

**Call to Order**

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 6:00 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 McCallon.

**Roll Call**

Present: Lilburn, McCallon, Saldana, Timmer

Absent: Hogan

**Report From Closed Session**

None

**Public Comment**

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

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

**City Council Consent Calendar**

**A MOTION** was made by Councilmember McCallon, seconded by Councilmember Saldana, to approve the Consent Calendar as submitted with the exception of pulling Agenda Item No. 11 for discussion. Following discussion, the motion included approval of Agenda Item No. 11. Motion carried on a roll call vote, 4-0, with Councilmember Hogan 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 - February 10, 2026 City Council Regular Meeting

Approved the Minutes as submitted.

3. Warrant Register No. 787

Approved Warrant Register No. 787; warrants in the amount of \$3,849,639.94 and Payroll in the amount of \$271,455.30.

4. Treasurer's Report for January 2026

Received and filed the Treasurer's Report for January 2026.

5. Claim Consideration - Jess Franco

Rejected claim.

6. A Resolution of the City Council of the City of Highland, California, Amending a Policy Regarding Expense Reimbursement and Use of Public Resources  
Adopted a Resolution amending the City's policy regarding expense reimbursement and the use of public resources.

RESOLUTION NO. 2026-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA,  
ESTABLISHING A POLICY REGARDING EXPENSE REIMBURSEMENT AND USE OF  
PUBLIC RESOURCES

7. Single Audit Report on Federal Award Programs for Fiscal Year Ended June 30, 2025  
Received and filed the Single Audit Report on Federal Award Programs for Fiscal Year Ended June 30, 2025.
8. Second Reading of Zone Change 25-001: Ordinance No. 478, an Ordinance to Change the Zoning Designation of Approximately 89 Acres in Accordance with the City's Certified 6th Cycle Housing Element Program 33, Requiring Upzoning of Five (5) Acres in a Moderate to High Resource Area on the Easterly Portion of the City to a Maximum Residential Density of Thirty (30) Dwelling Units Per Acre (du/ac) (With a Density Range of 20 du/ac to 30 du/ac) and Adopt a Negative Declaration  
Conducted a second reading, read by title only, and waived further reading, then adopted Ordinance No. 478 approving Zone Change (ZC 25-001) to rezone Assessor's Parcel Numbers 0297-201-07, 0297-061-50, 0297-061-07, 0297-061-42, 0297-061-26, 0297-061-13, 0297-061-25, and 0297-021-44 from Agricultural/Equestrian (A/EQ) to Planned Development (PD\*), consistent with Program 33 of the City's certified 6th Cycle Housing Element.

ORDINANCE NO. 478

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA ADOPTING ZONE CHANGE (ZC 25-001) TO CHANGE THE ZONING DESIGNATION OF APPROXIMATELY 89 ACRES OF EXISTING AGRICULTURAL/EQUESTRIAN (A/EQ) TO PLANNED DEVELOPMENT (PD) FOR PROPERTY GENERALLY LOCATED ALONG GREENSPOT ROAD BETWEEN THE MEDITERRA PLANNED DEVELOPMENT/MEDITERRA PARKWAY ON THE WEST AND THE OLD GREENSPOT ROAD HISTORIC IRON BRIDGE ON THE EAST WITHIN THE CITY OF HIGHLAND. ASSESSOR'S PARCEL NUMBERS: 0297-201-07, 0297-061-50, 0297-061-07, 0297-061-42, 0297-061-26, 0297-061-13, 0297-061-25, AND 0297-021-44.

9. Review of the City's 2025 General Plan Implementation Annual Report in Accordance with Government Code Section 65400 and 65588  
Reviewed the 2025 General Plan Annual Report and Housing Element Annual Report and directed staff to file with the California Office of Planning and Research (OPR) and California Department of Housing and Community Development (HCD).
10. 2025-01 City of Highland Janitorial Maintenance Contract Extension  
Extended the City of Highland Janitorial Maintenance Contract with Base Hill, Inc. for one (1) year.

11. 30th Annual Highland Community Trails Day Event Date

Approved Saturday, June 6, 2026 as the date for the 30th Annual Highland Community Trails Day Event.

