



City of Highland

Penny Lilburn, Mayor
District 3

Jimmy Saldana, Mayor Pro Tem
District 2

Gregory Hogan, Councilmember
District 1

Larry McCallon, Councilmember
District 5

John P. Timmer, Councilmember
District 4

City Council Regular Meeting Agenda

September 8, 2026 at 6:00 PM

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

View the meeting live online at: www.youtube.com/@CityofHighland

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.

The City's YouTube live stream is available for observation only.

www.youtube.com/@CityofHighland

Individuals wishing to provide public comment should use one of the participation methods outlined below.

Public Comment Participation

To address the City Council, members of the public may participate in person, remotely, or by submitting written comments. Please review the participation options below for instructions. Individual speakers are limited to three (3) minutes each. All comments submitted to the City Council, whether provided in writing, remotely, or in person, become part of the public record.

In Person

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.

Written Comments

Please submit your comments to publiccomment@highlandca.gov or by mail to the City Clerk's Office, 27215 Base Line, Highland, CA 92346 two (2) hours before the start of the meeting. If you are submitting a public comment pertaining to an item on the agenda, please identify the agenda item number. Emailed comments will be distributed to the City Council and retained as part of the public record; however, submissions will **NOT** be read out loud during the meeting.

Remote

To participate remotely, use one of the access methods outlined below.

(Before joining, please turn off all background noise. To avoid audio issues, test your computer or device audio and upgrade to the latest version of Zoom.)

Computer or Cell Phone via Zoom App	Dial In
 www.zoom.us/join Meeting ID: 844 4593 9727	Phone: (669) 444-9171; press pound (#) Meeting ID: 844 4593 9727; press pound (#) <i>(If prompted for a Participant ID, press the # key)</i>
1. Use the "raise hand" function to join the queue to speak. 2. Staff will call your name when it's your time to speak. 3. You may state your name at the beginning of your remarks. Speakers will have three (3) minutes to speak.	1. Use the "raise hand" function to join the queue to speak. (Press (*9) on your phone to raise your hand.) 2. Staff will state the last four digits of your phone number when it is your time to speak. (Press (*6) to unmute when it is your turn to speak.) 3. You may state your name at the beginning of your remarks. Speakers will have three (3) minutes to speak.

DISCLAIMER: Participant names and/or phone numbers may be visible to other participants.

In compliance with the Americans with Disabilities Act (ADA), if you need reasonable accommodations to participate in this meeting, including auxiliary aids or services, language interpretation, or other communication assistance, please contact the City Clerk's Office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting whenever possible. The City will make reasonable efforts to accommodate requests received with less notice.

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.highlandca.gov.

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

Special Presentations

Special Recognition - Mac's Spring Shop

Special Recognition - CAL FIRE - Resident Letters of Commendation

Special Recognition - Carlos Zamano, City Manager - 15 Year Service Anniversary

Special Recognition - Lawrence Mainez, Community Development Director - Retirement After 28 Years of Service

Public Comment

This public comment period is reserved for comments on matters within the subject matter jurisdiction of the City that are not listed on the agenda and on items included on the Consent Calendar. If you wish to comment on another agenda item or public hearing item, please wait until that item is called for consideration. Under the State of California Brown Act, the City Council is prohibited from discussing or taking action on any item not listed on the agenda.

City Council Business

1. 2026 Cal Cities General Assembly Resolution

Review and consider the proposed resolution to be presented at the League of California Cities (Cal Cities) 2026 General Assembly and provide direction to the City's voting delegate regarding the City's position on the resolution.

City Council Consent Calendar

2. Waive the Reading of All Ordinances

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

3. Minutes - August 11, 2026 - City Council Regular Meeting

Approve the Minutes as submitted.

4. Minutes - August 25, 2026 City Council Special Meeting

Approve the Minutes as submitted.

5. Warrant Register No. 793

Approve Warrant Register No. 793; Warrants in the amount of \$3,115,274.22 and Payroll in the amount of \$298,493.04.

6. Treasurer's Report for July 2026

Receive and file the Treasurer's Report for July 2026.

7. Conflict of Interest Code Amendment

Adopt Resolution No.____, amending the City's Conflict of Interest Code.

8. Records Destruction Authorization

Approve the destruction of certain records.

9. Fiscal Year 2025/2026 Year-End Budget Adjustments

The Finance/Personnel Subcommittee recommends the City Council approve the proposed Fiscal Year 2025/2026 year-end budget adjustments to appropriations, as presented, totaling \$5,429,536 in expenditures and \$3,617,737 in revenue for a net budget adjustment of \$1,811,799 for the City and \$192,435 in expenditures for the Successor Agency.

10. Fiscal Year 2026/2027-Carryover Budget Adjustments

The Finance/Personnel Subcommittee recommends approval of the proposed Fiscal Year 2026/2027 carryover budget adjustments totaling \$2,128,138 in expenditure appropriations.

11. 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

Approve the Contract and authorize execution by the Assistant Community Development Director.

12. 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

Approve the Contract and authorize execution by the Assistant Community Development Director.

13. Community Development Block Grant (CDBG) Subrecipient Contract between the City of Highland and Central Little League to Provide Youth Baseball and Softball Programs

Approve the Contract and authorize execution by the Assistant Community Development Director.

