



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

April 14, 2026 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.highlandca.gov.

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

Proclamation - Child Abuse Prevention Month

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 3 minutes each. For those wishing to make public comments by email, please submit your comments by 5:00 p.m. on April 14, 2026, to publiccomment@highlandca.gov. 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. Across the Board Adjustment for All Employees

The Finance/Personnel Subcommittee recommends adoption of a resolution approving a 5% cost-of-living adjustment (COLA) effective July 1, 2026, for all City employees, including unrepresented employees and executive management classifications such as Department Directors, Assistant Directors, and City Manager.

City Council Consent Calendar

2. Waive the Reading of All Ordinances

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

-
3. Minutes - March 10, 2026 Joint City Council Regular Meeting & Housing Authority Special Meeting
Approve the Minutes as submitted.
 4. Treasurer's Report for February 2026
Receive and file the Treasurer's Report for February 2026.
 5. Warrant Register No. 788
Approve Warrant Register No. 788; Warrants in the amount of \$3,689,361.23 and Payroll in the amount of \$280,684.05.
 6. Claim Considerations
George Hills recommends the City Council reject the claims.
 7. Second Reading of Ordinance No. 479 Amending Highland Municipal Code Section 3.08.080 Relating to Monetary Settlement Authority for Tort Liability Claims
Conduct a second reading and adopt Ordinance No. 479 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.
 8. Second Reading of Ordinance No. 480 Amending Highland Municipal Code Section 2.15.035 to Incorporate SB 827 Financial and Fiscal Training Requirements and Expanded Ethics Training Obligations
Conduct a second reading and adopt 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.
 9. Second Reading of Ordinance No. 481, an Amendment to Title 5, Chapter 5.04, Section 5.04.160 of the City of Highland Municipal Code (Business License)
 1. Conduct a 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. Making a finding of exemption under the California Environmental Quality Act.

10. TDA Article 3 Grant Claim Resolution for the Boulder Avenue & Webster Street School Area Sidewalk Gap Closure Project (SWK26001)

1. Adopt Resolution No. 2026-___ authorizing the submittal of periodic claims to the San Bernardino County Transportation Authority (SBCTA) for Transportation Development Act (TDA) Article 3 funds in the amount of \$357,700 for the Boulder Ave. & Webster St. School Area Sidewalk Gap Closure Project (SWK26001);
2. Authorize the Public Works Director/City Engineer to execute the claim documents;
3. Adopt Resolution No. 2026- ___ approving the Amended Measure I Five-Year Capital Improvement Program (Fiscal Years 2025/2026 through 2029/2030);
4. Approve a budget adjustment for the use of \$357,700 in TDA Article 3 Funds (Expenditure Acct #005.8320.6550, Revenue Acct# 005.8320.7205); and
5. Approve a budget adjustment to use up to \$372,300 from the Measure I fund balance (Acct# 017-2100) to be expended from the Traffic Improvements Account (Acct # 017-8350-6550) for the Project.

11. Bid Award - Bid No. 2026-03, "Tree Trimming and Arborist Services" Agreement

1. Award the on-call contract for Bid No. 2026-03, "Tree Trimming and Arborist Services Agreement" to the lowest responsive bidder, West Coast Arborist, Inc.; and
2. Authorize the City Manager to execute up to four, one-year extensions to the agreement.

12. Contract Change Order and Contingency Authorization - Financial Management Software Upgrade (Work Program HP+)

The Finance/Personnel Subcommittee recommends the City Council:

1. Approve a contract change order with Tyler Technologies for additional implementation services related to the Financial Management Software upgrade to Enterprise (Munis); and
2. Authorize a 10% contingency on the revised implementation contract amount to address unforeseen necessary system configuration and integration modifications identified during implementation with change orders to be signed by the City Manager.

13. Notice of Completion - Bid No. 2024-02, "Highland Natural Parkland Trail Project" (Project No. TRA20001)

1. Accept Bid No. 2024-02, "Highland Natural Parkland Trail Project" (Project No. TRA20001) 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. Design Award for the Base Line and Greenspot Road Connected Smart Corridors Project (Project No. SIG25002)

1. Approve the proposal from AGA Engineers, Inc. (AGA) to provide traffic engineering, design, and construction management services for the Base Line and Greenspot Road Connected Smart Corridors Project in the amount of \$378,274.58; and
2. Authorize the City Manager to approve contract amendments up to 10% of the contract amount.

15. Joint Powers Authority (JPA) for the Establishment of a San Bernardino Regional Housing Trust (SBRHT)

Staff does not recommend participating in the San Bernardino Council of Government's (SBCOG) proposed SBRHT and JPA.

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.

16. Ordinance Adding a New Chapter to the Highland Municipal Code Regarding Electronic Bikes, Scooters, and Skateboards (Electric Mobility Devices)

The Public Safety Subcommittee Recommends the City Council:

1. Introduce and conduct a first reading of an ordinance entitled, "An Ordinance of the City Council of the City Of Highland, California Adding A New Chapter 8.60 "E-Bikes" to Title 8 "Health And Safety" of the City's Municipal Code; and
2. Make a Finding Of Exemption Pursuant To The California Environmental Quality Act Section 15061(B)(3).

17. City Council Monthly Compensation Adjustment

Introduce and conduct first reading of City Council Ordinance No. _____, amending Section 2.04.010 (Compensation of Councilmembers) of the Highland Municipal Code to increase compensation of City Council members.

City Council Legislative18. America's 250th Anniversary on July 4, 2026

Discuss and provide direction to staff regarding participation in the 250th anniversary of the signing of the Declaration of Independence.

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

Discussion and possible action.

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

Discussion and possible action.

Announcements**Closed Session****CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Government Code Section 54956.9(d)(2)

A point has been reached, where, based on existing facts and circumstances, there is a significant exposure to litigation against the City resulting from a claim submitted by Lucia Cruz related to property damage that occurred to a backyard retaining wall at 28599 Cherokee Rose Drive in the City of Highland on August 1, 2024. The claim that was submitted on March 6, 2025 is available for public inspection at the City Clerk's office.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Name of case: *In Re: National Prescription Opiate Litigation*, U.S. District Court for the Northern District of Ohio, Case No. 1:17-MD-2804

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(2)

A point has been reached, where, based on the opinion of the City Council, based on existing facts and circumstances, there is a significant exposure to litigation against the City.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Name of case: *City of Highland v. Pathak, et. al*, San Bernardino County Court Case Number CIVSB2521254

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 May 12, 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.



A handwritten signature in black ink, appearing to read "Alondra Muñoz", is written over a horizontal line. The signature is stylized and cursive.