12. Adopt Resolution No. 2026-010, Approving the Expenditure Plan for the Expenditure of Revenues in San Bernardino County Expected to be Derived from the Proposed Continuation of Measure I

Adopted Resolution No. 2026-010, A Resolution of the City Council of the City of Highland, California, Approving the Expenditure Plan for the Expenditure to be derived from the Proposed Continuation of Measure I.

RESOLUTION NO. 2026-010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING THE EXPENDITURE PLAN FOR THE EXPENDITURE OF REVENUES IN SAN BERNARDINO COUNTY EXPECTED TO BE DERIVED FROM THE PROPOSED CONTINUATION OF MEASURE I

**City Council Public Hearing**

13. Introduction and First Reading of an Ordinance Amending Highland Municipal Code Section 3.08.080 Relating to Monetary Settlement Authority for Tort Liability Claims

Mayor Lilburn opened the public hearing.

City Clerk Muñoz stated this item proposes an amendment to our municipal code to update the city's tort liability claim settlement authority. The current thresholds were established in 1994 and have not been revised. The ordinance would increase the City Manager's authority to \$5,000, Finance/Personnel Subcommittee authority up to \$20,000, and require City Council approval for settlements exceeding \$20,000. Staff recommends the City Council introduce the ordinance for first reading.

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 Saldana, seconded by Councilmember McCallon to conduct a first reading and introduce, by title only, an Ordinance Amending Subsections B, C, and D of Section 3.08.080 of the Highland Municipal Code to Revise Monetary Settlement Thresholds for Tort Liability Claims.

City Clerk Muñoz introduced Ordinance No. 479.

ORDINANCE NO. 479

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTION 3.08.080 OF THE HIGHLAND MUNICIPAL CODE RELATING TO MONETARY SETTLEMENT AUTHORITY FOR TORT LIABILITY CLAIMS

Which title was read.

14. Introduction and First Reading of an Ordinance Amending Highland Municipal Code Section 2.15.035 to Incorporate SB 827 Financial and Fiscal Training Requirements and Expanded Ethics Training Obligations

Mayor Lilburn opened the public hearing.

City Clerk Muñoz stated this item proposes an amendment to the municipal code to update the city's training requirements to align with recent state law changes under SB 827. The update expands the applicability of ethics training, requires completion within six months of assuming office for ethics training, and adds a new fiscal oversight training requirement of two hours every two years. Staff recommends the City Council introduce the ordinance for first reading.

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 Saldana, seconded by Councilmember McCallon to introduce and conduct a first reading of Ordinance No. 480, Amending Section 2.15.035 of the Highland Municipal Code to:

1. Incorporate fiscal and financial oversight training requirements mandated by SB 827 for covered local agency officials; and
2. Update and expand ethics training requirements to reflect current state law.

City Clerk Muñoz introduced Ordinance No. 480.

ORDINANCE NO. 480

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTION 2.15.035 (MEMBERSHIP-COMMISSIONER RESPONSIBILITIES) OF CHAPTER 2.15 (GENERAL PROVISIONS APPLICABLE TO COMMISSIONS, BOARDS, AND COMMITTEES) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE MUNICIPAL CODE TO INCLUDE REQUIRED FINANCIAL TRAINING AND EXPANDED ETHICS TRAINING

Which title was read.

15. Introduction and First Reading of an Ordinance Amendment to Title 5, Chapter 5.04, Section 5.04.160 of the City of Highland Municipal Code (Business License)

Mayor Lilburn opened the public hearing.

Director of Administrative Services Nava-Cruz stated on September 10, 2024, the City Council adopted an ordinance establishing a uniform business license period from January 1 through December 31 for all licenses. As part of this transition, a proration schedule was implemented to align existing licenses with the new renewal cycle. However, proration was also applied to new business licenses, which was an oversight. Regardless of when a new business applies for a license, the administrative workload remains consistent. Therefore, this ordinance is being proposed to amend the municipal code to clarify that new business

license applications will not be prorated. New business licenses will pay the full license fee at the time of application and will subsequently renew on the standard cycle of January 1 through December 31, in line with existing licenses. Additionally, the city's adopted fee schedule no longer includes daily, weekly, or monthly business licenses. This ordinance will also remove any references to those licensing periods from the municipal code. This proposal was reviewed by the Finance/Personnel Subcommittee on February 17, and recommended it be presented to City Council for consideration.