14. Special Event Permit Application (SEP 26-004) by the Highland Area Chamber of Commerce Requesting Approval of the Annual 'Discover Highland 5K/10K Run' and Co-Sponsorship by the City to Waive Public Works and Police Department Fees

The Finance/Personnel Subcommittee recommends the City Council:

1. Approve Special Event Permit SEP 26-004 subject to the Conditions of Approval;
2. Approve "Co-Sponsorship" of the event and waive City Police fees and Public Works traffic control fees in the amount of \$10,158.50; and
3. Authorize the use of the City Logo for promotional items.

15. Contract Renewal – 2022-06 Highland HVAC Systems Maintenance, Monitoring, and Repair Contract

1. Extend the 2022-06 Highland HVAC Systems Maintenance, Monitoring, and Repair Contract with F.M. Thomas Air Conditioning, Inc. for one year; and
2. Approve a 6.5% increase to the contract.

16. Tract 20693 - Final Map Approval

1. Approve the Final Map of Tract No. 20693;
2. Accept the Subdivision Improvement Bonds; and
3. Authorize the Mayor to sign the Standard Subdivision Agreement.

17. Measure I Capital Project Needs Analysis (2027/28 - 2031/32)

Approve the Five-Year Capital Project Needs Analysis (2027/28 - 2031/32) for the Measure I Major Street and Freeway Interchange Programs.

18. Artificial Intelligence (AI) Policy

The Finance/Personnel Subcommittee recommends the City Council approval of the Artificial Intelligence (AI) Policy.

City Council Public Hearing

The order of business for Public Hearings shall be:

1. Mayor opens Public Hearing;
2. Staff presentation;
3. Applicant/Representative presentation;
4. Speakers in favor of proposal;
5. Speakers in opposition to proposal;
6. Applicant rebuttal;
7. Mayor closes Public Hearing;
8. Council discussion, motion and vote.

Once the Public Hearing is closed, no further testimony is taken.

19. Municipal Code Amendment (MCA 26-001), Amending Section 16.44.180 (Accessory Dwelling Units and Junior Accessory Dwelling Units) of Title 16 (Land Use and Development) of the Highland Municipal Code to Update Requirements in Accordance with State Law. The Proposed Amendment Promotes the Development of ADUs As a Means to Increase Affordable Housing Opportunities and Ensures the City's Regulations Remain Compliant with State Laws

The Planning Commission recommends the City Council:

1. Adopt a Notice of Exemption and instruct staff to file a Notice of Exemption with the County Clerk of the Board of Supervisors; and
 2. Introduce an Ordinance to amend Section 16.44.180 (Accessory dwelling units and junior accessory dwelling units) of Title 16 (Land Use and Development Code) to continue the implementation of Program 12 of the Highland Housing Element to ensure consistency with State housing legislation including Senate Bill 543, Assembly Bill 154, and Senate Bill 9.
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20. Public Hearing to Consider Calling a Special Election; Declaring the Results of the Election; and Approving Formation and Levy of Special Taxes for City of Highland Community Facilities District No. PS 26-001 Citywide Public Safety Services (Work Program, UP-)
 1. Open the public hearing and take testimony, if any, following the public hearing, staff recommends that the City Council adopt Resolution No. 2026-____, entitled: "A Resolution Of Formation Of The City Council Of The City Of Highland, California, To Establish City Of Highland Community Facilities District No. Ps 26-001 (Citywide Public Safety Services), To Establish An Appropriations Limit Therefor, To Authorize The Levy Of A Special Tax Therein, To Authorize The Submittal Of The Levy Of Special Tax And The Establishment Of An Appropriations Limit To The Qualified Electors Of Such Community Facilities District, To Provide For The Annexation Of Territory To Such Community Facilities District In The Future, To Make Environmental Findings Pursuant To The California Environmental Quality Act, And To Authorize Certain Actions Related Thereto";

2. Adopt Resolution No. 2026-____, entitled: "A Resolution Of The City Council Of The City Of Highland, California, Calling A Special Election And Submitting To The Qualified Electors Of City Of Highland Community Facilities District No. Ps 26-001 (Citywide Public Safety Services) Propositions Regarding The Establishment Of An Appropriations Limit And The Annual Levy Of A Special Tax Within The Community Facilities District";
3. Adopt Resolution No. 2026-____, entitled: "A Resolution Of The City Council Of The City Of Highland, California, Declaring The Results Of A Special Election In The City Of Highland Community Facilities District No. Ps 26-001 (Citywide Public Safety Services) And Directing The Recording Of A Notice Of Special Tax Lien"; and
4. Waive full reading, read by title only, and introduce Ordinance No. 2026-____, entitled: "An Ordinance Of The City Council Of The City Of Highland, California Acting In Its Capacity As The Legislative Body Of City Of Highland Community Facilities District No. Ps 26-001 (Citywide Public Safety Services) Authorizing The Levy Of A Special Tax Therein".

City Council Legislative

21. Appoint One (1) Member of the Public to the Historic and Cultural Preservation Board

Appoint one (1) member of the public to the Historic and Cultural Preservation Board.

22. Resolution Supporting Measure E

Adopt Resolution No. 2026-____ in support of Measure E at the November 3, 2026, General Municipal Election.

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

Discussion and possible action.

24. 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 October 13, 2026.

Certification

I, Alondra Muñoz, City Clerk, or my designee, hereby certify that the foregoing agenda was posted on our website at www.highlandca.gov 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.