a few months ago.

The 2026 Homeless Point in Time Count is scheduled for Thursday, January 22, 2026, starting at 6:00 a.m., regardless of weather conditions. It will continue until all individuals have been counted. Senior Code Compliance Officer Owens is designated as lead for the City of Highland team and will oversee the process ensuring an accurate and comprehensive count.

Mayor Pro Tem McCallon inquired on the status of the signal light and median repairs at the intersection of Greenspot Road and Calhoun Road.

City Manager Zamano stated the delay for the signal light is due to Southern California Edison (SCE). Staff is awaiting the design and have been advised they will provide the design by the end of this month which will allow the developers to finalize and complete their work for the signal light. The signal light activation is expected to occur sometime in March 2026.

Public Works Director/City Engineer Duran Jr. stated the developer anticipates submitting landscape median plans for review within the upcoming week. Future requests for the project will be temporarily on hold until the median plans have been submitted. Upon submittal, staff will review and approve the plans, allowing the developers to proceed with the construction of the specified improvements.

Mayor Lilburn stated an update should be provided about correspondence sent to the Federal Aviation Administration (FAA) that was discussed during the Airport Ad Hoc Meeting.

City Manager Zamano confirmed an Airport Ad Hoc meeting was held and a follow-up letter was sent to the FAA. In addition, a Sales Tax Ad Hoc was appointed as well.

18. Councilmember Comments (Agency/Committee/AB 1234 Reports, District Updates, etc.)  
Councilmember Saldana highlighted Maha Rizvi from Senator Reyes's office who generously donated ten (10) turkeys, which were passed to Kari Salina at Entrepreneur High School to distribute to local families in need. He thanked Mickey Alexander, a resident who assisted him in joining the Indian Springs High School Thanksgiving Food Drive. Through this effort, 70 families were provided with full Thanksgiving dinners. He attended the California League of Cities installation luncheon and announced the Mayor of Grand Terrace, Bill Hussey has been appointed as the region president for the League of California Cities, Inland Empire Division and wished him the best.

Additionally, the Highlanders Boxing Club will host their 18th Annual Toy Drive Friday, December 19, from 5:30 p.m. to 7:30 p.m. located at 26127 6th Street, and wished everyone a Merry Christmas.

Mayor Pro Tem McCallon announced one of San Bernardino County Transportation Authority's (SBCTA) Committees is scheduled to approve a contract for the Highland/Redlands Regional Gap Connector Project.

Mayor Lilburn stated she attended holiday events across the city this week. She participated in the San Bernardino International Airport's annual Christmas party. The Senior Center served over 300 Thanksgiving meals and are preparing to initiate their Operation Senior Claus, during which they will deliver non-perishable food baskets to homebound seniors. She thanked city staff for creating festive stockings for the senior baskets.

### **City Council Business**

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

Mayor Lilburn announced under City Council's discretion, City Council Business Item No. 1 will be revisited.

City Clerk Muñoz opened the floor for nominations for Mayor.

Councilmember McCallon nominated Councilmember Lilburn.

City Clerk Muñoz called for any other nominations. Hearing none, she closed the floor for nominations.

City Clerk Muñoz called for the vote of Councilmember Lilburn.

The City Council, by majority vote, appointed Councilmember Lilburn as Mayor for the 2025/2026 term with Councilmember Timmer abstaining.

City Clerk Muñoz opened the floor for nominations for Mayor Pro Tem.

Mayor Lilburn nominated Councilmember Saldana for Mayor Pro Tem.

City Clerk Muñoz called for the vote for Councilmember Saldana.

The City Council, by majority vote, appointed Councilmember Saldana as Mayor Pro Tem for the 2025/2026 term.

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

Mayor Lilburn announced under City Council's discretion, City Council Business Item No. 2 will be revisited.

Mayor Lilburn requested to move this item to the January 13, 2026, City Council Regular Meeting.

**A MOTION** was made by Mayor Pro Tem Saldana, seconded by Councilmember McCallon to continue this item to the January 13, 2026, City Council Regular Meeting. Motion carried, 4-0, with Councilmember Hogan being absent.

**Announcements**

None

**Closed Session**

None

**Adjourn**

Mayor Lilburn adjourned the meeting at 7:17 p.m.

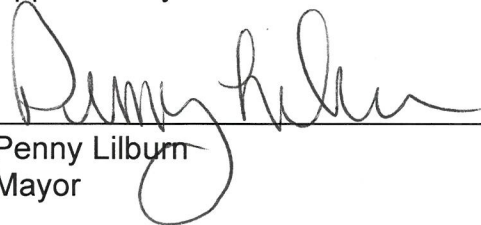
Submitted By:



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Alondra Muñoz, CMC  
City Clerk

Approved By:



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Penny Lilburn  
Mayor