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 Saldana, seconded by Councilmember Timmer to:

1. Introduce and conduct a first reading, second reading and subsequently adopt Ordinance No. 481 amending Section 5.04.160 (License Fee-Payment Due Dates) of the Highland Municipal Code amending the term and collection of the fee for new business licenses; and
2. Make a finding of exemption under the California Environmental Quality Act.

City Clerk Muñoz introduced Ordinance No. 481.

#### ORDINANCE NO. 481

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, AMENDING SECTION 5.04.160 (LICENSE FEE - PAYMENT DUE DATES) OF CHAPTER 5.04 (BUSINESS LICENSES GENERALLY) OF TITLE 5 (BUSINESS LICENSES AND REGULATIONS) OF THE HIGHLAND MUNICIPAL CODE AMENDING THE TERM AND COLLECTION OF THE FEE FOR NEW BUSINESS LICENSES AND MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Which title was read.

16. Amended and Restated Disposition and Development/ Affordable Housing Agreement (the "Amended Agreement") and a Ground Lease with Wakeland Highland, LP, Related to the Construction of Ninety (90) Unit Affordable Senior Housing (Inclusive of One Manager's Unit) on Land Owned by the City's Housing Authority. The Amended Agreement will Allow Wakeland to Either (1) Develop the Ninety (90) Units ("Single Phase Project"), or (2) Develop a "Two Phase Project" With Not Less Than Sixty (60) Units During the First Phase ("Phase 1"), and Not Less Than Thirty (30) Units During the Second Phase ("Phase 2")

Mayor Lilburn stated she would abstain from this item due to a conflict of interest; her home is in proximity to the development.

Mayor Pro Tem Saldana opened the public hearing.

Community Development Director Mainez stated this item is a request for approval of an amended and restated Disposition and Development Agreement, an Affordable Housing Agreement, and a Ground Lease with Wakeland Highland, LP. The agreement authorizes Wakeland Highland, LP to construct and manage a 90-unit affordable senior housing project on 3.7 acres of land owned by the Housing Authority, located on Central Avenue just south of to Jeffrey Court Senior Apartments. The amendments incorporate a dual-tract development option, allowing Wakeland Highland, LP to construct one (1) single-phase project of 90 units or a two-phase project, with the first phase comprising of 60 units and the second phase a minimum of 30 units. The ultimate decision between these options will depend on the availability of financing sources. The phased approach may facilitate the construction process, especially considering the competitive nature of affordable housing funds. These amendments are aligned with the City Council's 2025-2026 Work Program, ranked high priority to assist Wakeland Highland, LP in securing project funding and conform to the city's certified Sixth (6) Cycle Housing Element goals and objectives. City Attorney Marroquin collaborated with Wakeland Highland, LP's legal team, Steve Duquette City of Highland's Housing Authority Consultant, and Assistant Community Development Director Stater.

Applicant Rebecca Louie President and CEO of Wakeland Highland, LP Housing Development Corporation thanked the City Council and stated Wakeland Highland, LP is a 26-year-old organization dedicated to the development of affordable housing. She's been with the company for nearly 21 years. Wakeland Highland, LP has constructed over 9,000 homes, specializing exclusively in affordable housing projects. Their portfolio includes housing options for seniors, low-income families, and transition-aged youth exiting homelessness. They are committed to delivering a wide range of quality housing solutions and have a strong track record of excellence. Tours are available of the developments if anyone is interested, as they provide a useful preview of potential future projects and valuable opportunities to showcase their work and share the progress with others.

Additionally, she acknowledged the excellent collaboration with the City of Highland. Staff has been flexible, creative, and highly dedicated to successfully completing projects. Working with the city on affordable housing initiatives can be complex, often involving multiple funding sources and lengthy timelines. The process can be challenging, especially as costs tend to increase over time. Therefore, partnering with a city that understands these challenges and is willing to work closely with Wakeland Highland, LP to develop innovative solutions is greatly appreciated.

Mayor Pro Tem Saldana inquired if Wakeland Highland, LP is responsible for managing the development project and overseeing the subsequent property management activities.

Applicant Rebecca indicated they are long-term owners who remain highly engaged in the management process. While Wakeland Highland, LP outsources day-to-day property management, they oversee and supervise the property management team to ensure quality and accountability.

Mayor Pro Tem Saldana thanked applicant Rebecca and asked if there were any questions from staff? Seeing none, he referred to speaker slips that were submitted.

Bret Martin spoke regarding concerns about the development.

Laura Vera spoke regarding concerns about the development.

Mayor Pro Tem Saldana confirmed there were no additional speaker slips and closed the public hearing and brought it back to City Council for deliberation.

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

1. Adopt Housing Authority Resolution No. HA 2026-001, approving entering into an Amended and Restated Disposition and Development/Affordable Housing Agreement and Ground Lease with Wakeland Highland, LP, and reconfirm the disbursement of \$4,577,450.00 in funds to Wakeland Highland, LP, upon conditions of closing being satisfied;
2. Adopt City of Highland Resolution No. 2026-011, approving entering into an Amended and Restated Disposition and Development/Affordable Housing Agreement, and Density Bonus Agreement with Wakeland Highland, LP; and
3. Direct staff to file a Notice of Exemption with the County Clerk of the Board. Motion carried on a roll call vote, 3-0 with Mayor Lilburn abstaining and Councilmember Hogan being absent.

RESOLUTION NO. HA2026-001

A RESOLUTION OF THE HIGHLAND HOUSING AUTHORITY OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING (1) AN AMENDED AND RESTATED DISPOSITION AND DEVELOPMENT/AFFORDABLE HOUSING AGREEMENT AND GROUND LEASE WITH WAKELAND HIGHLAND, LP, (2) RECONFIRMING THE DISBURSEMENT OF \$4,577,450.00 TO WAKELAND HIGHLAND, LP, UPON THE CONDITIONS OF CLOSING BEING SATISFIED, AND (3) MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

RESOLUTION NO. 2026-011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND, CALIFORNIA, APPROVING (1) AN AMENDED AND RESTATED DISPOSITION AND DEVELOPMENT/AFFORDABLE HOUSING AGREEMENT WITH WAKELAND HIGHLAND, LP, (2) APPROVING A DENSITY BONUS, AND (3) MAKING A FINDING OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

**City Council Legislative**

17. 4th of July Fireworks Event at Immanuel Baptist Church

City Manager Zamano gave a brief review of the staff report.

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

1. Accept the request from Immanuel Baptist Church (IBC) to have the City serve as the primary finance lead for the fireworks show and acquire the pyrotechnic services;
2. Approve a budget adjustment to cover the full cost of approximately \$56,500; and
3. Evaluate the budget through the Work Program. Motion carried, 4-0, with Councilmember Hogan being absent.

18. Actions Related to the Highland/Redlands Regional Gap Connector Project

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

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

1. Approve the proposal from H.W. Lochner to provide design services for the Highland/Redlands Regional Gap Connector Project in the amount of \$347,296;
2. Authorize the City Manager to enter into a reimbursement agreement with the City of Redlands for costs associated with design of the project within their jurisdiction;
3. Approve a Cooperative Agreement with the San Bernardino County Transportation Authority (SBCTA) for management and delivery of the construction phase of the Highland/Redlands Regional Gap Connector Project in the amount of \$417,085;
4. Authorize the City Manager to sign agreements for the project as approved by the City Attorney;
5. Authorize the City Manager to approve contract amendments up to 10% of the contract amount for contracts associated with the project; and
6. Approve a budget adjustment in the amount of \$777,184 from the DIF Unreserved/Undesignated fund balance for Regional Circulation Arterials (007-2100) to be expended from 007.8330.6550. Motion carried, 4-0, with Councilmember Hogan being absent.

19. 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 February received 2,887 calls for service, made 285 reports, 132 arrests, issued 60 citations, conducted 326 traffic enforcement stops, responded to 52 traffic collisions, 26 transient calls, and 28 towed vehicles.

The Highland Fire Department for the month of February received 620 calls for service, some of which included: 503 medical aids, 24 traffic collisions, 12 structure fires, 17 other fires, 4 vehicle fires and 14 public service assistances.

The Administrative Services/Finance Department for the month of February issued 45 business licenses, renewed 126 business licenses, issued 104 dog licenses, 66 yard sale permits, and 165 account payable checks.

The Highland Area Chamber of Commerce hosted its annual Community Awards and installation dinner on February 26. This event recognizes outstanding local community members who make a positive impact and help make our community a better place. Director of Administrative Services Nava-Cruz was selected as the 2025 City Employee of the Year for her exceptional performance and dedication. The Area Chamber of Commerce honored Highland City Police of the Year Charlie Cuellar and Highland Firefighter of the Year Colby Horstmeyer. The city is thankful for their dedication to serving and protecting our community.

On March 3, Public Services Manager Morgan received a letter from Assembly Member James Ramos congratulating her on being selected as the 2026 Women of Distinction. This honor is given to distinguished women who demonstrate exceptional leadership in the 45th District and give back to the community in a positive way.

The Department of Public Works announced the City Hall Perimeter Fence and Gates project commenced two weeks ago and is expected to be completed at the end of March. Following the completion of this location, work will commence on the Police Station gates upgrade and installation of new fencing to close Lillian Lane at the Community Park. All work is expected to be completed by the end of April.

The Natural Parkland Trail is now 100% complete and open to the public. Staff will recommend City Council acceptance of the project during the next City Council Regular meeting on April 14. The new trail will be highlighted at the 30th Annual Highland Community Trails Day Event, scheduled for June 6, 2026.

On Saturday, March 21, from 8:00 a.m. to 12:00 p.m., the Highland Improvement Team (HIT) will host a cleanup event of the Historic District.

On Monday, March 30, from 12:00 p.m. to 5:00 p.m., a Blood Drive will be held at the Highland Police Station.

On Saturday, March 14, from 9:00 a.m. to 2:00 p.m. AutoZone will host an Oil Filter Exchange event located at 27292 Base Line.

For the month of February, Burrtec completed 193 illegal dumping work orders.

The Community Development Department announced on March 3, that the Planning Commission directed staff to prepare a Resolution for denial of a proposed Verizon cell tower at the southeast corner of Base Line and Church Street located in East Highlands Ranch HOA property. The Planning Commission noted the co-location, stealthing as a eucalyptus tree, and reduced heights were not substantially analyzed for the proposed 60-foot-tall monopole. Formal adoption of a Resolution to deny the proposed cell tower is anticipated at the April 7 Planning Commission meeting.

On Thursday, March 5, the Historic and Cultural Preservation Board held their final Citrus Harvest Festival planning meeting. Staff reported the sponsorship budget had been met and all other aspects of the event were coming together. The Citrus Harvest Festival is scheduled for Saturday, March 28, from 10:00 a.m. to 3:30 p.m. located within the City's Historic District.

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

Mayor Pro Tem Saldana expressed appreciation to the Highland Area Chamber of Commerce and staff for organizing a well-coordinated installation dinner. He congratulated Director of Administrative Services Nava-Cruz on being named Employee of the Year, and East Valley Water District (EVWD) for business of the Year. He is looking forward to the upcoming Citrus Harvest Festival. Additionally, he will serve as a guest speaker at Belvedere Elementary School during Career Week on March 20.

Councilmember Timmer congratulated staff members on their recognition for outstanding service and dedication. He commended his support for law enforcement and the fire department.

Councilmember McCallon commended staff for their hard work and dedication. He attended Sergeant Ward's celebration of life services.

Mayor Lilburn thanked the Highland Area Chamber of Commerce for organizing the installation dinner, which served to recognize dedicated staff and local businesses, and commended the Fire Department and Police Department for their hard work.

**Announcements**

None

**Closed Session**

None

**Adjourn**

Mayor Lilburn adjourned the Joint City Council Regular Meeting and Housing Authority Special meeting at 7:00 p.m.

Submitted By:



Alondra Muñoz  
City Clerk/Secretary

Approved By:



Jimmy Saldana  
Mayor Pro Tem/Vice Chair